

**Members are reminded that they must declare all relevant pecuniary and non-pecuniary interests relating to any items of business to be discussed at this meeting**

**BIRMINGHAM CITY COUNCIL**

**COUNCIL BUSINESS MANAGEMENT COMMITTEE**

**TUESDAY, 18 OCTOBER 2016 AT 14:00 HOURS**  
**IN COMMITTEE ROOM 2, COUNCIL HOUSE, VICTORIA SQUARE,**  
**BIRMINGHAM, B1 1BB**

**A G E N D A**

1 **NOTICE OF RECORDING**

Chairman to advise meeting to note that members of the press/public may record and take photographs except where there are confidential or exempt items.

2 **APPOINTMENT TO THE COMMITTEE**

To note the resolution of the City Council appointing Gareth Moore to the Council Business Management Committee for the remainder of the Municipal Year 2016/2017 in place of Councillor Anne Underwood.

3 **APOLOGIES**

To receive any apologies.

**3 - 8**

4 **MINUTES**

To confirm and sign the Minutes of the last meeting.

**9 - 38**

5 **OVERSEAS TRAVEL AND INWARD DELEGATIONS FROM ABROAD**

Report of the Strategic Director for Change and Support Services.

**39 - 66**

6 **FUTURE COUNCIL WORKFORCE SAVINGS**

Report of the Chief Executive.

**67 - 80**

7 **CITY COUNCIL'S CONSTITUTION**

Report of the City Solicitor.

**81 - 82**

8 **PETITIONS UPDATE**

Report of the City Solicitor.

**83 - 84**

9 **COUNCIL AGENDA FOR THE NEXT MEETING**

To consider the Council agenda for the next meeting.  
For information the order of Notices of Motion at this meeting will be Liberal Democrat, Labour and Conservative.

10 **OTHER URGENT BUSINESS**

To consider any items of business by reason of special circumstances (to be specified) that in the opinion of the Chairman are matters of urgency.

11 **AUTHORITY TO CHAIRMAN AND OFFICERS**

Chairman to move:-

'In an urgent situation between meetings, the Chair jointly with the relevant Chief Officer has authority to act on behalf of the Committee'.

# BIRMINGHAM CITY COUNCIL

**COUNCIL BUSINESS  
MANAGEMENT COMMITTEE  
31 AUGUST 2016**

**MINUTES OF A MEETING OF THE COUNCIL BUSINESS MANAGEMENT  
COMMITTEE HELD ON WEDNESDAY 31 AUGUST 2016 AT 1200 HOURS,  
IN COMMITTEE ROOM 2, THE COUNCIL HOUSE, BIRMINGHAM**

**PRESENT:**

Councillor John Clancy in the Chair;

Councillors Robert Alden, Mohammed Idrees, Sharon Thompson, Ian Ward  
and Mike Ward.

\*\*\*\*\*

---

**NOTICE OF RECORDING**

2528 The Chair advised the meeting to note that members of the press/public may record and take photographs except where there are confidential or exempt items.

---

**APOLOGIES**

2529 Apologies for non-attendance were submitted on behalf of Councillors Barry Bowles and Anne Underwood.

---

**MINUTES**

Councillor Mike Ward indicated that in the first paragraph of the preamble to Minute No 2521 it was himself, not Councillor Alden, who had referred to the membership of the Lord Mayor's Advisory Group

2530 With that amendment, the Minutes of the last meeting held on 28 June 2016 were confirmed and signed by the Chair.

---

**INDEPENDENT REMUNERATION PANEL - MEMBERSHIP**

The following report of the City Solicitor was submitted:-

(See document No 1)

Emma Williamson, Head of Scrutiny Services, made introductory comments relating to the report and, in response to Members comments, explained that,

due to having new members on the panel, it was felt appropriate to continue with the current Membership until February 2017 when changes to the membership would begin. She noted that the need to advertise for panel Members (every two years) and the associated costs had been taken in to account in the proposals.

During the ensuing discussion, the benefits of having former Councillors on the Panel were highlighted. It was emphasised that the Council appointed positions should be used to appoint trade union and business representatives.

2531

**RESOLVED:-**

- (i) That the Constitution (Part B8 – Independent Remuneration Panel set out in Appendix 1) is amended to reflect the following:
  - a) That the balance of appointed and citizen representative members be two appointed representatives and four citizen representatives;
  - b) That the two co-opted members who are former councillors are non-voting members, appointed for four years in line with the election cycle.
  - c) That the references to councillor pensions are removed.
- (ii) that the proposed schedule of terms of office set out below is adopted:

	Current term expires	Length of Next Term	Term Expires	Length of subsequent terms	Expiry in subsequent years
2 x citizen reps	28th Feb 2017	2.5 years	31 Aug 2019	4 years	2023, 2027 ...
2 x appointed	31st Aug 2017	3 years	31 Aug 2020	4 years	2024, 2028 ...
2 x citizen reps	28th Feb 2017	4.5 years	31 Aug 2021	4 years	2025, 2029 ...

- (iii) that the draft Role Description document, set out in Appendix 2, is approved; and
  - (iv) that CBM ask officers to initiate the recruitment process to lead to appointments in February 2017; and that members of CBM are nominated to sit on a recruitment panel.
-

**PROPOSED CHANGES TO THE CONSTITUTION**

The following report of the City Solicitor was submitted:-

(See document No 2)

Councillor Ian Ward proposed that on page 37 of 202 part 8.0 Group of Executive Committee should read as follows:

**“8.0 Cabinet Committee Group Governance**

This Cabinet Committee will be established by the Cabinet with the following membership.

- The Deputy Leader
- Another Cabinet Member as deemed appropriate by the Deputy Leader
- The Membership of the Committee shall be based on cross party representation.
- To include non-executive directors from the Wider Business Community (none voting)

The quorum for the Committee shall be determined by the Committee and must include a Cabinet Member and a member of the Opposition.

The role of the Committee is to ensure that the Council’s strategic objectives are met across the group and to support the development of the group in line with the Council’s regulations and ambitions.”

Councillor Robert Alden indicated that he had noted that the word objectives had been omitted from the last paragraph in 8.0 as indicated in the above amendment. In addition he suggested that on page 38 of 202 part 8.1 in the first bullet point the word “board” should have a capital b. In the ninth bullet point words should be added to reflect Brexit. In the ensuing discussion it was agreed to add the words ‘or other such legislative’ after the word ‘procurement’

Following further comments from Councillor Mike Ward relating to the Member /Officer Relations Protocol, during discussion it was agreed that in paragraph 2.1 the last bullet point be deleted, in paragraph 2.2 second bullet point the words ‘that have followed due process’ be added and in paragraph 3.2 the word ‘approach’ be added before the word ‘working’.

2532

**RESOLVED:-**

- (i) That the Committee notes the proposed changes to the City Council’s Constitution set out in paragraph 3 and in the appendix, as revised by the amendments proposed in the forgoing preamble, to this report; and
- (ii) that the Committee notes and approves inclusion of this report and appendix, as revised by the amendments proposed in the forgoing preamble, in the full agenda for the full Council meeting on 13 September 2016.

**YOUNG ACTIVE TRAVEL CHARITABLE TRUST**

The following report of the Interim City Solicitor and Acting strategic director – Place was submitted:-

(See document No 3)

Jacqui Kennedy, Acting Strategic Director – Place, made introductory comments on the report and responded appropriately to comments from Members. Following a further comment from Councillor Ian Ward, she undertook to amend the last bullet point on page 2 of the report to City Council to reflect that the £750 investment was for the 2017/2018 financial year.

2533

**RESOLVED:-**

That, subject to the amendment referred to in the foregoing preamble, the submission of the Motion and Draft Trust Deed for approval to, respectively, Council as Trustee on 13 September and the Lord Mayor thereafter be approved.

---

**REQUEST FOR THE USE OF THE COAT OF ARMS – HS2 LTD**

The following report of the City Solicitor was submitted:-

(See document No 4)

Following a suggestion from Councillor Robert Alden on whether the Coat of Arms could be displayed on the trains, it was agreed that this was not appropriate. The use as requested was agreed.

2534

**RESOLVED:-**

That this Committee advises the HS2 Ltd that it does not object to the proposed use of the Coat of Arms as set out in the report.

---

**LENGTH OF BREAKS AT CITY COUNCIL MEETINGS**

Following a short discussion on the need to extend breaks at meetings of full Council to allow people with medical needs such as diabetes to have sustenance it was-

2535

**RESOLVED:-**

That breaks at City Council Meetings be extended to 30 minutes and consequently meetings of the City Council conclude at 1915 hours; further the Council's Constitution be amended accordingly.

---

**COUNCIL AS TRUSTEE AND COUNCIL AGENDA FOR THE NEXT MEETING**

The following draft agendas were submitted:-

(See document No 5)

Following discussion it was agreed that Council as Trustee should meet after the meeting of full Council.

2536

**RESOLVED:-**

That the draft agendas be noted.

---

**OTHER URGENT BUSINESS**

There was not Other Urgent Business.

