

# **BIRMINGHAM CITY COUNCIL**

## **MEETING OF THE CITY COUNCIL**

**TUESDAY, 21 MAY 2024 AT 16:00 HOURS**  
**IN COUNCIL CHAMBER, COUNCIL HOUSE, VICTORIA SQUARE,**  
**BIRMINGHAM, B1 1BB**

### **A G E N D A**

#### **1 NOTICE OF RECORDING**

Lord Mayor to advise that this meeting will be webcast for live or subsequent broadcast via the Council's Public-I microsite [\(please click this link\)](#) and that members of the press/public may record and take photographs except where there are confidential or exempt items.

#### **2 DECLARATIONS OF INTERESTS**

Members are reminded they must declare all relevant pecuniary and other registerable interests arising from any business to be discussed at this meeting.

If a disclosable pecuniary interest is declared a Member must not participate in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation.

If other registerable interests are declared a Member may speak on the matter only if members of the public are allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation.

If it is a 'sensitive interest', Members do not have to disclose the nature of the interest, just that they have an interest.

Information on the Local Government Association's Model Councillor Code of Conduct is set out via <http://bit.ly/3WtGQnN>. This includes, at Appendix 1, an interests flowchart which provides a simple guide to declaring interests at meetings.

7 - 54

3 **MINUTES**

To confirm and authorise the signing of the Minutes of the meeting of the Council held on 16 April 2024.

55 - 76

4 **ANNUAL REPORT OF THE LORD MAYOR 2023/24 (15 MINUTES)**

To receive the annual report of the Lord Mayor.

5 **ANNOUNCEMENT OF LORD MAYOR'S AWARDS**

Lord Mayor will announce Awards.

6 **PRESENTATION TO HONORARY ALDERMEN**

Presentation to Honorary Aldermen to be made by the Lord Mayor.

7 **ELECTION OF THE LORD MAYOR 2024/25**

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To elect the Lord Mayor.

NB. A short break will follow to allow for the robing of the Lord Mayor.

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8 **PRESENTATION TO THE RETIRING LORD MAYOR**

To present the retiring Lord Mayor with an ex-Lord Mayoral Badge.

9 **PRESENTATION TO THE RETIRING LORD MAYOR'S CONSORT**

To present the retiring Lord Mayor's Consort with a badge as a memento of office

10 **VOTE OF THANKS TO THE RETIRING LORD MAYOR AND LORD MAYOR'S CONSORT**

A vote of thanks to the retiring Lord Mayor and Lord Mayor's Consort will be made.

11 **APPOINTMENT OF THE DEPUTY LORD MAYOR**

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To appoint the Deputy Lord Mayor.

NB. A short break will follow to allow for guests to retire.

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12 **ALLOWANCES**

To agree the allowances to be made to the Lord Mayor and the Deputy Lord Mayor in office during 2024/25.

13 **DATES OF MEETINGS**

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To determine the dates of the meetings of Council to be held during the year ending with the next Annual Meeting of the Council.

It is suggested that meetings of the Council be held in the Council Chamber at 1400 hours on the following Tuesdays :-

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**2024**

18 June  
9 July  
17 September  
5 November  
3 December

**2025**

28 January  
25 February  
8 April

14 **ANNUAL MEETING IN 2025**

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To confirm the date for the holding of the Annual Meeting of the Council in 2025.

It is recommended that the Annual Meeting for 2025 be held in the Council Chamber at 1600 hours on Tuesday 20 May 2025.

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15 **LORD MAYOR'S ANNOUNCEMENTS**

To receive the Lord Mayor's announcements and such communications as the Lord Mayor may wish to place before the Council.

16 **PETITIONS**

To receive and deal with petitions in accordance with Council Rules of

Procedure (B4.4 E of the Constitution)

As agreed by Council Business Management Committee a schedule of outstanding petitions is available electronically with the published papers for the meeting and can be viewed or downloaded.

**77 - 78**

17 **COMMISSIONER'S REVIEW AND COMMENTS ON AGENDA**

For the Council to note the attached comments on the agenda.

**79 - 98**

18 **LEADER'S ANNOUNCEMENT OF CABINET MEMBERS**

The Leader will make his announcement.

**99 - 100**

19 **BOURNBROOK AND SELLY PARK BY ELECTION 2 MAY 2024 - RESULT**

Councillor John Cotton to move the following recommendation:

"That City Council notes that Jamie Christopher Scott (LAB) has been confirmed as the elected member for the Bournbrook and Selly Park ward following the completion of the by election held on 2 May 2024".

**101 - 194**

20 **REVIEW OF THE CONSTITUTION**

Councillor John Cotton to move the following recommendations:

"1. To note the work of the Member Constitutional Working Group in reviewing the Constitution.

2. That approval be given to the proposed revisions to Parts A, B, C and E of the Constitution, as detailed in Appendices 1, 2 and 3 and summarised in paragraph 6 below.

3. To note that a comprehensive review of the Constitution will be conducted following Annual Council on 21 May 2024 as part of the Governance and Relationships Programme in the Improvement and Recovery Plan.

4. To note that the Standards Committee are consulting on a new Member/Officer Relations Protocol, as part of the response to the Independent Governance Review carried out by the Centre for Governance and Scrutiny during 2023. This will be the subject of a separate Report to Full Council in June 2024.

5. To note that the Interim City Solicitor, in consultation with the Leader of the Council, has been authorised (by Council Business Management Committee on 7 May 2024) to commence a recruitment process to appoint an independent person to chair the Audit Committee. The final appointment, by a cross party member Panel, is subject to Full Council approving the

proposed amendment to section B14 paragraph 14.6 - The Chair of Audit Committee will be an Independent person."

**195 - 240**

21 **CITY COUNCIL APPOINTMENTS**

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To consider a report of the Council Business Management Committee.

Councillor John Cotton to move the following recommendation:

"That the City Council makes appointments to Committees and Other Bodies as set out in the Appendix to the report."

Please note that Appendix 2 of the report is to follow. This will be circulated and published in advance of the meeting.

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**MEETING OF BIRMINGHAM  
CITY COUNCIL, TUESDAY,  
16 APRIL 2024**

**MINUTES OF THE MEETING OF BIRMINGHAM CITY COUNCIL HELD  
ON TUESDAY, 16 APRIL 2024 AT 1400 HOURS IN THE COUNCIL  
CHAMBER, COUNCIL HOUSE, BIRMINGHAM**

**PRESENT**:- Lord Mayor (Councillor Chaman Lal) in the Chair.

**Councillors**

Akhlaq Ahmed	Alex Aitken	Deirdre Alden
Robert Alden	Gurdial Singh Atwal	David Barker
David Barrie	Baber Baz	Matt Bennett
Jilly Bermingham	Bushra Bi	Sir Albert Bore
Nicky Brennan	Kerry Brewer	Marje Bridle
Martin Brooks	Mick Brown	Zaker Choudhry
Liz Clements	Maureen Cornish	John Cotton
Phil Davis	Adrian Delaney	Diane Donaldson
Barbara Dring	Jayne Francis	Sam Forsyth
Ray Goodwin	Rob Grant	Colin Green
Fred Grindrod	Deborah Harries	Kath Hartley
Adam Higgs	Jon Hunt	Mumtaz Hussain
Mahmood Hussain	Shabrana Hussain	Timothy Huxtable
Mohammed Idrees	Zafar Iqbal	Katherine Iroh
Ziaul Islam	Morriam Jan	Kerry Jenkins
Meirion Jenkins	Jane Jones	Amar Khan
Ayoub Khan	Saqib Khan	Izzy Knowles
Narinder Kaur Kooner	Bruce Lines	Mary Locke
Ewan Mackey	Basharat Mahmood	Majid Mahmood
Rashad Mahmood	Lee Marsham	Karen McCarthy
Saddak Miah	Shehla Moledina	Gareth Moore
Yvonne Mosquito	Richard Parkin	David Pears
Miranda Perks	Rob Pocock	Julien Pritchard
Hendrina Quinnen	Lauren Rainbow	Darius Sandhu
Kath Scott	Shafique Shah	Rinkal Shergill
Sybil Spence	Saima Suleman	Jamie Tennant
Sharon Thompson	Paul Tilsley	Penny Wagg
Ian Ward	Ken Wood	Alex Yip
Waseem Zaffar		

**NOTICE OF RECORDING**

246 The Lord Mayor advised that the meeting would be webcast for live and subsequent broadcasting via the Council’s Public-I website and that members of the press/public may record and take photographs except where there were confidential or exempt items.

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**DECLARATIONS OF INTERESTS**

247 The Lord Mayor reminded Members that they must declare all relevant pecuniary and non-pecuniary interests relating to any items of business to be discussed at the meeting.

There were no declarations of interest from Members.

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**MINUTES**

248 It was moved by the Lord Mayor, seconded and –

**RESOLVED:**

That the Minutes of the meeting held on 5 March 2024 be taken as read and confirmed and signed

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**LORD MAYOR'S ANNOUNCEMENTS**

249 The Lord Mayor announced that Graeme Betts had been appointed by Commissioners as Acting Chief Executive Officer covering the period 22 March 2024 through to 22 June 2024.

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**PETITIONS**

**Petitions Relating to City Council Functions Presented at the Meeting**

250 The following petitions were presented:-

(See document No. 1, ‘Additional Meeting Documents’)

In accordance with the proposals by the Members presenting the petitions, it was moved by the Lord Mayor, seconded and:-

**RESOLVED:-**

That the petitions were received and referred to the relevant Chief Officer(s).



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### **Petitions Update**

251 A Petitions Update had been made available electronically:-

(See document No. 2, 'Additional Meeting Documents')

It was moved by the Lord Mayor, seconded and

### **RESOLVED:-**

That the Petitions Update be noted and those petitions for which a satisfactory response has been received, be discharged.

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### **QUESTION TIME**

252 The Council proceeded to consider Oral Questions in accordance with Council Rules of Procedure (B4.4 F of the Constitution).

Details of the questions asked are available for public inspection via the webcast.

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### **APPOINTMENTS BY THE COUNCIL**

253 Councillor Ray Goodwin addressed the Council and it was-

### **RESOLVED:-**

That the appointments be made to serve on the Committees and other bodies set out below:-

Councillor Des Hughes was removed from the Education, Children and Young People Overview and Scrutiny Committee, the Barry Jackson Trust and Birmingham Royal Ballet Board.

Councillor Kath Scott was appointed to the Education, Children and Young People Overview and Scrutiny Committee.

Councillor Kerry Jenkins was appointed to the Barry Jackson Trust.

Councillor Jamie Tennant was appointed to the Birmingham Royal Ballet Board

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## **COMMISSIONER'S REVIEW AND COMMENTS ON AGENDA**

254 The Committee noted the comments made by Commissioners  
In relation to agenda items 9, 10 and 11 respectively.

(See document No. 3, agenda item 8).

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## **STANDARDS COMMITTEE RECOMMENDATIONS FOLLOWING CODE OF CONDUCT HEARING**

255 A report of the Interim City Solicitor and Monitoring Officer was  
submitted:-

(See document No. 4, agenda item 9).

The Lord Mayor invited the Chair of the Standards Committee,  
Peter Wiseman to address the Council.

Councillor John Cotton moved the recommendations which  
were seconded from the floor. Councillor Cotton thanked the  
Chair of the Standards Committee for attending and  
addressing Council.

A debate ensued.

Councillor Ewan Mackey spoke during the debate.

The Lord Mayor invited Councillor John Cotton to sum up.

It was therefore-

### **RESOLVED:-**

City Council:

- 1.) Noted the findings of the Standards Committee that the Code of  
Conduct had been breached and that Councillor Hughes apologise  
for his conduct.
  - 2.) Agreed the recommendation that Councillor Hughes be removed  
from his outside appointments representing the Council on the  
Board of the Birmingham Royal Ballet and as a Trustee of Barry  
Jackson Trust.
  - 3.) Agreed that the Council took promptly all reasonable steps to  
recover the outstanding overpayment of salary in the sum of  
£6,189.96.
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## **IMPROVEMENT AND RECOVERY PLAN**

256 A report of the Leader of the Council, Councillor John Cotton  
was submitted:-

(See document No. 5, agenda item 10).

Councillor John Cotton moved the recommendation which was seconded from the floor.

A debate ensued.

Councillors Timothy Huxtable, Morriam Jan, Majid Mahmood, Deirdre Alden, Rob Pocock, Julien Pritchard, Jayne Francis, David Pears, Sharon Thompson, Richard Parkin, Karen McCarthy, Matt Bennett, Fred Grindrod, Robert Alden, Liz Clements, Alex Yip and Marje Bridle spoke during the debate.

The Lord Mayor invited Councillor John Cotton to sum up.

It was therefore-

**RESOLVED:-**

- 1.) That City Council approved the Improvement and Recovery Plan (IRP) (attached at Appendix 1) as the overarching document that summarises the key programmes, projects, and activity the Council needs to deliver improvement.
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**ADJOURNMENT**

257 It was moved by the Lord Mayor, seconded and-

**RESOLVED:-**

That the Council be adjourned until 1730 hours on this day.

The Council then adjourned at 1700 hours.

At 1730 hours the Council resumed at the point where the meeting had been adjourned.

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**EXECUTIVE BUSINESS REPORT – HOUSING AND HOMELESSNESS**

258 A report of Cabinet was submitted:-

(See document No. 6, agenda item 11).

Councillor Jayne Francis moved the recommendation which was seconded from the floor.

A debate ensued.

Councillors Ken Wood, Morriam Jan, Mohammed Idrees and Gareth Moore spoke during the debate.

The Lord Mayor invited Councillor Jayne Francis to sum up.

It was therefore-

**RESOLVED:-**

1.) That City Council noted the report.

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**SCRUTINY INQUIRY ON CHILD CRIMINAL EXPLOITATION: HOW ARE THE COUNCIL AND ITS PARTNERS WORKING TOGETHER TO REDUCE THE RISKS OF EXPLOITATION FOR YOUNG PEOPLE?**

259 A report of Councillor Kerry Jenkins, Chair of Education, Children and Young People Overview and Scrutiny Committee was submitted:-

(See document No. 7, agenda item 12).

Councillor Kerry Jenkins moved the recommendations which were seconded by Councillor Morriam Jan.

A debate ensued.

Councillors Julien Pritchard, Jane Jones, Robert Alden, Narinder Kaur Kooner, Adam Higgs, Jilly Bermingham, Kath Scott, Shehla Moledina and Karen McCarthy spoke during the debate.

The Lord Mayor invited Councillor Kerry Jenkins to sum up.

It was therefore-

**RESOLVED:-**

1.) City Council approved recommendations R01 to R15, set out in Appendix 1, and agreed that the Executive be requested to pursue their implementation.

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**AUDIT COMMITTEE ANNUAL REPORT**

260 A report of Councillor Fred Grindrod, Chair of the Audit Committee was submitted:-

(See document No. 8, agenda item 13).

Councillor Fred Grindrod moved the recommendations which were seconded by Councillor Paul Tilsley.

There was one amendment to be debated with the report.

(See document No. 9, 'Additional Meeting Documents').

Councillor Meirion Jenkins moved the amendment which was seconded by Councillor Robert Alden.

A debate ensued.

Councillor Miranda Perks spoke during the debate.

The Lord Mayor invited Councillor Fred Grindrod to sum up.

The amendment to the report in the names of Councillors Meirion Jenkins and Robert Alden having been moved and seconded was put to the vote and by a show of hands was declared to be lost.

It was therefore-

**RESOLVED:-**

That City Council:

- 1.) Received and considered the annual report of the Audit Committee.
- 2.) Endorsed the new approach to the production of the Annual Governance Statement ensuring that the Committee are able to fully contribute to its development and that the statement becomes the foundation upon which the work of the Committee is built.
- 3.) Supported the ongoing development of the Committee recognising that this is not a quick fix but a journey of development.

The Lord Mayor thanked Members and officers for their support during his tenure.

The meeting ended at 1920 hours.



# **CITY COUNCIL 16 APRIL 2024**

# **WRITTEN QUESTIONS TO CABINET MEMBERS**

**CITY COUNCIL – 16 APRIL 2024**

**WRITTEN QUESTIONS**

**A To the Leader of the Council**

1. **Victoria Square**  
From Councillor Ewan Mackey
2. **Centenary Square**  
From Councillor Adrian Delaney
3. **MOVED TO DEPUTY LEADER - QUESTION B2**
4. **Advertising Income**  
From Councillor Ron Storer
5. **Display Energy Certificate**  
From Councillor David Barrie
6. **Salary over\underpayments**  
From Councillor David Pears
7. **CfGS**  
From Councillor Kerry Brewer
8. **MOVED TO DEPUTY LEADER - QUESTION B3**
9. **MOVED TO DEPUTY LEADER - QUESTION B4**
10. **Oracle**  
From Councillor Izzy Knowles
11. **Legacy Programme Project – Perry Barr**  
From Councillor Jon Hunt

**B To the Deputy Leader of the Council**

1. **Project Management Capability**  
From Councillor Baber Baz
2. **Budget Consultation**  
From Councillor Robert Alden

3. **Responses to the Non-Statutory Budget Consultation - 1**

From Councillor Roger Harmer

4. **Responses to the Non-Statutory Budget Consultation - 2**

From Councillor Morriam Jan

**C To the Cabinet Member for Children Young People and Families**

1. **Residential Care numbers and costs**

From Councillor Debbie Clancy

2. **Residential Care ratings**

From Councillor Darius Sandhu

**D To the Cabinet Member for Digital, Culture, Heritage & Tourism**

1. **Library Consultation**

From Councillor Kerry Brewer

2. **Library consultation offline**

From Councillor Bruce Lines

**E To the Cabinet Member for Environment**

1. **Missed Collections KPI**

From Councillor Adam Higgs

2. **MHRCs - 1**

From Councillor Bruce Lines

3. **MHRCs - 2**

From Councillor Adrian Delaney

4. **Dropped Collections**

From Councillor Richard Parkin



5. **Legacy Programme Project – Perry Barr - 1**

From Councillor Jon Hunt

6. **Legacy Programme Project – Perry Barr - 2**

From Councillor Morriam Jan

**F To the Cabinet Member for Finance and Resources**

**NONE SUBMITTED**

**G To the Cabinet Member for Health and Social Care**

**NONE SUBMITTED**

**H To the Cabinet Member for Housing and Homelessness**

1. **Second City Housing**

From Councillor Robert Alden

2. **Exempt Accommodation**

From Councillor Gareth Moore

3. **Housing ombudsman case 23 003 061**

From Councillor Roger Harmer

**I To the Cabinet Member for Social Justice, Community Safety and Equalities**

**NONE SUBMITTED**

**J To the Cabinet Member for Transport**

1. **Hydrogen Buses**

From Councillor Timonthy Huxtable

2. **Russell Road – road safety scheme**

From Councillor Izzy Knowles

CITY COUNCIL – 16 April 2024

**WRITTEN QUESTION TO THE LEADER OF THE COUNCIL FROM  
COUNCILLOR EWAN MACKEY**

**“Victoria Square”**

**Question:**

What is the total amount spent since 2018 on Public Realm works in Victoria Square, and how much is forecast to be spent in each of the next 2 years?

**Answer:**

The expenditure from 2018 to date for the City Centre Public Realm scheme including the “Public Realm works in Victoria Square” is £10,062,451.

This expenditure includes the preliminary and detailed scheme development, as well as works undertaken to date including the restoration of The River Water Feature and also works to Victoria Square, Colmore Row and Waterloo Street.

The forecast expenditure for the current financial year is £2,332,549, aligning with completion of the scheme works.

The scheme is funded from external and ringfenced resources.

CITY COUNCIL – 16 April 2024

**WRITTEN QUESTION TO THE LEADER OF THE COUNCIL FROM  
COUNCILLOR ADRIAN DELANEY**

**“Centenary Square”**

**Question:**

Since its official reopening on 3 July 2019, how much has been spent on repairs and maintenance, or other public realm work to Centenary Square?

**Answer:**

Since the reopening of the Centenary Square in July 2019 and the end of March 2024, a total sum of £116,009 has been expended to undertake repairs and maintenance across Centenary Square. The costs are associated with the water feature, the soft and hard landscaped areas, the vehicle access barrier and the lighting columns. All costs were off-set against income generated from event activations hosted in the square during the same period.

There has been other maintenance work undertaken, relating to the Commonwealth Games (pre and post) but the related costs have not impacted on the Council as all costs were fully recharged to external contractors or to the Organising Committee for the Birmingham 2022 Commonwealth Games.

# A3

**PLEASE NOTE WRITTEN QUESTION A3 TO THE LEADER HAS NOW  
BEEN REDIRECTED TO THE DEPUTY LEADER AT B2**

CITY COUNCIL – 16 April 2024

**WRITTEN QUESTION TO THE LEADER OF THE COUNCIL FROM  
COUNCILLOR RON STORER**

**“Advertising Income”**

**Question:**

For 2022/23 and 2023/24 what was the budgeted and actual income from advertising, and what is the budgeted income for 24/25 and 25/26?

**Answer:**

Below is the information as requested:

2022/23		2023/24		2024/25	2025/26
Budget	Actual	Budget	Actual (Forecasted)	Budget	Budget
£1,559,972	£2,568,969	£2,168,976	£2,003,077	£2,168,976	£2,168,976

CITY COUNCIL – 16 April 2024

**WRITTEN QUESTION TO THE LEADER OF THE COUNCIL FROM  
COUNCILLOR DAVID BARRIE**

**“Display Energy Certificate”**

**Question:**

For each council occupied building over 250sqm that is visited by the public, please state the date of the last date of the Display Energy Certificate, split between buildings over 1000sqm and those between 250-999sqm

**Answer:**

Where the responsibility to produce a DEC rests with the Council, Acivico Ltd are instructed to advise the council on what is required to be done and ensure testing is carried out on time to the agreed schedule. They undertook a full review in 2015 when the legislation was amended. They were instructed earlier in the year to assess all DECs and ensure that the schedule is accurate, and tests are up to date. We are currently awaiting that outstanding piece of work.

CITY COUNCIL – 16 April 2024

**WRITTEN QUESTION TO THE LEADER OF THE COUNCIL FROM  
COUNCILLOR DAVID PEARS**

**“Salary over\nderpayments”**

**Question:**

What was the total value of a) overpayments and b) underpayments made to staff as a result of the five calculation errors identified in Oracle relating to holiday pay for staff who work overtime or term-time only and what was the total number of staff affected by each?

**Answer:**

Until completion of the fixes and then the retrospective payroll run is completed, we are unable to answer with an accurate value or the total number of staff impacted. This is due for completion in May salary. Therefore, we will provide the full response in future questions.

CITY COUNCIL – 16 April 2024

**WRITTEN QUESTION TO THE LEADER OF THE COUNCIL FROM  
COUNCILLOR KERRY BREWER**

**“CfGS”**

**Question:**

What is the total cost of the work from the Centre of Governance and Scrutiny as part of its governance review and subsequent support?

**Answer:**

In response to the request made by Government, the Governance Review was undertaken by the Council last year. The Centre for Governance & Scrutiny (CfGS) was commissioned and the cost for the work was £60,000.

The cost of subsequent work being delivered by CfGS has been covered by the LGA. As part of the stabilisation work on governance within the Council, CfGS have provided 19 days of their time. Further work is likely to take 23 days, and the LGA have also agreed to cover the cost for this.



# A8

**PLEASE NOTE WRITTEN QUESTION A8 TO THE LEADER HAS NOW  
BEEN REDIRECTED TO THE DEPUTY LEADER AT QUESTION B3**

# A9

**PLEASE NOTE WRITTEN QUESTION A9 TO THE LEADER HAS NOW  
BEEN REDIRECTED TO THE DEPUTY LEADER AT QUESTION B4**

# A10

**CITY COUNCIL – 16 APRIL 2024**

**WRITTEN QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR  
IZZY KNOWLES**

**Oracle**

**Question:**

**Can we have an updated timetable which gives the key milestones for the reimplementation of Oracle and the target deadline for completion?**

**Answer:**

The BCC Oracle Programme team are preparing a report to Cabinet in May for approval, this report will contain details of the proposed timetable.

# A11

**CITY COUNCIL – 16 APRIL 2024**

**WRITTEN QUESTION TO THE LEADER OF THE COUNCIL FROM COUNCILLOR  
JON HUNT**

**Legacy Programme Project – Perry Barr**

**Question:**

**Please provide a breakdown of the revised £13.8M budget for the legacy programme project in Perry Barr.**

**Answer:**

Funding is allocated for Alexadra Stadium and Perry Park legacy works

Deficit costs – £0.67m  
Design and Remediation - £3.6m  
Residual costs £0.59m  
Perry Park works - £2.3m  
Stadium works - £6.4m  
Contingency - £0.25m

**CITY COUNCIL – 16 APRIL 2024**

**WRITTEN QUESTION TO THE DEPUTY LEADER FROM COUNCILLOR  
ROGER HARMER**

**Project Management Capability**

**Question:**

**One of the weaknesses that have been identified in expert analysis recently is that this council is good at creating plans and bad at executing them.**

**It was agreed that shoring up project management capability through upskilling staff and recruiting external experts was a priority.**

**What progress has been made on this?**

**Answer:**

To support delivery of key savings initiatives and the Improvement & Recovery Plan an initial tranche of funding for the first six months of 2024/25 has been approved through spend control to recruit the following external expertise:

- 5 x Business Analysts
- 16 x Project Managers
- 4 x Programme Managers
- 7 x Corporate Portfolio Management Office staff
- 4 x Project Support Officers
- 5 x Various change portfolio management roles

In addition, Ernst & Young have been contracted for a fixed period of time to support the development of the Corporate Portfolio Management Office (CPMO) during which they will strengthen our systems and transfer their expertise in this area to the council's permanent staff. The CPMO itself will be supporting and enabling staff across the council (both existing staff and those mentioned above) by providing them with tools, templates, guidance and knowledge transfer sessions.

Work continues to identify future requirements for the delivery of savings and projects in the Improvement and Recovery Plan, and further funding (from the allocated budget) will be made available where the need for additional expertise is justified.

CITY COUNCIL – 16 April 2024

**WRITTEN QUESTION TO THE DEPUTY LEADER FROM COUNCILLOR  
ROBERT ALDEN**

**“Budget Consultation”**

**Question:**

Please provide a suitably anonymised copy of the full results of the 'non-statutory' budget consultation carried out prior to the 2024/25 budget along with the dates this was shared with a) CLT and b) cabinet or any cabinet member c) any political group

**Answer:**

Birmingham City Council carried out a limited survey exercise in public engagement from December 2023 to January 2024. This was not a formal consultation, and there was an administrative error in the naming of the public engagement exercise. It reflected the council's best efforts to understand the concerns and priorities of the communities of Birmingham.

Our focus has been to develop and agree a Budget and an Improvement and Recovery Plan that puts the council back on track. As part of this work, we are now consulting on our proposals in line with our legal duties. We have not published any summary of the public engagement work, in spite of my previous request to officers to circulate it. I have ensured that it will be circulated after the meeting of the City Council today.

In terms of dates, the survey summary was shared with CLT on 30<sup>th</sup> January, Cabinet Members on 2<sup>nd</sup> February, and has not been shared wider with any political group.

**CITY COUNCIL – 16 APRIL 2024**

**WRITTEN QUESTION TO THE DEPUTY LEADER FROM COUNCILLOR  
ROGER HARMER**

**Responses to the Non-Statutory Budget Consultation - 1**

**Question:**

**I have asked many times for the results of the non-statutory budget consultation to be shared with me since the consultation closed on 17 January 2024.**

**Why has this request, made many times, not been actioned despite assurances that I would be shown a summary presentation before the budget?**

**Answer:**

As per response provided in B2, Birmingham City Council carried out a limited survey exercise in public engagement from December 2023 to January 2024. This was not a formal consultation, and there was an administrative error in the naming of the public engagement exercise. It reflected the council's best efforts to understand the concerns and priorities of the communities of Birmingham.

Our focus has been to develop and agree a Budget and an Improvement and Recovery Plan that puts the council back on track. As part of this work, we are now consulting on our proposals in line with our legal duties. We have not published any summary of the public engagement work, in spite of my previous request to officers to circulate it. I have ensured that it will be circulated after the meeting of the City Council today.

# B4

**CITY COUNCIL – 16 APRIL 2024**

**WRITTEN QUESTION TO THE DEPUTY LEADER COUNCIL FROM  
COUNCILLOR MORRIAM JAN**

**Responses to the Non-Statutory Budget Consultation - 2**

**Question:**

**Please send me the responses from residents to the non-statutory budget consultation which concluded on 17 January 2024.**

**Answer:**

As per B2 and B3, Birmingham City Council carried out a limited survey exercise in public engagement from December 2023 to January 2024. This was not a formal consultation, and there was an administrative error in the naming of the public engagement exercise. It reflected the council's best efforts to understand the concerns and priorities of the communities of Birmingham.

The responses will be circulated after the meeting of the City Council today.



CITY COUNCIL – 16 April 2024

**WRITTEN QUESTION TO THE CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE AND FAMILIES FROM COUNCILLOR DEBBIE CLANCY**

**“Residential Care numbers and costs”**

**Question:**

Please provide a breakdown of the total number and average cost of children in residential care in each of the last three years, split between in and out of borough placements

**Answer:**

	Average weekly cost	Total of children in residential care	Number of children in borough*	Number of children out of borough
21/22	£4,414	209	92	117
22/23	£4,836	215	89	126
23/24	£5,488	238	103	135

\*This figure includes short break residential placements of more than 75 nights per year.

CITY COUNCIL – 16 April 2024

**WRITTEN QUESTION TO THE CABINET MEMBER FOR CHILDREN, YOUNG PEOPLE AND FAMILIES FROM COUNCILLOR DARIUS SANDHU**

**“Residential Care ratings”**

**Question:**

Please provide the total number of children currently placed in residential care settings that are rated as:

- a) Excellent
- b) Good
- c) Requires Improvement
- d) Inadequate

**Answer:**

As at 11 April 2024 there are 241 children placed in children’s residential homes

- 14 children (6%) are living in homes that are rated OUTSTANDING
- 154 children (64%) are living in homes that are rated GOOD
- 48 children (20%) are living in homes that REQUIRES IMPROVEMENT
- 2 children (1%) are living in homes that are regulated by the Welsh Inspectorate that do not have a comparable rating system
- 12 children (5%) are living in secure settings such as secure welfare or secure remand homes.
- 11 children (5%) are living in homes that are newly registered and have not yet been inspected.

CITY COUNCIL – 16 April 2024

**WRITTEN QUESTION TO THE CABINET MEMBER FOR DIGITAL, CULTURE,  
HERITAGE, AND TOURISM FROM COUNCILLOR KERRY BREWER**

**“Library consultation”**

**Question:**

Why were some libraries not included in the list of online consultation events when the list was launched?

**Answer:**

I have been advised that this was an oversight and from 10<sup>th</sup> April 2024 all libraries had online dates advertised on the BCC Libraries Consultation Webpage.

CITY COUNCIL – 16 April 2024

**WRITTEN QUESTION TO THE CABINET MEMBER FOR DIGITAL, CULTURE, HERITAGE, AND TOURISM FROM COUNCILLOR BRUCE LINES**

**“Library consultation offline”**

**Question:**

Will the Council commit to in person consultation events for each library (and located in that library) alongside the planned online activity, to ensure all residents have the chance to have their say?

**Answer:**

From the 22<sup>nd</sup> April - 11<sup>th</sup> May 2024 we will be holding in-person Consultations at each of the Constituencies in non-Library buildings. Dates have been advertised on the Be Heard Libraries Consultation page and BCC Libraries consultation webpage.

Further in-person consultations will be taking place in each of the Libraries during June and July 2024. Dates are to be shared shortly on the Be Heard Libraries Consultation page and BCC Libraries consultation webpage.

CITY COUNCIL – 16 April 2024

**WRITTEN QUESTION TO THE CABINET MEMBER FOR ENVIRONMENT  
FROM COUNCILLOR ADAM HIGGS**

**“Missed Collections KPI”**

**Question:**

The latest performance monitoring report shared with cabinet on 19 March, still states that KPI CO\_CP\_26 - Actual missed collections - is still 'under review.' We have previously been told that new in cab technology had been monitoring this since January 2022 but the data has still not been published. What will the actual KPI measure be and when will it be reported?

**Answer:**

The actual missed collections KPI has not yet been developed because we do not have full device usage across all residual, recycling and garden crews.

As part of the emerging transformation plan, this KPI is under review and will be aligned to the plan.

The transformation plan also includes the simplification of our existing IT infrastructure, and we will replace multiple old unsupported systems with one fit-for-purpose modern system. This will increase stability of the overall platform and provide many additional benefits such as improved real-time business intelligence, allowing performance data to be more widely available.

**WRITTEN QUESTION TO THE CABINET MEMBER FOR ENVIRONMENT  
FROM COUNCILLOR BRUCE LINES**

**“MHRCs - 1”**

**Question:**

How many MHRC visits per ward have there been in each year since the service began up until end of March 2024?

**Answer:**

Ward	Year			
	2021	2022	2023	2024
Acocks Green	4	15	21	6
Allens Cross	4	8	9	2
Alum Rock	11	35	22	5
Aston	11	18	25	6
Balsall Heath West	9	32	12	3
Bartley Green	6	14	22	6
Billesley	7	13	21	6
Birchfield	5	15	11	3
Bordesley & Highgate	7	33	12	2
Bordesley Green	10	33	9	3
Bournbrook & Selly Park	6	14	19	3
Bournville & Cotteridge	5	8	15	3
Brandwood & Kings Heath	6	15	20	5
Bromford & Hodge Hill	5	19	24	6
Castle Vale	2	7	10	3
Druids Heath & Monyhull	4	10	10	3
Edgbaston	6	9	15	3
Erdington	3	14	22	6
Frankley Great Park	4	8	11	1
Garretts Green	2	6	7	2
Glebe Farm & Tile Cross	5	13	22	6
Gravelly Hill	2	7	9	2
Hall Green North	4	13	15	3
Hall Green South	3	7	10	2
Handsworth	11	14	12	3
Handsworth Wood	2	15	23	6
Harborne	6	13	22	6
Heartlands	9	31	9	3
Highters Heath	2	7	8	2
Holyhead	11	15	12	3
Kings Norton North	4	7	7	1

Kings Norton South	5	11	10	1
Kingstanding	3	14	21	6
Ladywood	13	36	21	3
Longbridge & West Heath	6	9	15	3
Lozells	13	14	10	3
Moseley	5	14	15	2
Nechells	11	15	12	2
Newtown	11	15	9	3
North Edgbaston	6	16	17	7
Northfield	3	6	7	2
Oscott	3	13	15	3
Perry Barr	3	13	18	6
Perry Common	2	6	7	2
Pype Hayes	1	8	10	3
Quinton	5	13	18	6
Rubery & Rednal	4	7	9	1
Shard End	3	11	8	2
Sheldon	3	14	18	6
Small Heath	8	31	21	3
Soho & Jewellery Quarter	13	31	24	6
South Yardley	2	6	9	2
Sparkbrook & Balsall Heath East	3	19	21	3
Sparkhill	7	35	24	6
Stirchley	6	10	10	4
Stockland Green	3	17	23	5
Sutton Four Oaks	1	7	7	2
Sutton Mere Green	1	7	7	1
Sutton Reddicap	1	7	7	1
Sutton Roughley	1	6	7	1
Sutton Trinity		7	7	1
Sutton Vesey	1	9	18	5
Sutton Walmley & Minworth	1	8	15	3
Sutton Wylde Green	1	7	6	2
Tyseley & Hay Mills	3	15	12	2
Ward End	2	14	10	3
Weoley & Selly Oak	4	13	25	6
Yardley East	1	12	8	2
Yardley West & Stechford	2	7	9	3

CITY COUNCIL – 16 April 2024

## WRITTEN QUESTION TO THE CABINET MEMBER FOR ENVIRONMENT FROM COUNCILLOR ADRIAN DELANEY

### “MHRCs - 2”

#### Question:

How many MHRC visits in total and per ward are planned for 2024/25?