---

**AUTHORITY TO CHAIR AND OFFICERS**

2537

**RESOLVED:-**

That in an urgent situation between meetings the Chair, jointly with the relevant Chief Officer, has authority to act on behalf of the Committee.

---

The meeting ended at 1248 hours.

.....  
CHAIR



<b>Report to:</b>	<b>COUNCIL BUSINESS MANAGEMENT COMMITTEE</b>
<b>Report of:</b>	<b>STRATEGIC DIRECTOR FOR CHANGE AND SUPPORT SERVICES</b>
<b>Date of Decision:</b>	<b>18 OCTOBER 2016</b>
<b>SUBJECT:</b>	<b>OVERSEAS TRAVEL AND INWARD DELEGATIONS FROM ABROAD</b>
<b>Wards affected:</b>	<b>All</b>

**1. Purpose of report:**

- 1.1 To provide details, for information, of Member and Officer overseas travel undertaken between 6 April – 26 August 2016
- 1.2 To provide details, for information, of inward delegations from abroad.

**2. Decision(s) recommended:**

- 2.1 To note approved Member and officer overseas travel.
- 2.2 To note the details of inward delegations from abroad.
- 2.3 To note that with effect from 19 January 2016 authority for foreign travel by City Council Members and officers will only be granted when 4 weeks' notice has been given. Visits proposed with less than 4 weeks' notice will be refused unless under EXCEPTIONAL CIRCUMSTANCES which will require written documentation and an extremely robust reason to travel.

<b>Contact Officer:</b>	Mike Murray
<b>Telephone No:</b> <b>E-mail address:</b>	0121 303 4452 Mike_Murray@birmingham.gov.uk

**3. Relevant background/chronology of key events:**

**A. OVERSEAS TRAVEL**

3.1 The Council Business Management Committee has responsibility for the oversight of arrangements for foreign travel undertaken by Members and officers of the City Council. Under the new administration the authorisation of foreign travel has been delegated to Strategic Directors and the Chief Executive or nominee.

At the request of Members, quarterly reports on foreign travel undertaken are reported to this Committee.

3.2 In line with established practice the attached schedule of visits are grouped to reflect the main activity areas identified within the Council's current international activities. With particular relevance to the City Council's priorities as detailed in the Council Plan. Those activities include:

**Civic related visits** – Visits undertaken by the Lord Mayor

**Networks/Policy** – The various European and international agencies on which we have representation or where we seek to further Birmingham's interests e.g. Eurocities and the Commonwealth Local Government Forum.

**Sister/Partner Cities** – This refers to our on going work with Chicago, Frankfurt, Guangzhou, Johannesburg, Leipzig, Lyon and Milan.

**Funding, Specific Projects/Professional** – Where Birmingham participates in collaborative, practical or funding initiatives with benefits to Birmingham, or where joint work is undertaken through professional bodies.

3.3 In the interest of minimising the costs of foreign travel undertaken by Members and officers requests must be submitted at least 4 weeks before the intended date of travel. This will enable the purchase of flights and accommodation at the most economical cost.

**3.4 Travel Undertaken**

The attached Appendix A is a summary of approved overseas travel comprising of 5 visits undertaken by Members and 29 visits by officers at a maximum cost of £20,424.

**B. INWARD DELEGATIONS FROM ABROAD**

3.5 As part of the City Council's broader engagement with the international community consideration has been given to how the Council can improve the effectiveness of delegations to Birmingham from abroad. Consequently a registry of such visits was established in January 2008.

Subsequently the Council Business Management Committee requested, in December 2008, that regular reports be submitted with details of delegations visiting Birmingham from abroad. Attached is a summary of inward visits for May – September 2016  
Appendix B

Signature: .....

Chief Officer: .....

Date: .....

**List of Background Documents used to compile this Report:**

Authorisation for foreign travel forms and report back from visits. Registry of inward delegations.

CIVIC RELATED VISITS

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
Lord Mayors Parlour 1 Officer	Albert, France	23 April 2016	To meet with officials to discuss final arrangements to commemorate the 100 <sup>th</sup> anniversary of the First World War in particular the centenary of the Battle of the Somme <b>Practical Outcomes</b> <ul style="list-style-type: none"> <li>Final arrangements were made for the commemorative events on the centenary of the Battle of the Somme and the collaborative project between the Town of Albert, Birmingham City Council and the CBSO.</li> </ul>	£197 Eurostar/train £175 Subsistence £22 Authorised by Angela Probert
Lord Mayor's Parlour Councillor Ray Hassall 1 Officer	Orlando, USA	6-14 May 2016	To support injured military personnel at the Invictus Games 2016 <b>Practical Outcomes</b> <ul style="list-style-type: none"> <li>All of the military personnel taking part in this year's Games for Team GB were treated at the Queen Elizabeth Hospital Birmingham. Many were from Regiments that have been granted the Freedom of the City.</li> <li>The visit also showed the City's support for the amazing work taking place at both the Queen Elizabeth Hospital Birmingham, Fisher House, and the city's Universities, especially BCU of which the Lord Mayor is Chancellor; as well as supporting the injured military personnel who have any connection with this City.</li> <li>By attending the Invictus Games, the Lord Mayor was also able to fly the flag' for Birmingham and it was mentioned at the British Ambassador's reception that the Birmingham was the only UK city to have Civic representation at the Games</li> </ul>	£7,689 Flights £3,628 Accommodation £3,429 Subsistence £632 Authorised by Cllr John Clancy/Angela Probert

**CIVIC RELATED VISITS**

<b>DEPARTMENT /REPRESENTATION</b>	<b>DESTINATION</b>	<b>DURATION</b>	<b>PURPOSE OF VISIT</b>	<b>TOTAL COST</b>
Lord Mayors Parlour Councillor Carl Rice 1 Officer	Albert, France Ypres, Belgium	30 June – 5 July 2016	<p>To participate in events relating to the 100<sup>th</sup> Anniversary of the First World War, in particular the centenary of the Battle of the Somme</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• Further renewed and strengthened connections between Albert and Birmingham. Birmingham was one of just 3 Cities/Towns invited to take part in the formal commemorations for the 100<sup>th</sup> anniversary of the Battle of the Somme.</li> <li>• Saw the culmination of a 3 year project with the CBSO to support the commemorations, with CBSO musicians and Youth Chorus undertaking 2 performances at the Cathedrale de Notre Dame in Albert.</li> <li>• At Ypres, the Lord Mayor led the Last Post ceremony at the Menin Gate, reading the Kohima and laying a wreath.</li> </ul>	<p>£1,966 Eurostar/Car hire £1,227 Accommodation £495 – cost of accommodation in Albert met by Albert Subsistence £244 Authorised by Councillor John Clancy</p>

PARTNER CITIES RELATED VISITS

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
<p>Councillor John Clancy European and International Affairs 1 Officer</p>	<p>Chicago, USA</p>	<p>31 May – 3 June 2016</p>	<p>To participate in Global Cities Forum. In addition to meet with Mayor Rahm Emanuel and officials to discuss our current joint work programme with Chicago City Hall</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• At the invitation of Mayor Rahm Emanuel the Leader of the Council participated in the Chicago Forum on Global Cities. The Forum comprised 500 senior representatives of Chicago`s Sister and other cities. With inputs from leading experts consideration was given to the current social, economic and other global issues affecting major cities. This included resilience, finance, future planning, use of technology, young people, transportation, climate change and combating violence.</li> <li>• The Leader also participated in a Roundtable of 20 Mayors discussing common challenges and interests.</li> <li>• In addition the Leader had a private meeting with Mayor Emanuel to discuss current developments affecting Birmingham and Chicago as well as the strengthening of the Sister City relationship.</li> <li>• The Leader also met with the First Deputy Commissioner, Department of Family and Support Services to discuss social service provision.</li> <li>• Other meetings were held with Steve Bridges UK Consul – General, the Sister City Committee and staff of the Chicago Sister Cities International Programme to progress aspects of the agreed work programme between the cities.</li> <li>• At the suggestion of Mayor Emanuel a visit was also made to U+I Labs - a major US innovation hub. Birmingham Catapult has subsequently expressed an interested in collaboration with U+I Labs.</li> </ul>	<p>£2,957 Flights £1,843 Accommodation £960 Subsistence £154 Authorised by Councillor Ian Ward</p>