#### Answer:

Ward	MHWC Allocation – 2024/25
Acocks Green	12
Allens Cross	6
Alum Rock	12
Aston	12
Balsall Heath West	12
Bartley Green	12
Billesley	12
Birchfield	12
Bordesley & Highgate	6
Bordesley Green	3
Bournbrook & Selly Park	3
Bournville & Cotteridge	3
Brandwood & Kings Heath	12
Bromford & Hodge Hill	12
Castle Vale	12
Druids Heath & Monyhull	6
Edgbaston	6
Erdington	12
Frankley Great Park	3
Garretts Green	6
Glebe Farm & Tile Cross	12
Gravelly Hill	3
Hall Green North	3
Hall Green South	12
Handsworth	3
Handsworth Wood	12
Harborne	12
Heartlands	12
Highters Heath	6
Holyhead	3
Kings Norton North	6
Kings Norton South	3



Kingstanding	12
Ladywood	3
Longbridge & West Heath	3
Lozells	12
Moseley	6
Nechells	12
Newtown	12
North Edgbaston	12
Northfield	3
Oscott	6
Perry Barr	12
Perry Common	3
Pype Hayes	12
Quinton	12
Rubery & Rednal	3
Shard End	6
Sheldon	12
Small Heath	6
Soho & Jewellery Quarter	3
South Yardley	12
Sparkbrook & Balsall Heath East	3
Sparkhill	12
Stirchley	12
Stockland Green	6
Sutton Four Oaks	3
Sutton Mere Green	3
Sutton Reddicap	3
Sutton Roughley	3
Sutton Trinity	3
Sutton Vesey	12
Sutton Walmley & Minworth	6
Sutton Wylde Green	3
Tyseley & Hay Mills	6
Ward End	12
Weoley & Selly Oak	6
Yardley East	6
Yardley West & Stechford	12

CITY COUNCIL – 16 April 2024

**WRITTEN QUESTION TO THE CABINET MEMBER FOR ENVIRONMENT  
FROM COUNCILLOR RICHARD PARKIN**

**“Dropped Collections”**

**Question:**

According to the in-cab technology in place since January 2022, how many dropped collections have there been in total by ward? (Please note this is asking for the total number of dropped collections, including whole roads, recorded on the slab in cab technology, not the number of complaints, reports or other any other measure of missed collections)

**Answer:**

We are currently unable to break this exception data down by ward, however since January 2022 until 10 April 2024, there have been 72,749 collections that could not be made from individual properties due to access issues (usually parked vehicles) and 17,549 collections that could not be made from individual properties due to roadworks.

This data only includes collections where crews have used an in-cab tablet correctly and we do not have 100 per cent usage across all residual, recycling and garden crews.

Where crews record that there is a collection issue due to access or roadworks, this does not necessarily mean that the collection does not take place on the scheduled day as a smaller vehicle may then be sent out to complete the collections.

For reference, we carry out about 29 million residual, recycling and garden collections each year.

Other reasons for collections being dropped include staff shortages and vehicle breakdowns. It is not possible to report the number of these accurately from the in-cab system at present.

**CITY COUNCIL – 16 APRIL 2024**

**WRITTEN QUESTION TO THE CABINET MEMBER FOR ENVIRONMENT FROM  
COUNCILLOR JON HUNT**

**Legacy Programme Project – Perry Barr - 1**

**Question:**

In the e-newsletter titled “Legacy Programme Project Update March 2024” delivered on 4 March, it cites that the reinstatement of the children's play area is a priority.

Can you confirm that the play area will be a part of “phase 1” building, and that it will be open for families to use by the beginning of the school summer holidays?

**Answer:**

Since the Legacy Project Programme Update on 4 March, the Landscape Practice Group have been developing the park proposals and looking at which elements can be delivered in Package 1 and Package 2. The Play Area will now be in Package 1.

Community consultation has been arranged for 18 April from 2pm-7.30pm at Alexander Stadium West Stand, and following this engagement detailed design proposals will be developed.

The play area works will require an 8 to 12-week lead-in period as the play equipment requires manufacture from the date of order and therefore it is anticipated that the play area will be open for use by mid-November.

Package 1 and Package 2 will overlap - and both are forecast to be concluded by 31 March 2025, but this cannot be fully confirmed until we have completed the planning and tendering processes and appointed a contractor.

**CITY COUNCIL – 16 APRIL 2024**

**WRITTEN QUESTION TO THE CABINET MEMBER FOR ENVIRONMENT FROM  
COUNCILLOR MORRIAM JAN**

**Legacy Programme Project – Perry Barr - 2**

**Question:**

Please provide details of planned phase 1 and 2 works with specific timescales for delivery as outlined in the Legacy Project Programme Update which was delivered by email on 4 March.

**Answer:**

Since the Legacy Project Programme Update on 4 March, the Landscape Practice Group have been developing the park proposals and looking at which elements can be delivered in Package 1 and Package 2. The current position is as follows:

**Package 1 Works**

These wide-ranging works include:

- Park reinstatement works including removal of temporary hoardings, restoration of grass areas and tree planting;
- Pathway works adjacent to the reservoir and the sub-station on Walsall Road;
- Southern embankment reinstatement and fencing;
- Play area replacement and park activation;
- Entrance and vehicular control works;
- Signage and waymarking;
- Phase 1 stadium fencing.

Community consultation has been arranged for 18 April from 2pm-7.30pm at Alexander Stadium West Stand and, following this engagement, detailed design proposals will be developed for the above elements. The play area works will require an 8 to 12-week lead in period as the play equipment requires manufacture from the date of order, commencing on site in early October and being ready for opening in mid-November. The reinstatement works will commence before this from early summer.

**Package 2 Works**

The majority of these wide-ranging works will require Planning Approval and include:

- Athletes' Road resurfacing;
- Transport Mall drainage works;
- Northern Plaza fencing and landscaping;
- Grasscrete repairs in front of the HPAC;
- Throw cages protective fencing.

This programme is still being finalised and cannot be fully confirmed until we have completed the planning and tendering processes and appointed a contractor, however we would anticipate that both packages will be fully concluded by March 2025.

CITY COUNCIL – 16 April 2024

**WRITTEN QUESTION TO THE CABINET MEMBER FOR HOUSING AND HOMELESSNESS FROM COUNCILLOR ROBERT ALDEN**

**“Second City Housing”**

**Question:**

How many contracts, at what total value each, does the council hold with Second City Housing?

**Answer:**

There are 4 contracts in place and 1 contract intended to be finalised. Details, values, period, and units are provided in the table below. There is additional spend with Second City Housing for the provision of emergency temporary accommodation – B&B/hotels which is done based on bookings according to presenting household need and demand.

Contract No.	Title	Contract value	Contract start date	Contract period	No of properties	Notes
P0754	Temporary Accommodation Solutions (block)	£29,016,000.00	01/05/2022	6years	388	Option to extend for a further four years, contract value for that period would be £19,344,000
P0932	Housing Association (or other reputable housing provider) Private Rented Sector Leasing Scheme	£330,364.40	15/04/2024	6 years	17	Via Constellia as a managed service provider. Contract being finalised before signing, intended commencement

						ent date 15/04/24
P0756/Dec23/0001	Working with the Private Sector and Private Registered Providers of Social Housing to Delivery Temporary Accommodation Solutions – DPS (P0756)	£76,440.00	05/01/2024	2 years	2	
P0756/Jan24/0001	Working with the Private Sector and Private Registered Providers of Social Housing to Delivery Temporary Accommodation Solutions – DPS (P0756)	£84,084.00	09/02/2024	2 years	2	
P0756/Feb24/0001	Working with the Private Sector and Private Registered Providers of Social Housing to Delivery Temporary Accommodation Solutions – DPS (P0756)	£282,846.72	18/03/2024	2 years	8	

CITY COUNCIL – 16 April 2024

## WRITTEN QUESTION TO THE CABINET MEMBER FOR HOUSING AND HOMELESSNESS FROM COUNCILLOR GARETH MOORE

### “Exempt Accommodation”

#### Question:

How many exempt accommodation places has the council commissioned in each month for the last 12 months?

#### Answer:

The council does not commission any exempt accommodation places.

Exempt accommodation is defined by a landlord/provider delivering accommodation and support and submitting a claim for an exempt supported rent charge to Revenues and Benefits, it is not commissioned by the Council.

There are several City Council touch points with the exempt accommodation sector.

Birmingham City Council **Housing Solutions and Support** services will make referrals of individuals into supported exempt accommodation. This is done based upon housing needs and a suitability check. The requirement is to use providers on the approved list. Specific data that separates out exempt accommodation from other supported accommodation started to be collected in October 2023, the number of referrals each month as in the table below.

Year	Month	Referred to SEA
2023	October	70
2023	November	104
2023	December	63
2024	January	85
2024	February	121
2024	March	105

Birmingham City Council has a Preferred Provider List. These are supported exempt providers that have received Quality Standard accreditation of either a Gold, Silver or Bronze, award. Additionally, providers currently under assessment are included (subject to vetting). The number of accredited providers for each month of 2023-24 is as follows. This is not a contracting or commissioning arrangement.



	Name	RP/ MA	Award	Date Awarded
1	Guardian Housing	MA	Bronze	05/2023
2	YENAA Housing Ltd	MA	Bronze	08/2023
3	Claremont Property Group Limited	MA	Silver	08/2023
4	Provident Housing Supported Living Ltd	MA	Bronze	08/2023
5	Riverside Estuary Limited (Townsend Gardens	RP	Bronze	08/2023
6	Helping Hands Housing company Ltd	MA	Bronze	12/2023
7	Mentis Midlands CIC	PL	Bronze	12/2023
8	Beroa Limited	MA	Bronze	01/2024
9	Birmingham Housing CIC	MA	Bronze	01/2024
10	Move on Housing Limited	MA	Bronze	01/2024
11	W.A.I.T.S. (Woman Acting In Today's Society)	RP	Bronze	01/2024
12	Z and M Properties Ltd	MA	Bronze	01/2024
13	Crossroads Housing & Support Ltd	MA	Bronze	03/2024
14	Hyde Housing Ltd	MA	Gold	03/2024

### Under Assessment

1	Ability Social Housing CIC	RP
2	Contento Social Homes CIC	RP
3	Goodwill Accommodation Limited	RP
4	Myshon Limited	MA
5	New Leaf Housing Ltd	MA
6	New Start Supported Housing	RP

The **Housing Benefit Service** do not specifically identify commissioned properties as this does not form part of the eligibility criteria to award Housing Benefit in Supported Exempt accommodation.

Below is the data showing the number of new housing benefit claims put into payment for citizens in supported exempt accommodation during the last 12 months. These are new Housing Benefit awards for citizens who either have not claimed previously or have moved to a new property, what the data will not show is the number of Housing Benefit claims cancelled for the same period. It is worth noting this isn't new units as this is HB claims and SEA is obviously ongoing process of citizens moving in and out of units of accommodation.

<b>Month</b>	<b>SEA new claims awarded</b>
March 23	2,780
April 23	2,751
May 23	3,143
June 23	3,374
July 23	3,298
August 23	3,414
September 23	3,263
October 23	3,350
November 23	3,755
December 23	3,014
January 24	3,735
February 24	3,360
March 24	2,988

**CITY COUNCIL – 16 APRIL 2024**

**WRITTEN QUESTION TO THE CABINET MEMBER FOR HOUSING AND HOMELESSNESS FROM COUNCILLOR ROGER HARMER**

**Housing ombudsman case 23 003 061**

**Question:**

This question refers to Local Government and Social Care Ombudsman case 23 003 061.

The council's response to this case is to pay compensation and confirm that service improvements will be made. Please advise what service improvements have been made following this case?

**Answer:**

**Birmingham City Council (23 003 061)**

● Statement ● Upheld ● Private housing ● 19-Feb-2024

Summary: Ms B complained about the Council's actions and involvement when she rented her house to a homeless family arranged by the Council. She said the Council went back on the agreement and undertakings given when she rented the property. She considered the Council's actions misled her as to its responsibilities to the family. She said that as a result she was not able to return to the property. She said she suffered considerable distress and disruption. There was fault by the Council which caused injustice to Ms B. The Council will apologise, make a payment to Ms B and undertake service improvements.

In relation to this case, to ensure there is no lack of clarity regarding any agreement between the City Council, Accommodation Finding Team (AFT), and a landlord, the following steps have been taken.

The accommodation finding service (AFT) literature has been reviewed and updated.

This included the AFT webpage at [https://www.birmingham.gov.uk/info/20006/housing/2555/accommodation\\_finding\\_team\\_aft](https://www.birmingham.gov.uk/info/20006/housing/2555/accommodation_finding_team_aft) and the AFT information leaflet.

This is to ensure clarity on what support and incentive options are available and that each agreement is by negotiation and on an individual basis between Birmingham City Council and the landlord.

As all incentives are negotiated and agreed on an individual basis, on agreement between the officer and the landlord, and so there is no confusion, an email confirmation is sent to the landlord detailing the agreed incentive or incentives.

The Local Government and Social Care Ombudsman confirmed, on 25 March 2024, confirmed compliance and that the agreed actions had been completed and ended their involvement with this case.

CITY COUNCIL – 16 April 2024

**WRITTEN QUESTION TO THE CABINET MEMBER FOR TRANSPORT FROM  
COUNCILLOR TIMOTHY HUXTABLE**

**“Hydrogen Buses”**

**Question:**

Since the council's purchase of 20 new hydrogen buses in 2021, how many journeys has each bus made per month?

**Answer:**

The monitoring of the hydrogen buses under the Clean Air Hydrogen Bus Pilot (CAHBP) is based on the amount of kilometres per bus per month rather than the number of journeys each bus has made per month. In this context, the attached spreadsheet sets out the available information in a monthly format.

**CITY COUNCIL – 16 APRIL 2024**

**WRITTEN QUESTION TO THE CABINET MEMBER FOR TRANSPORT FROM  
COUNCILLOR IZZY KNOWLES**

**Russell Road – road safety scheme**

**Question:**

**What has been the total amount spent in development, design and finalising the Road Safety Scheme Proposal for Russell Road - which was promised since June 2021 and paused in March 2024?**

**Scheme Paused: 64630181**

**Answer:**

The development costs to date for the road safety scheme proposal for Russell Road, Moseley are £60,273.

# **The Lord Mayor's Annual Report to Council**

**May 2024**

## **Nature and Purposes of this Report**

This is the tenth annual report from the Lord Mayor, and the principal purpose is to give an overall impression of the work that is carried out by the Lord Mayor, the officers of the Lord Mayor's Office and former Civic Heads. The report draws attention to the importance of this work for the Council and for the City as a whole. Communication is vital in achieving a strong and positive understanding of the role of the Lord Mayor's Office.

The substantive sections of the report are:

1. *The Fourth Function* - setting out the context, history, attributes and perceptions of the Lord Mayoralty.
2. *The Duties of the Lord Mayor* - illustrating the wide variety of roles, responsibilities and assignments undertaken.
3. *Other Civic Positions* - explaining the roles of the Lord Mayor's Consort, Deputy Lord Mayor and Lord Mayor's Deputies.
4. *Mayoral links with the Magistracy and Judiciary.*
5. *The Lord Mayor and Voting.*
6. *The Selection of Lord Mayors.*
7. *The Mayoral Year 2023/24.*
8. *Further Information.*

### **Appendices:**

*Lord Mayoral Protocol.*

*The Senior Officer Position in the Lord Mayor's Office.*

*The Lord Mayor's Award.*

*Related Offices and Freedoms.*

*The Lord Mayor's Charity.*

*Civic Insignia.*



## 1. The Fourth Function

In addition to the Full Council itself, there are four, rather than the sometimes quoted three, principal areas of municipal function. These are Executive, Regulatory, Scrutiny and Civic. The fourth of these, which is delivered through the Lord Mayor's Office, arguably has the longest tradition and is the most widely recognised by our citizens. However, it is perhaps less well recognised in parts of the City Council itself.

Birmingham is the largest local authority in Europe, and the Civic function of the Council should be commensurate with this status. The underlying objective of the Lord Mayor's Office is serving the people of Birmingham and, within the bounds defined by law and the provisions of the Council's constitution, interpreting the role of Lord Mayor in the context of Birmingham, its values, heritage, customs, practices and civic tradition and upholding and promoting the broad and lasting interests of the city, the City Council, our communities and our citizens as a whole.

The Civic Office carries out a wide range of public duties on behalf of the Council and the people of Birmingham. While there are great variations in roles, the concept of 'Mayor' is recognised throughout the country and indeed worldwide. Thus, the Lord Mayor has many occasions on which to promote the image and importance of Birmingham in a regional, national and international context.

The principal function of the Civic Office is to serve and to represent. The Lord Mayor and civic dignitaries are the ambassadorial face of Birmingham and promote the city locally, nationally and internationally. The tradition, standing, and impartiality of the office of Lord Mayor help to transcend barriers. The Lord Mayor represents Birmingham at formal ceremonies and on both joyous and tragic occasions.

Members of the City Council are used to serving all their constituents regardless of political support, but the Lord Mayor belongs to the public as a whole in an even more fundamental way, due to the extent of the Lord Mayor's contact with communities across the city.

The Lord Mayor is politically neutral - the First Citizen being above political controversy. This is a vitally important aspect of the role and it is one that distinguishes the Lord Mayor from executive Mayors (directly elected Mayors).

The office of Mayor, together with the Domesday Book and the Feudal System, was brought to this country by the Normans. In continental Europe the office has existed since at least the fifth century.

The right to appoint a Lord Mayor is a relatively rare honour that is even less frequently bestowed than city status. Currently, 23 cities in England have Lord Mayors: Birmingham, Bradford, Bristol, Canterbury, Chester, Coventry, Exeter, Kingston-upon-Hull, Leeds, Leicester, Liverpool, the City of London, Manchester, Newcastle upon

Tyne, Norwich, Nottingham, Oxford, Plymouth, Portsmouth, Sheffield, Stoke-on-Trent, the City of Westminster and York.

The role of the Chairman of a District Council is the same as the Mayor of a Borough Council, and they have the same status as first citizen, after the Sovereign, in their district.

While the Lord Mayor holds few formal powers, the esteem in which the role is held lends itself to the significant power of influence. This stems in part from history - in the 17<sup>th</sup> and 18<sup>th</sup> centuries formal mayoral power was considerable.

The office has a central part to play in modern councils and modern society, and arguably a growing one. Part of this role is as a result of the traditions it inherits. The First Citizen in any community is in a special position, and a lot of the prestige associated with the role is bound up in the traditions and ceremony that surround the Mayoralty.

The dignity of the office of Lord Mayor is protected by a time-honoured range of protocols and customs and in taking on the role, a Councillor is becoming part of this City's long history of local democratic institutions. It goes without saying that the office of Lord Mayor is immeasurably more important than the individual occupying the position. People expect that the First Citizen in their community will be shown the greatest respect. The protocols are shown in Appendix 1.

The Lord Mayor's impartiality and the avoidance of contentious issues in public discussion are essential if they are to represent the citizens of Birmingham as a whole. The taking of a public position on any issue is a potential wedge between the Lord Mayor and a section of the local community.

The title of Lord Mayor has been accorded to the first citizen of the City of Birmingham since 1896 and the Lord Mayor shall, by law, have precedence in the City but not so as to prejudicially affect Her Majesty's Royal Prerogative. The Lord Mayor is styled 'The Right Worshipful the Lord Mayor of Birmingham' and has precedence immediately after the Royal Family in civic premises and after the Lord Lieutenant elsewhere in the City.

The limited nature of the formal powers of the Lord Mayor does not mean a lack of significance for the role, or an inability to initiate beneficial change. Indeed, combined with the absolute impartiality that goes with the office of Lord Mayor, the freedom from formal powers can be a positive asset. Moreover, with the enormous number of engagements that are undertaken by the first citizen, it would be impossible to exercise day to day executive powers with due diligence.

The volume of engagements undertaken by the Lord Mayor is not an indicator of quality and, if excessive, can limit the opportunities to take full advantage of the multitude of contacts and subsequent connections that could be made.

It is important that a reasonable proportion of the engagements should be proactive, for example those relating to the Lord Mayor's objectives for the year, and that requests from organisations that have not received a mayoral visit previously are encouraged. A mayoral year should not merely be a repeat of previous years.

It is also important that people at all levels of the community and voluntary organisations, particularly those in 'the front line' get a share of Mayoral time.

In a sense the Lord Mayor belongs to the people of Birmingham. This perception not only affects the way that the role is carried out but suggests that it is not for others to dispose of or encroach upon.

The Lord Mayoralty is a chance to be exposed to a wide range of issues across the board through first-hand observation and through various briefings. It provides an opportunity to reach out, encourage, involve and support and to make productive connections with and between people. What Lord Mayors say and do is heard by hundreds of thousands of people - both personally and through the media.

The city has some of the best civic insignia in the country - a matter of considerable pride and one reason why the attendance of the Lord Mayor at events is so much appreciated. Basic information on the chains, mace and badges is given in Appendix 8.

## **2. Duties of the Lord Mayor**

There are two distinct aspects of the office of Lord Mayor:

### The Lord Mayor is the Chair of Council Meetings

This is a legal provision of the Local Government Act 1972, enabling Council business to be carried out in an orderly and proper manner, having regard to statutory obligations and the Constitution of the Council for the conduct of meetings. The fact that the first citizen chairs the meetings of the full City Council is an important symbol of the fact that the Council itself is the council of the people of Birmingham.

The Lord Mayor may call an extraordinary meeting of the Council subject to proper procedures being followed.

The person presiding at the Annual Meeting must give a casting vote in the event of any equality of votes for the election of the new Lord Mayor. Such a casting vote would be in addition to a 'deliberative' (ordinary) vote. (1972 Local Government Act sec 4(3)).

## The Lord Mayor is the First Citizen and the Ambassador of the City.

The majority of the Lord Mayor's responsibilities relate to the ambassadorial function of representing the Council, the city, and its people; and in so doing meeting a wide range of voluntary organisations, charities, employers, agencies, civic heads from other Local Authorities, consular and diplomatic representatives, Heads of State and members of the Royal Family.

The Lord Mayor's ambassadorial duties also include representing the people and the city both at home and abroad. Responsibilities are many and varied and include, as examples:

- Presiding as ceremonial head for the Council over its civic functions and social occasions
- Acting as a focal point in times of crisis, tragedy or triumph. This arises as a consequence of precedence.
- Hosting events, receiving and welcoming members of the Royal Family, dignitaries and visitors, at all times observing the recognised protocol.
- Taking part in functions as a representative of the people of Birmingham or the City Council.
- Maintaining good relationships and links with the Armed Services and veterans' organisations, including the taking of salutes and presiding at Freedom of the City ceremonies.
- Working proactively for the Lord Mayor's Charity and supporting many other charities.
- Promoting and raising the profile of many Council initiatives and projects that benefit the citizens of Birmingham.
- Creating partnerships and making introductions between key people and organisations in the city and at an international level.
- Encouraging active citizenship and facilitating participation by all in the life of the city.
- Maintaining good relationships and working with faith organisations within the city, attending a variety of religious occasions and making visits.
- Supporting voluntary activities that benefit the local community and the people of Birmingham.
- Celebrating local success and recognising achievement both internal and external to the Council.
- Opening significant buildings, exhibitions and businesses
- Joining citizens in community events.
- Enhancing social cohesion, making connections and expressing the unity of the city.

- Acting as a reassuring reminder of tradition and constancy in a volatile world.
- Acting as an ambassador for the city both nationally and internationally.

The Lord Mayor also has a role in friendly relations between Birmingham and other cities and regions both at home and abroad. This latter includes, but is not confined to, Partner Cities. In more recent times, trade and economic considerations have played a major role, but the importance of cultural and social links and understanding should not be lost.

There is also scope for simpler, community-to-community friendship links. Birmingham has a substantial and thriving Irish community; many having close family connections with County Councils throughout Ireland, and reciprocal visits take place regularly. Birmingham also has very strong links with the town of Albert in France, having been one of the 'War Godmother Towns' that helped to rebuild Albert after the First World War.

The Lord Mayor hosts a number of civic functions during the year. The Head of Protocol, Civic and Ceremonial has the responsibility of making high-level connections with a very wide range of external organisations.

Examples of the demands of the role can be found in Appendix 2.

### **3. Other Civic Positions**

#### The Deputy Lord Mayor

In Birmingham, the position of Deputy Lord Mayor is occupied by the previous year's Lord Mayor.

The Deputy Lord Mayor's principal duties are:

- To assist the Lord Mayor
- To deputise in the absence of the Lord Mayor or at the request of the Lord Mayor at civic or community events.

#### The Lord Mayor's Deputies

If both the Lord Mayor and the Deputy Lord Mayor are unavailable to cover a particular event, previous Lord Mayors can be called on to act in a civic capacity as deputy and bring their considerable experience to bear as former civic heads.

The former Civic Heads represent one of the primary sources of the civic institutional memory and a number undertake many supportive roles in the office and in the delivery of the civic function, in particular acting as an invaluable source of information and advice for each new Lord Mayor.

#### **4. Mayoral Links to the Magistracy and Judiciary**

The Lord Mayor's formal link to the magistracy disappeared many years ago, by virtue of the Administration of Justice Act 1973 and section 10(2) of the Justices of the Peace Act 1979, although equivalent powers were retained by the Lord Mayor of London. Nevertheless, the Lord Mayor can perform certain tasks in a manner similar to a JP.

For example, the Lord Mayor may:

- Take and authenticate by their signature any written declaration not made on oath;
- Give a certificate of facts within their knowledge or of their opinion as to any matter;
- Sign any document for the purpose of authenticating another person's signature.

The Lord Mayor, in conjunction with the Liaison Judge and the Chairman of the Birmingham Bench, presides at the swearing-in ceremonies for new magistrates. In recent years there has been an expanded range of informal connections that are much appreciated.

The Lord Mayor meets with members of the Judiciary on several occasions and, through the Honorary Recorder, may sit with the Judge in trials held in Birmingham.

#### **5. The Lord Mayor and Voting**

At City Council meetings the Lord Mayor may exercise a casting vote (having not voted previously) or indeed a second vote (after voting previously on the issue in question (a 'deliberative vote')).

While some Local Authorities have attempted to point the Lord Mayor towards support for the status quo, there is no convention that the Lord Mayor should seek to vote to protect the status quo.

In fact, the law requires that the Lord Mayor has complete freedom in exercising a casting vote and it is important that discretion is not seen to be fettered. The Lord Mayor should always be able to vote in accordance with his or her conscience.

The Lord Mayor may reasonably decline to use a casting vote if an affirmative vote is not required on grounds of urgency and there is an opportunity to consider the matter again in an acceptable period.

However, if there is a risk - reputational, financial or otherwise - to the Council, the Lord Mayor will no doubt deploy a casting vote as he or she sees to be in the best interests of the Council as a whole.

## **6. Selection of Lord Mayors**

The Lord Mayor must be a member of the City Council, however it was not until 1974 that it became compulsory for Mayors to be selected from members of the council (Local Government Act 1972 section 3.1).

Previously, under the Local Government Act 1933, the Lord Mayor could be elected from 'those qualified' - which roughly equated to all those entitled to vote in the area.

In Birmingham, an agreed formula is applied so that a candidate is presented to the Council from the major political groups in a frequency proportional to their representation on the Council.

## **7. The Mayoral Year 2023/2024**

I would like to start by thanking Councillors Sybil Spence and Robert Alden for nominating me for the tremendous honour of serving the City of Birmingham as Lord Mayor.

I would also like to thank the Deputy Lord Mayor, Councillor Maureen Cornish, former Lord Mayors, and colleagues from across the Chamber, for their support during my term of office.

This has been a difficult year for everyone at the Council and the citizens of Birmingham as the effects of the financial cuts take effect, and I want to thank everyone who has faced these challenges head on, and worked so hard to mitigate the effects of the cuts to services and to protect the most vulnerable people in our city.

Before taking on the role of Lord Mayor, I had no understanding of the work of the Lord Mayor's Office Team and the brilliant work they do supporting our Lord Mayors as ambassadors for the city and ensuring that their Mayoral year is a wonderful experience. They have supported me in my endeavours to create partnerships with Birmingham Airport and key leaders such as Birmingham City Football Club's new owners Knighthead Capital and PWC; and my efforts to reinstate direct flights between Birmingham and the USA.

We have been working closely with the BBC, Sky TV, Steven Knight, and Film Birmingham to help develop and promote the media and technical industries in Digbeth. I have met with Tim Davie, Director General of the BBC and Hayley Valentine, the Senior Head of Content Production for the *BBC* in the Midlands and held very constructive discussions.

In recognising Steven Knight with a Lord Mayor's Award, I want to pay tribute to the fantastic job he has done in raising the global profile of Birmingham and bringing hundreds of thousands of visitors to the city.

Earlier this year the Lady Mayoress and I were fortunate to be able to make a short visit to County Clare to start the conversation about future development and support for business, trade, investment and cultural exchanges between Birmingham and Ireland.

Whilst there, we also had the opportunity to experience some of the magnificent tourist attractions of the area, including the rugged beauty of the Wild Atlantic Way. The visit was only possible due to the immense generosity of Clare County Council, who wholly funded the civic visit.

Ireland is Birmingham's sixth largest trade partner, and this is particularly important in this post-Brexit era. Plans are underway for a reciprocal visit from a senior delegation from County Clare, along with representation for Enterprise Ireland, to attend a business and investment event in Birmingham later this year.

I would like to thank the Irish Post, O'Kanes, and Clonakilty for their tremendous generosity in funding and supporting the Civic Breakfast to celebrate the return of the Birmingham St Patrick's Day Parade to the streets of Birmingham, marking its 50<sup>th</sup> Anniversary. In particular, I would like to thank Elgin Loane, Maurice Malone and Muff Murfin for their support and assistance. I have awarded Maurice Malone a Lord Mayor's Award for all that he has done for the Irish community in Birmingham through the Birmingham Irish Association.

The Lady Mayoress and I thoroughly enjoyed the St Patrick's Day Parade, which was coordinated by the Birmingham Irish Association and was a resounding success. With a crowd of over 65,000 thronging the streets of Digbeth, it was the largest St Patrick's Day Parade in the UK.

I have been working closely with Birmingham's Chinese community, particularly Dorian Chan and Mr Lam to bring about the rebranding of the Chinese Quarter to Birmingham's China Town. This is very important to all the thousands of Chinese people living, studying, working, and visiting our city.

Despite the restrictions on travel due to the current financial situation, I have nonetheless done my utmost to promote Birmingham on the international arena whenever the opportunity has presented itself.

I now fully understand the significance and influence of the Lord Mayor's Ambassadorial role when greeting and hosting foreign dignitaries, in particular visitors from our partner cities. The importance of these visits in promoting our great city should not be underestimated. Again, the Lord Mayor's team plays a crucial role ensuring these diplomatic engagements run smoothly, observing all protocols

During my year of office, I received the following international visitors:

- A delegation from our Sister City Albert, in the Somme area of France
- A courtesy call by the Anglican Bishop of Trinidad and Tobago
- A courtesy call by the Chinese Ambassador, Zheng Zeguang
- A courtesy call by Ambassador Thani Thongphakdi from Thailand
- A visit by the Deputy Prime Minister of the Czech Republic and his Cabinet Members
- A courtesy call by the new Jamaican High Commissioner, Alexander Williams
- Attendance at our St Patrick's Day Civic Reception by the Irish Ambassador, Martin Fraser
- A courtesy call by the new Consul General of India, **Dr M Venkatachalam IFS**
- A delegation from our Sister City Nanjing, led by the Party Secretary



- A meeting with the Greek Ambassador, His Excellency Yannis Tsaousis
- A visit by His Excellency Ravshan Usmanov – the Ambassador for Uzbekistan

The Frankfurt Christmas Market arrived early last year and I had had the pleasure of declaring it open and switching on the Christmas lights in front of thousands of excited revellers. The income the Market generates for Birmingham is significant for the city. Recognition must go to Kurt Stroscher and Marion Fleming-Froy, who work tirelessly to ensure the success of the Market each year.

The Lady Mayoress and I have been privileged to join our armed forces to witness some amazing displays of skill and courage at the RAF Cosford Air Show, the Royal Tattoo in Edinburgh, Birmingham's International Tattoo and of course at our magnificent Remembrance Sunday Service and Parade. I was fortunate this year to play an important role in the 202 (Midland) Field Hospital's Freedom Parade when it merged to become the 202 (Midlands) Multi-Role Medical Regiment. Our close relationships with the Royal Navy, Army, and Royal Air Force continue to be very important to the city. I was incredibly saddened to hear of the health issues of His Majesty King Charles III and Her Royal Highness The Princess of Wales; we have of course sent them greetings and best wishes for a full and speedy recovery on behalf of the people of Birmingham. In the last year, we have been fortunate to receive Royal Visits to Birmingham from:

- HRH The Princess Royal attending the BEVA (British Equine Veterinary Association) Congress
- TRHs The Prince and Princess of Wales attending the 'Exploring our emotional worlds' Forum
- HRH The Princess Royal attending the National Care Leaving Benchmark Forum
- HRH The Duke of Edinburgh at the Birmingham Conservatoire
- TRHs The Duke and Duchess of Edinburgh attending the All England Open Badminton Championships
- HRH Prince William visiting Betel UK

I would like my thanks recorded to the Trustees, Patrons and Fundraising Committee of the Lord Mayor of Birmingham's Charity, as well as all those in Birmingham's communities who have contributed to the Charity, which has enabled us again to support many good causes in the city and help some of the most vulnerable people in Birmingham. In particular, I would like to thank Stephen Goldstein, Chair of Trustees; and Carmen Watson, Chair of the Fundraising Committee for all their support and hard work.

It has been a great honour for me to be the first Lord Mayor of Indian and Ravidassia heritage from a Sikh family, and I have been both proud and humbled by the thousands of wonderful people that we have encountered over what has been a challenging but also extremely rewarding year.

I would like to thank my family, who have been a huge support over the last year, but most especially my beautiful wife, Vidya who has been a constant presence at my side. Despite her knee replacement surgery, she has been unfailingly cheerful and encouraging.

I would also like to thank my team in the Lord Mayor's Office - Anne, Lynne, Bev, Sharon, Alex, Tarek, and Ken. They have become my other 'family', and without their

advice, guidance, skills, attention to detail, professionalism, and hard work, I would not have had such a brilliant year. My gratitude to them is genuine and heartfelt.

Finally, in thanking Members and officers for their support to me as Lord Mayor, I now look forward, as Deputy Lord Mayor, to supporting Councillor Ken Wood as Lord Mayor of Birmingham 2024/2025 and continuing to do my utmost to promote our great city.

## **8. Further Information**

Members who would like to learn more about civic traditions, protocol and ceremonial heritage throughout the country are referred to *Civic Ceremonial* by Paul Millward - upon which this report draws extensively. The Local Government Acts of 1972 and 2000 give valuable information on precedence and protocol.

A concise history of the Lord Mayoralty in Birmingham has been written by Professor John Stewart of INLOGOV, University of Birmingham. Debrett's *Correct Form* is also a valuable reference for procedure and etiquette.

Councillor Chaman Lal  
Lord Mayor of Birmingham 2023/2024

## Appendix 1

### Lord Mayoral Protocol

#### **General Information**

The Lord Mayor is the first citizen of the City of Birmingham. In maintaining the dignity of this widely respected position of long standing, it is important that due regard is paid to the office as it has been since the title of Lord Mayor was first accorded in 1896.

There is an established protocol regarding precedence, procedure, speaking arrangements and other matters at events when the Lord Mayor of Birmingham is present. In terms of precedence, it is expressly laid down by statute (31 Henry VIII c10) that the determination of precedence is a matter for the Royal prerogative.

The following notes indicate the procedure that should be followed in the City when the Lord Mayor and Lady Mayoress of Birmingham are attending public functions.

#### **Precedence**

*The Lord Mayor shall, by law, have precedence in the City with the sole exception that this shall not prejudicially affect Her Majesty's Royal Prerogative. This means that the Lord Mayor takes precedence over all other members and officers of the Council at all events.*

The Lord Mayor's office will be pleased to assist organisers - within or outside of the Council - on any protocol issues when these involve the attendance of the Lord Mayor, the Lady Mayoress, the Deputy Lord Mayor or a Deputy acting on behalf of the Lord Mayor.

#### **Arrival and Departure**

As, in many instances, the Lord Mayor may be unacquainted with those responsible for the organisation of your function, it is mutually helpful if an appointed person meets the Lord Mayor at the entrance to the building when he arrives.