PARTNER CITIES RELATED VISITS - CONTINUED

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
European and International Affairs	Guangzhou, China	10-17 July 2016	<p>To progress the Birmingham/Guangzhou Sister city relationship</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• Meetings held with Director – General and staff of the Guangzhou People’s Government Foreign Affairs Office to progress various activities within the current work programme. This includes: overall long – term objectives; identification and implementation of short stay intern exchange programme of projects and sharing of experience and good practice. These will initially focus on city / urban planning / skills enhancement and apprenticeship for young people / waste management / future governance and use of new technology / sustainability / environment / support to disadvantaged citizens / provision for increasing number of elderly citizens and economic development.</li> <li>• Met with individual People’s Government Departmental Directors to progress individual activities e.g. aspects of joint training of student teachers with Birmingham City University and Guangzhou counterparts. This would incorporate a specific International Module devised by BCC and BCU for the benefit of Birmingham schools.</li> <li>• Initial discussions on proposed Football Academy in collaboration with Sport Birmingham, Sport England, Aston Villa Football Club and Football Association.</li> <li>• Meetings to progress BCC’s application for the Guangzhou Urban Awards ceremony to be held in November 2016.</li> <li>• Discussions held with representatives of the Guangzhou Library regarding a month long exhibition of Library of Birmingham archive photographs in December 2016.</li> <li>• Discussions with Guangzhou People’s Government staff on potential visit to the city by the Leader of Birmingham City Council as well a separate visit by the Lord Mayor and senior representatives of Birmingham City Council. There will also be a visit to Guangzhou by the CBSO in December.</li> <li>• Met with UK Deputy Consul General to discuss application for funding for Sister City engagement through the Foreign and Commonwealth Office Prosperity Fund.</li> <li>• Meeting with representatives of Guangzhou Development District regarding a Birmingham business support request through the China / EU “World Cities” initiative.</li> </ul>	<p>£1,402            Flights £736            Accommodation £481            Subsistence £185            Authorised by Angela Probert</p>

**NETWORK RELATED VISITS**

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
European and International Affairs – 1 Officer	Enschede, Netherlands	11-13 April 2016	<p>To attend a Eurocities Economic Development Forum</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• Chaired two working group meetings and attended a workshop on changing the governance of the the 'urban specific' working groups of Eurocities.</li> <li>• The two WG meetings chaired included one on Cohesion Policy (this is the European Structural and Investment Funds) and the EU Urban Agenda. Birmingham's leadership in these areas provides significant influence over urban policy and funding that can benefit the city.</li> </ul>	<p>£534                      Flights/Train £309                      Accommodation £163                      Subsistence £62                      Authorised by Angela Probert</p>
Culture and Visitor Economy Councillor Ian Ward 1 Officer	Sofia, Bulgaria	19-22 April 2016	<p>To attend a Eurocities Culture for Cities and Regions project meeting aimed at exploring existing best practices across Europe for the investment in culture.</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• The project particularly looks at the role of cultural and creative industries in economic regeneration, cultural heritage as a driver for social inclusion and culture as a means to social innovation.</li> <li>• The visit to Sofia focussed on new models of partnership between the cultural, public and private sectors, and new mechanisms for investment.</li> <li>• Sofia has been developing such models since it bid to be European Capital of Culture, and during the study visit, participants were able to learn more about models for private sector involvement in the children's museum, for combining library services with other commercial services, partnerships with national bodies, and a pilot scheme for matching private investment with public sector grants.</li> <li>• The visit was attended by a group of twenty people, including two "experts" appointed by the project to facilitate learning. As Birmingham has been undertaking a Cultural Investment Enquiry into just these kinds of models, the visit was helpful in considering alternatives, and has led directly to a proposition to create a challenge fund for matching private investment into culture in Birmingham.</li> </ul>	<p>£77 for subsistence .                      Flight and accommodation costs met by Forum organisers                      Authorised by Jacqui Kennedy</p>

NETWORK RELATED VISITS - CONTINUED

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
European and International Affairs 1 Officer	Porto, Portugal	11-13 May 2016	To attend a Eurocities Co-operation Platform meeting <b>Practical Outcomes</b> <ul style="list-style-type: none"> <li>Presented the EUROCITIES 2015 Annual Accounts to the EUROCITIES membership which were formally agreed.</li> <li>Participated in a meeting of the EUROCITIES Executive Committee, the group of 12 cities that are responsible for the strategic direction and financial management of the EUROCITIES network.</li> <li>Attended a briefing to update cities on EU Smart Cities policy; there are opportunities for Smart Cities funding and training.</li> <li>Attended a presentation with feedback on proposals received in the first call of new Urban Innovative Actions programme which was helpful as Birmingham has recently submitted a proposal to this programme. The information obtained will be useful to us in planning whether, and how, to respond to the second call later this year.</li> </ul>	£776 Flights £482 Accommodation £264 Subsistence £30 Authorised by Angela Probert
European and International Affairs 1 Officer	Nante, France	13-14 June 2016	To attend and Eurocities Executive meeting <b>Practical Outcomes</b> <ul style="list-style-type: none"> <li>As Birmingham is Treasurer of Eurocities the latest budget/financial position of the network was presented.</li> <li>As well as dealing with the standard Executive items it also held discussions to agree the topic and format of the political debate that will take place at the AGM and Annual Conference in Milan in November.</li> <li>In normal circumstances this meeting would also have included a Council Member (usually Leader or Deputy Leader) but there was no political representation on this occasion (the first time since Birmingham rejoined the Executive Committee).</li> </ul>	£735 Flights £575 Accommodation £122 Subsistence £38 Authorised by Angela Probert

NETWORK RELATED VISITS - CONTINUED

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
European and International Affairs 1 Officer	Brussels, Belgium	28-29 June 2016	<p>To attend a Eurocities Cohesion Policy and re-structuring Working groups</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• Meeting/workshop between Eurocities and the Head of Cabinet for Commissioner Cretu of DG Regional and Urban Affairs and an official from DG Employment.</li> <li>• The meeting was to input into the mid-term review of EU Cohesion Policy and the EU multi-annual financial framework. Both will influence EU funding to cities in the 2nd half of the 2014-20 programme.</li> <li>• Enabled 4 urban specific working groups of Eurocities to meet and progress the new governance and work programme for Eurocities input to Urban issues including EU Urban Agenda .</li> <li>• Met with staff at the Brussels Office and covered all Brussels based issues such as HR, financial, contract and SLA's.</li> </ul>	<p>£247 Eurostar £112 Accommodation £120 Subsistence £15 Authorised by Angela Probert</p>

PROFESSIONAL, FUNDING AND SPECIFIC PROJECTS RELATED VISITS

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
European and International Affairs – 1 Officer	Amsterdam, Netherlands	6-7 April 2016	<p>To attend an EU Urban Agenda meeting on urban poverty</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• Birmingham was selected as one of only 5 EU cities to join the European Commission and Member State Governments to undertake work on addressing bottlenecks and improving EU funding, EU regulations and EU knowledge for Urban Poverty.</li> <li>• Brainstormed the terms of reference and core priorities to include in the scoping paper to be prepared by the 'experts' for the partnership. The next meeting in Athens in September will move the completed scoping paper towards an action plan to identify and implement recommendations emerging from the partnership.</li> </ul>	<p>£529</p> <p>Flights £320</p> <p>Accommodation £184</p> <p>Subsistence £25</p> <p>Authorised by Angela Probert</p>

PROFESSIONAL, FUNDING AND SPECIFIC PROJECTS RELATED VISITS - CONTINUED

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
European and International Affairs – 1 Officer	Kingston, Jamaica	10-17 April 2016	<p>To support a Birmingham Commonwealth Association (BCA) Trade and Business, Local Government and Education visit</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• The visit comprised the first ever Birmingham Commonwealth Association (BCA) trade mission. Formed 2 years ago the BCA was established to develop linkages between greater Birmingham and Commonwealth countries. It has a specific Trade and Business Focus Group.</li> <li>• With support from the Department of International Trade (formerly UKTI), the Jamaica Exporters Association and the British High Commission in Kingston the delegation had representation from the health and food sectors, academia, Chamber of Commerce and Birmingham City Council.</li> <li>• From a series of BCA, business, university, central and local government meetings a series of trade deals were completed culminating in a formal session with the Rt Hon Andrew Holness, Prime Minister of Jamaica. Specific outcomes included: <ul style="list-style-type: none"> <li>- Medical Devices Technology International (MDTI) being awarded contracts in excess of £10 million export business over the next 5 years.</li> <li>- Cleone Foods agreeing a distribution deal with Island Delights for food products in to the UK and beyond, requiring a £250,000 extension to the Hockley factory with an increase in exports of £1 million per annum and employment of additional staff.</li> </ul> </li> <li>• Birmingham City University providing a training programme for health care support staff as well as agreeing a series of curriculum, student and staff exchanges.</li> <li>• Birmingham City Council and Kingston Council agreed a series of collaborative actions to share best practice around service delivery in relation to young people with country of heritage related activities. These to be supported from Foreign and Commonwealth Prosperity Fund.</li> <li>• The BCA engaged with its counterpart: Kingston Commonwealth Association.</li> <li>• The British High Commissioner highlighted the benefits for UK companies to engage with a Commonwealth of 2.2 billion people, shared language, complementary legal and business practices with a 10 – 15% saving on trade between member countries.</li> </ul>	<p>£1,750  Flights £835  Accommodation £775  Subsistence £140  Authorised by Angela Probert</p>

PROFESSIONAL, FUNDING AND SPECIFIC PROJECTS RELATED VISITS - CONTINUED

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
Digital Birmingham 2 Officers	Genoa, Italy	19-21 April 2016	<p>To participate in an INTERREG funded PURE COSMOS project meeting aimed at exchanging good practices on the role that public authorities play in enhancing the competitiveness of SMEs by improving business climate and support in which they operate.</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• Project partners brought together to understand the project processes that have to be followed in order to claim the European Funding that has been awarded as part of the Project Grant.</li> <li>• The 1<sup>st</sup> European Partner Meeting following kick-off identifies in more detail the work packages and the deliverables that need to be achieved in each quarter. It identifies any issues or barriers in relation to the work that has been identified and identifies potential solutions to these.</li> <li>• Protocols and the objectives of the project were set out as well as enabling project partners to understand each other's perspective and challenges in relation to the project.</li> <li>• Each partner presented their objectives and explained what they will be doing.</li> <li>• Birmingham is the lead on the project for Peer Reviews which aims to identify barriers and obstacles SMEs face when applying for funding, working with local authorities, applying for contracts, legislative processes and regulations and how this can become more streamlined and improved to help businesses become more competitive.</li> <li>• All partners within the project will undertake a baseline survey of SMEs that will ask specific questions to understand the issues that SMEs face. The peer review will then take the results of the survey and working with experts identify potential solutions that can be identified to address specific challenges.</li> <li>• A regional stakeholder group made up of senior decision makers from across Birmingham representing specific areas e.g. GBSLEP, Growth Hub, BCC, Innovation Birmingham, University, Chamber of Commerce etc will help to set out the challenges that SME's face in the current climate and identify current processes and systems that are in place.</li> <li>• Birmingham presented the methodology that was to be followed by all partners and the processes of the peer reviews. Birmingham is the first peer review to take place 27-29<sup>th</sup> September.</li> </ul>	<p><b>ALL COSTS MET BY EUROPEAN FUNDING</b> Authorised by Waheed Nazir</p>

PROFESSIONAL, FUNDING AND SPECIFIC PROJECTS RELATED VISITS - CONTINUED

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
Education 1 Officer	Antwerp, Belgium	25-27 April 2016	<p>To participate in a project aimed at improving how we engage parents within newly arrived families to help their children do well at school</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• This visit was the third and final meeting of the six cities involved in the project (Glasgow, Hamburg, Rotterdam, Ghent and Antwerp). Each of the meetings was designed to share evolving action plans, visit projects and support implementation of next steps.</li> <li>• Seeing a project to develop local neighbourhood networks of a whole range of public, private and third sector activities working with parents of newly arrived families.</li> <li>• Reviewed action plans and identified ideas from across the cities involved to strengthen and enhance proposals.</li> <li>• Birmingham’s project plan involved developing an adult education programme to be co-designed and delivered in partnership with schools. By implanting adult / family learning programmes in partnership with Adult Education services, libraries and schools, the intention was to secure improved parental engagement and equip parents with key skills to help them help their children succeed in education.</li> <li>• The programmes were to be designed to both increase parent’s key skill such as literacy, digital literacy and numeracy but with a contextual focus on the education system. This was intended to engage parents directly in their children’s learning and break down barriers between home and school by ensuring parents are less intimidated by schools. Pilot work began with adult education and schools in the Summer term of 2016, however changes in adult education personnel have delayed the roll out of this element of the programme.</li> </ul>	£35 for subsistence. Flights and accommodation costs met by European funding Authorised by Colin Diamond

			<ul style="list-style-type: none"><li>• A second strand involved the extension of the Schools of Sanctuary work in Birmingham schools. The Schools of Sanctuary programme is designed to help schools adopt a wider approach to supporting newly arrived families, promoting a range of cultural activities designed to enable children and families to grow a sense of belonging and again break down barriers as families engage with new and different educational requirements.</li><li>• A number of schools are now engaged with the Schools of Sanctuary Scheme and this is likely to be extended as we develop our offer in particular to unaccompanied asylum seeker children, schools to consider engaging with the scheme in order to promote inclusive practice for newly arrived families.</li><li>• As a result of our involvement in this project, Birmingham is currently exploring further work with a charitable foundation to extend support for refugee and asylum seeker families. A proposal is under development to take forwards a project that would broker legal support for undocumented minors in partnership with schools.</li></ul>	
--	--	--	---	--

PROFESSIONAL, FUNDING AND SPECIFIC PROJECTS RELATED VISITS - CONTINUED

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
Culture and Visitor Economy 1 Officer	Brussels, Belgium	28-29 April 2016	Invited to attend Voices of Culture structured intercultural dialogue meeting <b>Practical Outcomes</b> <ul style="list-style-type: none"> <li>• Joined a cohort of Cultural officers invited from across Europe's major cultural institutions / cities. 30 delegates were brought together under the title of 'Voices of Culture' to prepare and write a report for presentation to the OMC (Open Method of Coordination) committee in June 2016.</li> <li>• Voices of Culture is a coordinated structured dialogue between the European Commission and the cultural sector across Europe. See attached link; <a href="http://ec.europa.eu/culture/policy/strategic-framework/european-coop_en.htm">http://ec.europa.eu/culture/policy/strategic-framework/european-coop_en.htm</a></li> <li>• The subject matter / title of the report was '<i>Towards an evaluation framework for effectiveness of the arts and culture in shared public spaces to promote intercultural dialogue and its impact</i>'. This subject was one of five major cultural topics (reports) being prepared by different working groups over 2015-16.</li> <li>• Attended working groups and discussed and agreed the contents of the proposed report.</li> <li>• This introduction to the OMC Voices of Culture mechanism has been a most useful tool to identify and share best practice in culture across Europe and to promote Birmingham's cultural identity to senior colleagues across the continent.</li> </ul>	£72 for subsistence. Flights and accommodation booked and paid for by organisers

PROFESSIONAL, FUNDING AND SPECIFIC PROJECTS RELATED VISITS - CONTINUED

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
Transportation 1 Officer	Lisbon, Portugal	9-12 May 2016	<p>To attend an OPTIMUM meeting – an EU funded research project which aims to use information technology to improve transport and traffic connectivity.</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• Work Package updates were given by Work Package leaders.</li> <li>• Pre- meeting with Project Pilot partners. Work Package updates and project management information from INTRASOFT regarding the project administration and financials.</li> <li>• Discussion of project progress and project pilots</li> <li>• Discussion on timeliness of deliverables</li> <li>• Venues and approximate date of the next meeting decided.</li> </ul>	<p><b>ALL COSTS MET BY EUROPEAN FUNDING</b> Authorised by Waheed Nazir</p>
Sustainability 1 Officer	Helsinki, Finland	10-11 May 2016	<p>To participate in a Climate Kic Transition Cities work package. Helsinki is a new project partner and undergoing its first cluster map analysis</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• Stakeholder Engagement event held including 9 external partners</li> <li>• Introduction to Transition Cities methodology delivered and discussed</li> <li>• Benefits to the city of Helsinki from the above methodology discussed</li> <li>• Partner roles and responsibilities discussed and agreed</li> <li>• Project plan including key milestones agreed by Stakeholders</li> </ul>	<p><b>ALL COSTS MET BY EUROPEAN FUNDING</b> Authorised by Waheed Nazir</p>

PROFESSIONAL, FUNDING AND SPECIFIC PROJECTS RELATED VISITS - CONTINUED

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
Transportation 1 Officer	Riga, Latvia	18-20 May 2016	<p>To attend an Open Transport Network Project Meeting aimed at creating virtual service hubs (websites) that pull together openly available data on transport, with the aim of providing better information to citizens, encouraging small businesses to develop new transport services and ultimately to improve the travel experience of citizens</p> <p><b>Practical Outcomes</b> The following topics were discussed:-</p> <ul style="list-style-type: none"> <li>• How the pilots are getting on with the Open User testing – how many had been completed. How can we get more users and increase the numbers.</li> <li>• Crowdsourcing app – Dmitrii demonstrated an app that can be used for citizens to add data to the optcities portal</li> <li>• Mobile App – a discussion ensued around the mobile app with pilot cities demonstrating their apps.</li> <li>• Tutorial for the Hub. All pilots to get involved.</li> <li>• Commercialisation – can the hub be commercialised?</li> <li>• Broad scope for visualisation discussed and agreed</li> <li>• Technical partners to continue to develop along the lines discussed</li> <li>• Birmingham to ensure that the user numbers are increased. To engage with community groups and to pilot the mobile app.</li> <li>• Agreed to meet again in Athens in October 2016.</li> </ul>	<p><b>ALL COSTS MET BY EUROPEAN FUNDING</b> Authorised by Waheed Nazir</p>