The Lord Mayor (and the Consort/Lady Mayoress if he/she attends) should then be escorted and introduced immediately to the President, Chairman or whoever is acting as host for the function, or, in certain circumstances, to the assembled company.

When the Consort/Lady Mayoress only attends the function, or when the Lord Mayor is represented by the Deputy Lord Mayor or by a Deputy, similar arrangements should be made.

The departure time from the function that has been agreed with the Lord Mayor's Office is expected to be observed.

## **Reception**

When the Lord Mayor of Birmingham enters an assembly, it is customary for those present to rise. Similarly, this courtesy is extended to him when he/she leaves the meeting.

## **Precedence at Visits and Functions**

As the first citizen of Birmingham, the Lord Mayor should be the first to receive Royal visitors to the Council. The Lord Mayor should also be the first to receive emissaries and diplomatic visitors such as Ambassadors, Charges d’Affaires or Consuls.

At meetings, unless the Lord Mayor occupies the Chair, he should be seated on the immediate right of the Chairman. This also applies to seating arrangements at lunches and dinners.

At lunches and dinners, when the toast of “*The City of Birmingham*” is given (although this toast is not obligatory) it usually follows that of “*The Queen*”.

When the toast is omitted but the Lord Mayor has previously consented to speak, it is customary to accord him/her the privilege of being the first to propose or respond to the toast immediately following the loyal toast.

Similarly, at meetings or social gatherings, the Lord Mayor would be the first speaker, although an introduction may appropriately be made by the Chairman of the meeting.

In programmes or printed material that contains a ‘welcome’ at an event where the Lord Mayor is to be present, the ‘welcome’ should be by the Lord Mayor or, if several ‘welcomes’ are included, that of the Lord Mayor should be first.

## **Information for the Lord Mayor**

The provision of a comprehensive briefing is essential to the Lord Mayor’s participation in your event. The briefing form, *which must be completed in full with no elements omitted*, should be sent to the Lord Mayor’s Office at the earliest convenient date *but at least two weeks before the function*.

## **Photographs, Filming and Recorded Interviews**

The Lord Mayor and the Consort/Lady Mayoress will normally be pleased to be included in a reasonable number of photographs taken at your event. However, *photographs must on no account be used for commercial or political purposes*.

If the event is to be filmed, this should be notified to the Lord Mayor’s Office in advance. If, in addition to other participation in the event, a filmed or recorded interview with the Lord Mayor or Lady Mayoress is desired, filming and subject matter should be agreed with the Office in advance of the event. Informal use of video cameras by members of the audience is allowable within reason.

## Forms of address

The formal announcement to be made when the Lord Mayor only is present is:

*“The Right Worshipful, The Lord Mayor, Councillor \*\*\*\*\*”.*

When the Consort/Lady Mayoress is also present the announcement is: -

*“The Lord Mayor and Her Consort or “The Lord Mayor and The Lady Mayoress”,  
“Councillor \*\*\*\*\* and Mr \*\*\*\*\*”  
or “The Lord Mayor and The Lady Mayoress Councillor \*\*\*\*\*”.*

When the Lady Mayoress only is present it is: -

*“The Lady Mayoress, Mrs \*\*\*\*\*”.*

When the Lord Mayor’s Consort only is present it is

*“The Lord Mayor’s Consort, Mr \*\*\*\*\*”.*

These are also the correct descriptions for use in printed materials.

The usual mode of address is:

*“Lord Mayor – Lady Mayoress”. “Lord Mayor – Lord Mayor’s Consort”. The older form:  
“My Lord Mayor” is also correct but nowadays is less frequently used.*

When the Lord Mayor is represented by the Deputy Lord Mayor, he/she is addressed as  
*“Deputy Lord Mayor”.*

Similarly, if the Lord Mayor is represented by a deputy, who will be a former Lord  
Mayor, it is: *“Mr / Madam Deputy”.*

The correct descriptions are: -

*“The Deputy Lord Mayor, Councillor \*\*\*\*\*.” and  
“The Lord Mayor’s Deputy (Councillor (or Honorary Alderman) ...).”.*

## Variations and Queries

The Lord Mayor will wish to help ensure the success of every event. In this it is  
emphasised that precedence must be observed by all participating in the event and any  
variations to the programme must observe precedence.

The Lord Mayor, the Consort/Lady Mayoress or Deputies should not be asked to deliver  
a formal speech or address, conduct a recorded or filmed interview or play a particular  
or changed role in any ceremony associated with the function they are attending, unless  
a prior request has been made to the Lord Mayor’s Office and consent obtained.

Organisers may have other queries and the Lord Mayor’s Office should always be  
consulted on these should there exist any remaining doubt.

## Appendix 2

### Head of Protocol, Civic and Ceremonial

Given the significance of the role, this position calls for an appropriate status and title. Very broadly the principal functions are as follows:

Acting as the chief protocol officer for the City Council

Acting as Private Secretary to the Lord Mayor of Birmingham and director of the civic affairs function of the City of Birmingham.

Providing essential support for the Deputy Lord Mayor and former civic heads when acting in deputising capacities.

Acting as adviser to the Lord Mayor, Consort /Lady Mayoress, Deputy Lord Mayor and Lord Mayor's Deputies on issues relating to protocol, non-politicisation and conduct befitting the office.

Acting as Adviser to the Leader of the Council and the Chief Executive on civic and Mayoral matters.

Working closely with the Leader of the Council to manage reputational risk and ensure collaborative working and best possible communication between the two offices.

Managing the overall budget for the Lord Mayor's Office.

Directing and administrating the Lord Mayor's Office in light of current legislation and internal procedures; and writing relevant policy documents.

Oversight of all personnel and activities managed and administered by the Lord Mayor's Office.

Managing the programme of major civic and ceremonial events including Remembrance Sunday, Royal Visits and visits from Heads of State, Freedom Parades, the Annual Civic Service and the Annual Mayor-Making Dinner.

Organising the full calendar of civic functions.

Arranging overseas visits.

Working as the link officer with other civic offices both nationally and internationally to develop and enhance partnerships and exchange information.

Co-ordinating the City's response to national and international disasters/tragedies/atrocities; including drafting responses from the Lord Mayor on behalf of the City to Heads of State and the media, managing the half-masting of flags, observances of silences and/or other memorial events as appropriate, and ensuring that all Government directives are actioned appropriately.

Developing and maintaining a Birmingham Protocol for major operations and relevant policy documents.

To co-ordinate the City's nominations for Queen's Honours.

The co-ordination and administration of the Lord Mayor's Award.

Dealing with numerous and significant organisations and individuals on a regular basis, including:

- The Lord Lieutenant's Office
- The Armed Forces (Remembrance Sunday, Freedom Parades, Regimental visits)
- The consulates of over 20 countries
- The office of the High Sheriff
- Government departments (such as the Home Office, The Lord Chancellor's Office, MHCLG)
- The Church of England, the Roman Catholic Church, the Muslim, Sikh, Jewish, Buddhist and other faith communities.
- The Royal British Legion
- The Broadcast Media
- The Birmingham Federation of Ex-Service Associations
- The Honorary Recorder and the Crown Court
- The Magistrates Association
- The Local Government Association
- West Midlands Police
- West Midlands Fire Service
- The Lunar Society
- The Civic Society
- Cathedrals and Major Churches
- BARRA
- War Widows
- War evacuees
- Birmingham City University (the Lord Mayor is Chancellor)
- Rotary Clubs
- Birmingham Royal Ballet
- Birmingham Irish Association
- The Chinese Community
- The Birmingham Society
- Broad Street Business Improvement District
- A wide range of companies with civic engagement such as Sandvik, Firmins, Elkington & Co and Ede & Ravenscroft

Further information is available from the Lord Mayor's Office.

## Appendix 3

### The Lord Mayor's Award

The Lord Mayor's Award fills the significant gap between a letter of appreciation from the Lord Mayor and the award of the Freedom of the City. The standard has been set high; it being envisaged that a relatively small number of such awards would be made each year in order to preserve its distinction. Nominations for the Lord Mayor's Award should have broad support throughout the council. The recipient could be an individual, a group of individuals or an organisation. Each recipient receives a testimonial presented at Full Council at the end of the Lord Mayor's term of office.

The overriding principle is that any Lord Mayor's Awards must be on merit, this being defined as outstanding achievement or exceptional service to the City and people of Birmingham.

No Councillor, past or present, would be considered for the Award, as the same are already considered for the title of Honorary Alderman. To avoid the Award becoming politicised, the Award is not given for services rendered to any Political Party or related organisation.

The Lord Mayor's Award is not made simply for a job well done or because someone has reached a particular level. The Award will recognise 'going the extra mile' in the contribution. The person(s) should stand out from their peers in what they have achieved.

Accordingly, consideration for the Award is given to individuals or organisations who have, through their sustained endeavours, initiative and dedication:

- improved the reputation or benefited the perception or fabric of the City of Birmingham;
- benefited a significant number of the people in Birmingham or improved their lives;
- represent outstanding examples of selfless service to the City of Birmingham and its citizens;
- command the respect of their peers and who are exceptional role models in their field; or
- 'against the odds' demonstrated great moral courage and loyalty to the City and people of Birmingham.

Nominations can be made by Birmingham Councillors and / or members of the public at any time, although it is envisaged that the Lord Mayor will make the awards at the Council AGM. Nominations received are considered by the Lord Mayor, in conjunction with former Lord Mayors, and the Awards are administered and supported by the Lord Mayor's Office.



## Appendix 4

### Related Offices and Freedoms

#### **The Lord Lieutenant**

The Lord Mayor works closely with the Lord Lieutenant during the year. The office of Lord Lieutenant dates from the sixteenth century. The Lord Lieutenant had various tasks throughout history and was originally responsible for local military defence and the keeping of order. The Lieutenancy role also has historic associations with the magistracy and the most recent legislation is the Lieutenancies Act 1997.

The Lord Lieutenant is appointed by the Queen and is Her Majesty's representative in the region - in our case the West Midlands. The Lord Lieutenant has primary responsibility for Royal visits. The Lord Lieutenant has considerable involvement with the armed forces, undertakes some charitable and benevolent activities and is 'keeper of the rolls' (concerned with the conduct of JPs).

The Lord Lieutenant may have a large number of Deputy Lieutenants (typically 30 or 40) and is supported by a Lieutenancy Office. As determined nationally, the Lord Lieutenant takes precedence over the Lord Mayor except within civic premises. The Lord Lieutenant once appointed may remain in office until the age of 75.

#### **The High Sheriff**

A High Sheriff is appointed for each county in England and Wales. The office of High Sheriff is an ancient one dating back to Anglo-Saxon times. Before the creation in Tudor times of the office of Lord Lieutenant, the High Sheriff was the Sovereign's sole representative in a County.

The position is not to be confused with the much newer post of City or Borough Sheriff which exists in around sixteen councils in England. The Lord Mayor and High Sheriff are each present at a number of ceremonial occasions and there are significant opportunities to develop connections and common interests further.

The High Sheriff is appointed for one year and is responsible to the Crown with formal responsibility for the well-being of High Court Judges. The High Sheriff is supported by an Under Sheriff. The Shrievalty Association publishes a guide to the office of High Sheriff

## **Honorary Freemen**

This is the highest honour that the City Council can bestow and therefore it should not be awarded lightly or frequently. It is awarded to persons who have, in the opinion of the council, rendered eminent services to the city. Local Government Act 1972 Sec 249 (5).

“After the passing of the resolution a newly appointed Freeman may, depending on custom, take the appropriate Freeman’s Oath and sign the Freeman’s Roll, his or her signature being witnessed by the Lord Mayor and Chief Executive.”

## **Freedom of the City**

The freedom of entry associated with the Freedom of the City is granted to military service units which have rendered conspicuous service, and which are closely associated with the city and the recruitment of people from the region.

The Freedom of the City is bestowed as an honour. It is worth noting that Councils outside London probably do not in any case have powers to prevent entry by HM forces even should they wish to do so.

## Appendix 5

### The Lord Mayor's Charity

The Lord Mayor of Birmingham's Charity raises funds to support projects and good causes either based in Birmingham or for the benefit of the people of Birmingham.

This ensures that all of the funds raised by the Charity will be spent right here in the city.

Local organisations can apply to the Lord Mayor for funding by providing full details of the project and what donations will be spent on; and donations are made throughout the year.

Corporate supporters can also apply for funding from the Lord Mayor's Charity for specific projects that their companies support, which enhances partnership working.

## Appendix 6

### Civic Insignia

The Lord Mayor's engagements fall into three relatively distinct categories: ceremonial, formal and informal, and regalia and clothing are appropriate to the occasion. On ceremonial occasions (for example the Civic Service, Remembrance Sunday, the Annual Meeting and Freedom Ceremonies) the robes and chain are worn.

The chain is worn on formal occasions ranging from important major events such as Royal Visits, presentations and official visits or openings of community functions.

For other engagements, for example receiving visitors in the Lord Mayor's Parlour, non-public meetings, small localised events either the chain or the day badge may be worn although, given the interest associated with it, the chain is preferred on most occasions, particularly for community events. The badge is frequently worn at internal business and briefing meetings, at City Council and on black tie occasions.

The essential factor is the continued maintenance of the dignity of the Lord Mayor and the City. The attendance of the Lord Mayor, whether it be in robes, chain or badge, is an honour to the event and should not be regarded as a right by the organisers.

The mace is used on ceremonial and some other formal occasions and for meetings of the full City Council. It was made in Birmingham in 1897 by Elkington and Company. The mace, 4 feet 3 inches in length, is silver, cast and chased and gilded.

The Lord Mayor's chain is 18 carat gold, made and maintained in Birmingham. The chain has 55 enamelled links in two rows suspended from two shoulder clasps in the form of wreathed Tudor roses terminating in an oval enamelled badge bearing the initials of William Scholefield.

Incorporated in the suspension link is a diamond, cut by a refugee from occupied Europe (1939-45). From this badge hangs a Maltese cross incorporating the first diamond to be cut in Birmingham.

Two new links were added in 1989 for the City's Centenary. These bear the initials of Frederick Chapman and Harold Blumenthal who were the Lord Mayors in that year. The measurements of the chain are: circumference (outer row): 60 inches; (inner row): 46 inches; height of the pendant badge: 5 inches; width: 3 ½ inches.

The Lady Mayoress's chain was presented to the City by Alderman F C Clayton in 1914 and is 18 carat gold. There are 25 links alternately double-sided fleur-de-lys end openwork scrolling enclosed collet set diamonds. The central badge of openwork scrolling enclosing the letter 'B' in diamonds is set in platinum. Suspended from this is a larger badge with the City coat of arms in gold and enamel. The length of the chain is 36 inches and contains over 70 diamonds.

The Lord Mayor's Consort does not wear a Chain of Office but wears a civic badge.

# Birmingham City Council City Council

21 May 2024



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## Commissioner's Review:

### Agenda item 18 'Leader's Announcement of Cabinet Members':

These changes better focus Cabinet responsibilities with the Improvement and Recovery Plan and are broadly welcomed. The Commissioners would however note that further changes may suggest themselves as this new model settles in.

### Agenda item 20 'Review of the Constitution':

Commissioners welcome the progress being made to agree a Constitution that is fit for purpose. However, it is crucial to ensure that every Member and all relevant officers have a shared understanding of what it means in practice.



# Birmingham City Council

## City Council

21 May 2024



**Subject: Executive Arrangements**

**Report of: Cllr John Cotton, Leader of the Council**

**Report author: Graeme Betts, Chief Executive**

Does the report contain confidential or exempt information?  Yes  No

If relevant, state which appendix is exempt, and provide exempt information paragraph number or reason if confidential: N/A

### 1 Executive Summary

1.1 This report sets out for information the changes that the Leader has made to Cabinet portfolios.

### 2 Recommendation(s)

2.1 That the City Council note the changes to portfolios.

### 3 Background

3.1 In the Birmingham City Council Constitution, the Leader of the Council holds the responsibility for determining the membership of their Cabinet and the roles that Cabinet Members may undertake.

3.2 At the Council meeting on Tuesday 23 May 2023, Cllr John Cotton was formally appointed as the Leader of Birmingham City Council.

3.3 The Leader announced his Cabinet and their portfolios at the same Council meeting.

3.4 On Tuesday 5 December 2023, the Leader amended his Cabinet with an Interim Member for Health and Social Care to cover maternity leave in the new year.

3.5 The Leader has made some changes to the remit of portfolios, to take effect in the forthcoming municipal year. These are set out below (**Section 4**), and detailed further in the appendix (**Appendix A**).

## **4 Overview of new portfolios**

4.1 The portfolios for each member will contain the following business areas.

### **4.2 The Leader**

- Leadership of the Council and Cabinet, and strategic liaison with Corporate Leadership Team
- Best Value Commissioners
- Lord Mayor's Parlour
- Communications
- Policy and Partnerships
- Financial Strategy
- West Midlands Combined Authority
- Strategic Policies
- Strategic Partnerships and External Affairs
- Localisation including Shaping Birmingham's Future Together

### **4.3 The Deputy Leader and Cabinet Member for Economy and Skills**

- Deputising for the Leader
- Economic growth and jobs
- Employment & Skills
- Employment Opportunities
- Skills and Entrepreneurship in Schools
- Business Improvement Districts
- Major Sporting Events and Events Development
- Promotion of the city and inward investment
- Major Projects
- Levelling-Up & Devolution
- Chairing the Cost-of-Living Taskforce
- Council land use and property assets including appropriation
- Land Use Planning

### **4.4 The Cabinet Member for Finance**

- Contract Management
- Commercialisation
- Finance



- Birmingham Business Charter for Social Responsibility
- Rent Service
- Revenues and Benefits Service
- Procurement
- Internal Trading Operations
- Commissioning
- Oversight of consultants (and interims)

#### 4.5 The Cabinet Member for Digital, Culture, Heritage and Tourism

- Customer Services
- Oracle Recovery Board Chair
- Open data and information systems
- Digital Inclusion
- Oversight of Council's ICT Strategy, information governance, and GDPR
- To take a lead on information law and data protection matters
- Promoting the City's rich heritage
- Arts, culture and tourism
- Museums
- Commonwealth Games Legacy
- The Library of Birmingham and Community Libraries
- Major Sporting Events and Events Development

#### 4.6 The Cabinet Member for Social Justice, Community Safety and Equalities

- City of Sanctuary, Asylum and Refugees, Modern Slavery and Trafficking
- Emergency Planning
- Social Cohesion and Inclusion
- Equalities within the Community
- Tackling Inequality
- Safer Communities
- Bereavement Services and Registry Office
- Domestic Abuse
- Third Sector Partnership and Engagement
- External Challenge

- Chair of Contest Board
- Chair of Prevent Board

#### 4.7 The Cabinet Member for Housing and Homelessness

- Council housing management services
- Housing Development
- Housing Options
- Tenant engagement in social housing
- Registered Social Landlords
- Private Rented Sector
- Strategic Leadership of the response to Exempt Accommodation

#### 4.8 The Cabinet Member for Children, Young People and Families

- Children's Services
- Lead Member for Children's Services
- Overseeing the Children's Trust
- Safeguarding Children & Young People
- Corporate Parenting
- Overseeing Early Years
- Education of Children & Young People
- Lead Member for SEND and Inclusion
- Youth Engagement and Youth Service

#### 4.9 The Cabinet Member for Environment and Transport

- Enforcement
- Pest Control
- Cleaner Neighbourhoods
- Waste Strategy and Services
- Recycling
- Parks and allotments
- Climate Change
- Green City
- Transport Strategies
- Highways

- Advice to Planning Committee (Highways)
- Air Quality
- Flood risk planning

#### 4.10 The Cabinet Member for Health and Social Care

- Adult Health & Social Care
- Public Health
- Integrated Care System
- Healthy Communities

#### 4.11 The Cabinet Member for Transformation, Governance and HR

- Improvement and Recovery Plan oversight and delivery
- Structure and Governance of the Council
- Member/Officer Protocol
- External Scrutiny and Local Government Ombudsman
- Strategic risk management, internal audit and holding senior officers to account on the management of risks
- Whistleblowing and Corporate Complaints
- Legal Services
- Human Resources (Including Member Development Programmes)
- Early Intervention and Prevention
- Business Change
- Efficiency, value for money and improvement for the Council – performance
- Council wide Efficiency and Improvement

## **5 Options considered and Recommended Proposal**

**5.1** The Council is receiving this report to note the decisions of the Leader of Council in relation to his Cabinet and their portfolios. The Leader of the Council considered the options for revising Cabinet Member portfolios, prior to confirming the portfolios set out in the report.

## **6 Legal Implications**

**6.1** Under the provisions of s9C of the Local Government Act 2000, the Cabinet of a Council operating executive arrangements may consist of two or more councillors up to a maximum of 10 appointed by the executive Leader.

**6.2** Under the provisions of Part B Roles, Functions and Rules of Procedure, section 1.5: Up to nine Cabinet Members may be appointed by the Leader of the Council and one should be designated as Deputy Leader.

**7 Financial Implications**

7.1 There are no financial implications arising from the recommendations of this report.

**8 Public Sector Equality Duty**

8.1 There are no equality impact implications arising from the recommendations of this report.

**9 Background Papers**

9.1 None.

**10 Appendices**

10.1 **Appendix A** – Portfolios with detail

## Appendix A

### Birmingham City Council Cabinet Member Portfolios

Leader	Detail
Leadership of the Council and Cabinet, and strategic liaison with Corporate Leadership Team	Ultimate political responsibility of the Council. Strategic liaison with the Corporate Leadership Team.
Best Value Commissioners	Lead on engagement with the government appointed Best Value Commissioners.
Lord Mayor's Parlour	Appropriate support to the Lord Mayor and the other holders of civic office
Communications	Internal and external stakeholder engagement and formal consultation on Council performance and use of resources
Policy and Partnerships	Positioning Birmingham as a leader in public policy development at city, regional, national, European and international levels. Representing the Council's policy agenda as appropriate through proactive engagement with Government, national policy networks and relations with the media.
Financial Strategy	The Council's strategic approach to the use of financial resources and budget, including alignment between other local authority bodies (e.g. West Midlands Combined Authority), partners (e.g. Health), the BCC General Fund, Housing Revenue Account, capital spending and the use of reserves.
West Midlands Combined Authority	Representing the City Council on the West Midlands Combined Authority Board.
Strategic Policies	Development and implementation of the Council Business Plan and Medium-Term Financial Strategy/Budget
Strategic Partnerships and External Affairs	Promotion of collaborative working relationships with stakeholders and partners as part of the city's 'Civic Family'.
Localisation including Shaping Birmingham's Future Together	Neighbourhood Management – Development of the Council's neighbourhood engagement model and work with wider Council and partners to ensure integration at the local level. Shaping Birmingham's Future Together.

<b>Deputy Leader and Cabinet Member for Economy and Skills</b>	<b>Detail</b>
Deputising for the Leader	The Deputy Leader will act as Council Leader where the Leader is not available.
Economic growth and jobs	Strategic approach to economic growth and regeneration programmes and strategic planning policy.
Employment & Skills	Skills, expansion for key growth sectors enterprise and innovation along with Lifelong Learning (post-14 skills and adult education). Provision of all-age guidance, skills development, training and work experience to meet the economic needs of the city now and in the future.
Employment Opportunities	Enabling all residents to access employment through the development and delivery of local employment plans.
Skills and Entrepreneurship in Schools	From the portfolio of the Cabinet Member for Children, Young People & Families
Business Improvement Districts	Partnerships with the Business Improvement Districts, including city centre management opportunities.
Major Sporting Events and Events Development	Advised by the Cabinet Member for Digital, Culture, Heritage & Tourism
Promotion of the city and inward investment	Working in conjunction with the Cabinet Member for Digital, Culture, Heritage and Tourism for the promotion of the city. Promotion of Birmingham regionally, nationally and internationally. This includes work with partners such as West Midlands Growth Company, the universities, and cultural organisations of citywide, regional, or national significance. Marketing strategies to encourage investment in Birmingham.
Major Projects	Responsibility for major physical regeneration and infrastructure projects in the city and engagement with key economic growth partners, partnerships, and investors.
Levelling-Up & Devolution	This will include making appropriate arrangements for the Council's response and review to changes in the WMCA constitution, consultation and devolution deals.
Chairing the Cost-of-Living Taskforce	Chair of the Council's Cost-of-Living Taskforce.
Council land use and property assets including appropriation	Oversight of the Council's land use and property strategy and asset management plan including framework for reuse, disposal and requisition of land and property in the Council's priorities –

	<p>including assets of heritage and community value.</p> <p>Including oversight of Council owned land and property facilities, amenities and services including markets.</p>
Land Use Planning	<p>Local Development Plan, Neighbourhood Plans, Development Briefs and Supplementary Guidance; including advice to Planning Committee.</p>

<b>Cabinet Member for Finance</b>	<b>Detail</b>
Contract Management	Strategic approach to and compliance with contract management policy to ensure best value.
Commercialisation	To take the strategic lead in the consideration of all commercial opportunities available to the Council.
Finance	Overall financial direction within the Financial Strategy developed by the Leader, including Best Value and appropriate financial, accounting and audit controls and procedures.
Birmingham Business Charter for Social Responsibility	Application of the Birmingham Business Charter for Social Responsibility that requires contractors to offer, inter alia, local employment and training opportunities, and to adopt Birmingham's Living Wage policy.
Rent Service	The Rent Service's primary function is to maximise the collection of rent from Local Authority tenants and the recovery of current/former tenants and Housing Benefit Overpayments for Local Authority tenants.
Revenues and Benefits Service	To ensure effective management of the Revenues and Benefits service.
Procurement	Oversight of procurement management.
Internal Trading Operations	Effectiveness and holding to account the management of all internal trading operations.
Commissioning	Strategic approach to, and compliance with, the commissioning approach. Ensuring that council commissioning supports its wider social objectives such as employment provision, training, encouraging social enterprise and delivering social cohesion, internally and externally in line with the Council's objectives.
Oversight of consultants (and interims)	Oversight of the use of consultants and interims with particular focus on their duration, renewal and cost.



<b>Cabinet Member for Digital, Culture, Heritage and Tourism</b>	<b>Detail</b>
Customer Services	To take a strategic lead in the provision of the City Council's customer services functions
Oracle Recovery Board Chair	Chairing the Oracle Member Board
Open data and information systems	To provide strategic leadership for open data promoting transparency, building trust and data sharing in everything we do
Digital Inclusion	To provide strategic leadership to our digital inclusion strategy to deliver a fully inclusive digital city, where everyone has the confidence, skills and capacity to access the services and information they need to thrive and live their lives to their full potential in an increasing digital world.
Oversight of Council's ICT Strategy, information governance, and GDPR	To provide strategic leadership for information governance, data protection and cyber security protecting our citizens information To provide strategic leadership for our Digital Birmingham ambition acting as the Councils Ambassador for Digital & innovation so that we make the best use of data, digital and technology so that we can ensure that our services respond even better to the changing needs and expectations of our citizens and businesses.
To take a lead on information law and data protection matters	
Promoting the City's rich heritage	Promoting our cultural heritage with the public, community and academic partners, ensuring that Birmingham's cultural and civic history is accessible by our children and young people. Maximising our historic architecture and ensuring the stories of Birmingham's history are told.
Arts, culture and tourism	Sustaining and promoting art, culture and tourism, including management of grants and associated economic opportunities. Delivery of the Birmingham Visitor Destination Plan.
Museums	Oversight of the provision and activity of the Birmingham Museums Trust.
Commonwealth Games Legacy	Providing strategic leadership to maximise the benefits of hosting the Commonwealth Games through delivery of a Legacy Plan.
The Library of Birmingham and Community Libraries	Oversight of the regional and city-wide role of the Library of Birmingham and the community library service; including the vital part libraries play in communities, learning and skills.
Major Sporting Events and Events Development	Advice to the Deputy Leader Lead for Cultural/Heritage Events

<b>Cabinet Member for Social Justice, Community Safety and Equalities</b>	<b>Detail</b>
City of Sanctuary, Asylum and Refugees, Modern Slavery and Trafficking	
Emergency Planning	Arrangements for the Council's response to emergencies.
Social Cohesion and Inclusion	<p>Approaches to ensure that all Birmingham citizens have opportunity across the social and economic life of the city, within a safe city - including in education, employment, housing, health and social care, civil society and political participation – whether these are delivered by the City Council itself, partner agencies, or by private or third sector organisations.</p> <p>Holding to account other relevant Cabinet Members and officers for the delivery of those functions that impact on social cohesion and inclusion.</p>
Equalities within the Community	<p>Development and promotion of shared values and mutual respect across the diverse communities of Birmingham.</p> <p>Ensuring that community and cultural events promote social cohesion and inclusion.</p>
Tackling Inequality	<p>Strategic approaches to reduce inequalities including around health, education and employment outcomes; 'access to services'; and participation in civic life.</p> <p>Neighbourhood advice and information services.</p> <p>Holding to account other relevant Cabinet Members and officers for the delivery of those functions that impact on inequalities and inclusion.</p>
Safer Communities	<p>Strategic citywide leadership to community safety in Birmingham, including anti-social behaviour, fear of crime and public spaces and ensuring effective support for victims of crime.</p> <p>Effective relationships and clear shared priorities with the Police and Crime Commissioner and West Midlands Police.</p> <p>Leadership on youth offending issues.</p> <p>CCTV and liaison with Police.</p> <p>Strategic leadership in relation to Prevent.</p>
Bereavement Services and Registry Office	Strategic leadership for the development of Cemeteries, Crematoria and Mortuary and Coroners Court Services; and Register Office services.

Domestic Abuse	All Council activity relating to domestic abuse, its impact on families and children and implementing a city-wide domestic abuse strategy with partners including advice to the Cabinet Member for Housing and Homelessness on the provision of accommodation and taking advice from the Cabinet Member for Health and Social Care on the health implications of domestic violence.
Third Sector Partnership and Engagement	Working with, and coordination of, third sector and partner agencies around equalities, cohesion and inclusivity.
External Challenge	Ensuring that partner agencies, private or third sector organisations are challenged on their contribution to improving social cohesion and inequalities.
Chair of Contest Board	
Chair of Prevent Board	

<b>Cabinet Member for Housing &amp; Homelessness</b>	<b>Detail</b>
Council housing management services	Oversight and direction of estate management services and best use of housing stock (across all housing providers). Repairs and maintenance programmes.
Housing Development	To review the supply of housing and tenure based on an analysis of housing need.
Housing Options	Housing Options – assessing housing need, options for vulnerable adults, children and young people and offenders. Temporary accommodation provision. A coherent strategy to address homelessness, including short-term engagement, education and enforcement with rough sleeping.
Tenant engagement in social housing	Tenant engagement in the management and development of social housing and Housing Liaison Boards.
Registered Social Landlords	Liaison with the Birmingham Social Housing Partnership on neighbourhood management initiatives and the housing growth agenda.
Private Rented Sector	Licensing and regulation. Private Tenancy Unit activities.
Strategic Leadership of the response to Exempt Accommodation	Strategic Leadership of the response to Exempt Accommodation.

<b>Cabinet Member for Health &amp; Social Care</b>	<b>Detail</b>
Adult Health & Social Care	<p>Development of the Health and Wellbeing Board and relationships with the NHS and private providers.</p> <p>Strategic leadership of social care services and safeguarding for adults.</p> <p>Development of an integrated health and social care economy in Birmingham and neighbouring local authorities around the relevant Sustainability and Transformation Plan.</p>
Public Health	<p>Leadership on public health services, working with the Health and Wellbeing Board to reduce health inequalities.</p>
Integrated Care System	<p>Providing place leadership for Birmingham within the statutory partnership to meet health and care needs across Birmingham and Solihull.</p>
Healthy Communities	<p>Championing healthy living through sport and leisure services and influencing resident choices through proactive behaviour change initiatives.</p>

<b>Cabinet Member for Environment and Transport</b>	<b>Detail</b>
Enforcement	In relation to licensing policy and enforcement
Pest Control	Provision of the Pest Control Service.
Cleaner Neighbourhoods	Street cleansing, litter prevention, fly tipping, graffiti, placarding, scrap yards and motor salvage operators.
Waste Strategy and Services	Development of a financially and environmentally sustainable waste strategy for the city and ensuring delivery. Collection and sustainable disposal of waste from residential and other properties within the city and street cleansing.
Recycling	Development of a robust re-use and recycle strategy for the city and ensuring delivery.
Parks and allotments	Provision and usage of facilities including grounds maintenance.
Climate Change	Engaging in proactive citywide and national policy development to tackle the causes and consequences of climate change.
Green City	Working with partners to develop a strategy for sustainability, liveability, and environmental improvement for the city.
Transport Strategies	Sustainable transportation policy and strategy, programmes, projects and initiatives to improve connectivity and road safety for the city across all modes of travel.
Highways	Strategic highways matters. Maintenance of roads and streets, traffic management and car parks and enforcing rights of way.
Advice to Planning Committee (Highways)	Providing advice, where appropriate, including the effect of proposed developments in relation to roads and transport and working in cooperation with the West Midlands Combined Authority and Mayor in relation to the key route network.
Air Quality	Leading the development and delivery of an Air Quality Strategy for Birmingham, to comply with national and pan-national regulations together with key partners.
Flood risk planning	

<b>Cabinet Member for Children, Young People and Families</b>	<b>Detail</b>
Children's Services	Leadership, strategy and effectiveness of children's services – responding to the needs of all children and young people, especially the most disadvantaged and vulnerable, and their families and carers.
Lead Member for Children's Services	Political accountability for all the local authority children's services, including education and children's social care. This post is required by law to hold direct local accountability for the effectiveness, availability and value for money of the local authority's children's services (particularly education and children's social care).
Overseeing the Children's Trust	Oversight of the 'client side' role of the Children's Trust to ensure the delivery of agreed outcomes, KPIs and finances within the legal and contractual framework agreed.
Safeguarding Children & Young People	With statutory partners, the safety and wellbeing of all children.
Corporate Parenting	Political leadership on improving the lives of looked after children. Ensuring all Council members, officers and services understand and actively promote the Council's responsibilities to looked after children.
Overseeing Early Years	Ensuring a sufficiency of places and a citywide Early Years Health and Wellbeing offer.
Education of Children & Young People	Education of Children and Young People - Political leadership on strategic and statutory duties, including school improvement, school places and travel to and from school. Oversight of Dedicated School's Grant.
Lead Member for SEND and Inclusion	Lead Member for Special Educational Needs and Disability (SEND) and Inclusion – Lead Member on the SEND agenda across children's agencies and holding officers and partners to account for the delivery of the Birmingham SEND Strategy.
Youth Engagement and Youth Service	Youth Engagement and Youth Service.

<b>Cabinet Member for Transformation, Governance and HR</b>	<b>Detail</b>
Improvement and Recovery Plan oversight and delivery	Oversight of the Council's improvement journey.
Structure and Governance of the Council	Overall organisational design of the Council, including the Council's corporate governance arrangements.
Member/Officer Protocol	Oversight of the Member/Officer Protocol.
External Scrutiny and Local Government Ombudsman	To take appropriate action in response to external scrutiny of the Council through inspectorate, peer or Government improvement and/or local government ombudsman reports.
Strategic risk management, internal audit and holding senior officers to account on the management of risks	Strategic risk management, internal audit and holding senior officers to account on the management of risks.
Whistleblowing and Corporate Complaints	To take a corporate lead in relation to Whistleblowing and complaints.
Legal Services	Oversight of the Council's legal services function including political engagement with the Council's Monitoring Officer.
Human Resources (Including Member Development Programmes)	<p>An effective organisational development function for shaping the future workforce of the Council.</p> <p>Development of effective change/transformational programmes deployed corporately.</p> <p>Member development programmes.</p> <p>Processes and procedures to support good staff performance development and equality objectives.</p> <p>Staffing structures at JNC level and personnel procedures that comply with good practice and natural justice (in consultation with the Leader).</p> <p>[The Council Business Management Committee deals with issues around the employment of staff and their terms and conditions of employment].</p>
Early Intervention and Prevention	To take a strategic lead in the development and implementation of the City Council's Early Intervention and Prevention services.
Business Change	All major business change programmes
Efficiency, value for money and improvement for the Council – performance	<p>To take a strategic lead in relation to efficiency and improvement across all Council services and to foster lean governance in all areas of Council work.</p> <p>Oversight of good governance in relation to Council representation on outside bodies; Trading Services; Council-owned companies;</p>



	and strong 'client' governance for externalised services (when Executive decisions needed).
Council wide Efficiency and Improvement	Take a strategic lead in relation to efficiency and improvement across all Council services and to foster lean governance in all areas of Council work



# Birmingham City Council

## City Council

21 May 2024



**Subject:** Bournbrook and Selly Park By Election 2 May 2024 - Result  
**Report of:** Marie Rosenthal, Interim City Solicitor and Monitoring Officer  
**Report author:** Ben Patel-Sadler  
 Senior Committee Manager  
[Ben.Patel-Sadler@birmingham.gov.uk](mailto:Ben.Patel-Sadler@birmingham.gov.uk)

Does the report contain confidential or exempt information?  Yes  No

If relevant, state which appendix is exempt, and provide exempt information paragraph number or reason if confidential:

### 1 Executive Summary

- 1.1 Following the resignation of Councillor Brigid Jones, there was a vacancy in the Bournbrook and Selly Park ward. A by election to fill this vacancy was held on Thursday 2 May 2024 where Jamie Christopher Scott (LAB) was confirmed as the elected member for Bournbrook and Selly Park.

### 2 Recommendations

- 2.1 That City Council notes that Jamie Christopher Scott (LAB) has been confirmed as the elected member for the Bournbrook and Selly Park ward following the completion of the by election held on 2 May 2024.

### 3 Legal Implications

- 3.1 There are no immediate legal implications arising from the report.

### 4 Financial Implications

- 4.1 There are no immediate financial implications arising from this report.

### 5 Public Sector Equality Duty

- 5.1 There are no immediate equality implications arising from this report.

## **6 Other Implications**

6.1 None.

## **7 Background Papers**

7.1 None.

## **8 Appendices**

8.1 None.

# Birmingham City Council

## Full Council

21 May 2024



**Subject:** Review of the Constitution

**Report of:** Marie Rosenthal, Interim City Solicitor and Monitoring Officer

**Report author:** Christian Scade, Head of Scrutiny and Committee Services  
[christian.scade@birmingham.gov.uk](mailto:christian.scade@birmingham.gov.uk) or 07517 550013

Does the report contain confidential or exempt information?  Yes  No

### 1 Executive Summary

- 1.1 Council constitutions provide a framework within which people can understand their own responsibilities, and the responsibilities of others. They allow decision-making, within a democratically elected body, to be consistent, accountable and transparent. They facilitate strong, effective relationships.
- 1.2 This report sets out proposed amendments to the Council's Constitution and asks Full Council, following consideration by Council Business Management Committee on 7 May 2024, to approve the changes.

### 2 Recommendations

- 2.1 To note the work of the Member Constitutional Working Group in reviewing the Constitution.
- 2.2 That approval be given to the proposed revisions to Parts A, B, C and E of the Constitution, as detailed in Appendices 1, 2 and 3 and summarised in paragraph 6 below.
- 2.3 To note that a comprehensive review of the Constitution will be conducted following Annual Council on 21 May 2024 as part of the Governance and Relationships Programme in the Improvement and Recovery Plan.
- 2.4 To note that the Standards Committee are consulting on a new Member/Officer Relations Protocol, as part of the response to the Independent Governance Review carried out by the Centre for Governance and Scrutiny during 2023. This will be the subject of a separate Report to Full Council in June 2024.

2.5 To note that the Interim City Solicitor, in consultation with the Leader of the Council, has been authorised (by Council Business Management Committee on 7 May 2024) to commence a recruitment process to appoint an independent person to chair the Audit Committee. The final appointment, by a cross party member Panel, is subject to Full Council approving the proposed amendment to section B14 paragraph 14.6 - The Chair of Audit Committee will be an Independent person.

### **3 Background**

3.1 The Centre for Governance and Scrutiny (CfGS) undertook an independent review of governance at Birmingham City Council from July to November 2023. The purpose of the review was to assess key governance issues identified in various external reviews and judgements, the Council's response to them, and to recommend actions to further improve governance at the Council.

3.2 On the 12th of December 2023, Cabinet agreed to accept the findings of the CfGS report, and the 13 recommendations and actions contained within the Stabilisation Plan developed jointly by CfGS and Birmingham City Council.

3.3 Recommendation 4 of the Stabilisation Plan contains the following two activities:

- Activity 1: Undertake an immediate **legal compliance check** to identify sections of the constitution that require urgent amendment and updating.
- Activity 2: Include **review of the constitution as a workstream of the IRP**. This should be informed by the CfGS "blueprint for change" and there should be a focus on areas noted in the Stabilisation Plan.

3.4 On the 18 December, the Council Business Management Committee agreed to establish a cross party Member Working group to undertake this work with the following membership:

#### **Constitution Working Group**

**5 Members** (3 Lab, 1 Con, 1 Lib Dem)

Cllr John Cotton (Chair) Cllr Sharon Thompson, Cllr Rob Pocock (Lab)

Cllr Robert Alden (Con)

Cllr Roger Harmer (Lib Dem)

### **4 Statutory Compliance Review**

4.1 In December 2000 a Constitution Direction was issued by the Secretary of State. This requires 80 matters to be included within council constitutions, covering members' allowances schemes, details of procedures for meetings, details of joint arrangements with other local authorities and a description of residents 'rights.

4.2 Officers have carried out a Statutory Compliance Health Check of the Constitution against these requirements which have been discussed with the Constitution Working Group and resulted in the recommendations in this report.

4.3 This required analysis of the legislative framework, including:

- The Local Government Act 2000 (Constitution) (England) Direction 2000
- The Openness of Local Government Bodies Regulations 2014
- Local Government (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
- Local Audit and Accountability Act 2014
- Accounts and Audit Regulations 2015
- Local Authorities (Standing orders) (England) Regulations 2001 as amended 2015
- Public Service Pensions Act 2014

4.4 In addition to the above, Members will recall the report agreed by Council on 9 January 2024, which set the out required immediate changes to the Council’s Audit Committee arrangements, as well as the establishment of the Cabinet Committee – Property. Members will recall that the report advised that the Interim City Solicitor and Monitoring Officer had been set a number of key deliverables by Commissioners, including delivering a comprehensive review of the Council’s Constitution. The report provided details and a timetable showing the activities required to update the Constitution. For ease of reference, that information is summarised below:

Stage	Description	Report to Full Council
1	<p><b>Immediate Changes</b></p> <p>These changes covered the new terms of reference for the Audit Committee and the new Cabinet Committee – Property</p>	<p><b>Jan 2024</b></p> <p><b>Completed</b></p>

2	<p><b>Priority Changes</b></p> <p>These are covered in this report and is the current position. As advised, the first step was completion of a statutory requirements check list, this has been completed.</p> <p>This report highlights the key areas where changes are recommended.</p> <p>The Member Working Group met for the first time in January 2024.</p>	<p><b>May 2024</b></p> <p><b>As per this report.</b></p>
3	<p><b>Comprehensive Review</b></p> <p>The purpose of the review will be to make the Council's Constitution and governance arrangements fit for purpose, for a financially secure 21<sup>st</sup> Century European City Council, and ensure a training programme is in place for to enable both members and officers to understand and comply with its provisions, ahead of the next administration in May 2026.</p> <p>This will include consideration of the work, in relation to Full Council, which has been undertaken by Colin Copus, Emeritus Professor of Politics, De Montfort University; Visiting Professor Ghent University.</p>	<p><b>May 2026</b> <i>(notwithstanding any changes that need to be made in the interim)</i></p>

4.5 As highlighted above it has been proposed for some time that a more comprehensive review of the Constitution is undertaken following Annual Council and submitted to Annual Council in May 2026. This will pay particular attention to a number of key areas, including:

- The Procurement and Contract Governance Rules (Part D)
- The Scheme of Delegations (Part E)
- The review of the arrangements for Full Council, undertaken by Professor Colin Copus

4.6 Whilst the review is due to be concluded by May 2026, this will not preclude interim changes being submitted to Council for approval where required. May 2026 is the key target date and should be considered in that regard.



## 5 The Constitution

- 5.1 *“How we interpret and use the Constitution is central to how effective governance is. A council that takes its Constitution seriously, where there’s a sense of collective ownership of the rules it contains, and where people live and breathe its values, is likely to be one with better governance overall, and that’s why these documents are important.”* Ed Hammond, Centre for Governance and Scrutiny.
- 5.2 Section 37 of the Local Government Act 2000 (as amended by the Local Government Act 2011) requires the Council to prepare, keep up to date and publicise a Constitution, with an annual review. This sets out how the Council operates, how decisions are made and the procedures to be followed to ensure these are efficient, transparent and accountable. Some of these processes are required by law, and others are processes which the Council has chosen.
- 5.3 Birmingham’s Constitution was originally adopted over 20 years ago, as the Council moved from a committee system to an executive model of governance. This was based upon national guidance and a model developed, for use by all Councils, by the Department for Transport, Environment and the Regions and the Local Government Association.
- 5.4 Since 2001 there have been no further updates from Government. As a result, local authorities have updated their constitutions themselves, usually by adding to the document as new legislation has been enacted or in response to internal changes within the Council, such as the reorganisation of governance arrangements or restructures of the Council’s management.
- 5.5 Birmingham has been typical in this regard and over time the Constitution has been revised to reflect additional requirements and duties from a range of legislation and guidance. However, many local authorities have recently introduced new formats and structures to help enhance accessibility, understanding, transparency and integrity around decision making.
- 5.6 Responsibility to monitor and review the operation of Birmingham City Council’s Constitution is set out in Part A of the Constitution under the Review, Revision and Suspension of the Constitution. The Monitoring Officer is authorised to make minor consequential amendments, as necessary or required by legislation, from time to time. Members will note that this authorisation has been tightened up to reflect this authority rests with the Monitoring Officer, and is listed in Appendix 1.
- 5.3 The Constitution must contain:
- The Council’s standing orders/procedure rules.
  - The Members’ Code of Conduct
  - Such information as the Secretary of State may direct.

- Such other information (if any) as the Council considers appropriate

5.4 The Constitution currently comprises 255 pages and is organised into five parts, many divided into several sections. As advised, the proposed changes have been made to clarify existing arrangements and to reflect organisational changes. In accordance with recommendation 2.3 it is proposed that a more comprehensive review of the Constitution be conducted following Annual Council.

## 6. Proposed Changes

6.1 This report is seeking Council's approval to the recommended amendments to the Constitution marked as tracked changes in Appendix 1. Appendix 1 provides an index to the majority of the changes and Members are directed to more detailed content, as indicated in Appendix 1, and set out in the attached Annexes 1-4. Given the nature of the changes to the structure of the organisation, Appendices 2 and 3 are standalone given the number of changes. Given the number of changes this was felt to be the clearest and most transparent way to lay those changes. The information provided can be summarised as follows:

- **Appendix 1** covers the range of changes to the Constitution both in terms of clarification, amendment to tighten existing arrangements and to reflect organisational changes. These cover the following parts of the Constitution, further details are set out in paragraph 6.2 of this report -  
Part A – Summary and Explanation  
Part B – Roles, Functions and Procedures  
Part C – Codes and Protocols  
Part E – Scheme of Delegations
- **Annex 1** and **Annex 1(i)** details updates to the officer senior staff structure (B1) and changes to the Employment Committee (B18)
- **Annex 2** sets out revisions to the roles and procedures for Council Business Management Committee, given the establishment of the new Employment Committee (B5)
- **Annex 3** sets out the revisions to the Council's scrutiny arrangements (B11)
- **Annex 4** sets out new employment procedure rules for Employment Committee (C7)
- **Appendix 2** senior officer structure chart
- **Appendix 3** this has been updated to show the recent changes to the senior officer structure of the Council to delete the post of Strategic Director Council Management and create new posts of Director of Finance; Chief Operating Officer and Director Intervention and Delivery.

6.2 Further information on the changes to Parts A, B and C and E is summarised below.

### 6.3 Part A - Summary and Explanation

1. How the Council Operates - clarifies elections for all members are held every four years.
2. How the Council Operates - clarifies the Executive and Non-Executive function definitions.
3. Review, Revision and Suspension of the Constitution – makes clear the delegation to make minor changes to the Constitution rests with the Monitoring Officer and will be reported to Council.
4. Suspension of the Constitution - clarifies the role of the Lord Mayor's ruling.

#### 6.4 Part B – Roles, Functions and Rules of Procedure

1. Paragraph B1, paragraph 1.7 – See Annex 1 (relates to the officer structure)
2. Section B2, paragraphs 2.1, 1(ii), 2.1, 2 and paragraph 2.3 – minor change to headings
3. Section B3, new paragraph 3.1 F xvi - clarifies the process for the consideration of urgent business for all committees
4. Section B4, paragraph 4.4 K iv – explains when the process for a casting vote by a Chair of a Committees can be applied and by whom
5. Section B4, paragraph R i – covers the suspension of the procedure rules and recommends excluding a few from ever being suspended
6. Section B5, paragraphs 5.1 and 5.3 – See Annex 2 (relates to the new Employment Committee)
7. Section B5, paragraph 5.1 viii, revised bullet point 2 – this updates the Constitution in accordance with the arrangements for managing pension at Birmingham City Council
8. Section B6, paragraphs 6.5 a, b, d and e – reflects the change from Clinical Commissioning Groups to Integrated Care Boards
9. Section B6, paragraph 6.5 iii, bullet points 2, 3, 4 and 6 – corrects job titles and makes minor grammatical changes
10. Section B6, paragraph 6.7 i – provides clarity to the scrutiny call-in procedure
11. Section B6, paragraph 6.9 ii – makes reference by signposting readers to scrutiny call-in procedure rules
12. Section B7, deletion of paragraph 6.9 iv – to reflect the current arrangements
13. Section B7, paragraph 6.10 i – aligns with legal requirements and current arrangements
14. Section B9 paragraphs 9.2 iii and iv – provides additional information about West Midlands Combined Authority
15. Section B9 paragraphs 9.2 new paragraph - references the West Midlands Police and Crime Panel

16. Section B11 paragraph 11.4 - updates the changes to the Council's scrutiny arrangements
17. Section B11 paragraph 11.5 i - updates the Overview and Scrutiny terms of reference
18. Section B11 paragraph 11.9 ii - provides clarity on the process for considering the call-in criteria
19. Section B11 paragraph 11.9 iii – reflects changes to the Council's scrutiny arrangements and updates the name of one of the Overview and Scrutiny Committee
20. Section B11 paragraph 11.9 new vi – makes reference to the relevant call-in provisions for clarity
21. Section B14 paragraph 14.6 - amends the constitution to reflect the fact Chair of Audit Committee will be an Independent person
22. Section B16, paragraph 16.1, i, d – reflects the legal position in the Code of Conduct for Councillors
23. Section B16, new paragraph 16.3 – reflects the changes to the Standards Committee arrangements
24. Section B16, new paragraph 16.4 – this brings to Part B into line with the provisions of Part E of the Constitution
25. Section B18 – New B18 existing B18 becomes B19 - See Annex 1 (relates to the new Employment Committee)

## 6.5 Part C – Codes and Protocols

1. The Standards Committee are consulting on a new Member/Officer Relations Protocol as part of the response to the Independent Governance Review carried out by the Centre for Governance and Scrutiny during 2023. This will be the subject of a separate Report to Council in June.
2. Section C7 – See Annex 5 (relates to the Employment Procedure Rules)
3. Section C10 – amendment for clarity and longevity to make clear the Members Allowances Scheme will be considered on an annual basis

## 6.6 PART E – Scheme of Delegations

1. Section E4, paragraph 4.2 – clarifies the position regarding the process for dealing with urgent key decisions
2. Section E4, paragraph 4.2 – clarifies the position regarding the process for dealing with urgent non-key decisions
3. Section E4, paragraph 4.3 – provides consistency with other parts of the Constitution regarding the role of the Chief Executive in making Executive decisions in matters where immediate implementation is required.

## 7. **Organisation Chart**

- 7.1 A structure chart will be included within the Constitution, as detailed in Appendix 2.

## 8. **Scheme of Delegations**

- 8.1 Officer designations in the scheme of delegation have been revised to reflect recent changes agreed by the Commissioners to delete the post of Strategic Director Council Management and create new posts of Director of Finance; Chief Operating Officer and Director Intervention and Delivery.

## 9. **Financial Implications**

- 9.1 There are no immediate financial implications arising from this report. However, there will be some savings during 2024/25 in special responsibility allowances and office clerking time resulting from reducing the number of Overview and Scrutiny Committee from 8 to 7. Work will be completed during the 2024/25 and 2025/26 financial years to review the scheme of delegation for financial decisions, which will build on the work completed within this report.

## 10. **Legal Implications**

- 10.1 A local authority is under a duty to prepare and keep up to date its constitution under section 9P Local Government Act 2000 as amended. The Constitution must contain:
- a) The Council's standing orders/ procedure rules.
  - b) The Members' Code of Conduct
  - c) Such information as the Secretary of State may direct.
  - d) Such other information (if any) as the authority considers appropriate.
- 10.2 In December 2000 a Constitution Direction was issued by the Secretary of State. This requires 80 matters to be included within council constitutions, covering members' allowances schemes, details of procedures for meetings, details of joint

arrangements with other local authorities and a description of the rights of inhabitants of the area, amongst other things. Whilst issued under Part II Local Government Act 2000, the Direction survives the re-enactment into Part 1A (section 9B et seq.) of the 2000 Act by the Localism Act 2011 (under section 17 Interpretation Act 1978).

10.3 Constitutions must be available for inspection at all reasonable hours by members of the public and supplied to anyone who asks for a copy on payment of a reasonable fee.

## **11. Environmental Implications and contribution to achieving a net zero carbon Birmingham by 2030**

11.1 There are no environmental implications.

## **12. Equalities Impact Assessment**

12.1 The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.

12.2 An up-to-date Constitution will help ensure decisions contribute to the advancement of equality and good relations and demonstrate that the Council is paying due regard in our decision making in the design of policies and in the delivery of services.

## **13. Reasons for recommendations**

13.1 Full Council is asked to consider and agree the recommendations to ensure the Constitution is up to date and legally compliant.

### **Appendices:**

These are listed in paragraph 6.1 above.

### **Background papers:**

None





## Appendix 1

### Birmingham City Council Constitution – Change Log – May 2024

#### Part A – Summary and Explanation

Section	Change	Reason
Page 4 - How the Council Operates - para 1	<p>The Council is <del>composed</del> <b>comprised</b> of 101 <u>Councillors</u>, one of whom is elected as Leader. <b>Elections for Councillors are held every four years.</b></p> <p>The <b>Leader</b> is elected by the Councillors, normally for a four-year term of office. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.</p>	Clarification as previously the only reference to the election of Councillors was for the Leader.
Page 4 - How the Council Operates – <b>new</b> paras 2 and 3	<p><del>All Councillors meet together as the Council (sometimes called Full Council). The Council has responsibility for all Non-Executive functions including approving the policy framework and budget. The Council, as a whole, retains responsibility for regulatory functions and has a role in holding the Executive to account.</del></p> <p><b>Local Authorities decision making arrangements are structured in such a way, as to distinguish between Executive and Non-Executive functions. Executive functions are all of the council’s functions that are not full council functions or non-executive functions, which includes regulatory matters such as the consideration of planning applications. Executive functions are carried out by the Cabinet or Executive. These functions can also be undertaken by officers and individual members where specified in the constitution. Additionally, Executive functions can be carried out in partnership with other organisations, again, this will be specified in the constitution.</b></p> <p><b>The constitution provides a description of responsibilities and these can be found under the relevant committee terms of reference, local choice functions and the scheme of delegation. (check B2)</b></p>	Clarification to the Executive and Non-Executive function descriptions. See also the change to B2 in Section B below *

Section	Change	Reason
Page 4 - How the Council Operates – new final para	The Council holds and updates contact details for all the Council's elected representatives (Councillors). Contact details for all of Birmingham City Council's Councillors are available on the Council's website.	Clarification as the constitution was previously silent on this matter.
Page 10 – Review, Revision and Suspension of the Constitution – para 4	All changes made by officers the Monitoring Officer under delegated authority will be recorded as delegated decisions and reported to Council.	Clarification and ensures all changes made under the appropriate delegated authority are reported to Council for information.
Page 10 – Suspension of the Constitution – para 3	The ruling of the Lord Mayor as to the <del>construction</del> interpretation or application of this Constitution or as to any proceedings of the Council shall not be challenged at any meeting of the Council. Such interpretation will have regard to the purposes of this Constitution contained in Part A.	Clarification.

## Part B – Roles, Functions and Rules of Procedure

Section	Change	Reason
B1 – para 1.7 Officers	See Annex 1	This updates the senior officer structure to reflect current working arrangements within the authority.
B2 – para 2.1, 1 (ii), 2.1, 2 and 2.3 – change to headings	Council (Non-Executive) Functions	Clarification. Same amendment for all headings and reference (See above *)

Section	Change	Reason
B3 – new para 3.1 F xvi	Where an urgent and or late report is required to be considered, following notification of the relevant meeting having already been given, the report will only be accepted for consideration with the consent of the relevant committee Chair. In all cases, the reasons for urgency and lateness will be specified in the report.	Clarifies the position for dealing with urgent business for all committees. The constitution is currently unclear.
B4 – Para 4.4 K iv (voting)	The Lord Mayor, as Chair of Council, or any Member presiding over the meeting of Council in the Lord Mayor's absence shall, in the case of an equal division of votes, have a second or casting vote. The ability of a Chair of a committee to exercise a casting vote where there is an equal division of votes, applies to all of Birmingham City Council's formal committee meetings, with the exception of any committee chaired by a non-elected member.	Reflects the fact that the casting vote applies to all committees but not for committees chaired by a non-elected member The constitution is silent on this matter.
B4 – paragraph R i	<del>Council rules of procedure (Part B, Section 4.4 of this Constitution) may be suspended by resolution of the Council, with the exception of the provisions set out in Part B, Section 4.4, paragraphs B vii, D, K, M and N. provided that a motion to extend the time of the meeting may only be moved by the Leader or Deputy Leader (or their nominee) of one of the Party Groups and seconded by the Leader or Deputy Leader (or their nominee) of another Party Group.</del>	It is appropriate to prevent procedures from being suspended. It is suggested that paragraphs B vii, D, K, M and N are not suspended. <i>[B vii relates to guillotine restrictions, D is record of attendance and quorum, K is voting, M is conduct at meetings and N is disturbance by members of the public.]</i>
B5 – paragraph 5.1 and 5.3	<b>See Annex 2</b>	This revises the roles and procedures for the Council Business Management Committee (CBMC) and reflects the fact that employment matters will now be the responsibility for a new Employment Committee, as opposed to CBMC.
B5 – para 5.1 viii revised bullet point two	viii. Financial & Other Matters <ul style="list-style-type: none"> <li>To discharge the Council's functions, relating to local government pensions, under the <del>Superannuation Acts</del> Public</li> </ul>	Updates on the legislative framework and reflects current arrangements, namely that BCC is a member of the West Midlands Pension Fund.

Section	Change	Reason
	<p>Service Pensions Act 2013, Local Government Pension Scheme Regulations 2013 and other relevant statutory requirements, regulations or other directions. (NB. The Council is currently part of the West Midlands Pension Fund, the administering authority is Wolverhampton City Council under the Local Government Pension Scheme Regulations 2013 and the scheme manager under the Public Service Pensions Act 2013. The Council appoints a representative to the Local Pensions Board, convened by Wolverhampton City Council, which meets on a quarterly basis).</p>	
<p>B6 para 6.5 ii a, b, d, e</p>	<p>a Promote the reduction in <del>h</del>Health <del>i</del>nequalities across the City through the commissioning decisions of member organisations;</p> <p>b Report on progress <del>with</del> <del>against</del> reducing health inequalities to the Cabinet and the <del>various Clinical Commissioning Group Board</del> <b>Integrated Care Boards</b>;</p> <p>d Deliver and implement the Joint <b>Local</b> Health and Wellbeing Strategy for Birmingham;</p> <p>e Participate in the annual assessment process to support <del>Clinical Commissioning Group authorisation</del>; <b>the Integrated Care Board</b>;</p>	<p>Reflects the governance change from Clinical Commissioning Groups to Integrated Care Boards.</p>
<p>B6 para 6.5 iii bullet points 2, 3, 4 and 6</p>	<ul style="list-style-type: none"> <li>o The Director for Adult Social Care <del>Directorate</del> (Director for Adult Services);</li> <li>o The Director for <b>Children and Families</b> <del>Education &amp; Skills</del> (Director for Children's Services);</li> <li>o Nominated <del>r</del>Representatives of <del>each</del> the Integrated Care Board; <del>Clinical Commissioning Group in Birmingham</del></li> <li>o Nominated <del>R</del>representative of Healthwatch Birmingham</li> </ul>	<p>Corrects job titles and makes minor grammatical changes.</p>

Section	Change	Reason
B6 – para 6.7 i	i. In an emergency an executive decision may be agreed by the Chief Executive following consultation with the Leaders of the Council <del>Political Groups</del> and subject to the consent of the Chair of the relevant Overview and Scrutiny Committee, or in the absence of the relevant Chair the Lord Mayor, for key decisions. See Part E: Scheme of Delegations for further details and the call-in procedure rules in paragraph B 11.9. An emergency decision is defined as one which has to be taken immediately. An emergency decision may still be a key decision pursuant to B3.1 vi) above.	Provides clarity to the procedures for call in.
B6 – para 6.9 ii	ii. The relevant notice will bear the date on which it is published and will specify that the Executive decision may be implemented, after the expiry of three working days after the publication of the decision, unless a “Request for call-in” (please refer to the call-in procedure rules in paragraph B 11.9) is made of the Executive decision, by at least two Councillors (who are not members of the Cabinet).	Provides clarity by making reference to the procedures for call in.
B7 – para 6.9 iv <b>delete</b>	<b><del>Officer Delegated Decisions</del></b>  <del>iv. All decisions with a value of £50,000 or more made by Officers under delegated powers should be recorded in writing and a single copy for each Directorate sent to the Chief Executive and the Leader/Deputy Leader on the 30<sup>th</sup> September and 31<sup>st</sup> March of each year.</del>	Reflects current arrangements. The scheme of delegation is the subject of a more detailed review being undertaken by the Monitoring Officer.
B7 – 6.10 i	i. If the interests of the Council are jeopardised unless an executive decision is implemented immediately then the Chief Executive in consultation with the Leader (or Deputy Leader in his/her absence) and subject to the consent of the Chair of the relevant Overview and Scrutiny Committee for key decisions, or in the absence of the relevant Chair, the Lord Mayor; may	Aligns with legal requirements and current arrangements. See also Part E, para 4.3.

Section	Change	Reason
	<p>designate such executive decision as so urgent that its implementation cannot wait until the expiry of the call-in period.  <b>The Leaders of the two main Opposition Groups will be notified.</b></p>	
<p>B9 – para 9.2  Joint committees new  iii, and iv</p>	<p><del>iii. More detailed information can be found on the <a href="#">West Midlands Combined Authority (WMCA) website</a>.</del></p> <p>iii. <b>The WMCA Board is the legal and accountable body for funding devolved to the WMCA. It is responsible for a range of functions including transport, housing, skills, economic development, and regeneration functions including post 18 education and training across the West Midlands region. The WMCA Board exercises all its powers and duties in accordance with the law and the Constitution and agrees policies and delegated responsibilities to conduct its business.</b></p> <p>iv. <b>Members of the WMCA Board are appointed by the Constituent and Non-Constituent Authorities designated by the Orders establishing the WMCA. Members must be elected Members of their appointing Authority and must be replaced if they are no longer elected Members. Members of other Committees of WMCA are nominated by their Authority and appointed to Committees by the WMCA Board.</b></p>	<p>Provides additional clarification on the purpose and remit of the WMCA.</p>
<p>B9 – para 9.2  Joint committees <b>new</b>  para after iv</p>	<p><b>West Midlands Police and Crime Panel</b></p> <p>i. <b>The Police Reform and Social Responsibility Act 2011 introduced significant changes in police governance and accountability, in particular replacing the Police Authorities with directly elected Police and Crime Commissioners (Commissioners) and Police and Crime panels in each force area.</b></p>	<p>Makes reference to the West Midlands Police and Crime Panel and provides details of the purpose and remit of the panel.</p>

Section	Change	Reason
	<p data-bbox="472 236 1346 432">ii. The Act also requires the local authorities in each police force area to establish a police and crime panel (panel), as a non-executive joint scrutiny body, primarily to scrutinise the commissioner. The Act also prescribes many of the arrangements with regard to the panel and the way in which it conducts its business.</p> <p data-bbox="472 472 1346 568">iii. The West Midlands Police and Crime Panel, is made up of 12 elected (councillor) members from the seven West Midlands councils and two independent (non-political) members.</p> <p data-bbox="546 608 815 632">Terms of Reference:</p> <ul style="list-style-type: none"> <li data-bbox="595 676 1368 735">a. To review and make a report or recommendation on the draft police and crime plan.</li> <li data-bbox="595 743 1368 871">b. To review and make recommendations on the level of Council Tax the Commissioner intends to collect to support policing. The Panel has the power to veto the proposal and demand the level is made higher or lower.</li> <li data-bbox="595 879 1368 975">c. To review, put questions to the Commissioner at a public meeting, and make a report or recommendation (as necessary) on the annual report.</li> <li data-bbox="595 983 1368 1142">d. To hold a confirmation hearing and review, make a report, and recommendation (as necessary) in respect of proposed senior appointments (Chief Executive, Chief Financial Officer and Deputy Police and Crime Commissioner) made by the Commissioner.</li> <li data-bbox="595 1150 1234 1209">e. To review and make a report on the proposed appointment of the Chief Constable.</li> <li data-bbox="595 1217 1357 1276">f. To appoint an Acting Police and Crime Commissioner if necessary.</li> <li data-bbox="595 1284 1357 1380">g. To handle complaints against the Commissioner (and Deputy Commissioner if appointed), working to resolve non-criminal complaints, conducting in-depth scrutiny</li> </ul>	

Section	Change	Reason
	<p style="color: red;">inquiries into police and community safety topics to make recommendations and suggestions for the Commissioner to consider.</p>	
<p>B11 – para 11.4 Membership</p>	<p>ii. Membership of each of the O&amp;S Committees will be eight; with the exception of the <b>Corporate and Finance Overview and Scrutiny Committee</b> <del>Co-ordinating Overview and Scrutiny Committee</del>, which will consist of <del>42</del> <b>11</b> members: the chair of the committee and the <del>six</del> <del>seven</del> other Overview and Scrutiny Committee chairs along with four places for opposition group members to ensure proportionality. Education, <b>Children and Young People</b> O&amp;S Committee will have an additional four co-opted places, as set out below.</p> <p>iii. Quorum for the <b>Corporate and Finance</b> <del>Co-ordinating</del> O&amp;S Committee and Education, Children and Young People O&amp;S Committee shall be four; and three for the other O&amp;S Committees.</p>	<p>Reflects the changes to the Council’s scrutiny arrangements.</p>
<p>B11 – para 11.5 i Terms of Reference</p>	<p>i. There shall be <del>seven</del> <del>eight</del> Overview and Scrutiny Committees as set out in the terms of reference below. <b>See Annex 3</b></p>	<p>Reflects the changes to the Council’s scrutiny arrangements.</p>



Section	Change	Reason
B11 – para 11.9 ii	The relevant notice will bear the date on which it is published and will specify that the Executive decision may be implemented, after the expiry of three working days after the publication of the decision, unless a “Request for call-in” is made of the Executive decision, by at least two Councillors (who are not members of the Cabinet). The “Request for <del>Call-in</del> ” should state the reason for call-in <b>and is subject to the approval of the Monitoring Officer in consultation with the Chair of Corporate and Finance O&amp;S Committee, in accordance with the call-in criteria.</b>	The constitution is currently silent on the application of the call-in criteria. This brings the process into line with best practice and reflects, in part, current arrangements.
B11 – para 11.9 iii	Once a “Request for Call In” has been received, the Chair of <del>Co-ordinating</del> <b>Corporate and Finance</b> O&S Committee will agree which Overview and Scrutiny Committee should hear the call-in. That Committee must meet to consider the request. The meeting should take place not later than 15 clear working days after the original publication of the decision.	Reflects the changes to the Overview and Scrutiny Committees.
B11 – para 11.9 <b>NEW</b> vi	<b>Where a decision is urgent and an exception to the call-in procedures is required, please refer to the arrangements outlined in paragraphs 6.7 6.9 and 6.10.</b>	Provides reference to the relevant provisions in the constitution.
B14 – para 14.6	<ol style="list-style-type: none"> <li>Members of the Audit Committee, and its <b>Independent</b> Chair, are appointed by Full Council. There are eight <b>elected</b> members of the <b>council appointed to serve on the</b> committee, and the quorum is three <b>elected members</b>.</li> <li>The Chair of Audit Committee, <b>who shall be an Independent Person appointed specifically for this role</b>, should not be appointed to serve as a director on any of the City Council’s wholly owned companies.</li> <li>An Independent Technical Advisor (ITA) should be appointed to support the Committee. The ITA would be appointed via a skills-based route and having identified where any skills gaps in Audit</li> </ol>	Amends the constitution to reflect the fact Chair of Audit Committee will be an Independent person.

Section	Change	Reason
	<p>Committee were identified.</p> <p>4. An Independent Person to act as Chair to the Audit Committee should be appointed on an annual basis and approved by Council.</p> <p>5. The Independent Person appointed to act as the Chair of the committee is not be a voting member thus the Chair's casting vote does not apply to this role.</p>	
B16 – 16.1, i (d)	Determining complaints brought by members of the public alleging a breach of the Code of Conduct by Councillors.	This reflects the legal position.
B16 new 16.3	<p><b>16.3 Standards (Hearings) Sub-Committee</b></p> <p><b>1. Purpose</b></p> <p>1.1 In consultation with the Monitoring Officer to consider any commissioned reports to determine whether the matter should be referred to a formal hearing.</p> <p>1.2 In the event that a hearing of the Standards Committee is required, to hear and determine any allegation that a member or co-opted member of the council has failed, or may have failed to comply with the Council's code of conduct, and apply appropriate sanctions.</p> <p><b>2. Membership</b></p> <p>2.1 Any Sub-Committee must consist of at least 3 Councillors, with at least 1 from each of the 3 largest political groups represented on the Council.</p>	This reflects changes to the Standards Committee arrangements.

Section	Change	Reason
	<p>2.2 If appropriate, a political party may appoint a substitute from another Group who is also a member of the Standards Committee.</p> <p>2.3 Any Sub-Committee must also consist of at least two non-voting lay members.</p>	
B16 new 16.4	<p><b>16.4 Dispensations</b></p> <p>The Monitoring Officer is authorised to grant dispensations to enable members to participate and vote in matters where a member may have a disclosable interest. In such instances, the Monitoring Officer will consult with the Chair or Deputy Chair of Standards where at all possible.</p>	<p>This ensures the parity with the scheme of delegations as set out in Part E E7 (j) which provides: Grant of dispensations re restrictions on Members participation in the meetings</p>
New B18 (NB: existing B18 becomes B19)	<b>See Annex 1 and Annex 1 (i)</b>	<p>This revises the constitution in accordance with the changes to Employment Committee and reflects current working arrangements within the authority. <i>(NB: Check quoracy ahead of final report)</i></p>

## Part C – Codes and Protocols

Section	Change	Reason
C7 – Employment Procedure Rules – Employment Committee	<b>See Annex 4</b>	<p>These rules remove member appeals against the dismissal for misconduct for Deputy Chief Officers and below, and reflect both legislation and ACAS best practice. The role of the Commissioners' is also revised roles.</p>

Section	Change	Reason
C10 – Members Allowances Scheme	<p>i. The City Council’s Members Allowances Scheme, made under Section 18 of the Local Government and Housing Act 1989 and as amended on 30th April 2001, <b>is agreed annually by City Council, taking into consideration and giving due regard to the recommendations made by the Independent Remuneration Panel.</b> <del>was agreed by the City Council at the meeting on 14 June 2022.</del></p> <p>ii. The Scheme can be <a href="#">found here</a>.</p>	Clarifies the position regarding the process for adopting the City Council’s Members Allowance Scheme.