PROFESSIONAL, FUNDING AND SPECIFIC PROJECTS RELATED VISITS - CONTINUED

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
Equalities Councillor Paulette Hamilton 1 Officer	Paris, France	19-21 May 2016	Invited to speak and participate at a Cities at the heart of European democracy and citizenship <b>Practical Outcomes</b> <ul style="list-style-type: none"> <li>• Presentation on key issues and challenges / data profile – Birmingham</li> <li>• Presentation on key developments in Birmingham around Community Engagement and cohesion.</li> <li>• BCC Presented Strategic overview for Birmingham /community leadership.</li> <li>• BCC outlined Birmingham issues and challenges post Brexit .</li> <li>• Good practice shared by other European Cities</li> <li>• Discussion around the added value of local level compared to national level</li> <li>• Discussion around Cities and the EU</li> <li>• Recommendations report to EU to be produced following Birmingham Workshop on the 30 September 2016.</li> </ul>	£104 for subsistence. Flight and accommodation costs met by European funding Authorised by Jacqui Kennedy
Digital Birmingham 2 Officers	Athens, Greece	29-31 May 2016	To participate in a City4Age project meeting aimed at new and emerging technologies with people over the age of 65 to encourage them to manage their own health and well-being to enable them to stay in their home for longer <b>Practical Outcomes</b> <ul style="list-style-type: none"> <li>• Identified in more detail the work packages and the deliverables that need to be achieved in each quarter. It identifies any issues or barriers in relation to the work that has been identified and identifies potential solutions to these.</li> <li>• Workshops on the health aspects to be addressed and the interactions with human behaviours and the other stream concentrated on the technology and the platforms to be built.</li> </ul>	<b>ALL COSTS MET BY EUROPEAN FUNDING</b> Authorised by Waheed Nazir

			<ul style="list-style-type: none"><li>• The workshops helped to develop the next stage of the project which was get the privacy, ethics, checklists developed and the governance arrangements for the EU.</li><li>• Birmingham gave presentation on their pilot and an overview of the technology to be used.</li><li>• The knowledge gained from both of these meetings helps us to identify barriers, issues and challenges and which interventions/solutions work the best to address them.</li><li>• Both projects involve a number of partners and allow an opportunity to learn from each other. This then can be fed back into commissioning teams to transform the way they deliver services to the elderly.</li><li>• It is envisaged that by changing policy, systems, processes, and by using innovative technology to streamline services to SMEs and by enabling older people to utilise technology for daily living in this way savings and increased economic growth could result.</li></ul>	
--	--	--	---	--

PROFESSIONAL, FUNDING AND SPECIFIC PROJECTS RELATED VISITS - CONTINUED

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
Regeneration 1 Officer	Brussels, Belgium	30 May – 1 June 2016	<p>To participate in a SEiSMiC project meeting aimed at tackling Europe’s urban problems in engaging citizens, identifying social innovation needs and contributing to future urban policies and research strategies</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• Keynote speaker Nicolaas Beets, Urban Envoy for the EU Urban Agenda, opened the forum by sharing the news that the Pact of Amsterdam had just established the <a href="#">EU Urban Agenda</a>.</li> <li>• <b>The New Urban Economy:</b> Pieter van de Glind, co-founder of <a href="#">Share NL</a>, described the new urban economy as having two main elements: the collaborative and sharing economy. Further sessions focused on different aspects of the new urban economy. Within each session, discussions teased out best practices, emerging research questions and policy recommendations, including: <ul style="list-style-type: none"> <li>• Migrants <a href="#">Refugees Work</a> is an Austrian social enterprise that provides an online platform for both refugees seeking work and employers with job openings. <a href="#">Refugee Company</a> focuses on using the skills of incoming refugees to assist their own integration.</li> <li>• No Doc Association representatives explained how they have used the Belgian legal framework to establish a legal entity to allow undocumented volunteers to trade their craft in exchange for money.</li> <li>• A team of designers and urbanists, showcased their digital multi-lingual platform, <a href="#">Info-Compass</a>, which connects refugees in Berlin to local job-search resources to housing to language exchanges.</li> </ul> </li> </ul>	<p><b>ALL COSTS MET BY EUROPEAN FUNDING</b> Authorised by Waheed Nazir</p>

			<ul style="list-style-type: none"><li>• Place/Making: <a href="#">Haarlemese Seinwzen</a>, the Dutch sustainable heritage building, highlighted the entrepreneurial approach of a private investor and the local authority in providing co economic, social and cultural activity within a previously derelict railway building.</li><li>• After the case studies, an interview-style gallery highlighted not only the common challenges and needs of social enterprises across Europe and strategies to overcome them, which the EU Urban Agenda must seek to enable.</li></ul>	
--	--	--	--	--

PROFESSIONAL, FUNDING AND SPECIFIC PROJECTS RELATED VISITS - CONTINUED

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
Corporate Strategy 1 Officer	Eindhoven, Netherlands	5-6 June 2016	Invited to speak at a European Platform for Sports Innovation Conference <b>Practical Outcomes</b> <ul style="list-style-type: none"> <li>Enhanced international reputation for Birmingham City Council.</li> <li>Enhanced visibility and buy-in internationally for the Vital Cities Urbact project. This has been confirmed with follow up with EU interest.</li> <li>An approach and developing partnership with Kompan, a company looking for test site locations to showcase their innovations in outdoor activity spaces and equipment. A second meeting has taken place in Birmingham and a project is being worked up that could see test or flagship showcase sties being installed in Birmingham.</li> </ul>	£70 for subsistence. Flight and accommodation costs met by Conference organisers Authorised by Angela Probert
Sustainability 1 Officer	Amsterdam, Netherlands	8 June 2016	To participate in a Climate KIC Governing Board <b>Practical Outcomes</b> <ul style="list-style-type: none"> <li>Agreed the agenda for the strategic meeting scheduled for 20<sup>th</sup> and 21<sup>st</sup> June.</li> <li>Discussed some of the more controversial proposals around extending the Climate KIC partnership, targeting of new members, and priorities for project themes over the next few years.</li> <li>Opportunity to discuss the replacement of the Chair in 2017 and the qualities that Climate KIC should be looking for in that person.</li> <li>The audit report for the 2014 accounts was also received and approved</li> </ul>	<b>ALL COSTS MET BY EUROPEAN FUNDING</b> Authorised by Waheed Nazir

PROFESSIONAL, FUNDING AND SPECIFIC PROJECTS RELATED VISITS - CONTINUED

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
Tranportation 1 Officer	Gdynia, Poland	9-10 June 2016	<p>To attend the ELIPTIC project partner workshop meeting as one of the requirements of the EU funded project agreement. The ELIPTIC project is a Twinning programme that provides insights from other EU cities as to how they ascertained bus routes suitable for electric buses.</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• The relevance of ELIPTIC is that the programme provides the knowledge and understanding of electric charging systems that draw on existing tram/railway lines infrastructure, giving an insight into the feasibility of electric buses in Birmingham city centre by assessing the economies of scale of existing and proposed electric infrastructure.</li> <li>• The ELIPTIC partner meeting provided examples of current electric bus and infrastructure developments within the host Polish city of Gydnia and German cities.</li> <li>• Results of pre-workshop questionnaires which determined how the workshop sessions were structured that enabled an appreciation and understanding of the kind of challenges that exist across metro/tram manufacturers in terms of different city specifications; electric suppliers issues around capacity , EU tax laws and subsidies regulation for commercial/ public sector electric utilisation; and infrastructure development requirements and Local Authority and City Planners issues.</li> <li>• Insight into strategic positioning of charging stations and infrastructure aligned to city or community setting geography, bus/tram/metro design and target users.</li> <li>• Set requirements for next partner workshop due to be held in London, October 2016.</li> </ul>	<p><b>ALL COSTS MET BY EUROPEAN FUNDING</b>            Authorised by            Waheed Nazir</p>

PROFESSIONAL, FUNDING AND SPECIFIC PROJECTS RELATED VISITS - CONTINUED

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
Sustainability 1 Officer	Amsterdam, Netherlands	20-21 June 2016	<p>To participate in a Climate KIC strategic Assembly</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• To review the positioning of the KIC and for core partners (of which BCC is one) to provide input and make suggestions as to how working arrangements can be improved/ priorities strengthened.</li> <li>• Most of 2015 was taken up with preparing the new strategy for Climate KIC and, following significant disruption at the Executive level, focus has also been on putting in place a new high level team to develop the priorities.</li> <li>• This meeting enabled core partners to have an update on progress in regard to how the strategy will now be delivered, and who will be in place to do this delivery. As well as discussions in plenary, there was also the opportunity to move into breakout groups to discuss priorities for recruiting new partners and the types of partnership arrangements that need to be put in place to strengthen how the KIC works. The networking opportunities also enabled discussion about future funding opportunities for Birmingham as part of the KIC.</li> </ul>	<p><b>ALL COSTS MET BY EUROPEAN FUNDING</b></p> <p>Authorised by Waheed Nazir</p>