## Part E – Scheme of Delegations

Section	Change	Reason
E4 - para 4.2	<p><i>Urgent Key Decisions</i></p> <p>Where the decision is a “key decision” pursuant to B3.1 vi) the Chief Executive, (or may designate a Chief Officer) <b>shall follow the procedures set out below to</b> obtain agreement that the making of the decision is urgent and cannot be reasonably deferred: <del>from the following:</del></p> <p>(i) <b>consult with</b> the Leaders of the Council <del>each of the Political Groups</del>; and</p> <p>(ii) <b>seek the consent of</b> the Chair of the relevant Overview and Scrutiny Committee; or</p> <p>(iii) if there is no such person, or if the Chair of the relevant Overview and Scrutiny Committee is unable to act, the Lord Mayor (or in their absence the Deputy Lord Mayor).</p>	This brings the constitution into line with the call-in provisions as highlighted in Part B above.

Section	Change	Reason
	(iv) inform the Leaders of the main Opposition Groups.	
E4 - para 4.2	<p><i>Urgent Non-Key Decisions</i></p> <p>(ii) that the Chief Executive, or designated Chief Officer, before making a decision shall consult with the Leaders of the Council and inform the Leaders of the two main Opposition <del>each of the Political</del> Groups;</p>	This brings the constitution into line with the provisions highlighted in Part B above.
E4 - Para 4.3	<p>If the interests of the Council are jeopardised unless an executive decision is implemented immediately then the Chief Executive in consultation with the Leader (or Deputy Leader in his/her absence) and subject to the consent of the Chair of the relevant Overview and Scrutiny Committee, or in the relevant Chairs absence the Lord Mayor, for key decisions; may designate such executive decision as so urgent that its implementation cannot wait until the expiry of the call-in period.</p> <p>The exercise of such power will be clearly noted on the record of the decision.</p> <p>In such instances the Leaders of the two main Opposition Groups will be notified.</p>	Brings into line with legal requirements and current arrangements. See also Part B7, para 6.10 i
E1 – E13	<b>See Appendix 3</b>	<p>Officer designations in the scheme of delegation have been revised to reflect recent changes agreed by the Commissioners to delete the post of Strategic Director Council Management and create new posts of Director of Finance, Chief Operating Officer and Director Intervention and Delivery.</p> <p><b>NB</b> The scheme of delegation is the subject of a more detailed review being undertaken by the Monitoring Officer.</p>



[Annex A](#)

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**B1. ROLES****1.7 Officers**

- i. The title "Officers" refers to all employees and staff engaged by the Council to carry out its functions. This word has also been used instead of "employees" to cover those engaged under short term, agency or other non-employed situations.
- ii. The Council's "Officers" give advice to the Councillors, implement decisions and manage the day to day delivery of its services. All Officers must ensure that they act within the law when carrying out the Council's work.
- iii. The Employee Code of Conduct for Officers can be found in Part C6 Employee Code of Conduct.
- iv. The Council is empowered to engage Officers to carry out its functions.

**Statutory Officers**

- v. The Statutory Officers of the Council are as follows:

a) Head of Paid Service (Chief Executive) – This is the Chief Executive of the Council. The Council must approve the appointment of the Head of Paid Service before a final offer of appointment is made to him/her. The Council must approve the dismissal of the Head of Paid Service before notice of dismissal is given to him/her (see Part C7 Employee Procedure Rules – JNC Officers).

b) City Solicitor and Monitoring Officer – This role promotes the legality of decision making, high standards of conduct by Councillors and officers and supports the Standards Committee.

c) Chief Finance Officer – This role is responsible for ensuring the sound financial administration of the Council.

d) Returning Officer and Electoral Registration Officer – This will be the Assistant Director, Governance.

e) Scrutiny Officer – This role promotes the Overview & Scrutiny functions of the Council. This will be the Head of Scrutiny and Committee Services.

[f\) Strategic Director, Adult Social Care \(& Director of Adult Social Services\) – This role is the responsible officer for adult social care.](#)

[g\) Strategic Director, Children and Families \(& Director of Children's Services\) – This role is the responsible officer for the provision of children's services.](#)

[h\) Director of Public Health – This role is accountable for appropriate use of the ring-fenced public health grant and ensuring the Council delivers the mandated public health services. This is a statutory appointment made jointly by the Council and the Secretary of State for Health and Social Care.](#)

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Annex A

i) Data Protection Officer - This role is to ensure that the organisation processes the personal data of its staff, customers, providers or any other individuals (also referred to as data subjects) in compliance with the applicable data protection rules.

Senior Officers

**Council Leadership Team (CLT)**

vi. ~~The full Council will engage persons for the following posts, who will be following will be~~ designated ~~Chief Officer~~ Senior Officers and will have the functions and responsibilities set out in Part E of this Constitution. ~~The composition of CLT is a matter for the Chief Executive.~~

o Chief Executive (& Head of Paid Service)

~~o Strategic Director, Council Management (& s151 officer)~~

o Strategic Director, Adult Social Care (& Director of Adult Social Services

o Strategic Director, Place, Prosperity and Sustainability

o Strategic Director, Children and Families (& Director of Children's Services)

o Strategic Director, City Operations

o Strategic Director, City Housing

o Director of Strategy, Equality and Partnerships

~~o Director, Digital & Customer Services~~

o Director, Public Health

o Director, People Services

~~o Director, Transformation~~

Director, Finance (s151 Officer)

o City Solicitor (Monitoring Officer)

~~o Chief Operating Officer~~

~~o Director, Intervention Delivery~~

~~o Chief Executive, Children's Trust~~

~~o Programme Director, Commonwealth Games~~

~~o Assistant Director, Corporate Communications~~

vii. The composition of the Council Leadership Team is a matter for the Chief Executive. Further information regarding the Senior Council Leadership Team can be found here (see Appendix 2).

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## **B.18 EMPLOYMENT COMMITTEE**

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### **18.1 Role**

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j. The Employment Committee will discharge various responsibilities in relation to the Head of Paid Service, the Chief Finance Officer (s.151 Officer) the City Solicitor and Monitoring Officer, Strategic Directors (JNC Band 3) and Service Directors (JNC Band 2) (“the Senior Officers”) in line with the detailed provisions set out below. It will also determine the terms and conditions of employment for all Officers and monitor the operation of the Code of Conduct and Register of Interests for Senior Officers.

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### **18.2 Functions**

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j. The Employment Committee is authorised to discharge the following functions:

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- To make recommendations to Full Council on the appointment of the Head of Paid Service.
- To make recommendations to Full Council on the dismissal of the Head of Paid Service, the Chief Finance Officer (s.151 Officer) and the City Solicitor and Monitoring Officer.
- To suspend and, where appropriate, take any disciplinary action short of dismissal in relation to the Head of Paid Service, the Chief Finance Officer (s.151 Officer) and the City Solicitor and Monitoring Officer.
- To appoint and dismiss the other Senior Officers.

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Annex A

- To discharge all necessary functions required by the JNC Conditions of Service including the exercise of any discretions or determining any issue regarding the Conditions of Service for Senior Officers.
- To agree the Council's pay and grading structure.
- To agree Council-wide pay awards.
- To agree the contractual terms and conditions of employment for all Officers as contained in the Birmingham Contract.
- Recommend to Full Council for approval an Annual Pay Policy Statement as required by section 38 of the Localism Act 2011 for each financial year having regard to any guidance issued or approved by the Secretary of State.
- Monitor the operation of the Employee Code of Conduct and the Register of Interests for Senior Officers.

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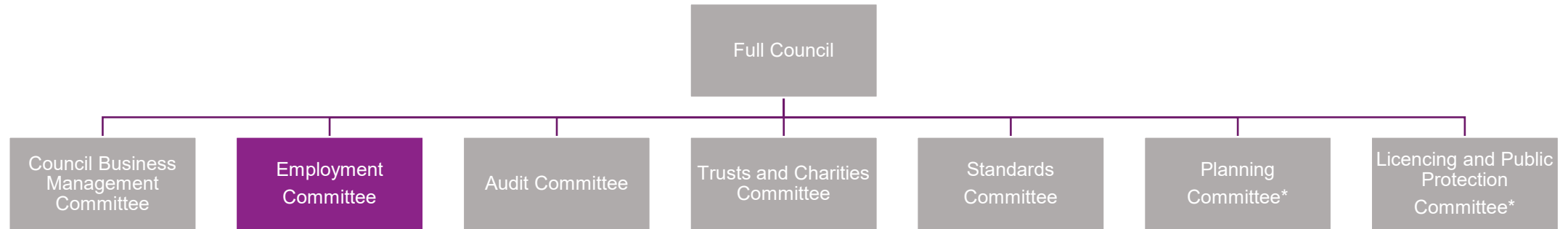
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# Employment Committee Proposal



# Employment Committee

## Proposed high level structure



\* Regulatory Committee

# Employment Committee

## Appointments and Dismissals - summary of decision levels and routes of appeal

Action to agree	CEO	CFO & CSMO	Other Statutory Chief Officers*	Non-Statutory Chief Officers
Appointment	Employment Committee, then Cabinet objections, then Full Council.	Employment Committee, then Cabinet objections, then Full Council.	Employment Committee, then Cabinet objections.	Employment Committee, then Cabinet objections.
Dismissal	Employment Committee, then Cabinet objections, then Full Council. No right of appeal.	Employment Committee, then Cabinet objections, then Full Council. No right of appeal.	Employment Committee, then Cabinet objections.  Appeal to Appeal Committee.	Employment Committee, then Cabinet objections.  Appeal to Appeal Committee.
Action Short of Dismissal	Employment Committee.  Appeal to Appeal Committee.	Employment Committee.  Appeal to Appeal Committee.	CEO  Appeal to 3 members of Employment Committee.	CEO  Appeal to 3 members of Employment Committee.
Suspension	Employment Committee.  Chair of Employment Committee if urgent.	Employment Committee.  Chair of Employment Committee if urgent.	CEO	CEO
Settlement Agreements	Employment Committee.	Employment Committee.	Employment Committee.	Employment Committee.

\*The Secretary of State for Health must also be consulted before appointing or dismissing the Director of Public Health.

All appointments and dismissals are subject to the powers of the Commissioners as set out in the Directions issued by the Secretary of State.

- Determine the terms and conditions on which employees hold office as set out in the Birmingham City Council Contract of Employment (“the Birmingham Contract”),
- Approve the Council's pay and grading structure,
- Approve adoption of any council-wide pay increase for JNC level officers,
- Approve the remuneration of the Chief Executive Officer,
- Approval and oversight of any performance related pay system and awards related to the Chief Executive Officer,
- Determine policy in relation to the release of pension benefits (LGPS and TPS) where employer discretion/consent is required,
- Recommend to Full Council for approval an Annual Pay Policy Statement as required by section 38 of the Localism Act 2011 for each financial year having regard to any guidance issued or approved by the Secretary of State.



**Thank You!**





[Annex 2](#)

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**B5. COUNCIL BUSINESS MANAGEMENT COMMITTEE ROLE AND PROCEDURE****5.1 Role of Council Business Management Committee**

- i. The purpose of the Council Business Management Committee is to support the Council's non-executive functions as delegated by Full Council, and in particular:
- ii. Meetings of the full Council
  - To be responsible for the planning and preparation of the agenda, papers and other arrangements for meetings of the Council.
  - To submit recommendations to the Council concerning the appointment of committees and other bodies and their functions and membership.
- iii. Council Appointments to Outside Bodies
  - To submit recommendations to the Council as to the appointment or nomination of persons to serve on outside bodies. In cases of urgency to make appointments or nominations, subject to reporting the details to the next Council meeting for information.
- iv. Civic/Ceremonial
  - To submit recommendations to the Council as to the conferment of rights and privileges (Honorary Alderman, Freedom of the City) and to consider and determine applications to use the City's Coat of Arms.
- v. Constitutional Matters
  - To keep the Council's Constitutional arrangements under review and to approve any in year minor changes relating to the non-Executive arrangements of the Constitution, and to submit recommendations to the Council as to major changes to the Constitution and the adoption of new or amended Standing Orders/ Rules of Procedure.
- vi. Members' Services and Allowances
  - To be accountable for all aspects of services to Members.
  - To keep under review the Council's Allowances Scheme and all other matters relating to Members' allowances.
  - To oversee the Council's relationship with the Independent Remuneration Panel and to submit recommendations to the Council as to both the operation and membership of the Panel.
- vii. Electoral Matters, Parish Councils & Boundary Changes
  - To discharge the Council's various electoral duties under the Representation of the People Acts.
  - To discharge the Council's functions in relation to parishes and parish councils;
  - To discharge the Council's functions under the Local Democracy, Economic Development and Construction Act 2009 (relating to boundary reviews and alterations) and related Local Government legislation.

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## Annex 2

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### viii. Financial & Other Matters

- To consider any recommendations from the Audit Committee relating to the discharge of the Council's duty, under the Accounts & Audits Regulations 2015.
- ~~To discharge the Council's functions, relating to pensions, under the Superannuation Acts.~~
- To authorise the making of payments, under Section 92 of the Local Government Act 2000, on account of maladministration.
- Foreign travel by Members and Officers of the Council will be reported on a quarterly basis.

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### ~~ix. Terms and Conditions of Employment~~

- ~~Holding management to account for implementing agreed terms and conditions of employment of staff.~~
- ~~Agreeing any changes to terms and conditions of employment (the Birmingham Contract).~~
- ~~Holding management to account for the effective consultation and negotiation with employees and representatives of regional and national bodies in connection with terms and conditions of employment.~~

## **5.2 Membership**

- i. Members are appointed by Full Council. Chairs are appointed by the Full Council. Membership shall include the Chair of the ~~Corporate and Finance -ordinating~~ O&S Committee.

## **5.3 Sub-Committees**

- i. The following Sub-Committees of the Council Business Management Committee are approved for the current Municipal Year:
  - Miscellaneous Appeals Sub-Committee:
    - To consider any appeal under the Rules and Regulations for the Operation of the Retail Markets;
    - To consider any other appeal(s) that are not covered by any of the other Committees or Sub-Committees of the City Council.
  - Election Matters Members Forum:
    - To recommend further improvements to the Elections Office and/or the Elections processes;
    - To be consulted over relevant consultation papers relating to the Elections process;
    - To discuss issues that the Returning Officer may wish to raise with the Members Forum.
  - ~~Chief Officer and Deputy Chief Officer Appointments, Dismissals and Service Conditions (also known as JNC Panel) — see below~~

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## Annex 2

### • Personnel Appeals:

- ~~To consider, with delegated power, the appeals relating to the Dismissal of Council managed employees (the process to be followed by appellants shall be as laid down in accordance with City Council's policy with no appeals being submitted direct to this body without first exhausting the prescribed process). In hearing an appeal, the Sub-Committee shall not have the power to award financial compensation to any appellant;~~
- ~~To authorise the Chair of the Sub-Committee or any Member thereof to give evidence at any Employment Tribunal should they be required to do so;~~
- ~~To recommend to the Council Business Management Committee and oversee any appropriate training and guidance being given to Members and Officers, as necessary, on how to manage Personnel Appeals;~~
- ~~To recommend to the Council Business Management Committee any appropriate or desirable improvements for dealing with the effective and efficient administration of future Personnel Appeals arising from case hearings;~~
- ~~To make any other recommendations to the Council Business Management Committee.~~

Local Authority School Governor Nomination Committee

### ~~Chief Officer and Deputy Chief Officer Appointments, Dismissals and Service Conditions Sub-Committee (JNC Panel)~~

- ii. ~~The Sub-Committee for Chief Officers (Officers reporting to the Chief Executive) and Deputy Chief Officers (Officers reporting to Chief Officers) shall comprise the Leaders of the three largest political parties (or their nominees), and two other members subject to the proportionality rules. The functions of this sub-committee are, in accordance with the provisions of Schedule 1 Local Authorities (Standing Orders) England Regulations 2001 (as amended), as follows:~~

- ~~To consider and determine the form of the employment contracts and other Terms and Conditions (including related structural issues) for the Chief and Deputy Chief Officer Posts as defined in the Constitution of the City Council.~~
- ~~To be responsible for making appointments to all posts falling within 1 above and to recommend to the Council the appointment of the Chief Executive.~~
- ~~To deal with all termination and disciplinary arrangements relating to Chief Officer and Deputy Chief Officer posts (including early retirement and the award of added years)~~
- ~~The appointment, termination and disciplinary arrangements of Officers who are NOT Chief Officers or Deputy Chief Officers (other than assistants to political groups) is the responsibility of the Chief Executive as Head of the Paid Service or his/her nominee in line with the Council's normal recruitment, disciplinary and termination policies. Members are not permitted to be involved in these decisions, except insofar as there are arrangements for a member's appeal committee for staff matters.~~

The responsibilities of the JNC Panel are set out in the Employment Procedure Rules which can be found in Part C7 of the Constitution.

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**Annex 3 - Overview and Scrutiny Arrangements – Part B11**

The terms of reference for the O&S Committees have been reviewed in view of the Legal and Governance savings programme and to align the Committee's terms of reference, where appropriate, to Cabinet Member portfolios.

This has resulted in a proposed reduction from 8 Overview and Scrutiny Committees plus two Joint Health Overview and Scrutiny Committees (Joint HOSCs) to 7 Overview and Scrutiny Committees and two Joint HOSCs. The proposed 7 Committees for 2024/25 are:

- Corporate and Finance OSC
- Economy, Skills and Culture OSC
- Education, Children and Young People OSC ( including youth offending)
- Health and Adult Social Care OSC (including leisure services)
- Homes OSC
- Neighbourhoods OSC (including Library of Birmingham and community library services)
- Sustainability & Transport OSC.

The Joint Health Overview and Scrutiny Committee remain: Birmingham and Solihull Joint HOSC and the Birmingham and Sandwell Joint HOSC.

The Health and Adult Care OSC terms of reference will be updated to reflect the Health and Care Act Health Scrutiny Regulations (2024) that removed the power of the HOSC to make referrals to the Secretary of State and introduced the Secretary of States power of intervention on proposed substantial variation or development of NHS services.









Annex 3 – Overview and Scrutiny Arrangements – Part B11

<ul style="list-style-type: none"> <li>- Oversight of Council-owned land and property strategy and facilities, assets, amenities and services including markets</li> <li>- Promotion of the city and inward investment</li> <li>- Economic growth and jobs</li> <li>- Partnership with Business Improvement Districts (BIDS)</li> <li>- Major sporting events and events development</li> <li>- Skills expansion for key growth sectors along with lifelong learning for post-14 skills and lifelong learning</li> <li>- Access to employment and delivery of local employment plans</li>   <li>- Arts, culture and tourism</li> <li>- Museums</li> <li>- Promotion of the city’s heritage and investment in the city</li> </ul>		<p>Cabinet Member for Digital, Culture, Heritage &amp; Tourism</p>
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<p><b>Education, Children and Young People OSC</b></p> <p>To fulfil the functions of an Overview and Scrutiny Committee as they relate to any policies, services and activities concerning education and school improvement, children’s social care, looked after children, children’s wellbeing and safeguarding, early years, Special Educational Needs and Disability, youth services, entrepreneurship and youth offending. This includes:</p> <ul style="list-style-type: none"> <li>- Enterprise and entrepreneurship in Birmingham schools</li> </ul>	<p>Membership of voting Education representatives</p>	<p>Number: 3</p>          <p>Deputy Leader</p>
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<ul style="list-style-type: none"> <li>- Public health services</li> <li>- Healthy communities through sport and leisure services</li> <li>- Discharge of the relevant overview and scrutiny role set out in the National Health Service Act 2006 as amended by the Health and Social Care Act 2012 and the Health and Care Act 2022, including the appointment of Joint Overview and Scrutiny Committees with neighbouring authorities. The primary aim of health scrutiny is to act as a lever to improve the health of local communities and so that people can live healthy lives, by ensuring their needs are considered as an integral part of the commissioning, delivery and development of health services.</li> </ul>		<p>Cabinet Member Health &amp; Social Care</p>
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<p><b>Homes OSC</b></p> <p>To fulfil the functions of an Overview and Scrutiny Committee as they relate to any policies, services and activities concerning housing development and supply, Council Housing management, private rented sector licencing and regulation, tenant engagement, Housing Option, temporary accommodation, homelessness and rough sleeping, This includes:</p> <ul style="list-style-type: none"> <li>- Collection of rent/recovery of rents from Council tenants/former tenants and overpayments of Housing Benefit from Council tenants</li> <li>- Housing development</li> <li>- Council Housing management services, repairs and maintenance programmes</li> <li>- Best use of housing stock across all housing providers</li> <li>- Neighbourhood management initiatives and the housing growth agenda (Birmingham Social Housing Partnership)</li> <li>- Private rented sector, licencing and regulation</li> <li>- Tenancy engagement in the management and development of social housing and Housing Liaison Boards</li> <li>- Exempt accommodation</li> <li>- Housing Options for vulnerable adults, children, young people and offenders</li> </ul>		<p>Number: 2</p> <p>Cabinet Member for Finance</p> <p>Cabinet Member for Housing and Homelessness</p>
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<ul style="list-style-type: none"> <li>- Temporary accommodation provision</li> <li>- Homelessness and rough sleeping</li> </ul>		
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<p><b>Neighbourhoods OSC</b></p> <p>To fulfil the functions of an Overview and Scrutiny Committee as they relate to any policies, services and activities concerning localisation and local neighbourhood plans, library services, community safety, social cohesion and equalities, street scene and waste, recycling, licencing policy and enforcement, parks and allotments. This includes:</p> <ul style="list-style-type: none"> <li>- Local Development Plans, Neighbourhood Plans, Development Briefs, localisation</li> <li>- Library of Birmingham and community library services</li> <li>- Commonwealth Games Legacy</li> <li>- Community safety, anti-social behaviour, fear of crime, support for victims of crime</li> <li>- Relationships with Police &amp; Crime Commissioner and West Midlands Police</li> <li>- CCTV and liaison with Police</li> <li>- Prevent</li> <li>- Social cohesion and inclusion, equalities and working with third sector and partner agencies</li> <li>- Tackling Inequality, neighbourhood advice and information services</li> <li>- Equalities within the community</li> <li>- Domestic violence</li> <li>- Cemeteries and crematoria, mortuary, Register Office services and BCC policies that relate to its collaboration with the Coroners Court service</li> <li>- Delivering improvement and change though the Street Scene Transformation Programme (including waste)</li> </ul>	<p>Statutory Function: CDRP / CSP Scrutiny</p>	<p>Number: 4</p> <p>Leader</p> <p>Cabinet Member for Digital, Culture, Heritage and Tourism</p> <p>Cabinet Member for Social Justice, Community Safety and Equalities</p>
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<ul style="list-style-type: none"> <li>- Collection and removal of waste from residential and other properties within the city</li> <li>- Pest control</li> <li>- Street cleansing, litter prevention, fly tipping/placarding removal and enforcement, graffiti removal, scrap yard and motor salvage operator enforcement</li> <li>- A robust re-use and recycle strategy and ensuring delivery</li> <li>- Parks and allotments</li> <li>- Local events held in parks</li> <li>- Licensing policy and enforcement</li> </ul> <p>This Committee shall be the Crime and Disorder Committee (Police and Justice Act 2006). Birmingham City Council Constitution Part B Roles, Functions and Rules of Procedure May 2022 B11 Overview and Scrutiny Committees.</p>		<p>Cabinet Member for Environment and Transport</p>
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<p><b>Sustainability and Transport OSC</b></p> <p>To fulfil the functions of an Overview and Scrutiny Committee as they relate to any policies, services and activities relating to sustainability, climate change and transport. This includes:</p> <ul style="list-style-type: none"> <li>- Providing oversight and assurance on council and city environmental sustainability, climate change, nature and net zero responsibilities and commitments, and supporting activities to accelerate delivery</li> <li>- City-wide and national policy development to tackle the causes and consequences of climate change</li> <li>- Road harm reduction</li> <li>- Sustainable transportation policy and programmes, projects and initiatives</li> <li>- Strategic highways matters</li> <li>- Maintenance of roads and streets, traffic management and car parks and enforcing rights of way</li> <li>- Cooperation with the WMCA and Mayor in relation to the key route network</li> <li>- An Air Quality Strategy for Birmingham</li> <li>- Flood risk management</li> </ul>		<p>Number: 1</p> <p>Cabinet Member for Environment and Transport</p>
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Revised 10.05.2024

## **C7. EMPLOYMENT PROCEDURE RULES – EMPLOYMENT COMMITTEE**

### **General Notes**

- i. These Rules shall be regarded as Standing Orders of the Council for the purposes of The Local Authorities (Standing Orders) (England) Regulations 2001 ('the 2001 Regulations') and Local Authorities (Standing Orders) (England)(Amendment) Regulations 2015 ('the 2015 Regulations').
- ii. Full Council has delegated to the Employment Committee (“the Committee”) the responsibilities set out in these employment procedure rules.
- iii. On 19 September 2023, the Secretary of State for the Department of Levelling Up, Housing and Communities (DLUHC) announced the government's proposals by way of statutory Directions to appoint Commissioners who are responsible for governance, scrutiny of strategic decision making, finance, and senior appointments
- iv. The Directions make clear that powers to appoint and dismiss officers in the top three tiers have been granted to Commissioners. Commissioners have chosen to operate these powers in a flexible way with most processes being in accordance with these Employment Procedure Rules where Commissioners exercise an oversight role but the right is reserved to fully operate the power on a case by case or class of post basis
- v. The Employment Committee comprises 7 Councillors chaired by the Leader of the Council and including an appropriate cabinet member or lead member depending upon the specific issue being dealt with. The Committee shall discharge the following functions.
- vi. For the purposes of these rules:
  - “Officer” means an employee of Birmingham City Council, regardless of whether they are employed on a permanent or fixed term (“interim”) basis.
  - “Governance Statutory Chief Officer” means the Chief Executive Officer (Head of Paid Service designated under section 4(1) of the Local Government and Housing Act 1989), the Chief Financial Officer (designated under section 151 of the Local Government and Housing Act 1989) and the City Solicitor and Monitoring Officer (designated under section 5(1) of the Local Government and Housing Act 1989).
  - “Statutory Chief Officer” means the Governance Statutory Chief Officers as well as the Scrutiny Officer (designated under section 9FB of the Local Government Act 2000), the Strategic Director Children and Families, Strategic Director Adult Social Care, and the Director of Public Health.
  - “Non-Statutory Chief Officer” means any other Officer who reports directly to the Chief Executive Officer.

- “Deputy Chief Officer” means any Officer who reports directly to a Governance Statutory Chief Officer, Statutory Chief Officer or Non-Statutory Chief Officer. This does not include Officers whose role is to provide administrative and/or secretarial support.
- vii. The Secretary of State for Levelling Up, Housing and Communities has appointed Commissioners in relation to Birmingham City Council for the purposes of the Directions made on 5 October 2023 under section 15(5) and (6) of the Local Government Act 1999 (“the Commissioners”). The role of Commissioners in employment matters is included in these rules.

#### **A. Appointment and Dismissal**

1. Subject to paragraph 4 and paragraph 5 below, the Committee shall be responsible for the appointment and dismissal (including dismissal by reason of redundancy) of the Governance, Statutory and Non-Statutory Chief Officers.
2. In the case of appointments, subject to paragraphs 4 and 5 below, the Committee may, with the approval of the Chief Executive Officer or their nominated deputy, agree to make a permanent appointment of an existing member of staff by way of redeployment, or agree to a temporary appointment for a fixed term of not normally more than 12 months.
3. Where an appointment is not made in accordance with paragraph 2 Officers will prepare a job description and person specification, determine the arrangements for recruitment to the post, shortlist, and conduct selection processes to determine those candidates who would be suitable for appointment. Those candidates will be presented to the Committee who will nominate up to five members (one of whom must be a member of the Cabinet) to conduct final interviews and decide, if appropriate, which candidate will be offered the role.
4. No offer of appointment shall be provided (including by way of an appointment pursuant to paragraph 2) or notice of dismissal issued until the proposed action (including the name and any other particulars the Committee consider relevant) has been notified to every member of the Cabinet and that either:
  - (a) Within the period specified in the notification no objection has been made by the Leader on behalf of the Cabinet to the proposed action; or
  - (b) The Committee is satisfied that any objection made is not material or is not well founded; or
  - (c) The Leader has, within the period specified in the notification, notified the Committee that neither they nor any member of the Cabinet has any objections.
5. No offer of appointment may be issued to any Governance Statutory Chief Officer post without the approval of the Full Council.



6. No notice of dismissal may be issued to any Governance Statutory Chief Officer without the approval of the Full Council. Before approving a proposal to dismiss the Full Council must consider:
  - Any views submitted under paragraph 5,
  - Any advice, views or recommendations of the Employment Committee,
  - The conclusions of any investigation, and
  - Any representations from the relevant Officer.
7. Appointments to the role of Director of Public Health must be made jointly with the Secretary of State for Health. No notice of dismissal may be issued to the Director of Public Health until the Secretary of State for Health has been consulted, as required by s.73A of the National Health Service Act 2006.

### **Conditions of Service**

8. The Committee shall exercise all necessary functions required by the JNC Conditions of Service including the exercise of any discretions or determining any issue in relation to those Conditions of Service in so far as they relate to Governance, Statutory and Non-Statutory Chief Officers.
9. The appraisal of the Chief Financial Officer, City Solicitor and Monitoring Officer, Statutory and Non-Statutory Chief Officers shall be conducted by the Chief Executive Officer. The appraisal of the Chief Executive Officer shall be conducted by the Leader of the Council with input from a senior elected member from each political group.

### **Capability and Disciplinary Action**

10. The Committee may take any capability or disciplinary action short of dismissal against the Governance Statutory Chief Officers short of dismissal. The Chief Executive Officer may take any capability or disciplinary action short of dismissal against any other Statutory and/or Non-Statutory Chief Officer. There is no requirement to consult the Cabinet or seek approval of the Full Council for action taken pursuant to this paragraph.
11. The Committee may approve the suspension of a Governance Statutory Chief Officer, Statutory and/or Non-Statutory Chief Officer for an initial period of up to two months to enable an investigation to be undertaken to help determine what disciplinary action, if any, is appropriate. The Committee may extend the period of suspension if it considers that to be necessary. Any suspension shall be on full pay.
12. If an exceptional situation arises where allegations of misconduct are such that their remaining at work poses a serious risk to the health and safety of others or the resources, information or reputation of the Council, then the power to suspend may be exercised by the Chair of the Committee, subject to a decision to suspend being ratified by the Committee within 7 days of the decision.

13. Any action taken pursuant to paragraph 11 will be dealt with by the Committee in accordance with the appropriate Birmingham City Council Capability or Disciplinary Procedure.

### **Appeals against disciplinary or capability action**

14. Any appeal from a Governance Statutory Chief Officer against action short of dismissal and any appeal from a Statutory and/or Non-Statutory Chief Officer against dismissal will be considered by an Appeals Committee established by the Full Council comprising three members of the Council who have not had any prior involvement in the case including at least one member of the Cabinet ("the Appeals Committee"). The role of the Appeals Committee will be to review the case and the decision taken by the Employment Committee and either confirm the action taken or to award no sanction or a lesser sanction. The decision of the Appeals Committee will be final.
15. In the event the Full Council dismisses a Governance Statutory Chief Officer there is no further right of appeal.
16. Appeals against action short of dismissal from a Statutory or Non-Statutory Chief Officer will be considered by a panel of three members of the Employment Committee appointed by the Chair not previously involved.

### **Agreement of Special Severance payments**

17. Special Severance payments, as defined at Annex A to these Rules, will be approved according to the following process:
  - payments of £100,000 and above must be approved by a vote of full council, as set out in the Localism Act 2011,
  - payments of £20,000 and above, but below £100,000, must be personally approved and signed off by the Chief Executive Officer, with a clear record of the Leader's approval and that of any others who have signed off the payment,
  - payments below £20,000 must be approved according to the local authority's scheme of delegation. It is expected that local authorities should publish their policy and process for approving these payments.

### **Other Officers**

18. The functions of appointment, dismissal, suspension and taking capability and/or disciplinary action against any Officer other than a Governance Statutory Chief Officer, Statutory and Non-Statutory Chief Officer may be discharged by the Chief Executive Officer or any other Officer in accordance with the relevant Birmingham City Council policy and/or procedure as in force at that time.

19. No elected member may participate in any appointment, dismissal, suspension or in any action taken against any Officer at Deputy Chief Officer level or below.

### **The Role of Commissioners**

**The Directions make clear that powers to appoint and dismiss officers in the top three tiers have been granted to Commissioners. Commissioners have chosen to operate these powers in a flexible way with most processes being in accordance with these rules where Commissioners exercise an oversight role but the right is reserved to fully operate the power on a case by case or class of post basis**

20. The Commissioners shall exercise all functions relating to the appointment and dismissal of persons to positions the holders of which are to be designated as Governance Statutory Chief Officers and the Scrutiny Officer, and the designation of those persons as Governance Statutory Chief Officers and the Scrutiny Officer, to include:
  - (a) The functions of designating a person as a Governance Statutory Chief Officer and Scrutiny Officer and removing a person from a statutory office, and
  - (b) The functions under section 112 of the Local Government Act 1972 of:
    - (i) Appointing and determining the terms and conditions of employment of an officer of the Authority, insofar as those functions are exercised for the purpose of appointing a person as an Officer of the Authority principally in order for that person to be designated as a Governance Statutory Chief Officer or Scrutiny Officer, and
    - (ii) Dismissing any person who has been designated as a Governance Statutory Chief Officer or Scrutiny Officer from his or her position as an officer of the Authority.
21. The Commissioners shall exercise all functions to determine the Officer structure for Governance Statutory Chief Officers, Statutory and Non-Statutory Chief Officers and Deputy Chief Officers, to determine the recruitment processes and then to recruit relevant staff to those positions.
22. The Commissioners shall exercise all functions pertaining to the development, oversight and operation of any performance management framework for Governance Statutory Chief Officers, Statutory and Non-Statutory Chief Officers and Deputy Chief Officers.

## **Substitution**

23. A member may substitute another member to serve on an Appeals Committee, a selection panel constituted under paragraph 4 or appeals panel constituted under paragraph 16, or a so long as they have received the appropriate training.

## **B. Terms and Conditions of Employment**

The Committee shall:

1. Determine the terms and conditions on which employees hold office as set out in the Birmingham City Council Contract of Employment (“the Birmingham Contract”).
2. Approve the Council's pay and grading structure,
3. Approve adoption of any council-wide pay increase for JNC level officers,
4. Approve the remuneration of the Chief Executive Officer,
5. Approval and oversight of any performance related pay system and awards related to the Chief Executive Officer,
6. Determine policy in relation to the release of pension benefits (LGPS and TPS) where employer discretion/consent is required,
7. Recommend to Full Council for approval an Annual Pay Policy Statement as required by section 38 of the Localism Act 2011 for each financial year having regard to any guidance issued or approved by the Secretary of State.

## **Annex A**

### **Definition of Special Severance Payments**

Special Severance Payments are payments made to employees, officeholders, workers, contractors, and others outside of statutory, contractual or other requirements when leaving employment. Which types of payments are Special Severance Payments will vary according to an employee’s particular circumstances, and therefore the examples below are illustrative only.

### **The following types of payments are likely to constitute Special Severance Payments:**

- a) any payments reached under a settlement agreement between the employer and employee to discontinue legal proceedings without admission of fault,
- b) the value of any employee benefits or allowances which are allowed to continue beyond the employee’s agreed exit date,
- c) write-offs of any outstanding loans,

- d) any honorarium payments,
- e) any hardship payments,
- f) any payments to employees for retraining related to their termination of employment.

**The following types of payments may constitute Special Severance Payments, depending on the terms of the individual's contract, relevant statutory provisions, any non-statutory applicable schemes and other relevant terms and conditions:**

- a) pay or compensation in lieu of notice where the amount of the payment is not greater than the salary due in the period of notice set out in the employee's contract,
- b) pension strain payments arising from employer discretions to enhance standard pension benefits (for example under Regulation 30(5) where the employer has waived the reduction under Regulation 30(8) or because of the award of additional pension under Regulation 31),

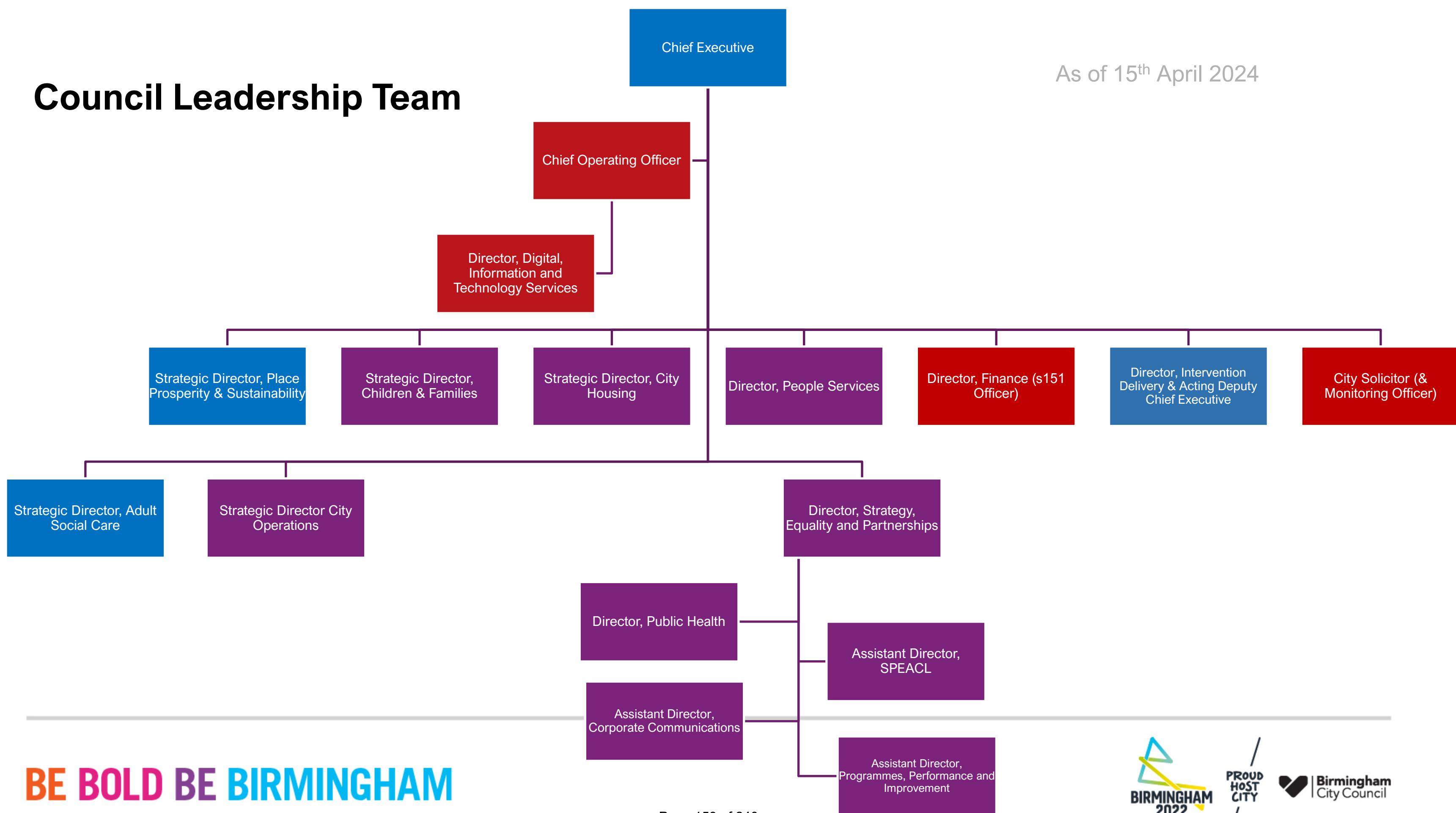
**The following do not constitute Special Severance Payments:**

- a) statutory redundancy payments,
- b) contractual redundancy payments, whether applicable to voluntary or compulsory redundancy, and whether agreed by collective agreement or otherwise,
- c) severance payments made in accordance with that local authority's policy adopted pursuant to Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006,
- d) a strain cost paid to the relevant LGPS administering authority under LGPS Regulation 68(2) which results from a LGPS member's retirement benefits becoming immediately payable without reduction under Regulation 30(7), or under Regulation 30(6) where the employer has waived the reduction under Regulation 30(8),
- e) payment for untaken annual leave,
- f) payments ordered by a court or tribunal or agreed as part of a judicial or non-judicial mediation,
- g) payments made as part of the ACAS Early Conciliation process,
- h) payments made to compensate for injury or death of the worker,
- i) payments made in consequence of the award of ill-health retirement benefits under Regulation 35 of the LGPS Regulations.

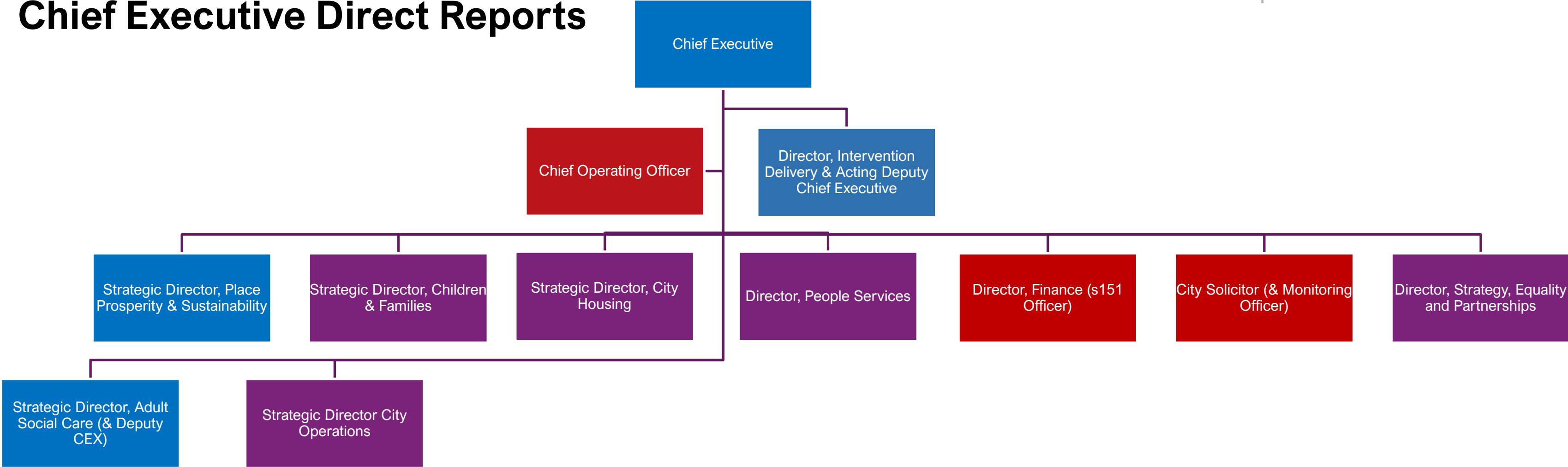
Revised 10.05.2024

# Council Leadership Team

As of 15<sup>th</sup> April 2024



# Chief Executive Direct Reports







[Appendix 3](#)

# Birmingham City Council Constitution

Part E – Scheme of Delegations

May 2024

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MAKING A POSITIVE DIFFERENCE EVERYDAY TO PEOPLE'S LIVES  
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## E1. SUMMARY AND EXPLANATION

1. Each Chief Officer has a number of delegations which are set out below. The following sections set out the delegations to officers:

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- Officer delegated decision making – setting out general notes on the parameters of the delegations and the process for taking officer delegated decisions;
- Financial delegations to Chief Officers – setting out the financial and governance delegations to all Chief Officers
- Functional Delegations to each of the Chief Officers.

Deleted: (including the Chief Executive, Strategic Directors and Director of Strategy, Equality and Partnerships);

2. Each of these may be supplemented by a Scheme of Sub-Delegations.

## E2. OFFICER DELEGATED DECISION MAKING

### General Notes

1. All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
2. The exercise of a delegated power, duty or function shall:
  - (i) be subject to the City Council's Policy Framework and/or Budget;
  - (ii) be subject to the requirements of the Constitution including the Council Procedure (B4), Executive Procedures (B6) Financial Procedure Rules (Part D), Procurement and Contract Governance Rules (Part D) Corporate Standards (C1) and any delegations contained therein.
3. An officer to whom a power, duty or function is delegated may authorise another officer to exercise that power, duty or function, subject to the requirements that follow:
  - (i) such authorisations shall be in writing and shall only be given to an officer over which the officer with the original delegated power etc. has control;
  - (ii) such authorisations should only be given where there is significant administrative convenience in doing so;
  - (iii) the officer authorised by the other should act in the name of the officer who received the original delegation;
  - (iv) no authorisation may be given if the statute or the law prohibits it.

Authorisations of this kind should not be considered to be the norm but used only in appropriate circumstances and after careful thought. There can be no additional such delegation.

Any mis-categorisation of a delegation as being Executive, non-Executive or anything else shall not invalidate the delegation.

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4. References to any Act, Regulation, Order or Byelaw shall be construed as including any re-enactment or re-making of the same, whether or not with amendments.
5. Any reference to any Act of Parliament includes reference to Regulations or subordinate legislation upon which either UK legislation is based, or from which powers, duties and functions of the Council are derived.
6. Where the exercise of powers is subject to prior consultation with another officer, that officer may give his or her views in general terms in advance to apply to any particular circumstances, to remove the need for consultation for each proposal.
7. Subject to any express instructions to the contrary from the delegating body, any power to approve also includes the power to refuse, and the power to impose appropriate conditions.
8. Delegations to officers are subject to:
  - (i) The right of the delegating body to decide any matter in a particular case;
  - (ii) The officer may, in lieu of exercising his/her delegated power, refer to the delegating body for a decision; and
  - (iii) Any restrictions, conditions or directions of the delegating body.
9. In exercising delegated powers, the officer shall:
  - (i) Take account of the requirements of this Constitution and shall address all legal, financial and other professional safeguards as if the matter were not delegated;
  - (ii) Shall exercise the delegation so as to promote the efficient, effective and economic running of that Directorate and the Council, and in furtherance of the Council's visions and values; and
  - (iii) Where and when appropriate, report back to the appropriate delegating body as to the exercise of those delegated powers.
10. Except where otherwise expressly provided either within the Scheme of Delegation or by resolution of the delegating body, the exercise of any delegated power, duty or function is subject to having the appropriate and necessary budgetary provision in place to take the action in the name of and/or on behalf of the Council.
11. Save in respect of any statutory roles that are not capable of delegation, any power conferred on a subordinate officer shall be exercisable by the Director.
12. The Scheme of Delegations is maintained by the City Solicitor ([Monitoring Officer](#)), and delegations are added to it as they are made by delegating bodies. Officers should take care to inform themselves of any subsequent changes to the Scheme before solely relying on this document.
13. The City Solicitor ([Monitoring Officer](#)) shall have the power to amend the Scheme of Delegations to reflect re-organisations, changes in job titles and vacancies, where said changes result in re-distributing existing delegations and not the creation of new ones.
14. Any post specifically referred to in the Scheme of Delegations shall be deemed to include any successor post, or a post which includes within the job description, elements relevant to any

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particular delegation, which were also present in the earlier post and shall include anyone acting up or seconded. Any power contained within this Scheme in anticipation of any reorganisation may be exercised in accordance with the preceding Scheme to the date of that reorganisation.

15. Any reference to a Committee, Panel or Sub-Committee shall be deemed to include reference to a successor Committee or Sub-Committee provided that the subject matter of a particular delegation can be found within the terms of reference of both the earlier and the successor Committee or Sub-Committee.
16. Where a power or duty is delegated to an officer, and the exercise of that power or duty is contingent upon the opinion of the Council that particular conditions or factual circumstances exist, then the officer in question has the power to determine whether or not those circumstances exist or those conditions have been fulfilled in the name of and with the authority of the Council.
17. All enquiries about the Scheme of Delegations should be made to the City Solicitor ([Monitoring Officer](#)).
18. All matters of interpretation of this document will be determined by the City Solicitor ([Monitoring Officer](#)).
19. If a matter is delegated to an officer, but that delegation cannot be implemented, that should be reported to the delegating body.
20. Functions, matters, powers, authorisations, delegations, duties and responsibilities etc within this Scheme shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of anything specified.
21. Non-executive functions are specified in Schedules 1 and 2 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended. Any function that is not therefore specified must be assumed to be executive.
22. Advice on procedures and matters to be taken into account in exercising officer delegated powers, is set out in the guidance on decision-making issued by the City Solicitor ([Monitoring Officer](#)).
23. For the avoidance of doubt, where a power or duty delegated under this scheme includes at source a power to recover costs, fees or charges, the delegation shall include the power to take all necessary action to recover such fees cost or charges by way of civil debt or otherwise and shall be without prejudice to any other power to charge or recover costs that the Council may have under legislation.
24. Where there is doubt over the responsibility for the exercise of the delegated power, the Chief Executive or his or her nominee is authorised to act.

Deleted: <#>This Scheme of Delegations was approved as part of the Council's Constitution on 10<sup>th</sup> September 2019. Ad hoc additional revisions will be considered by the Council as appropriate. ¶

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### Process and Recording of Delegated Decisions

Officers should ensure that delegated powers are exercised in accordance with relevant Council policies and procedures and also put appropriate systems in place for recording the exercise of delegated powers in the following manner and circumstances:

- (i) All decisions with a value of £50,000 or more made by Officers under delegated powers should be recorded in writing and a single copy for each Directorate produced to the Chief Executive and the Leader/Deputy Leader on the 30<sup>th</sup> September and 31<sup>st</sup> March of each year.
- (ii) Additionally, all decisions taken by Cabinet Members (based on a written report by the Chief Officer) should be recorded using the prescribed template. These decisions are only effective and actionable when posted on the Council's website by Committee Services and following the call-in process.

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## E3. DELEGATIONS TO CHIEF OFFICERS<sup>1</sup>

### Summary

The Council, its Committees and the Executive will make decisions on matters of significant policy. The Chief Executive and Directors are given express authority to take all necessary actions to implement Council, Committee and Executive decisions that commit resources within agreed budgets in the case of financial resources, as set out below.

In relation to all delegated authorities conferred on Chief Officers, the Chief Executive may allocate or reallocate responsibility for exercising particular powers in the interests of effective corporate management as he or she thinks fit.

Chief Officers may take all routine and day-to-day operational service decisions within agreed policies provided they are met from within overall approved budgets in relation to the services for which they are responsible, subject to any other requirements imposed by the Constitution.

Chief Officers may take all decisions necessary to give effect to implement the contents of any approved Policy Framework plan, in relation to the services for which they are responsible, and within agreed budgets in the case of financial resources, as necessary and appropriate.

### General Delegations

The Chief Executive and Chief Officers have the following delegated powers in respect of all matters which are not “key decisions” and not reserved for decision by the Council or by a Committee of the Council:

- (i) To make decisions and approve expenditure relating to the functions of their Directorate providing that:
  - The sum expended is within the approved budget for the Directorate and/or relevant portfolio, and
  - The amount in relation to any single matter does not equal or exceed £200,000 or
  - The amount in relation to any single matter that is at or above £200,000 and below £500,000 (revenue) or £1m (capital) is a Cabinet Member(s) decision (based on a written report from the Chief Officer).
  - The requirements of the Financial Approvals Framework in this Constitution and other requirements in the Constitution are complied with.
- (ii) Determine employment matters relating to staff including all changes to staffing structures below JNC level and the annual implementation of the contractual pay increment system. These powers will not include changes to terms and conditions of

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<sup>1</sup> Chief Officers are those officers reporting to the Chief Executive (Director of [Finance \(Section 151 Officer\)](#), [Director of Strategy, Equality and Partnerships](#), [City Solicitor \(Monitoring Officer\)](#), [Chief Operating Officer](#), [Director of Intervention Delivery](#), [Director People Services](#), [Director of Public Health](#) and all Strategic Directors).



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employment (the Birmingham Contract) or additional payments to any individual member of staff above the general financial threshold delegated to officers (£200k).

- (iii) To approve tender strategies and award contracts in accordance with the Procurement Governance Arrangements where the supplies, materials, or services to be purchased or the works to be executed are between the Procurement Threshold (see Procurement and Contract Governance Rules set out in Part D of the Constitution) and £10,000,000 in value, over the contract length.
- (iv) Where no other viable alternative exists to approve contract extensions, where no extension option in the contract exists, in accordance with the Procurement Governance Arrangements where the supplies, materials, or services to be purchased or the works to be executed do not exceed £500,000.
- (v) To write off any individual debts of income (including any associated court costs and bailiffs' fees) within their service directorate responsibility, and after consultation with the [Director of Finance \(s.151 Officer\)](#), up to the sum of £25,000 per individual or organisation, which in the opinion of the [Director of Finance \(s.151 Officer\)](#) is considered to be uneconomical to collect or is irrecoverable. *All individual debts above this amount can only be written off by the [Director of Finance \(s.151 Officer\)](#).*
- (vi) The Chief Executive and Chief Officers have delegated authority to approve and make payments in connection with the duties of the council where it holds monies in the capacity of an "Accountable Body". In all such cases where the Council is the Accountable Body, the Chief Executive or any Chief Officer has authority to make lawful payments in compliance with the terms under which the Council holds monies as the Accountable Body and in accordance with any requirements approved by the Council as Accountable Body, up to but not exceeding the total amount held under each agreement with the grant giver.
- (vii) The Chief Executive has all the above delegated authority in respect of all executive and non-executive expenditure, and as may be necessary, determine which Directorate discharges any particular Council function if this is not clear.

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#### Chief Executive and the [Director of Finance \(s.151 Officer\)](#)

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- (viii) The Chief Executive and the [Director of Finance \(s.151 Officer\)](#) may exercise voting rights at general meetings of companies of which the Council is a member or by written resolution and may take any necessary action to protect, safeguard and effectively manage the Council's interest in such companies.
- (ix) The Chief Executive and the [Director of Finance \(s.151 Officer\)](#) together (and no other Director) without financial limit have the following additional powers to make decisions in relation to:
  - All future forms of indemnity on behalf of the Council including the signing of certificates under the Local Government (Contracts) Act 1997.
  - The Council's loan and investment portfolios in accordance with the statutory borrowing limits determined by the Council and the Council's Treasury Policy

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Statement and Management Strategy as approved from time to time by the Council and all such decisions are exempt from the reporting requirements.

- Trust fund and accountable body investments;
- Banking arrangements including opening bank accounts and credit card facilities;
- Non land and building leases;
- The application for financial assistance to the City Council and the authorisation of any grant claims;
- The administration of the Housing Rents, Council Tax and Housing Benefit systems and the collection of Community Charge, Council Tax, Housing Rents and Non-Domestic Rates (including setting Non-Domestic rates and applications for relief or reduction in accordance with the criteria and policy guidance approved from time to time by the Cabinet);
- Matters relating to the transfer of pension rights.

#### Chief Executive and the Strategic Director of Place, Prosperity and Sustainability

- (x) The Chief Executive and the Strategic Director of Place, Prosperity and Sustainability have the following additional powers to make decisions in relation to:
- The acquisition and disposal of leasehold interests for rent (including the granting and surrendering of any rights over such land and property) provided that any rental does not exceed £200,000 p.a.;
  - The acquisition and disposal of freehold and leasehold interests at a premium, provided that the premium does not exceed £1,000,000;
  - The management of all of the Council's land and properties, including the authorising and payment of discretionary contributions towards trade/loss and or removal expenses and all payments due under an approved Compulsory Purchase Order, provided that the cost does not exceed £200,000;
  - Save that land and property held by the Council as Trustee shall be the responsibility of the Trusts and Charities Committee.

#### Strategic Director of Place, Prosperity and Sustainability, [Director of Finance \(s.151 Officer\)](#) and City Solicitor ([Monitoring Officer](#))

Deleted: Strategic Director of Council Management

- (xi) The Leader and Cabinet Member, Finance and Resources, jointly with the Strategic Director of Place, Prosperity and Sustainability, [Director of Finance \(s.151 Officer\)](#), and the City Solicitor ([Monitoring Officer](#)) (or their delegates as set out in the Scheme of Sub-Delegations) have the following additional powers to make decisions in relation to the approval of acquisitions to, and disposals from, the Investment Property portfolio up to a limit of £25m in any one transaction.

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- (xii) These decisions will take the form of Cabinet Member decisions based on written reports from Chief Officers and as such are subject to the provisions in Part B6.5 of the Constitution.

#### City Solicitor ([Monitoring Officer](#))

- (xiii) The City Solicitor ([Monitoring Officer](#)) may exercise all proper Officer and any other functions of the Council which do not fall within the Directorate or budget responsibility of a Director and has the powers set out in the Legal Proceedings section of the Constitution.

#### Strategic Director of Children and Families

- (xiv) The Strategic Director of Children and Families (and in their absence the [Director of Finance \(s.151 Officer\)](#)) has the authority to authorise and approve the completion of (but not limited to) the grant of long term leases, commercial transfer agreements and any other ancillary documentation relating to the changing status of schools pursuant to the Academies Act 2010 or any associated legislation relating to the changing status of schools, as well as requesting the making and varying of Instruments of Government for maintained schools, subject to the agreement of the City Solicitor ([Monitoring Officer](#)).

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#### Emergency Plan/Business Continuity

- (i) Chief Officers and Statutory Officers (or deputising officers) are empowered to authorise all necessary actions in relation to disasters and emergencies as designated under the Council's Emergency Plan when activated; or under Business Continuity Plans in the event of a business continuity disruption.
- (ii) In the event of the Emergency Plan being activated, and following action taken, the Chief Officer must notify the [Director of Finance \(s.151 Officer\)](#) in writing of the circumstances and estimated financial impact and report formally to the relevant Cabinet Member or, for non-executive matters, to the next available meeting of the relevant committee.
- (iii) The principles of decision-making set out in Part B3.2 will apply.

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## E4. CHIEF EXECUTIVE

### Overall Responsibility

The Chief Executive shall be the Head of Paid Service and be provided by the authority with such resources as s/he deems necessary to perform that role. The Head of Paid Service shall have overall corporate management and operational responsibility for the way in which the organisation delivers its services.

### Emergency Reports

Part B6.6 of the Constitution provides that the Chief Executive may make decisions that are of special urgency.

The Chief Executive may decide that a special urgency situation arises when:

- (i) A decision **must** be made before the next scheduled meeting of the Cabinet; or
- (ii) A recommendation to the Cabinet should be implemented prior to the next scheduled meeting of the Cabinet by which it could be approved.

In either case, if the Chief Executive is satisfied that the making of the decision is urgent and cannot reasonably be deferred then the following shall apply:

#### *Urgent Key Decisions*

Where the decision is a “key decision” pursuant to B3.1 vi) the Chief Executive, (or may designate a Chief Officer) shall obtain agreement that the making of the decision is urgent and cannot be reasonably deferred, from the following:

- (i) [Consult with](#) the Leaders of each of the [Council](#); and
- (ii) [Seek the consent of](#) the Chair of the relevant Overview and Scrutiny Committee; or
- (iii) if there is no such person, or if the Chair of the relevant Overview and Scrutiny Committee is unable to act, the Lord Mayor (or in their absence the Deputy Lord Mayor).
- (iv) [Inform the Leaders of the main Opposition Groups](#)

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As soon as is reasonably practicable after the Chief Executive, or delegated Chief Officer, has obtained agreement pursuant to (i) – (iii) above they must:

- (i) Make available at the Council offices a notice setting out the reasons that the decision is urgent and cannot be reasonably deferred; and
- (ii) Publish that notice on the Council's website.

Further:

- (i) that the Chief Executive, or designated Chief Officer, before making a decision shall consult with the City Solicitor ([Monitoring Officer](#)) and the [Director of Finance \(s.151 Officer\)](#) or their nominated deputies;

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- (ii) that a record of all decisions made or recommendations implemented, together with the consultations referred to above shall be published on the Council's website within 10 working days; and
- (iii) that any decisions made or recommendations implemented under this provision shall be reported to the next scheduled meeting of the Cabinet (for noting).

#### *Urgent Non-Key Decisions*

Where the decision is not a "key decision" pursuant to B3.1 vi) the Chief Executive shall have the power (or may designate a Chief Officer who will then have power) to determine the question or matter or to implement the recommendation (as the case may be) in the name of and without further reference to the Executive.

The exercise by the Chief Executive, or designated Chief Officer, of any powers under this delegation shall be subject to the following conditions:

- (i) that the determination of the question or other matter or implementation of the recommendation is capable of determination under law in this manner;
- (ii) that the Chief Executive, or designated Chief Officer, before making a decision shall consult with the Leaders of [the two main Opposition](#) Groups;
- (iii) that the Chief Executive, or designated Chief Officer, before making a decision shall consult with the City Solicitor ([Monitoring Officer](#)) and the [Director of Finance \(s.151 Officer\)](#) or their nominated deputies;
- (iv) that a record of all decisions made or recommendations implemented, together with the consultations referred to in (ii) and (iii) above shall be published on the Council's website within 10 working days; and
- (v) that any decisions made or recommendations implemented under this provision shall be reported to the next scheduled meeting of the Cabinet (for noting).

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Each Chief Officer (in their service area) and City Solicitor ([Monitoring Officer](#)) (all areas) may exercise the powers of the Chief Executive in the event of his/her incapacity, absence or unavailability.

#### **Immediate Implementation**

If the interests of the Council are jeopardised unless an executive decision is implemented immediately then the Chief Executive in consultation with the Leader (or Deputy Leader in his/her absence) [and subject to the consent of the Chair of the relevant Overview and Scrutiny Committee, or in the relevant Chairs absence the Lord Mayor, for key decisions,](#) may designate such executive decision as so urgent that its implementation cannot wait until the expiry of the call-in period.

The exercise of such power shall be clearly noted on the record of the decision.

[In such circumstances the Leaders of the two main Opposition Groups will be notified.](#)

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### Extraordinary Meetings

The Chief Executive and the City Solicitor ([Monitoring Officer](#)) acting together may call an extraordinary meeting of the Council (see Part B4.4C). The City Solicitor ([Monitoring Officer](#)) shall, in calling an Extraordinary Meeting of the Council, restrict the business on the summons to that required by law, any matter or matters that the Chief Executive, Monitoring Officer or Chief Financial Officer ([Director of Finance \(s.151 Officer\)](#)) wish to raise and the business for which the Extraordinary Meeting has been called.

### Executive Functions

In the event of the Emergency Plan being activated, the Chief Executive (or deputising officer) is empowered to authorise all necessary actions as the Local Authority Strategic Commander. All authorities relevant to the management of the incident are delegated to duty officers as set out in the plan.

### Non-Executive Functions

The Chief Executive is authorised to discharge the following non-Executive functions:

- The appointment, termination and disciplinary arrangements of Officers who are not Chief Officers or Deputy Chief Officers (other than assistants to political groups) in line with the Council's normal recruitment, disciplinary and termination policies;
- Community Governance: proposals for a change in governance arrangements or complying with a duty to make a change in governance arrangements, approving the proposals, deciding whether the change should be subject to approval;
- Reorganisation orders implementing recommendations of a community governance review.

### Local Choice Functions

The Chief Executive is authorised to discharge the following Local Choice Functions which have been assigned to full Council and Cabinet (see Part B2 of the Constitution):

- To appoint any individual to any office other than an office in which he is employed by the authority and to revoke any such appointment:
  - to the extent that appointments are to outside bodies in connection with functions which are the responsibility of the Executive (Cabinet)
  - to the extent that appointments are not the responsibility of the Executive (Full Council).
- To make agreements with other local authorities for the placing of staff at the disposal of those other authorities (Cabinet).

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## E5. DIRECTOR OF STRATEGY, EQUALITY AND PARTNERSHIPS

### Summary

The Director of Strategy, Equality and Partnerships leads the Directorate.

### Non-Executive Functions

The Director of Strategy, Equality and Partnerships is authorised to discharge the following functions:

1. Joint coordination [and production](#) of the Council's [Corporate Plan](#) (with the [Director of Finance \(s.151 Officer\)](#)).

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### Executive Functions

The Director of Strategy, Equality and Partnerships is authorised to discharge the following functions:

2. Insight, [policy](#), [strategy](#), [and partnerships](#) including:
  - (i) Strengthening the Council's use of evidence to generate insight, inform decision making and drive improvements across services;
  - (ii) Developing the Council's policy agenda;
  - (iii) Promotion of collaborative working with stakeholders and partners;
  - (iv) Strengthening the Council's approach to public participation;
  - (v) Third sector partnership and engagement.
3. Tackling inequality, [promoting equality within the community](#) and [compliance with the Council's equality duties](#).
4. Corporate communications services, including:
  - (i) the council's communications strategy and policy;
  - (ii) internal and external communications; and
  - (iii) [Press and media relations](#).

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5. [Setting, supporting and monitoring the council's policies and procedures for managing performance and service improvement](#).

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### Director of Public Health (DPH)

The Director of Public Health is a statutory appointment as a Chief Officer of the Council appointed jointly with the Secretary of State for Health and Social Care.

The DPH [must](#) be a professionally registered Public Health Consultant.

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The DPH is accountable for appropriate use of the ring-fenced public health grant and ensuring the Council delivers the mandated public health services.

The DPH leads the Public Health Division.

The DPH has specific statutory responsibilities; the DPH's specific responsibilities and duties arise directly from Acts of Parliament – mainly the NHS Act 2006 and the Health and Social Care Act 2012 – and related regulations including:

- Responsibility to protect and improve the health of the local population;
- Responsibility to ensure arrangements for planning for, and responding to, emergencies;
- Ensuring co-operation with police, probation and prison services in relation to violent and sexual offenders;
- Provide public health response as a responsible authority to Licensing applications;
- Responsibility for ensuring provision of Healthy Start vitamins where child health clinics and maternity services are commissioned by the local authority;
- Write an annual Director of Public Health report;
- Be an active member of the Health and Wellbeing Board.

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## E6. DIRECTOR OF FINANCE (S.151 OFFICER)

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### Summary

The [Director of Finance \(s.151 Officer\)](#) is the responsible officer for the proper administration of the Council's financial affairs under the Local Government Act 1972, Section 151. The [Director of Finance \(s.151 Officer\)](#) Protocol is set out in Part D of this Constitution.

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**Deleted:** In addition, the post holds overall responsibility for Digital & Customer Services, Performance Management, Procurement, HR functions and management of the Council's Programme Management Office. The City Solicitor also reports into the Strategic Director of Council Management.

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### Section 151 Officer Functions

The [Director of Finance \(s.151 Officer\)](#) is authorised to take all action as is necessary or expedient to fulfil the statutory obligations under Section 151 Local Government Act 1972.

- Ensuring effective financial management and controls, including:
  - Reporting on the robustness of the Council's financial plans;
  - Managing the Council's borrowing and investment requirements;
  - Managing and monitoring the Council's revenue budget and capital programme;
  - Preparation and closure of the Council's financial accounts;
  - Managing the Council's tax affairs; and
  - Internal audit.
- Setting, supporting and monitoring the council's policies and procedures for managing:
  - Budgets;
  - Risk management.

**Deleted:** <#>Procurement and purchasing;¶  
Commissioning;¶  
Contract management;¶  
Internal trading operations;¶  
Business Charter for Social Responsibility;¶

- To make standing orders in relation to Finance and contracts.<sup>2</sup>

**Deleted:** <#>Setting, supporting and monitoring the council's policies and procedures for managing;¶  
Performance and service improvement;¶  
Projects and programmes. ¶

### Non-Executive Functions

The [Director of Finance \(s.151 Officer\)](#) is authorised to discharge the following Council (non-executive) functions:

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- Joint coordination of the Council Plan (with the Director of Strategy, Equality and Partnerships).
- Revenues, Benefits and Rents services including:
  - Council tax processing and billing arrangements;
  - Local Council Tax Support and recoverability of excess Council Tax Support payments;
  - National non domestic rates;

**Deleted: Director, Digital and Customer Services¶**  
The Director, Digital & Customer Services is authorised to discharge the following functions in line with the provisions of this Constitution:¶  
The Council's Information and Communications Technology Strategy and Citizen Access strategy;¶  
Information and Communications Technology Service including:¶  
Deliver a reliable, flexible, integrated, secure, accessible and well managed service; ¶  
Create the capability to turn information into insight;¶  
Deliver 'Value for Money' services through the commissioning of excellent ICTD;¶  
Be innovative; to make changes to what's established, by introducing new methods, ideas, and solutions.¶  
The Council's corporate customer services and business support functions including:¶  
The telephone contact centre; ¶  
Digital access including the council's website and e-services; ¶  
Business support functions supporting all Directorates¶

<sup>2</sup> Section 106 of, and paragraph 42 of Schedule 12 to the Local Government Act 1972 and Section 135 of the Local Government Act 1972

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- Local hardship schemes;
- Housing benefit, including recoverability of overpayments, and education benefit services;
- Financial and social inclusion initiatives;
- Collection of Housing Rents.

## Director of People Services

### Executive

The Director of People Services is authorised to discharge the following functions:

1. Setting, supporting and monitoring the council's policies and procedures for managing human resources and effective organisational development (including Occupational Health, Safety and Wellbeing).

### Non-Executive

2. Employment of staff and terms and conditions.
3. Functions relating to local government pensions, including:
  - To make arrangements to consider and determine employee appeals in relation to grievances, grading and dismissal
  - To determine employee terms and conditions
  - To make standing orders in relation to Officer Employment

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## E7. CITY SOLICITOR (MONITORING OFFICER)

### Executive Functions

The City Solicitor ([Monitoring Officer](#)) is authorised to take any action intended to give effect to a decision of the Council (including decisions taken by a Council committee in accordance with its terms of reference or by a Director in accordance with this scheme of delegation).

The City Solicitor ([Monitoring Officer](#)) is authorised to institute, defend or participate in any legal proceedings or settle (up to the value of £500,000), if appropriate, any actual or threatened legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any case where the City Solicitor ([Monitoring Officer](#)) considers that such action is necessary to safeguard and protect the Council's interests. Decisions above this financial threshold will be made by the Director of Council Management and/or the Chief Executive in consultation with the City Solicitor ([Monitoring Officer](#)).

### Non-Executive Functions: Monitoring Officer

The City Solicitor is the Monitoring Officer for the Council. The Monitoring Officer is a statutory appointment and provides advice to protect and safeguard the Council. The functions are summarised below.

	<i>Description</i>	<i>Source</i>
a)	Report on contraventions or likely contraventions of any enactment or rule of law	Section 5 and Section 5A Local Government and Housing Act 1989
b)	Report on any maladministration or injustice where Ombudsman has carried out an investigation	Section 5 and Section 5A Local Government and Housing Act 1989
c)	Appointment of Deputy	Section 5 and Section 5A Local Government and Housing Act 1989
d)	Report on resources	Section 5 and Section 5A Local Government and Housing Act 1989
e)	Receive copies of whistleblowing allegations of misconduct	Public Interest Disclosure Act 1998 and Whistleblowing Code of Practice
f)	Arrange investigations of complaints of any Member misconduct	Section 28 Localism Act 2011
g)	Establish and maintain registers of Members' interests and gifts and hospitality	Section 29 Localism Act 2011 and Code of Conduct for Members
h)	Advise on disclosable pecuniary interests	Section 30 Localism Act 2011
i)	Advise on sensitive interests	Section 32 Localism Act 2011
j)	Grant of dispensations re: restrictions on Members' participation in meetings	Section 33 Localism Act 2011
k)	Advice to Members on interpretation of Code of conduct for Members	Section 28 Localism Act 2011 and Code of Conduct for Members

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	<i>Description</i>	<i>Source</i>
l)	New ethical framework functions in relation to Parish Councils	Section 27 Localism Act 2011
m)	Compensation for maladministration	Section 92 LGA 2000
n)	Advice on vires issues, maladministration, probity and policy framework to all Members	DCLG guidance
o)	Advise on any indemnities and insurance issues for Members / Officers	Section 101 LGA 2000 and Local Authorities (Indemnities for Members and Officers) Order 2004 (SI 2004/3082)

### Non-Executive Functions: Other

The City Solicitor ([Monitoring Officer](#)) is authorised to discharge the following Council (non-executive) functions:

1. Supporting the corporate governance of the council, particularly in respect of:
  - (i) Monitoring and reviewing the effectiveness and operation of the constitution;
  - (ii) The requirements of the Members' Code of Conduct;
  - (iii) Setting, supporting and monitoring the council's policies and procedures for managing and access to information including data protection laws;
  - (iv) The appointment of committees and discharge of Council functions;
  - (v) The appointments to outside bodies;
  - (vi) The Members' Allowance Scheme;
  - (vii) The power to make, amend or revoke byelaws.
2. Legal and Governance services including
  - (i) Legal advice and related support services;
  - (ii) Functions relating to the role of Solicitor to the Council including:
    - o taking any action intended to give effect to a decision of the Executive;
    - o the commencement, defence, withdrawal or settlement of proceedings;
    - o the authorisation of Council officers to conduct legal matters in court<sup>3</sup>
  - (iii) Governance Services including support to elected members in their responsibilities, particularly in respect of:
    - o The Leader and Deputy Leader of the Council and Cabinet Members;

<sup>3</sup> "Court" to be construed widely including but not limited to tribunals, inquiries and other quasi-judicial hearings.