PROFESSIONAL, FUNDING AND SPECIFIC PROJECTS RELATED VISITS - CONTINUED

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
Corporate Strategy 1 Officer	Barcelona, Spain	27-29 June 2016	<p>To participate in a SETA new European project aimed at changing the way mobility is organised, monitored and planned in large metropolitan areas. The project is funded by the European Commission as part of Horizon 2020.</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• Attended as one of the project leads and represented Birmingham City Council at this consortium partner meeting to share progress of the Birmingham Case Study and actions to date.</li> <li>• Reported on Birmingham’s progress of Q1 milestones and actions.</li> <li>• Participated in discussions of Birmingham’s requirements in regards to this project.</li> <li>• Looked at the milestones and actions that are due within the next 3 months from Birmingham.</li> <li>• The meeting also provided a valuable opportunity to learn what other partners have been doing in regards to stakeholder analysis, big data collection and mobility / transport modelling for their cities.</li> <li>• Feedback provided to the Birmingham Project Team and other project linked to this work on Big Birmingham Bikes, Active Parks and Active Data that are already under way. In addition it also links with Transportation whose priorities include active travel and behaviour change.</li> </ul>	<p><b>ALL COSTS MET BY EUROPEAN FUNDING</b>                      Authorised by Angela Probert</p>

PROFESSIONAL, FUNDING AND SPECIFIC PROJECTS RELATED VISITS - CONTINUED

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
Events and Parks 2 Officers	Wroclaw, Poland	3-5 July 2016	<p>To meet with Polish delegates who had visited Birmingham previously to view our Active Parks project and delivery. This was part of an ongoing Move Transfer International (MTI) congress and supported by ISCA (international Sport and Culture Association). Wroclaw is this year the European Capital of Culture and incorporated their Active Parks programme into this.</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• Future development of parks projects across Europe</li> <li>• Put together guidelines for new partnerships between cities and sport organisations.</li> <li>• Look at and discuss method of implementing behaviour change to encourage activity using parks and open spaces</li> <li>• View the project delivered in Wroclaw and advise on any good practice that would benefit from lessons learnt in Birmingham and also to take back any suggestions to implement in our delivery.</li> <li>• Meeting with the deputy Mayor of Wroclaw and other officials to discuss the project</li> <li>• Meeting with Wroclaw team, ICAS Head of projects and ourselves to look at future working based on the following topics:</li> <li>• Presentation to Polish delegates to include and instill discussions on the following: <ul style="list-style-type: none"> <li>• The history behind Active Parks</li> <li>• Activities addressing intercultural aspects</li> <li>• Activities on how to engage local communities (for.ex friends of parks)</li> <li>• How Active Parks' success can be and is measured – evaluated?</li> <li>• What are the challenges and the vision for the years to come?</li> </ul> </li> </ul>	£67 for subsistence. Flights and accommodation costs met by International Sport and Cultural Association (ISCA) Authorised by Jacqui Kennedy

PROFESSIONAL, FUNDING AND SPECIFIC PROJECTS RELATED VISITS - CONTINUED

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT	TOTAL COST
Sustainability – 1 Officer	Barcelona, Spain	4-5 July 2016	<p>To attend the end of project Smart Procurement European Alliance (SPEA) meeting</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• Presentation delivered on Birmingham’s role within the SPEA project including successful outcomes and lessons learned</li> <li>• European Commission pleased with the work conducted in Birmingham</li> <li>• Promotion of Birmingham as a clean, green and forward thinking city</li> </ul>	<p><b>ALL COSTS MET BY EUROPEAN FUNDING</b></p> <p>Authorised by Waheed Nazir</p>
Corporate – 1 Officer	Rotterdam, Netherlands	24-26 August 2016	<p>To attend a Summer University as part of the URBACT VITAL CITIES project</p> <p><b>Practical Outcomes</b></p> <ul style="list-style-type: none"> <li>• An opportunity to participate in a unique learning journey aimed at building the skills and capacities of urban professionals to manage Local Groups and develop Integrated Action Plans.</li> <li>• Learnt how to be equipped with the tools and methods for policy-making to support production of Integrated Action Plans</li> <li>• Share solutions and good practices across networks</li> <li>• Strengthen URBACT community of practice on Sustainable Urban Development</li> <li>• This Rotterdam learning camp was created at the optimal moment as we are developing our URBACT network cycle, when city partners are establishing their URBACT Local Groups and starting the process of engaging stakeholders to co-create their integrated action plans.</li> <li>• The opportunity to meet, Lead Partners and Experts, to gather our network partners and further build up our own network dynamics.</li> <li>• This learning gained at this event will allow Birmingham be more effective in the processes and results of URBACT action-planning networks.</li> </ul>	<p><b>ALL COSTS MET BY EUROPEAN FUNDING</b></p> <p>Authorised by Angela Probert</p>

**Total Cost of visits = £20,424**

**No of visits by Members = 5**

**No of visits by Officers = 29**

**No of visits at No Cost to the City = 12**

**Total cost of visits undertaken between 16 March – 26 August 2016**

<b>Date</b>	<b>No of visits</b>	<b>Cost</b>
1 April 2016 – 30 June 2016	25	£16,989
1 July – to date	5	£3,435

<b>Date</b>	<b>No of visits</b>	<b>Cost</b>
1 April 2015 to 30 June 2015	36	£8,648
1 July – 30 September 2015	32	£18,740
1 October – 30 December 2015	42	£15,910
1 January 2016 - 31 March 2016	25	£16,687
<b>Totals</b>	<b>135</b>	<b>£59,985</b>

**Visits summary 2014/2015**

<b>Date</b>	<b>No of visits</b>	<b>Cost</b>
1 April 2014 to 30 June 2014	28	£21,966
1 July – 30 September 2014	16	£7,833
1 October – 30 December 2014	39	£14,659
1 January 2015 to 31 March 2015	21	£9,540
<b>Totals</b>	<b>104</b>	<b>£53,998</b>

**Visits summary 2013/2014**

<b>Date</b>	<b>No of visits</b>	<b>Cost</b>
1 April – 30 June 2013	52	£18,467
1 July - 30 September 2013	12	£8,210
1 October –30 December 2013	38	£5,696
1 January 2014 to 31 March 2014	23	£15,243
<b>Totals</b>	<b>125</b>	<b>£47,616</b>

Date	Delegation	Country	Purpose/Outcome	Nos.	Department
25 May 2016	Representatives of Moroccan Embassy, London	Morocco	Study visit on social cohesion/international engagement	65	Social Cohesion/European and International Affairs
27 May 2016	Guangzhou People's Government	China	Development of Sister City relationship	20	European and International Affairs
1st June 2016	Mini-conference	Netherlands	Dutch-organised library conference	35	Library Services
08 June 2016	Guangzhou Sport University	China	Meeting with the Lord Mayor	15	Lord Mayor/European and International Affairs
15 June 2016	US Embassy	USA	To progress Birmingham/US engagement	5	European and International Affairs/Birmingham City University
21 June 2016	BE Festival 2016	Various EU countries incl Spain, France, Estonia, Sweden and Cyprus	Hosted BE Festival invited Foreign Embassy and High Commission delegates	20	Culture & Visitor Economy
11-15 July 2016	Kitty Von Korff	Munich, Germany	One week cultural learning residency re Community Arts	1	Culture & Visitor Economy
27 August 2016	Mr Asadauzzaman Noor MP, Minister of Cultural Affairs. Along with Bangladeshi High Commissioner and a representative from the British Council in Bangladesh.	Bangladesh	Part of a British Council sponsored tour of UK libraries to help inform the design of new libraries and library services in Bangladesh.	3	Library Services
14th - 19th August 4th - 10th September	Deep Blue Productions	USA	Filming	33	Film Birmingham
21 July 2016	Jamaica Track and Field	Jamaica	To view training camp facilities at UoB	2	Sport, Events and Parks
12 September 2016	Chairman of Chicago/Birmingham Sister Cities Committee	USA	Development of Birmingham/Chicago sister city engagement	1	European and International Affairs
28 September 2016	Brian Calley, Lt Governor of Michigan,	USA	Potential Birmingham / USA business / government engagement	7	European and International Affairs/Employment
				<b>Total 207</b>	



<b>Report to:</b>	<b>COUNCIL BUSINESS MANAGEMENT COMMITTEE</b>
<b>Report of:</b>	<b>Chief Executive</b>
<b>Date of Decision:</b>	<b>18<sup>th</sup> October 2016</b>
<b>SUBJECT:</b>	<b>FUTURE COUNCIL WORKFORCE SAVINGS</b>
<b>Wards affected:</b>	<b>ALL</b>

### 1. Purpose of report:

1.1 The constitution requires the Chief Executive to bring a decision report to CBM where there are proposed changes to the Birmingham Contract. This report outlines a set of recommendations to reduce the cost of employment and contribute to the required financial savings for 2017-2020. The recommendations include fundamental changes to terms and conditions that will require a contractual change process.

### 2. Decision(s) recommended:

That CBM delegates authority to the Chief Executive to:

- 2.1 Finalise negotiations with the trade unions with a view to securing a collective agreement on a set of changed terms and conditions as outlined in Appendix D of this report. If agreement is reached then it is recommended to proceed with implementing the revised contract and policy amendments as outlined in Appendix D of this report
- 2.2 If a collective agreement cannot be secured it is proposed to proceed to implement the proposals outlined in Appendix E of this report. Implementation will need to be by means of a process of voluntary offer and then if necessary dismissal and reengagement
- 2.3 In either instance on completion of the consultation and review of JNC pay and grading, bring a further report to CBM making recommendations

### 3. Report

3.1 The Council issued a Section 188 notice in December 2015 which included a range of propositions that has become known as the Future Council Workforce Strategy. This report outlines the outcome of the consultation regarding the introduction of a package of changes to terms and conditions that would reduce the costs of employment. In line with legal requirements because the proposals impact on the pay package of employees it has been necessary to include all non-teaching staff in Birmingham City schools and employees of ACIVICO. This means that the proposals affect circa 24.5K employees.