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- The Lord Mayor;
- Councillors via group support offices;
- The full Council meeting;
- Cabinet;
- Committees appointed by full Council;
- Overview & Scrutiny;
- Training and development of councillors.

### Local Choice Functions

The City Solicitor ([Monitoring Officer](#)) is authorised to discharge the following Local Choice Functions which have been assigned to full Council (see Part B2 of the Constitution):

- To appoint review boards under the Social Security Act 1998;<sup>4</sup>
- To amend this Constitution (as set out in Part A6 of this Constitution);
- To make arrangements for the appointment of Committees and discharge of Council's functions.

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<sup>4</sup> s34(4) Social Security Act 1998

## E8. RETURNING OFFICER AND ELECTORAL REGISTRATION OFFICER

The Assistant Director Governance is the Returning Officer and Electoral Registration Officer and is authorised to discharge the following Council (non-executive) functions:

No	Function	Reference
a)	To assign officers in relation to requisitions of the registration officer	Section 52(4) of the Representation of the People Act 1983
b)	To provide assistance at European Parliamentary elections	Section 6(7) and (8) of the European Parliamentary Elections Act 2002
c)	To divide constituency into polling districts	Section 18A to 18E of and Schedule A1 to the Representation of the People Act 1983
d)	To divide electoral divisions into polling districts at local government elections	Section 31 of the Representation of the People Act 1983
e)	Powers in respect of holding of elections	Section 39(4) of the Representation of the People Act 1983
f)	To pay expenses properly incurred by electoral registration officer	Section 54 of the Representation of the People Act 1983
g)	To fill vacancies in the event of insufficient nominations	Section 21 of the Representation of the People Act 1985
h)	To declare vacancy in office in certain cases	Section 86 of the Local Government Act 1972
i)	To give public notice of a casual vacancy	Section 87 of the Local Government Act 1972
j)	To submit proposals to the Secretary of State for an order under section 10 (pilot schemes for local elections in England and Wales) of the Representation of the People Act 2000	Section 10 of the Representation of the People Act 2000

## E9. CHIEF OPERATING OFFICER

### Summary

[The Chief Operating Officer is responsible for Digital, Information and Technology Services, Commercial and Procurement and Centralised Services.](#)

### Executive Functions

[Chief Operating Officer is authorised to discharge the following functions:](#)

#### 1. Setting, supporting and monitoring the council's policies and procedures for managing:

- [Procurement and purchasing;](#)

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- [Contract management;](#)
- [Business Charter for Social Responsibility;](#)

1. The Council's Information and Communications Technology Strategy Information and Communications Technology Service including:

- [Deliver a reliable, flexible, integrated, secure, accessible and well managed service;](#)
- [Create the capability to turn information into insight;](#)
- [Deliver 'Value for Money' services through the commissioning of excellent ICTD;](#)
- [Be innovative; to make changes to what's established, by introducing new methods, ideas, and solutions.](#)

2. The Council's corporate customer services and business support functions including:

- [The telephone contact centre;](#)
- [Digital access including the council's website and e-services;](#)
- [Business support functions supporting all Directorates](#)

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## E10. STRATEGIC DIRECTOR OF ADULT SOCIAL CARE

### Summary

The Strategic Director of Adult Social Care, is the responsible officer for the Adult Social Services.<sup>5</sup>

### Executive Functions

The Strategic Director of Adult Social Care, is authorised to discharge the following functions:

1. Services to support adults including:

- Integration and personalisation of health and social care services across the city for the benefit and health and well-being of Birmingham citizens;
- Information, advice and advocacy;
- Prevention and Recovery: to take steps to prevent, reduce or delay the need for care and support for all people including:
  - Preventative Services: Provision or arrangement of community and home based services to adults with less intensive needs; and
  - Re-ablement Services: Provision or arrangement of early intervention time-limited services to meet the immediate requirements of adults with short-term social care needs.

2. Safeguarding including:

- Co-ordination of multiagency arrangements to ensure that resources are deployed in safeguarding vulnerable adults;
- Delivery of safeguarding training; and
- To promote and enable identification of and appropriate action for vulnerable adults at risk of abuse or neglect.

3. Assessment and eligibility.

4. Charging and financial assessments including undertaking financial assessments and the provision of deferred payments.

5. Commissioning.

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<sup>5</sup> Appointed under Section 6 Local Authority Social Services Act 1970



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## E11. STRATEGIC DIRECTOR OF CHILDREN AND FAMILIES

### Summary

The Director, Education & Skills, is the responsible officer for the Children's Services.<sup>6</sup>

### Executive Functions

The Strategic Director of Children and Families is authorised to discharge the following functions:

1. Education of Children and Young People including:

- School improvement;
- School places and travel to and from school;
- Oversight of the Dedicated Schools Grant.

2. Special Educational Needs and Disability (SEND).

3. Early Years Provision

4. Children's Services and Safeguarding, including:

- Overseeing the Children's Trust;
- Safeguarding and Child Protection;
- Youth Offending Services

5. Corporate Parenting.

6. Skills and employability

- Skills and entrepreneurship in schools;
- Youth engagement and youth services;
- Employment Opportunities.

7. Library of Birmingham and community libraries.

8. Commissioning.

### Local Choice Functions

The Strategic Director of Children and Families is authorised to discharge the following Local Choice Functions which have been assigned to Cabinet (see Part B2 of the Constitution):

- To make arrangements for appeals against exclusion of pupils from maintained Schools;
- To make arrangements for appeals regarding school admissions;<sup>7</sup>

<sup>6</sup> Appointed under Section 18 Children Act 2004

<sup>7</sup> s94 (1), (1A) and (4) School Standards and Framework Act 1998

- To make arrangements for appeals by governing bodies.<sup>8</sup>

## E12. STRATEGIC DIRECTOR OF PLACE, PROSPERITY AND SUSTAINABILITY

### Executive Functions

The Strategic Director of Place, Prosperity and Sustainability, is authorised to discharge the following functions in line with the provisions of this Constitution:

9. International and domestic inward economic investment including tourism and the visitor economy.
10. Economic growth, including:
  - Development programmes;
  - Land use planning;
  - Housing development.
11. Transport & Connectivity including:
  - Development of the Council's transport strategies and programmes;
  - The authority's strategic traffic management role and network planning;
  - Street naming and numbering;
  - Design of minor and major transport and highways projects;
  - The making of agreements for the execution of highways works under S278 Highways Act 1980;
  - Powers and duties relating to rights of way (including closures) under the Wildlife and Countryside Act, Highways Act, Town and Country Planning Act or Clean Neighbourhoods Act;
  - Air Quality via the Clean Air Zone.
12. Local Land Charges functions including:
  - Maintenance of the Local Land Charges Register; and
  - Responsibility for processing local authority searches.
13. Planning functions including:
  - Deal with any applications for planning permission or other consents (including demolitions);

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<sup>8</sup> s95 (2) School Standards and Framework Act 1998

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- Development of the Council's planning and transport policies;
- Management of the planning service;
- Building conservation and urban design; and
- Obtaining of information as to interests in land.

14. Property Services including:

- Council land use and property;
- Operational Property Management
- Asset Management;
- Central Administration Building (CAB) Accommodation and Management;
- Valuations and Acquisitions;
- Property Sales;
- Property Strategy Delivery;
- Investment Estate & Property Management;
- Property Asset Management and Income;
- Strategic Investment Property Management;
- Property Development;
- Security Services.

**Non-Executive functions**

The Strategic Director of Place, Prosperity and Sustainability, and Strategic Director of City Operations are authorised jointly to discharge the following functions in line with the provisions of this Constitution:

- Power to create footpaths and bridleways;
- Power to stop up footpaths and bridleways;
- Power to divert footpaths and bridleways;
- Powers relating to the preservation of trees;
- Powers relating to the protection of important hedgerows.

**Local Choice Functions**

The Strategic Director of Place, Prosperity and Sustainability is authorised to discharge the following Local Choice Functions which have been assigned to full Council (see Part B3 of the Constitution):

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- The control of pollution or the management of air quality jointly with the Strategic Director, City Operations;<sup>9</sup>
- To obtain information about interests in land;<sup>10</sup>
- To obtain particulars of persons interested in land;<sup>11</sup>
- To make agreements for the execution of highways works jointly with the Strategic Director, City Operations<sup>12</sup>

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Commissioning;¶  
Contract management;¶  
Internal trading operations;¶  
Business Charter for Social Responsibility;¶

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<sup>9</sup> Pollution Prevention and Control Act 1999; Part IV Environment Act 1995; Part I Environmental Protection Act 1990; Clean Air Act 1993

<sup>10</sup> s330 Town and Country Planning Act 1990

<sup>11</sup> s16 Local Government (Miscellaneous Provisions) Act 1976

<sup>12</sup> Section 278 Highways Act 1980

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## E13. STRATEGIC DIRECTOR OF CITY HOUSING

### Executive Functions

1. Housing Services including:
  - Council housing management services;
  - Liaison with Registered Social Landlords;
  - Housing Options;
  - Tenant engagement in social housing;

## E14. STRATEGIC DIRECTOR OF CITY OPERATIONS

### Executive Functions

1. Waste Strategy and Services including:
  - Waste collection;
  - Waste disposal;
  - Recycling.
2. Cleaner Neighbourhoods including:
  - Street cleansing;
  - Pest control;
  - Litter bin provision and maintenance;
  - Provision and cleaning of public conveniences;
  - Graffiti removal;
  - Dog control and dog warden service.
3. Arts, Culture and Sports, including:
  - Museums and galleries;
  - Arts;
  - Sporting events;
  - Leisure centres and community sports facilities.
4. Parks and Allotments including:

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- Creation, management and enhancement of green spaces<sup>13</sup>;
  - Creation, management and enhancement of related visitor attractions and facilities;
  - Public rights of way and provision and maintenance of footpaths and bridleways;
  - Woodland and tree management;
  - Provision of educational events and programmes;
  - Grass cutting and grounds maintenance;
  - Management of designated conservation sites.
5. Bereavement Services including:
- Cemeteries, crematoria, burial grounds and mortuaries including the authority's role as burial authority;
6. To discharge the Council's statutory obligations in relation to the operation of the Community Right to Bid for Assets of Community Value and the Community Right to Challenge.
7. To exempt the Illegal money lending team from provisions in Part D2 in relation to FinditinBirmingham (as per the footnotes in that section), if it is prudent to do so for operational, geographical and policy reasons. Value for money will also be a consideration in line with the ringfenced grant agreement.
8. Highways and Infrastructure including:
- The authority's role as a highways, traffic and streetworks authorities;
  - Maintenance of highway assets of roads, bridges, retaining walls, street lighting and associated infrastructure;
  - Design and delivery of major and minor highway schemes;
  - The making of agreements for the execution of highways works under S278 Highways Act 1980;
  - Powers and duties relating to rights of way (including closures) under the Wildlife and Countryside Act, Highways Act, Town and Country Planning Act or Clean Neighbourhoods Act;
  - To act as the Authority's Representative on behalf of the Council in accordance with the terms of the Highway Maintenance and Management Service PFI Contract;
  - Discharging statutory duties with respect to the delivery of operational parking functions, including Civil Parking Enforcement
  - Flood and water management including:

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<sup>13</sup> Including parks & city centre beds, nature reserves & woodlands, playgrounds, allotments

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- Discharging duties as Lead Local Flood Authority and other duties and responsibilities associated with the Flood Water Management Act;
  - Land drainage activities;
  - The delivery and maintenance of flood alleviation schemes
  - Flood response.
9. The council's city-wide resilience and emergency planning functions.
10. Neighbourhood Management.

### Non-Executive Functions

The Strategic Director, City Operations is authorised to discharge the following functions:

1. Regulation and Enforcement, including
  - Environmental Health Service, Trading Standards Service, England Illegal Money Lending Team, Regional Investigation team, the Licensing Service, the Waste Enforcement Unit (street scene) and the private rented sector (housing);
  - Enforcement activities, including the authorisation of proceedings and defending proceedings on behalf of the council in relation to civil and criminal matters in respect of these services and other services as appropriate.
2. Licensing functions including:
  - Functions of a licensing authority including (but not restricted to):
    - The administration of licenses for entertainment, gambling and the sale of alcohol;
    - Taxi and Private Hire;
    - Miscellaneous licensing functions;
    - Private Rented Sector licensing and regulation.
  - Adoption and revision of the Statement of Licensing Policy (Licensing Act 2003)
  - Adoption and revision of the Statement of Gambling Policy (Gambling Act 2005)
3. Environmental Health including:
  - Food hygiene and safety;
  - Health and safety at work<sup>14</sup>;
  - Monitoring and control of infectious diseases;

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<sup>14</sup> other than in relation to Birmingham City Council staff or activities

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- Private water supply monitoring; and
  - Animal health and welfare enforcement<sup>15</sup>.
4. Trading Standards including:
- Tackling rogue traders
  - Product safety
  - Misleading claims, scams and illegal trading practices.
  - Underage sales
  - Illegal advertising
5. Registrars functions including:
- Registration of births, deaths, marriages and civil partnerships; and
  - Provision of civic weddings, civil partnerships and citizenship ceremonies.
6. Public Health Protection and Control of Statutory Nuisance including:
- Flytipping, commercial and household Duty of Care and rubbish accumulations;
  - Domestic, commercial and industrial noise, fumes and odours;
  - Air quality management; and
  - Other forms of pollution harmful to public health.
7. To authorise action and exercise powers in relation to the Anti-Social Behaviour, Crime & Policing Act 2014. · Setting, supporting and monitoring the council's policy on Community Safety including:
- Safer communities;
  - Domestic abuse;
  - Prevent and Counter-terrorism;
  - To discharge local authority approvals for S35 Dispersal Orders and other statutory instruments relating to local community safety;
  - To Host the Community Safety Partnership and produce a Community Safety Strategy including reducing reoffending and serious violence strategies.
8. Highways:
- Duty to assert and protect the rights of the public to the use and enjoyment of highways;

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<sup>15</sup> including livestock markets and animal breeding and boarding establishments



Deleted: 3

Deleted:

- Powers relating to the removal of things so deposited on highways as to be a nuisance;
- Duty to keep a definitive map and statement under review;
- Duty to reclassify roads used as public paths;
- Power to make limestone pavement order.

### Local Choice Functions

The Strategic Director, City Operations is authorised to discharge the following Local Choice Functions which have been assigned to full Council:

- Any function relating to contaminated land;<sup>16</sup>
- To serve an abatement notice in respect of a statutory nuisance;<sup>17</sup>
- To pass a resolution that Schedule 2 of the Noise and Statutory Nuisance Act 1993 should apply in the authority's area;<sup>18</sup>
- To inspect the authority's area to detect any statutory nuisance;<sup>19</sup>
- To investigate any complaint about the existence of a statutory nuisance.<sup>20</sup>
- The control of pollution or the management of air quality;<sup>21</sup>
- To make agreements for the execution of highways works.<sup>22</sup>

## E15. DIRECTOR - INTERVENTION DELIVERY

### Summary

The Director, Intervention Delivery is responsible for co-ordinating and supporting the work of the government appointed Commissioners who are responsible for governance, scrutiny of strategic decision making, finance, and senior appointments.

Deleted: -

<sup>16</sup> Part IIA Environmental Protection Act 1990 and subordinate legislation

<sup>17</sup> s80(l) Environmental Protection Act 1990

<sup>18</sup> s8 Noise and Statutory Nuisance Act 1993

<sup>19</sup> S79 Environmental Protection Act 1990

<sup>20</sup> s79 Environmental Protection Act 1990

<sup>21</sup> Pollution Prevention and Control Act 1999; Part IV Environment Act 1995; Part I Environmental Protection Act 1990; Clean Air Act 1993

<sup>22</sup> Section 278 Highways Act 1980



# Birmingham City Council

## City Council

21 May 2024



**Subject:** City Council Appointments  
**Report of:** Marie Rosenthal, Interim City Solicitor and Monitoring Officer  
**Report author:** Ben Patel-Sadler  
 Senior Committee Manager  
[Ben.Patel-Sadler@birmingham.gov.uk](mailto:Ben.Patel-Sadler@birmingham.gov.uk)

Does the report contain confidential or exempt information?  Yes  No

If relevant, state which appendix is exempt, and provide exempt information paragraph number or reason if confidential:

### 1 Executive Summary

- 1.1 This report sets out appointments to Committees and other Bodies to be approved by the City Council for the 2024/25 Municipal Year.
- 1.2 Despite the request from the West Midlands Combined Authority for members to be appointed to Combined Authority Committee for a 4-year term and following agreement with Group Leaders, appointments to the West Midlands Combined Authority will be made for a 2-year term up until May 2026 which is when elections to the City Council will next take place.

### 2 Recommendations

- 2.1 That City Council notes the current proportionality calculations set out at **Appendix 1** to the report.
- 2.2 That City Council notes that at the meeting of the Council Business Management Committee held on 7 May 2024, a decision was made to opt out of proportionality in respect of the Council Business Management Committee and for City Council Members on the Standards Committee for the municipal year 2024/25.
- 2.3 That City Council makes appointments to Committees and other bodies as set out in **Appendix 2** to the report.
- 2.4 That City Council notes the Committee dates for the municipal year

2024/25 as set out in **Appendix 3** to the report.

### **3 Legal Implications**

- 3.1 By law, seats on committees must be allocated in proportion to the political composition of the Council. An authority can only decide that it wishes to adopt an arrangement other than a proportional one if no Member votes against it. This is known as a “nem con” vote.
- 3.2 The Local Government and Housing Act 1989 requires that as far as reasonably practicable, the following principles must be adhered to when determining the allocation of seats on committees to political groups:
  - (a) The seats on a committee cannot be allocated to members of one political group.
  - (b) The largest group on the council must be allocated the majority of seats on any committee.
  - (c) Subject to (a) and (b) the total number of committee seats allocated to each political group must reflect the proportion of total members of the authority from each political group.
  - (d) Subject to (a) to (c) above, the number of the seats on a committee which are allocated to each political group bears the same proportion to the number of all the seats on the committee as is borne by the number of members of that group to the membership of the authority.
- 3.3 The Local Government and Housing Act 1989 requires local authorities to review committee membership and political representation annually and when notice is received of a change in the size of the political groups.
- 3.4 In determining the allocation of seats on ordinary committees, the proportion that each political group forms of the total membership of the Council is applied to the total number of elected Member seats on each committee.
- 3.5 Generally, fractional entitlements of less than one half are rounded down and entitlements of one half or more are rounded up. So that this process of rounding does not result in advantage to one political group, the aggregate membership of all the ordinary committees must also be in line with the proportions on the Council.

### **4 Financial Implications**

- 4.1 There are no immediate financial implications arising from this report.

## **5 Public Sector Equality Duty**

5.1 There are no immediate equality implications arising from this report.

## **6 Other Implications**

6.1 None.

## **7 Background Papers**

7.1 None.

## **9 Appendices**

9.1 **Appendix 1** – Current proportionality calculations.

**Appendix 2** – City Council Appointments 2024/25

**Appendix 3** – City Council Meeting Dates 2024/25



**Table 1: Allocation of Committee Seats 7 May 2024**

<u>Party Group</u>	<u>Seats on Council</u>	<u>%age</u>
Labour	65	65.000%
Conservative	21	21.000%
Liberal Democrat	12	12.000%
Green	2	2.000%
<b>Total</b>	<b>100</b>	<b>100.00%</b>

<b>Committee Seats</b>	<b>Labour</b>	<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Green</b>
3	2 (1.950)	1 (0.630)	0 (0.360)	0 (0.060)
4	3 (2.600)	1 (0.840)	0 (0.480)	0 (0.080)
5	3 (3.250)	1 (1.050)	1 (0.600)	0 (0.100)
6	4 (3.900)	1 (1.260)	1 (0.720)	0 (0.120)
7	4 (4.550)	2 (1.470)	1 (0.840)	0 (0.140)
8	5 (5.200)	2 (1.680)	1 (0.960)	0 (0.160)
9	6 (5.850)	2 (1.890)	1 (1.080)	0 (0.180)
10	7 (6.500)	2 (2.100)	1 (1.200)	0 (0.200)
11	7 (7.150)	3 (2.310)	1 (1.320)	0 (0.220)
12	8 (7.800)	3 (2.520)	1 (1.440)	0 (0.240)
13	8 (8.450)	3 (2.730)	2 (1.560)	0 (0.260)
14	9 (9.100)	3 (2.940)	2 (1.680)	0 (0.280)
15	10 (9.750)	3 (3.150)	2 (1.800)	0 (0.300)
16	10 (10.400)	4 (3.360)	2 (1.920)	0 (0.320)
17	11 (11.050)	4 (3.570)	2 (2.040)	0 (0.340)
18	12 (11.700)	4 (3.780)	2 (2.160)	0 (0.360)
19	12 (12.350)	4 (3.990)	2 (2.280)	1 (0.380)
20	13 (13.000)	5 (4.200)	2 (2.400)	0 (0.400)
21	14 (13.650)	5 (4.410)	2 (2.520)	0 (0.420)
22	14 (14.300)	5 (4.620)	3 (2.640)	0 (0.440)
23	15 (14.950)	5 (4.830)	3 (2.760)	0 (0.460)
24	16 (15.600)	5 (5.040)	3 (2.880)	0 (0.480)
25	16 (16.250)	6 (5.250)	3 (3.000)	0 (0.500)
26	17 (16.900)	6 (5.460)	3 (3.120)	0 (0.520)
27	17 (17.550)	6 (5.670)	3 (3.240)	1 (0.540)
28	18 (18.200)	6 (5.880)	3 (3.360)	1 (0.560)
29	19 (18.850)	6 (6.090)	3 (3.480)	1 (0.580)
30	19 (19.500)	6 (6.300)	4 (3.600)	1 (0.600)

**(N.B - 1 - 30 figures do not take into account aggregate proportionality)**

**Table 2: Aggregate Proportionality as of 7 May 2024**

<b>Aggregate Proportionality:</b>					
<b>No of Cllrs:</b>	<b>Lab</b>	<b>Con</b>	<b>Lib Dem</b>	<b>Green</b>	
<b>100</b>	<b>65</b>	<b>21</b>	<b>12</b>	<b>2</b>	
<b>Proportionality - %</b>	<b>65.000%</b>	<b>21.000%</b>	<b>12.000%</b>	<b>2.000%</b>	
<b>No of Committee seats:</b>					
<b>112</b>	<b>72.80</b>	<b>23.52</b>	<b>13.44</b>	<b>2.24</b>	
<b>Aggregate entitlement:</b>	<b>73</b>	<b>24</b>	<b>13</b>	<b>2</b>	<b>112</b>
<b>Seats allocated:</b>	<b>71</b>	<b>27</b>	<b>14</b>	<b>0</b>	<b>112</b>
<b>Gains / Losses:</b>	<b>2</b>	<b>-3</b>	<b>-1</b>	<b>2</b>	
<b>Committees at AM</b>					
Corporate & Finance O&S	<b>11</b>				
O&S Comms (x 6):	<b>48</b>	(8 Councillors each)			
Planning Comm :	<b>15</b>				
Licensing Public Prot Comm	<b>15</b>				
Employment	<b>7</b>				
Trusts&Charities Comm	<b>8</b>				
Audit Comm:	<b>8</b>				
<b>Total seats:</b>	<b>112</b>	<b>(CBMC and Standards outside proportionality)</b>			
<b>Seats allocated:</b>	<b>Lab</b>	<b>Con</b>	<b>LibDem</b>	<b>X-check</b>	
Corporate & Finance O&S	7	3	1	<b>11</b>	
O&S Comms (x 6):	30	12	6	<b>48</b>	
Planning Comm :	10	3	2	<b>15</b>	
Licensing Public Prot Comm	10	3	2	<b>15</b>	
Employment	4	2	1	<b>7</b>	
Trusts&Charities Comm	5	2	1	<b>8</b>	
Audit Comm:	5	2	1	<b>8</b>	
<b>Total seats:</b>	<b>71</b>	<b>27</b>	<b>14</b>	<b>112</b>	



## **CITY COUNCIL APPOINTMENTS 2024/25**

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In accordance with aggregate proportionality requirements based on 112 seats, the following adjustments need to be reflected in the composition of **Committees**: ie

Labour	=	+2 seats
Conservative	=	-3 seats
Liberal Dem	=	-1 seats
Green	=	+2 seats

**Committees will have regard to aggregate number of seats on all the Sub-Committees which they appoint.**

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1. **APPOINTMENT OF MEMBERS TO SERVE ON OVERVIEW AND SCRUTINY COMMITTEES UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2025**

(A) **CORPORATE AND FINANCE OVERVIEW AND SCRUTINY COMMITTEE**

(Must comply with proportionality requirements)

**11 Members**

Labour (7)	Conservative (3)	Liberal Democrat (1)
Cllr Sir Albert Bore	Cllr Deirdre Alden	Cllr Paul Tilsley
Cllr Katherine Iroh	Cllr Ewan Mackey	
Cllr Kerry Jenkins	Cllr Alex Yip	
Cllr Fred Grindrod		
Cllr Jamie Tennant		
Cllr Shabrana Hussain		
Cllr Lee Marsham		

**Councillor Sir Albert Bore as Chair**

**(B) ECONOMY, SKILLS AND CULTURE OVERVIEW AND SCRUTINY COMMITTEE**

(Must comply with proportionality requirements)

**8 Members**

Labour (5)

Cllr Katherine Iroh

Cllr Lisa Trickett

Cllr Alex Aitken

Cllr Gurdial Singh Atwal

Cllr Shafique Shah

Conservative (2)

Cllr Meirion Jenkins

Cllr Simon Morrall

Liberal Democrat (1)

Cllr Jon Hunt

**Councillor Katerine Iroh as Chair**

**(C) HEALTH AND ADULT SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE**

(Must comply with proportionality requirements)

(1 seat give up by the Conservative to the Green Group)

**8 Members**

Labour (5)	Conservative (1)	Liberal Democrat (1)	Green (1)
Cllr Fred Grindrod	Cllr Gareth Moore	Cllr Paul Tilsley	Cllr J. Pritchard
Cllr Kath Hartley			
Cllr Kath Scott			
Cllr Shabina Bano			
Cllr Saima Ahmed			

**Councillor Fred Grindrod as Chair**

**(D) EDUCATION, CHILDREN AND YOUNG PEOPLE OVERVIEW AND SCRUTINY COMMITTEE**

(Must comply with proportionality requirements)

**8 Members**

Labour (5)	Conservative (2)	Liberal Democrat (1)
Cllr Kerry Jenkins	Cllr Adam Higgs	Cllr Morriam Jan
Cllr Zafar Iqbal	Cllr Debbe Clancy	
Cllr Narinder Kaur Kooner		
Cllr Amar Khan		
Cllr Shehla Moledina		

**Councillor Kerry Jenkins as Chair**

Other Voting Members (4)

1 Church of England diocese representative – Sarah Smith

1 Roman Catholic diocese representative – Justine Lomas

2 Parent Governor Representatives – Rabia Shami and Osamugi Ogbe

**(E) HOMES OVERVIEW AND SCRUTINY COMMITTEE**

(Must comply with proportionality requirements)

**8 Members**

Labour (5)

Conservative (2)

Liberal Democrat (1)

Cllr Jamie Tennant

Cllr Bruce Lines

Cllr Penny Wagg

Cllr Saqib Khan

Cllr Ron Storer

Cllr Bushra Bi

Cllr Mohammed Idrees

Cllr Hendrina Quinnen

**Councillor Jamie Tennant as Chair**

**(F) NEIGHBOURHOODS OVERVIEW AND SCRUTINY COMMITTEE**

(Must comply with proportionality requirements)

**8 Members**

Labour (5)	Conservative (2)	Liberal Democrat (1)
Cllr Shabrana Hussain	Cllr Kerry Brewer	Cllr Izzy Knowles
Cllr Marje Bridle	Cllr Darius Sandhu	
Cllr Ray Goodwin		
Cllr Marcus Bernasconi		
Cllr Mary Locke		

**Councillor Shabrana Hussain as Chair**

**(G) SUSTAINABILITY AND TRANSPORT OVERVIEW AND SCRUTINY COMMITTEE**

(Must comply with proportionality requirements)

**8 Members**

Labour (5)	Conservative (2)	Liberal Democrat (1)
Cllr Lee Marsham	Cllr Timothy Huxtable	Cllr Colin Green
Cllr David Barker	Cllr Richard Parkin	
Cllr Waseem Zaffar		
Cllr Raqeeb Aziz		
Cllr Lauren Rainbow		

**Councillor Lee Marsham as Chair**

2. **APPOINTMENT OF MEMBERS TO SERVE ON THE REGULATORY COMMITTEES UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2025**

(A) **PLANNING COMMITTEE**

(Must comply with proportionality requirements)

(Third Conservative seat released to the Labour Group. Conservative Group will regain seat if there is a Conservative win in the upcoming Kingstanding by election)

**15 Members**

Labour (11)	Conservative (2)	Liberal Democrat (2)
Cllr Martin Brooks	Cllr Gareth Moore	Cllr Mumtaz Hussain
Cllr Akhlaq Ahmed	Cllr David Barrie	Cllr Colin Green
Cllr Phil Davis		
Cllr Mahmood Hussain		
Cllr Jane Jones		
Cllr Rashad Mahmood		
Cllr Yvonne Mosquito		
Cllr Rinkal Shergill		
Cllr Ian Ward		
Cllr David Barker		
VACANCY		

**Councillor Martin Brooks as Chair**

(B) **LICENSING AND PUBLIC PROTECTION COMMITTEE**

(Must comply with proportionality requirements)

(1 seat released by the Conservative Group to the Green Group)

(1 seat released by the Liberal Democrat Group to the Labour Group)

**15 Members**

Labour (11)	Conservative (2)	Liberal Democrat (1)	Green (1)
Cllr Sam Forsyth	Cllr Maureen Cornish	Cllr Penny Wagg	Cllr J.Pritchard
Cllr Diane Donaldson	Cllr Adam Higgs		
Cllr Jilly Bermingham			
Cllr Barbara Dring			

Cllr Ziaul Islam  
Cllr Saddak Miah  
Cllr Ray Goodwin  
Cllr Miranda Perks  
Cllr Basharat  
Mahmood  
Cllr Sybil Spence  
VACANCY

**Councillor Sam Forsyth as Chair**

(B1) **LICENSING SUB-COMMITTEE A**

(Must comply with proportionality requirements except when meeting to consider matters under the Licensing Act 2003 and the Gambling Act 2005)

**3 Members**

Labour (2)	Conservative (1)	Liberal Democrat (0)
Cllr Sam Forsyth Cllr Ziaul Islam	Cllr Maureen Cornish	

**Councillor Sam Forsyth as Chair**

(B2) **LICENSING SUB-COMMITTEE B**

(Must comply with proportionality requirements except when meeting to consider matters under the Licensing Act 2003 and the Gambling Act 2005)

**3 Members**

Labour (2)	Conservative (1)	Liberal Democrat (0)
Cllr Saddak Miah	Cllr Adam Higgs	
Cllr Barbara Dring		

**Councillor Saddak Miah as Chair**

(B3) **LICENSING SUB-COMMITTEE C**

(Must comply with proportionality requirements except when meeting to consider matters under the Licensing Act 2003 and the Gambling Act 2005)

**3 Members (1 seat given up by Conservative Group to the Liberal Democrat group)**

Labour (2)	Conservative (0)	Liberal Democrat (1)
Cllr Diane Donaldson		Cllr Penny Wagg
Cllr Jilly Bermingham		

**Councillor Diane Donaldson as Chair**



3. **APPOINTMENT OF MEMBERS TO SERVE ON THE COUNCIL BUSINESS MANAGEMENT COMMITTEE UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2025**

(Outside of proportionality requirements)

**9 Members –**

Labour Group Leader, Deputy Leader, Group Secretary & Chair of Corporate and Resources O&S Committee

Conservative Group Leader & Group Secretary

Liberal Democrat Group Leader or Group Secretary

2 Labour

Labour (6)

Conservative (2)

Liberal Democrat (1)

Cllr John Cotton

Cllr Robert Alden

Cllr Baber Baz

Cllr Sharon Thompson

Cllr Gareth Moore

Cllr Katherine Iroh

Cllr Sir Albert Bore

Cllr Ray Goodwin

Cllr Diane Donaldson

**Councillor John Cotton as Chair**

4. **APPOINTMENT OF MEMBERS TO SERVE ON THE AUDIT COMMITTEE UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2025**

(Must comply with proportionality requirements)

**8 Elected Members and x1 Independent Chair**

Labour (5)	Conservative (2)	Liberal Democrat (1)
Cllr Miranda Perks	Cllr Richard Parkin	Cllr Paul Tilsley
Cllr Liz Clements	Cllr Robert Alden	
Cllr Jamie Scott		
Cllr Lee Marsham		
Cllr Lisa Trickett		

**(Independent Member x as Chair)**

5. **APPOINTMENT OF MEMBERS TO SERVE ON THE TRUSTS AND CHARITIES COMMITTEE UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2025**

(Must comply with proportionality requirements)

**8 Members**

Labour (5)	Conservative (2)	Liberal Democrat (1)
Cllr Phil Davis	Cllr David Pears	Cllr Mumtaz Hussain
Cllr David Barker	Cllr Adrian Delaney	
Cllr Marcus Bernasconi		
Cllr Chaman Lal		
Cllr Kirsten Kurt-Elli		

**Councillor Phil Davis as Chair**

**6. APPOINTMENT OF MEMBERS TO SERVE ON THE EMPLOYMENT COMMITTEE UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2025**

(Must comply with proportionality requirements)

**7 Members**

Labour (4)	Conservative (2)	Liberal Democrat (1)
Cllr John Cotton	Cllr Robert Alden	Cllr Roger Harmer
Cllr Sharon Thompson	Cllr Ewan Mackey	
Cllr Rob Pocock		
Nicky Brennan		

**Councillor John Cotton as Chair**

**7. APPOINTMENT OF MEMBERS TO SERVE ON THE STANDARDS COMMITTEE UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2025**

(City Councillor appointments outside of proportionality requirements)

**6 Members**

Labour (2)	Conservative (2)	Liberal Democrat (2)
Cllr Kath Hartley	Cllr Deirdre Alden	Cllr Colin Green
Cllr Mahmood Hussain	Cllr Gareth Moore	Cllr Paul Tilsley

6 Independent lay members:

Peter Wiseman  
Steven Jonas  
Steve Atkinson  
Talbinder Kaur  
Sandra Cooper  
Vacancy

1 member representing the New Frankley in Birmingham Parish Council and  
1 member representing the Sutton Coldfield Parish Council

(Parish member must be present when matters relating to the Parish Council or its Members are being considered):

New Frankley in Birmingham Parish Councillor Cllr Marion Kenyon

Sutton Coldfield Parish Councillor Cllr Terry Wood

**Peter Wiseman as Chair (independent)**

The quorum is 5 members, including at least one of the Independent Lay Member and the Parish Councillor if it relates to a Parish Council matter.