- 3.2 An initial package of measures was identified as securing significant savings and was the subject of collective consultation with trade unions and affected employees. Extensive employee consultation and engagement has been undertaken including:
- Face to face service engagement events with 2,000 employees in frontline services
  - Posters, leaflets, employee & manager bulletins
  - Head Teacher briefing events for the 200 schools affected
  - Team consultation for all employees
  - Individual consultation for circa 500 employees who were the most significantly affected by the proposals
  - Employees who were on maternity leave or sickness absence (as recorded on People Solutions) were offered the opportunity of a consultation meeting with their manager.
  - Each employee received a confidential survey to record their views anonymously

Additionally management has undertaken detailed and extensive consultation with the relevant trade union representatives exploring the efficacy of each proposal, alternative options for securing the savings and understanding the potential impact. This included the completion of an Equality Impact Assessment; of which executive summaries can be found in Appendices Ai and Aii of this report. A summary of the findings from the outcome of the employee consultation can be found in Appendix B of this report.

- 3.3 During the course of the initial consultation significant challenges were identified with pursuing a number of the original proposals. Consequently in response, a revised set of proposals were developed and shared for the purposes of consultation. Appendix C outlines the initial proposals and the revised package of measures.

- 3.4 There has been intensive consultation and latterly negotiations with the trade unions regarding the need to reduce the costs of employment and the efficacy and fairness of each of the individual proposals and their collective impact. The trade unions have maintained their position that they believe that the Council should take all reasonable steps to avoid taking any measures that could lead to the diminution of employees' terms and conditions. However in the context that management have identified that there is a critical need to achieve savings from this budget the trade unions have sought to negotiate a package of measures that they feel "will do the least harm" and is the fairest approach to distributing the impact on the workforce. A provisional agreement has been reached with the trade unions on a set of proposals that will achieve the planned financial savings by 20-21 The details of these proposals can be found in Appendix D of this report. The trade unions are constitutionally required to consult with their membership prior to committing to a final agreement; consequently the trade unions will be able to confirm their position until the 24<sup>th</sup> October. If a collective agreement with the trade unions is secured it is recommended that a new contract is issued on the agreed terms with employees given 3 months' notice. Additionally policy amendments will be made to the non-contractual elements as identified in Appendix D.

- 3.5 There remains a compelling case to pursue a reduction in the cost of employment. The financial challenges facing the organisation are of such a scale that it is not at this point possible to securely identify alternatives to achieve such a significant sum. Therefore if a collective agreement is not achieved it is recommended that the Council still proceed with issuing a new contract with a revised set of terms and conditions and policy changes as outlined in Appendix E of this report. Implementation will require a process of voluntary offer followed by if required a process of dismissal and reengagement.

## Financial Observations

The Council continues to operate in challenging financial circumstances due to reducing resources available to fund service provision and investment in assets. In order to ensure that the Council remains financially sustainable and to enable delivery of statutory services to a sufficient standard, the Business Plan & Budget 2016+ set out the requirement for further cumulative savings of around £163m over the next three financial years from 2017/18 onwards.

Spend on direct employee costs accounts for a significant proportion of the Council's allocated budgets. In the context where the Council has a challenging target to deliver savings, a reduction in the costs of employment was identified as part of the solution. As part of the Business Plan 2016+, original proposals relating to workforce reductions were put forward as a means of offsetting the extent of service reductions and associated redundancies, with a target of £18m being deliverable from terms and conditions changes.

The recommended proposals are estimated to deliver a cumulative total of £18m of savings over the period 2016/17 to 2020/2021, with forecasted savings estimated as follows:

	Cumulative Potential Savings				
	2016/17	2017/18	2018/19	2019/20	2020/21
	£m	£m	£m	£m	£m
Total Future Council Workforce savings- Terms and Conditions changes	0.8	2.5	11.2	14.8	18.2

The phasing of these savings is later than was set out in the Business Plan & Budget 2016+, principally due to the time it will take to implement the changes summarised in this report relating to performance related increments. The impact of these changes will be reflected in the Council's updated Long-Term Financial Plan.

## Legal Observations

There has been extensive consultation with employees and trade unions concerning the change to terms and conditions of employment in accordance with legislative requirements. This process of consultation has now concluded and revised contract changes and policy amendments have been shared.

Changes in terms and condition which are negotiated by a trade union can be effective to amend individual contracts of employment where the collective agreement reflecting the amendment has been incorporated (either expressly or impliedly) into the contract of employment. In circumstances where no collective agreement can be reached and employees refuse to agree to a change, the City Council will have to terminate the existing contract and offer continued employment on the amended contract as revised by the consultation. This process is known as dismissal and re-engagement.

Both of these options will require employees to be given notice of changes to the contract of employment before implementation but is likely to be achieved in line with the City Council's savings timeframe.

If an employee does not accept the amended contract they can resign and lodge a Tribunal claim for constructive unfair dismissal, wrongful dismissal or breach of contract. The City Council will defend any potential claims that may arise.

<b>Contact Officer:</b>	Claire Ward Assistant Director workforce Strategy
<b>Telephone No</b> <b>Email address</b>	07500882942 claire.ward@birmingham.gov.uk

<p><b>Signature:</b></p> <p>Chief Officer(s):</p> <p>Dated:</p>
---

<b>List of Appendices:</b>
Appendix A (i) Equality Impact Assessment – Executive Summary (Schools and Non Schools) Appendix A (ii) Equality Impact Assessment - Executive Summary (ACIVICO) Appendix B – Consultation Analysis Appendix C – Initial and Revised Proposals Appendix D – Current Proposals Appendix E – Failure to Reach Collective Consultation – Next Steps

<b>List of Background Documents used to compile this Report:</b>
Weekly Consultation Reports Communication Log Section 188 notice December 2015 Equality Analysis and Pay Modelling

**REPORT TO COUNCIL BUSINESS MANAGEMENT COMMITTEE  
TUESDAY 18 OCTOBER 2016**

**FUTURE COUNCIL WORKFORCE SAVINGS – EQUALITY IMPACT ASSESSMENT –  
EXECUTIVE SUMMARY**

**Summary of Findings**

The proposals which are subject to collective agreement have been analysed, reviewing Birmingham City Council employees (schools and non-schools) data detailed in Appendix A(i). ACIVICO data is presented separately in Appendix A(ii).

This data was based on information extracted from the HR/ Payroll system for the period 1<sup>st</sup> April 2015- 31<sup>st</sup> March 2016. We have sought to take all reasonable steps to ensure the data is as valid as practicable. As with any data, there can be issues with its integrity and accuracy. This is something we will continue to review beyond this piece of analysis.

**Proposals included in the collective agreement are:-**

- Employees will only be eligible to claim subsistence allowance when they are away from home for business after 24 hours.
- Staff will no longer be reimbursed for retirement gifts
- On performance-related pay:
  - for 2016/17 those eligible will be given a one-off payment for that year;
  - no performance-related pay will be applied from 1 April 2017 to 30 June 2017 for Corporate and ACIVICO employees and from 1 April 2017 to 31 August 2017 for schools employees;
  - and there will be a joint management and trade union annual review of the ability of the council to give performance-related payments for the periods 2017-18, 2018-19 and 2019-20.