6. **ANNUAL APPOINTMENTS TO OUTSIDE BODIES UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2025**

(A) **Local Government Association – General Assembly**

(4 Councillors to exercise 17 votes in accordance with proportionality)

Labour Group Members	11 votes
Conservative Group Member	4 votes
Liberal Democrat Group Member	2 votes

Cllr John Cotton	(Lab)
Cllr Sharon Thompson	(Lab)
Cllr Robert Alden	(Con)
Cllr Roger Harmer	(Lib Dem)

(B) **West Midlands Fire and Rescue Authority**

(4 Councillors appointments must comply with proportionality requirements)

Labour (3)    Conservative (1)

Cllr Basharat Mahmood                                  Cllr David Barrie  
Cllr Gurdial Singh Atwal  
Cllr Hendrina Quinnen

**Cllr Basharat Mahmood as Lead Member**

(C) **West Midlands Police and Crime Panel**

To appoint two Labour members and one Conservative member and their named substitutes to serve on West Midlands Police and Crime Panel.

Member	Substitute
Cllr Rashad Mahmood (Lab)	Cllr Jilly Bermingham (Lab)
Cllr Jamie Scott (Lab)	Cllr Rinkal Shergill (Lab)
Cllr Gareth Moore (Con)	Cllr David Barrie (Con)

**(D) West Midlands Shareholders Airport Committee**

Leader of the Council - Voting Member  
Cllr Sharon Thompson (Lab) and Cllr Robert Alden (Con) as observers to attend each year one of the scheduled meetings of the West Midlands Shareholders Airport Committee:

**(E) Departmental Consultative Committees**

Chairman of Departmental Consultative Committees:

Inclusive Growth Directorate (previously Economy)	Cllr Sharon Thompson
Education and Skills Directorate (previously Children and Young People)	Cllr Mick Brown
Housing Directorate (previously Neighbourhoods)	Cllr Jayne Francis
City Operations Directorate	Cllr Majid Mahmood
Adults Social Care Directorate (previously Adults Social Care and Health)	Cllr Mariam Khan

**(F) Association of Councillors**

The appointment is for a 2-year period of office i.e. May 2024 to May 2026 (which is the point at which elections to the City Council will next take place) and the person appointed must be a Member of the Council

Councillor Katherine Iroh

**(G) West Midlands Combined Authority**

**\* Despite the request from the West Midlands Combined Authority, following agreement with Group Leaders, appointments to the West Midlands Combined Authority will be made for a 2-year term up until May 2026 which is when elections to the City Council will next take place. \***

The following appointments need to be made:-

**WMCA Board**

Member	Substitute
Cllr John Cotton (Lab) Cllr Sharon Thompson (Lab)	Cllr Rob Pocock (Lab) Cllr Jayne Francis (Lab)

**WMCA Overview and Scrutiny Committee**

Member	Substitute
Cllr Jamie Tennant (Lab) Cllr Diane Donaldson (Lab)	Cllr Miranda Perks (Lab) Cllr Ray Goodwin (Lab)

**Transport Delivery Committee**

(7 Councillors appointments must comply with proportionality requirements)

Labour (4)

Conservative (2)

Liberal Democrat (1)

Cllr Mary Locke  
Cllr Rinkal Shergill  
Cllr Liz Clements  
Cllr Ian Ward

Cllr Timothy Huxtable  
Cllr Robert Alden

Cllr Zaker Choudhry

**Cllr Mary Locke as Lead Member**

**WMCA Audit, Risk & Assurance Committee**

Member

Substitute

Cllr Karen McCarthy (Lab)

Cllr Rob Pocock (Lab)

**WMCA Housing & Land Delivery Board**

Cllr Jayne Francis (Lab)

**WMCA Investment Board**

Cllr Sharon Thompson (Lab)

**WMCA Public Service Reform Board**

Cllr Nicky Brennan (Lab)

**WMCA Wellbeing Board**

Cllr Mick Brown (Lab)

**WMCA Environment Board**

Cllr Majid Mahmood (Lab)

**Strategic Economic Delivery Board**

Cllr Sharon Thompson (Lab)

## **WMCA HS2 Delivery Board**

Cllr John Cotton (Lab)

### **(H) WM Growth Company - Board of Directors**

The Leader will be the Council's nomination.

### **(I) Safety Advisory Groups**

To make appointments on the basis of 1-1-1 plus the Local Ward Member

Aston Villa Football Club Safety Advisory Group

Councillor Waseem Zaffar (Lab)  
Councillor Alex Yip (Con)  
Councillor Morriam Jan (Lib Dem)  
Councillor Mumtaz Hussain (One Aston Ward Member/Lib Dem)

Birmingham City Football Club Safety Advisory Group

Councillor Ray Goodwin (Lab)  
Councillor Richard Parkin (Con)  
Councillor Baber Baz (Lib Dem)  
Councillor Yvonne Mosquito (Bordesley and Highgate Ward Member)

Warwickshire County Cricket Club Safety Advisory Group

Councillor Fred Grindrod (Lab)  
Councillor Robert Alden (Con)  
Councillor Paul Tilsley (Lib Dem)  
Councillor Deirdre Alden (One Edgbaston Ward Member)

### **(J) Annual Appointments to Other Bodies**

(Historically, proportionality has been applied to positions requiring two or more members, although it does not need to be applied to such appointments).

#### **Body**

#### **Representative**

- |   |  |
|---|--|
| (a) Standing Advisory Council on Religious Education -<br><b>8 Representatives</b><br><br>(To comply with proportionality –<br>5 Lab; 2 Con; 1 Lib Dem) | Cllr Nicky Brennan (Lab)<br>Cllr Jamie Tennant (Lab)<br>Cllr Yvonne Mosquito (Lab)<br>Cllr Narinder Kaur Kooner (Lab)<br>Cllr Saima Suleman (Lab)<br>Mr Guy Horden (Con)<br>Mr Peter Fowler (Con)<br>Cllr Roger Harmer (Lib Dem) |
|---|--|

**Cllr Nicky Brennan as Chair**



**Body**

**Representative**

(b) City Housing Liaison Board  
**3 Councillors plus 1 Lab alternate**  
1 Lab; 1 Con; 1 Lib Dem

Cllr Jayne Francis (Lab)  
Cllr Jamie Tennant (Lab alt)  
Cllr Richard Parkin (Con)  
Cllr Zaker Choudhry (Lib Dem)



**Committee Dates Schedule June – August 2024/25**

2024
2025
Bank Holiday
School Holiday
Labour Party Conference
Conservative Party Conference

**Committees to be confirmed:**

- Cabinet Committee Equal Pay (Details TBC)
- Joint HOSC meetings to be added in year once agreed

**Note:** Date for 23/24 Municipal year are included for reference only. Please continue to use the Excel spreadsheet for meeting up to Annual Council on 21 May.

Month/Year	Day	Date	Committee	Start Time	End Time	Location	Status	Scrutiny / Committee Contacts	Public Live streaming	Live Streamer
April	Mon	29								
April	Tue	30								
May	Wed	1								
May	Thurs	2								
May	Fri	3								
May	Sat	4								
May	Sun	5								
May	Mon	6 Bank Holiday Early May BH								
May	Tue	7	Council Business Management Committee	1400	1500	Committee Room 6	Confirmed		No	
May	Tue	7	Health & Adult Social Care OSC.	10.00	12.00	Comm. Room 3&4	Confirmed	Ade Fashade/Fiona Bottrill	Yes	
May	Wed	8								
May	Thurs	9	Birmingham Health and Wellbeing Board	1000	1200	Committee Rooms 3 and 4	Confirmed		Yes	
May	Fri	10								

May	Sat	11									
May	Sun	12									
May	Mon	13									
May	Tue	14	Cabinet	1000	1230	Committee Rooms 3 & 4	Confirmed		Yes		
May	Tue	14	Licensing and Public Protection Committee	1030	1230	Committee Room 6	Confirmed		Yes		
May	Wed	15	Education, Children & YP OSC	1000	1200	Committee Rooms 3 & 4	Confirmed	Sarah/ Amanda	Yes		
May	Wed	15	Finance & Resources OSC	1400	1600	Committee Rooms 3 & 4	Confirmed	Fiona/Jayne	Yes		
May	Thurs	16	Planning Committee	1100	1300	Committee Rooms 3 & 4	Confirmed		Yes		
May	Fri	17									
May	Sat	18									
May	Sun	19									
May	Mon	20									
May	Tue	21	City Council (Annual Meeting)	1600	1800	Council Chamber	Confirmed		Yes		
May	Wed	22									
May	Thurs	23	Standards Committee	1400	1600	Ellen Pinsent Room	Confirmed		No		
May	Fri	24									
May	Sat	25									
May	Sun	26									
May	Mon	27	Spring Bank Holiday								
May	Tue	28									
May	Wed	29									
May	Thurs	30									
May	Fri	31									
June	Sat	1									
June	Sun	2									
June	Mon	3									
June	Tue	4	Council Business Management Committee	1400	1500	Committee Room 6	Provisional		No		
June	Wed	5									
June	Thurs	6									
June	Fri	7									

June	Sat	8								
June	Sun	9								
June	Mon	10	Trusts and Charities Committee	1130	1330	Committee Room 2	Provisional		Yes	
June	Mon	10	Health & Adult Social Care OSC	10.00	12.00	Committee Rooms 3 & 4	Provisional	Fiona / Ade	Yes	
June	Tue	11								
June	Wed	12	Economy & Skills OSC	1000	1200	Committee Room 6	Provisional	Amelia / Baseema	Yes	
June	Thurs	13	Planning Committee	1100	1300	Committee Rooms 3 and 4	Provisional		Yes	
June	Thurs	13	Sustainability & Transport OSC	1400	1600	Committee Room 6	Provisional	Amelia / Baseema	Yes	
June	Thurs	13	Schools Forum	1400	1600	MS Teams	Provisional		Yes	
June	Fri	14								
June	Sat	15								
June	Sun	16								
June	Mon	17								
June	Tue	18	City Council	1400	1915	Council Chamber	Provisional		Yes	
June	Wed	19	Education, Children & YP OSC	1000	1200	Committee Rooms 3 & 4	Provisional	Sarah/Amanda	Yes	
June	Wed	19	Neighbourhoods OSC	1400	1600	Committee Room 6	Provisional	Sarah/Amanda	Yes	
June	Thurs	20	Homes OSC	1400	1600	Committee Room 6	Provisional	Amelia / Jayne	Yes	
June	Fri	21								
June	Sat	22								
June	Sun	23								
June	Mon	24	Council Business Management Committee	1400	1500	Committee Room 6	Provisional		No	
June	Tue	25	Cabinet	1000	1230	Committee Rooms 3 & 4	Provisional		Yes	
June	Wed	26	Licensing and Public Protection Committee	1030	1230	Committee Rooms 3 & 4	Provisional		Yes	
June	Wed	26	Audit Committee	1400	1700	Committee Rooms 3 & 4	Provisional		Yes	

June	Wed	26	Cabinet Committee - Property	1500	1600	Committee Room 2	Provisional		Yes	
June	Thurs	27								
June	Fri	28	Co-ordinating OSC	1000	1200	Committee Room 3&4	Provisional	Christian / Johane	Yes	
June	Sat	29								
June	Sun	30								
July	Mon	1								
July	Tue	2								
July	Wed	3								
July	Thurs	4								
July	Fri	5								
July	Sat	6								
July	Sun	7								
July	Mon	8								
July	Tue	9	City Council	1400	1915	Council Chamber	Provisional		Yes	
July	Wed	10	Economy & Skills OSC	1000	1200	Committee Room 6	Provisional		Yes	
July	Thurs	11	Planning Committee	1100	1300	Committee Rooms 3 and 4	Provisional		Yes	
July	Thurs	11	Cabinet Committee – Group Company Governance	1400	1600	Committee Room 2	Provisional		No	
July	Fri	12								
July	Sat	13								
July	Sun	14								
July	Mon	15								
July	Tue	16	Health and Wellbeing Board	1000	1200	Committee Rooms 3 and 4	Provisional		Yes	
July	Wed	17	Education, Children and Young People OSC	1000	1200	Committee Rooms 3 and 4	Provisional	Sarah/Amanda	yes	
July	Wed	17	Audit Committee	1400	1700	Committee Rooms 3 and 4	Provisional		Yes	
July	Thurs	18	Homes OSC	1400	1600	Committee Room 6	Provisional	Amelia / Baseema	Yes	
July	Fri	19								
July	Sat	20								
July	Sun	21								

July	Mon	22	Health & Adult Social Care OSC	10.00	12.00	Committee Rooms 3 &4	Provisional	Fiona / Ade	Yes	
July	Tue	23	Cabinet	1000	1230	Committee Rooms 3 and 4	Provisional		Yes	
July	Wed	24	Licensing and Public Protection Committee	1030	1230	Committee Rooms 3 and 4	Provisional		Yes	
July	Wed	24	Neighbourhoods OSC	1400	1600	Committee Room 2	Provisional	Sarah/ Amanda	Yes	
July	Thurs	25	Cabinet Committee - Property	1300	1400	REQUIRE COMMITTEE ROOM 2 FOR THIS ONE	Provisional		Yes	
July	Thurs	25	Sustainability & Transport OSC	1400	1600	Committee Room 6	Provisional	Amelia / Baseema	Yes	
July	Thurs	25	Standards Committee	1400	1600	Ellen Pinsent Room	Provisional		No	
July	Fri	26	Co-ordinating OSC	1000	1200	Committee Room 3&4	Provisional	Christian / Johane	Yes	
July	Sat	27								
July	Sun	28								
July	Mon	29								
July	Tue	30								
July	Wed	31								
Aug	Thurs									
Aug	Fri	2								
Aug	Sat	3								
Aug	Sun	4								
Aug	Mon	5								
Aug	Tue	6								
Aug	Wed	7								
Aug	Thurs	8	Planning Committee	1100	1300	Committee Rooms 3 and 4	Provisional		Yes	
Aug	Fri	9								
Aug	Sat	10								
Aug	Sun	11								
Aug	Mon	12								
Aug	Tue	13								

Aug	Wed	14								
Aug	Thurs	15								
Aug	Fri	16								
Aug	Sat	17								
Aug	Sun	18								
Aug	Mon	19								
Aug	Tue	20								
Aug	Wed	21								
Aug	Thurs	22								
Aug	Fri	23								
Aug	Sat	24								
Aug	Sun	25								
Aug	Mon	26 Summer Bank Holiday								
Aug	Tue	27								
Aug	Wed	28								
Aug	Fri	30								
Aug	Sat	31								



**Committee Dates Schedule September – November 2024/25**

2024
2025
Bank Holiday
School Holiday
Labour Party Conference
Conservative Party Conference

**Committees to be confirmed:**

- **Cabinet Committee Equal Pay (Details TBC)**
- **Joint HOSC meetings to be added in year once agreed**

Month/Year	Day	Date	Committee	Start Time	End Time	Location	Status	Scrutiny / Committee Contacts	Public Live streaming	Live Streamer
Sept	Sun	1								
Sept	Mon	2	Council Business Management Committee	1400	1500	Committee Room 6	Provisional		No	
Sept	Tue	3	Cabinet	1000	1230	Committee Rooms 3 and 4	Provisional		Yes	
Sept	Wed	4	Economy & Skills OSC	1000	1200	Committee Room 6	Provisional		Yes	
Sept	Thurs	5	Planning Committee	1100	1300	Committee Rooms 3 and 4	Provisional		Yes	
Sept	Fri	6								
Sept	Sat	7								
Sept	Sun	8								
Sept	Mon	9	Health & Adult Social Care OSC	10.00	12.00	Committee Rooms 3 & 4	Provisional	Fiona / Ade	Yes	
Sept	Tue	10								
Sept	Wed	11	Licensing and Public Protection Committee	1030	1230	Committee Rooms 3 and 4	Provisional		Yes	
Sept	Wed	11	Neighbourhoods OSC	1400	1600	Committee Room 6	Provisional	Sarah/Amanda	Yes	

Sept	Thurs	12	Cabinet Committee - Property	1100	1200	Committee Room 6	Provisional		Yes	
Sept	Thurs	12	Homes OSC	1400	1600	Committee Room 6	Provisional	Amelia / Jayne	Yes	
Sept	Fri	13								
Sept	Sat	14								
Sept	Sun	15								
Sept	Mon	16	Trusts and Charities Committee	1130	1330	Committee Room 2	Provisional		Yes	
Sept	Tues	17	City Council	1400	1915	Council Chamber	Provisional		Yes	
Sept	Wed	18	Education, Children & YP OSC	1000	1200	Committee Rooms 3 & 4	Provisional	Sarah/ Amanda	Yes	
Sept	Wed	18	Audit Committee	1400	1700	Committee Rooms 3 and 4	Provisional		Yes	
Sept	Thurs	19	Cabinet Committee – Group Company Governance	1400	1600	Committee Room 2	Provisional		No	
Sept	Thurs	19	Sustainability & Transport OSC	1400	1600	Committee Room 6	Provisional		Yes	
Sept	Fri	20								
Sept	Sat	21								
Sept	Sun	22								
Sept	Mon	23								
Sept	Tues	24								
Sept	Wed	25								
Sept	Thurs	26	Standards Committee	1400	1600	Ellen Pinsent Room	Provisional		No	
Sept	Fri	27	Co-ordinating OSC	1000	1200	Committee Room 3&4	Provisional	Christian / Johane	Yes	
Sept	Sat	28								
Sept	Sun	29								
Sept	Mon	30								
Oct	Tue	1	Health and Wellbeing Board	1000	1200	Committee Rooms 3 and 4	Provisional		Yes	
Oct	Wed	2								
Oct	Thurs	3	Planning Committee	1100	1300	Committee Rooms 3 and 4	Provisional		Yes	
Oct	Fri	4								

Oct	Sat	5								
Oct	Sun	6								
Oct	Mon	7								
Oct	Tue	8								
Oct	Wed	9								
Oct	Wed	9								
Oct	Thurs	10								
Oct	Fri	11								
Oct	Sat	12								
Oct	Sun	13								
Oct	Mon	14	Health & Adult Social Care OSC	10.00	12.00	Committee Rooms 3 & 4	Provisional	Fiona / Ade	Yes	
Oct	Tue	15	Cabinet	1000	1230	Committee Rooms 3 and 4	Provisional		Yes	
Oct	Wed	16	Economy & Skills OSC	1000	1200	Committee Room 6	Provisional		Yes	
Oct	Wed	16	Licensing and Public Protection Committee	1030	1230	Committee Rooms 3 and 4	Provisional		Yes	
Oct	Wed	16	Neighbourhoods OSC	1400	1600	Committee Room 6	Provisional	Sarah/Amanda	Yes	
Oct	Thurs	17								
Oct	Fri	18								
Oct	Sat	19								
Oct	Sun	20								
Oct	Mon	21	Council Business Management Committee	1400	1500	Committee Room 6	Provisional		No	
Oct	Tue	22								
Oct	Wed	23	Education, Children & YP OSC	1000	1200	Committee Rooms 3 & 4	Provisional	Sarah/Amanda	Yes	
Oct	Wed	23	Audit Committee	1400	1700	Committee Rooms 3 and 4	Provisional		Yes	
Oct	Thurs	24	Homes OSC	1400	1600	Committee Rooms 3 and 4	Provisional	Amelia / Jayne		
Oct	Thurs	24	Cabinet Committee - Property	1530	1630	Committee Room 6	Provisional		Yes	
Oct	Thurs	24	Schools Forum	1400	1600	MS Teams	Provisional		Yes	

Oct	Fri	25	Co-ordinating OSC	1000	1200	Committee Rooms 3&4	Provisional	Christian / Johane	Yes	
Oct	Sat	26								
Oct	Sun	27								
Oct	Mon	28								
Oct	Tue	29								
Oct	Wed	30								
Oct	Thurs	31	Planning Committee	1100	1300	Committee Rooms 3 and 4	Provisional		Yes	
Nov	Fri	1								
Nov	Sat	2								
Nov	Sun	3								
Nov	Mon	4								
Nov	Tue	5	City Council	1400	1915	Council Chamber	Provisional		Yes	
Nov	Wed	6								
Nov	Thurs	7	Cabinet Committee: Group Company Governance	1230	1430	Committee Room 2	Provisional		Yes	
Nov	Thurs	7	Sustainability & Transport OSC	1400	1600	Committee Room 6	Provisional	Amelia / Baseema	Yes	
Nov	Fri	8								
Nov	Sat	9								
Nov	Sun	10								
Nov	Mon	11	Trusts and Charities Committee	1130	1330	Committee Room 2	Provisional		Yes	
Nov	Tue	12	Cabinet	1000	1230	Committee Rooms 3 and 4	Provisional		Yes	
Nov	Wed	13	Licensing and Public Protection Committee	1030	1230	Committee Rooms 3 and 4	Provisional		Yes	
Nov	Wed	13								
Nov	Fri	15								
Nov	Sat	16								
Nov	Sun	17								
Nov	Mon	18	Council Business Management Committee	1400	1500	Committee Room 6	Provisional		No	
Nov	Tue	19								
Nov	Wed	20								
Nov	Thurs	21								

Nov	Fri	22	Co-ordinating OSC	1000	1200	Committee Rooms 3&4	Provisional	Christian / Johane	Yes	
Nov	Sat	23								
Nov	Sun	24								
Nov	Mon	25								
Nov	Tue	26	Health and Wellbeing Board	1000	1200	Committee Rooms 3 and 4	Provisional		Yes	
Nov	Wed	27	Economy & Skills OSC	1000	1200	Committee Room 6	Provisional	Amelia / Baseema	Yes	
Nov	Wed	27	Neighbourhoods OSC	1400	1600	Committee Room 2	Provisional	Sarah/Amanda	Yes	
Nov	Wed	27	Audit Committee	1400	1700	Committee Rooms 3 and 4	Provisional		Yes	
Nov	Thurs	28	Planning Committee	1100	1300	Committee Rooms 3 and 4	Provisional		Yes	
Nov	Thurs	28	Standards Committee	1400	1600	Ellen Pinsent Room	Provisional		Yes	
Nov	Thurs	28	Cabinet Committee - Property	1530	1630	Committee Room 6	Provisional		Yes	
Nov	Fri	29								
Nov	Sat	30								

**Committee Dates Schedule December – February 2024/25**

2024
2025
Bank Holiday
School Holiday
Labour Party Conference
Conservative Party Conference

**Committees to be confirmed:**

- **Cabinet Committee Equal Pay (Details TBC)**
- **Joint HOSC meetings to be added in year once agreed**

Month/Year	Day	Date	Committee	Start Time	End Time	Location	Status	Scrutiny / Committee Contacts	Public Live streaming	Live Streamer
Dec	Sun	1								
Dec	Mon	2	Health & Adult Social Care OSC	10.00	12.00	Committee Rooms 3 & 4	Provisional	Fiona / Ade	Yes	
Dec	Tue	3	City Council	1400	1915	Council Chamber	Provisional		Yes	
Dec	Wed	4	Education, Children & YP OSC	1000	1200	Committee Rooms 3 & 4	Provisional	Sarah/Amanda	Yes	
Dec	Thurs	5	Homes OSC	1400	1600	Committee Room 6	Provisional	Amelia / Baseema	Yes	
Dec	Thurs	5	Schools Forum	1400	1600	MS Teams	Provisional		Yes	
Dec	Fri	6								
Dec	Sat	7								
Dec	Sun	8								
Dec	Mon	9								
Dec	Tue	10	Cabinet	1000	1230	Committee Rooms 3 and 4	Provisional		Yes	
Dec	Wed	11	Licensing and Public Protection Committee	1030	1230	Committee Rooms 3 and 4	Provisional		Yes	

Dec	Thurs	12	Sustainability & Transport OSC	1400	1600	Committee Rooms 3 and 4	Provisional	Amelia/ Baseema	Yes	
Dec	Fri	13								
Dec	Sat	14								
Dec	Sun	15								
Dec	Mon	16								
Dec	Tue	17	Council Business Management Committee	1400	15	Committee Room 2	Provisional		Yes	
Dec	Wed	18	Cabinet Committee - Property	1000	1100	Committee Room 6	Provisional		Yes	
Dec	Thurs	19	Planning Committee	1100	1300	Committee Rooms 3 and 4	Provisional		Yes	
Dec	Fri	20	Co-ordinating OSC	1000	1200	Committee Room 3&4	Provisional	Christian / Johane	Yes	
Dec	Sat	21								
Dec	Sun	22								
Dec	Mon	23								
Dec	Tue	24								
Dec	Wed	Christmas Day								
Dec	Thurs	Boxing day								
Dec	Fri	27								
Dec	Sat	28								
Dec	Sun	29								
Dec	Mon	30								
Dec	Tue	31								
Jan	Wed	1 New Year's Day								
Jan	Thurs	2								
Jan	Fri	3								
Jan	Sat	4								
Jan	Sun	5								
Jan	Mon	6								
Jan	Tue	7								
Jan	Wed	8	Economy & Skills OSC	1000	1200	Committee Room 6	Provisional	Amelia / Baseema	Yes	
Jan	Wed	8	Neighbourhoods OSC	1400	1600	Committee Room 6 or 3/4	Provisional	Sarah/Amanda	Yes	
Jan	Thurs	9								

Jan	Fri	10								
Jan	Sat	11								
Jan	Sun	12								
Jan	Mon	13	Health & Adult Social Care OSC	1000	12.00	Committee Rooms 3 & 4	Provisional	Fiona / Ade	Yes	
Jan	Mon	13	Council Business Management Committee	1400	1500	Committee Room 6	Provisional		No	
Jan	Tue	14	Cabinet	1000	1230	Committee Rooms 3 and 4	Provisional		Yes	
Jan	Wed	15	Licensing and Public Protection Committee	1030	1230	Committee Rooms 3 and 4	Provisional		Yes	
Jan	Thurs	16	Planning Committee	1100	1300	Committee Rooms 3 and 4	Provisional		Yes	
Jan	Thurs	16	Homes OSC	1400	1600	Committee Room 6	Provisional	Amelia / Jayne	Yes	
Jan	Thurs	16	Schools Forum	1400	1600	MS Teams	Provisional		Yes	
Jan	Fri	17								
Jan	Sat	18								
Jan	Sun	19								
Jan	Mon	20	Trusts and Charities Committee	1130	1330	Committee Room 2	Provisional		Yes	
Jan	Tue	21								
Jan	Wed	22	Education, Children & YP OSC	1000	1200	Committee Rooms 3 & 4	Provisional	Sarah/Amanda	Yes	
Jan	Thurs	23	Cabinet Committee – Group Company Governance	1400	1600	Committee Room 2	Provisional		Yes	
Jan	Thurs	23	Sustainability & Transport OSC	1400	1600	Committee Room 6	Provisional	Amelia / Baseema	Yes	
Jan	Fri	24	Co-ordinating OSC	1000	1200	Committee Room 3&4	Provisional	Christian / Johane	Yes	
Jan	Sat	25								
Jan	Sun	26								
Jan	Mon	27								
Jan	Tue	28	City Council	1400	1915	Council Chamber	Provisional		Yes	
Jan	Wed	29	Audit Committee	1400	1700	Committee Rooms 3 and 4	Provisional		Yes	



Jan	Thurs	30	Standards Committee	1400	1600	Ellen Pinsent Room	Provisional		No	
Jan	Thurs	30	Cabinet Committee - Property	1400	1500	Committee Room 6	Provisional		Yes	
Jan	Fri	31								
Feb	Sat	1								
Feb	Sun	2								
Feb	Mon	3								
Feb	Tue	4	Health and Wellbeing Board	1000	1200	Committee Rooms 3 and 4	Provisional		Yes	
Feb	Wed	5								
Feb	Thurs	6								
Feb	Fri	7								
Feb	Sat	8								
Feb	Sun	9								
Feb	Mon	10	Health & Adult Social Care OSC	1000	12.00	Committee Rooms 3 & 4	Provisional	Fiona / Ade	Yes	
Feb	Mon	10	Council Business Management Committee	1400	1500	Committee Room 6	Provisional		No	
Feb	Tue	11	Cabinet	1030	1230	Committee Rooms 3 and 4	Provisional		Yes	
Feb	Wed	12	Economy & Skills OSC	1000	1200	Committee Room 6	Provisional	Amelia / Baseema	Yes	
Feb	Wed	12	Licensing and Public Protection Committee	1030	1230	Committee Rooms 3 and 4	Provisional		Yes	
Feb	Wed	12	Neighbourhoods OSC	1400	1600	Committee Room 6	Provisional	Sarah/ Amanda	Yes	
Feb	Thurs	13	Planning Committee	1100	1300	Committee Rooms 3 and 4	Provisional		Yes	
Feb	Thurs	13								
Feb	Fri	14								
Feb	Sat	15								
Feb	Sun	16								
Feb	Mon	17								
Feb	Tue	18								
Feb	Wed	19								
Feb	Thurs	20								

Feb	Fri	21								
Feb	Sat	22								
Feb	Sun	23								
Feb	Mon	24								
Feb	Tue	25	City Council (Budget)	1400	1900	Council Chamber	Provisional		Yes	
Feb	Wed	26	Education, Children & YP OSC	1000	1200	Committee Rooms 3 & 4	Provisional	Sarah/Amanda	Yes	
Feb	Wed	26	Audit Committee	1400	1700	Committee Rooms 3 and 4	Provisional		Yes	
Feb	Thurs	27	Homes OSC	1400	1600	Committee Room 6	Provisional	Amelia / Jayne	Yes	
Feb	Thurs	27	Cabinet Committee - Property	1400	1500	COMMITTEE ROOM 2 REQUIRED FOR THIS ONE	Provisional		Yes	
Feb	Fri	28	Co-ordinating OSC	1000	1200	Committee Room 3&4	Provisional	Christian / Johane	Yes	

City

Committee Dates Schedule March – May 2024/25

2024
2025
Bank Holiday
School Holiday
Labour Party Conference
Conservative Party Conference

**Committees to be confirmed:**

- Cabinet Committee Equal Pay (Details TBC)
- Joint HOSC meetings to be added in year once agreed

Month/Year	Day	Date	Committee	Start Time	End Time	Location	Status	Scrutiny / Committee Contacts	Public / Live streaming	Live Streamer
March	Sat	1								
March	Sun	2								
March	Mon	3								
March	Tue	4								
March	Wed	5								
March	Thurs	6	Sustainability & Transport OSC	1400	1600	Committee Room 6	Provisional	Amelia / Baseema	Yes	
March	Fri	7								
March	Sat	8								
March	Sun	9								
March	Mon	10	Trusts and Charities Committee	1130	1330	Committee Room 2	Provisional		Yes	
March	Tue	11								
March	Wed	12	Licensing and Public Protection Committee	1030	1230	Committee Rooms 3 and 4	Provisional		Yes	
March	Thurs	13	Planning Committee	1100	1300	Committee Rooms 3 and 4	Provisional		Yes	

March	Thurs	13	Cabinet Committee - Group Company Governance	1400	1600	Committee Room 2	Provisional		No	
March	Fri	14								
March	Sat	15								
March	Sun	16								
March	Mon	17								
March	Tue	18	Cabinet	1000	1230	Committee Rooms 3 and 4	Provisional		Yes	
March	Wed	19								
March	Thurs	20	Standards Committee	1400	1600	Ellen Pinsent Room	Provisional		No	
March	Fri	21								
March	Sat	22								
March	Sun	23								
March	Mon	24	Health & Adult Social Care OSC	10.00	12.00	Committee Rooms 3 & 4	Provisional	Fiona / Ade	Yes	
March	Tue	25	Health and Wellbeing Board	1000	1200	Committee Rooms 3 and 4	Provisional		Yes	
March	Tue	25	Council Business Management Committee	1400	1500	Committee Room 6	Provisional		No	
March	Wed	26	Audit Committee	1400	1700	Committee Rooms 3 and 4	Provisional		Yes	
March	Thurs	27	Cabinet Committee - Property	1400	1600	COMMITTEE ROOM 2 REQUIRED FOR THIS ONE	Provisional		Yes	
March	Fri	28	Co-ordinating OSC	1000	1200	Committee Room 3&4	Provisional	Christian / Johane	Yes	
March	Sat	29								
March	Sun	30								
March	Mon	31								
Apr	Tue	1								
Apr	Wed	2	Economy and Skills OSC	1000	1200	Committee Room 6	Provisional	Amelia / Baseema	Yes	
Apr	Wed	2	Neighbourhoods OSC	1400	1600	Committee Room 6	Provisional	Sarah/Amanda	Yes	
Apr	Thurs	3								
Apr	Fri	4								

Apr	Sat	5										
Apr	Sun	6										
Apr	Mon	7	Trusts and Charities Committee	1130	1330	Committee Room 2	Provisional		Yes			
Apr	Tue	8	City Council	1400	1915	Council Chamber	Provisional		Yes			
Apr	Wed	9	Education, Children & YP OSC	1000	1200	Committee Rooms 3 & 4	Provisional	Sarah/Amanda	Yes			
Apr	Thurs	10	Planning Committee	1100	1300	Committee Rooms 3 and 4	Provisional		Yes			
Apr	Thurs	10	Homes OSC	1400	1600	Committee Room 6	Provisional	Amelia / Jayne	Yes			
Apr	Thurs	10	Schools Forum	1400	1600	MS Teams	Provisional		Yes			
Apr	Fri	11										
Apr	Sat	12										
Apr	Sun	13										
Apr	Mon	14										
Apr	Tue	15										
Apr	Wed	16										
Apr	Thurs	17	Sustainability & Transport OSC	1400	1600	Committee Room 6	Provisional	Amelia / Baseema	Yes			
Apr	Fri	18	Good Friday Bank Holiday									
Apr	Sat	19										
Apr	Sun	20										
Apr	Mon	21	Easter Monday Bank Holiday									
Apr	Tue	22										
Apr	Wed	23										
Apr	Thurs	24	Cabinet Committee - Property	1400	1500	Committee Room 6	Provisional		Yes			
Apr	Fri	25										
Apr	Sat	26										
Apr	Sun	27										
Apr	Mon	28										
Apr	Tue	29	Cabinet	1000	1230	Committee Rooms 3 and 4	Provisional		Yes			
Apr	Wed	30	Audit Committee	1400	1700	Committee Rooms 3 and 4	Provisional		Yes			
May	Thurs	1										

May	Fri	2	Co-ordinating OSC	1000	1200	Committee Room 3&4	Provisional	Christian / Johane	Yes	
May	Sat	3								
May	Sun	4								
May	Mon	5 Early May Bank Holiday								
May	Tue	6	Council Business Management Committee	1400	1700	Committee Room 6	Provisional		No	
May	Wed	7	Economy & Skills OSC	1000	1200	Committee Room 6	Provisional	Amelia / BAsema	Yes	
May	Thurs	8	Planning Committee	1100	1300	Committee Rooms 3 and 4	Provisional		Yes	
May	Thurs	8	Homes OSC	1400	1600	Committee Room 6	Provisional	Amelia/ Jayne	Yes	
May	Fri	9								
May	Sat	10								
May	Sun	11								
May	Mon	12	Health & Adult Social Care OSC	10.00	12.00	Committee Room 3 & 4	Provisional	Fiona / Ade	Yes	
May	Tue	13	Cabinet	1000	1230	Committee Rooms 3 and 4	Provisional		Yes	
May	Wed	14	Education, Children & YP OSC	1000	1200	Committee Rooms 3 & 4	Provisional	Sarah/Amanda	Yes	
May	Wed	14	Neighbourhoods OSC	1400	1600	Committee Room 6	Provisional	Sarah/Amanda	Yes	
May	Thurs	15	Cabinet Committee – Group Company Governance	1400	1600	Committee Room 2	Provisional		No	
May	Thurs	15	Sustainability & Transport OSC	1400	1600	Committee Room 6	Provisional	Amelia / Baseema	Yes	
May	Fri	16								
May	Sat	17								
May	Sun	18								
May	Mon	19								
May	Tue	20	City Council (Annual Meeting)	1600	1800	Council Chamber	Provisional		Yes	
May	Wed	21								
May	Thurs	22	Standards Committee	1400	1600	Ellen Pinsent Room	Provisional		No	
May	Fri	23								

May	Sat	24								
May	Sun	25								
May	Mon	26 Spring Bank Holiday								
May	Tue	27	Council Business Management Committee PUSH TO 2 JUNE – CITY COUNCIL WOULD THEN BE ON 17 JUNE	1400	1500	Committee Room 6	Provisional		No	
May	Wed	28								
May	Thurs	29								
May	Fri	30								
May	Sat	31								