## Proposal: Stop paying food and drink allowances for those away on council business

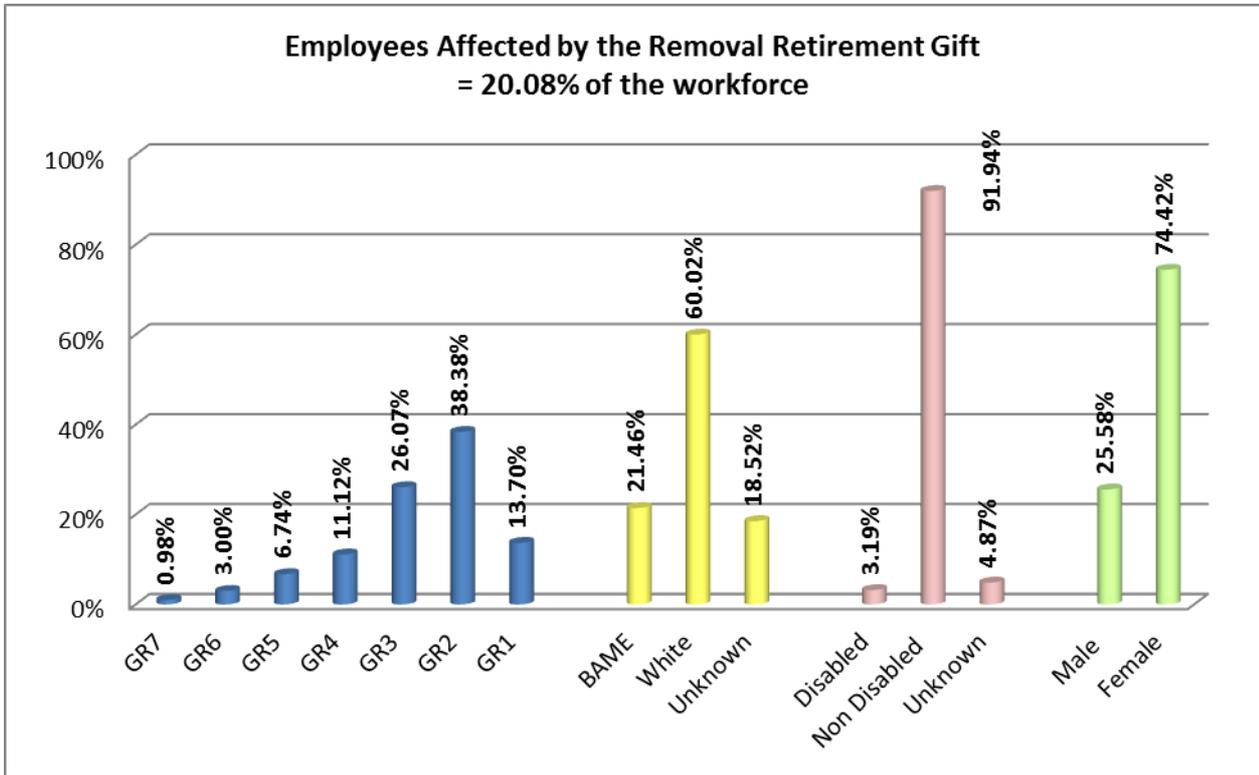
Grade	Gender		Ethnicity			Disability			Age Range				
	Female	Male	BAME	White	Unknown	Disabled	Not Disabled	Unknown	16-24	25-34	35-44	45-54	>=55
GR7	0.01%	0.02%	0.02%	0.01%	0.00%	0.00%	0.03%	0.00%	0.00%	0.00%	0.00%	0.03%	0.00%
GR6	0.06%	0.04%	0.02%	0.04%	0.05%	0.00%	0.10%	0.01%	0.00%	0.01%	0.02%	0.03%	0.04%
GR5	0.11%	0.07%	0.04%	0.07%	0.08%	0.01%	0.18%	0.00%	0.00%	0.02%	0.04%	0.08%	0.05%
GR4	0.10%	0.03%	0.06%	0.05%	0.02%	0.00%	0.14%	0.00%	0.00%	0.02%	0.03%	0.05%	0.03%
GR3	0.02%	0.02%	0.02%	0.02%	0.01%	0.00%	0.03%	0.01%	0.00%	0.02%	0.00%	0.02%	0.00%
GR2	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GR1	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Sub Total	0.31%	0.19%	0.15%	0.19%	0.16%	0.01%	0.48%	0.02%	0.00%	0.07%	0.09%	0.21%	0.12%
Total	0.50%												

- 0.50% of workforce are expected to be affected by the subsistence proposal – this equates to x130 employees
- No employees affected within grades GR1 and GR2:
- **Gender** - Most employees split by gender are in GR5 (0.11% female, 0.07% male)
- **Ethnicity** - The largest BAME group are in GR4 (0.06%); The largest white group are in GR5 (0.07%)
- **Disability** - Only 0.01% of employees who claimed subsistence are disabled.
- **Age** - The largest group in terms of age range who claimed are in the 45-54 group (0.21%)

- **Current Status – This proposal has been amended as part of the collective agreement to ‘employees will only be eligible to claim subsistence allowance when they are away from home for business after 24 hours’.**

### Proposal: Removal of Retirement Gift

This chart shows the % of employees aged 55 years plus and have achieved 25 years' service with Birmingham City Council (both Schools and Non Schools employees) which represents 20.08 % of BCC workforce



**Current Status – this proposal has been included as part of the collective agreement.**

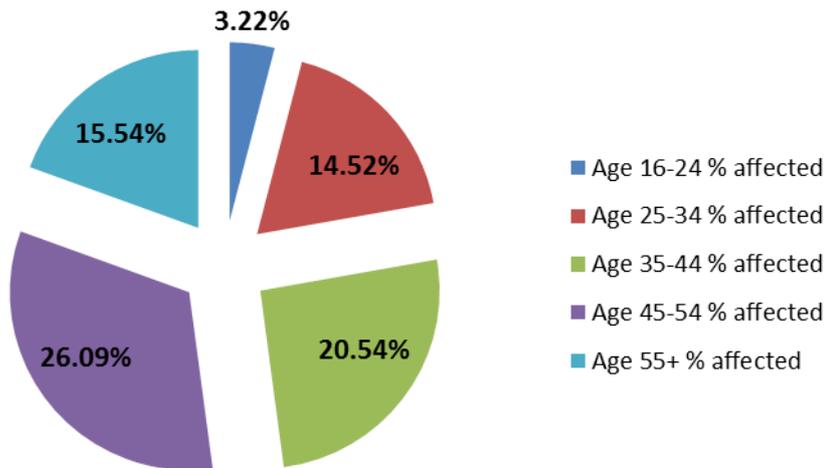
**Proposal: On performance-related pay:**

- for 2016/17 those eligible will be given a one-off payment for that year;
- no performance-related pay will be applied from 1 April 2017 to 30 June 2017 for Corporate and ACIVICO employees and from 1 April 2017 to 31 August 2017 for schools employees;
- and there will be a joint management and trade union annual review of the ability of the council to give performance-related payments for the periods 2017-18, 2018-19 and 2019-20.

Based on the original proposal, looking at Schools and Non-Schools employees, the impact based on the equality characteristics of age, gender, ethnicity and disability are as follows:-

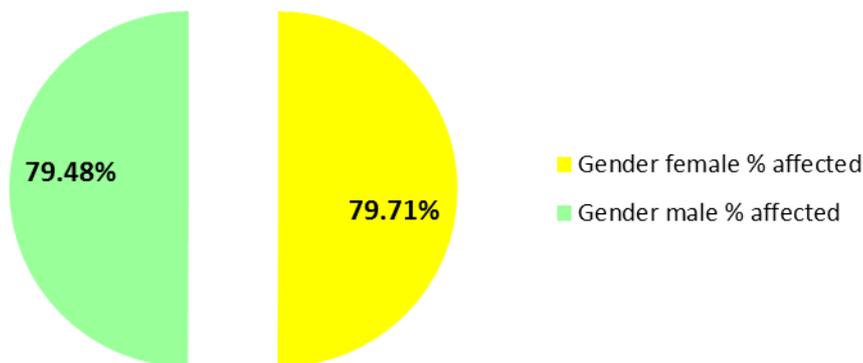
Please note the following charts relate to BCC employees (both Schools and Non-Schools ) who are not at the top of their grade.

## Age



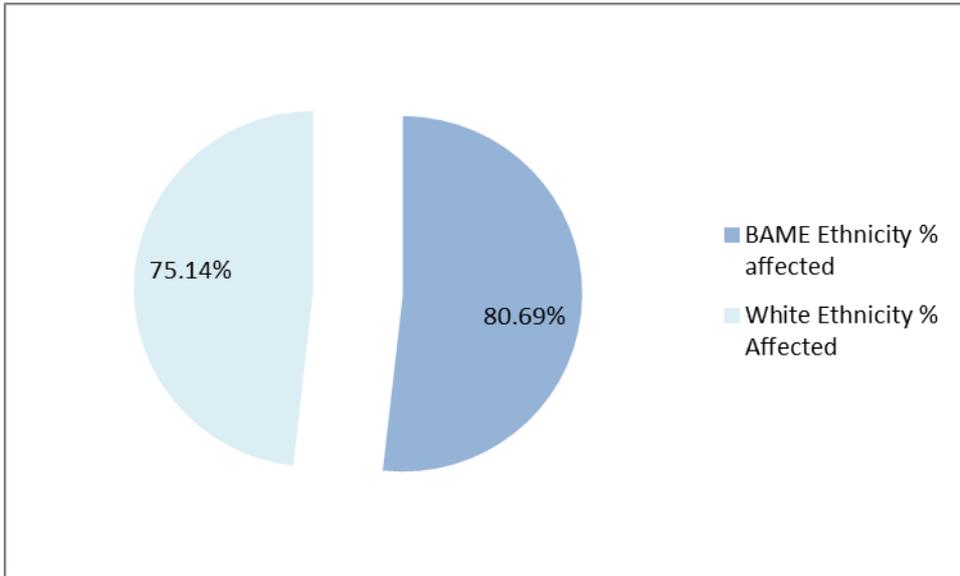
Employees in the lower age bands are more likely than employees in the higher age bands to not have reached the top of their grade and so would be eligible for an increment. Only 3.22% employees aged 16-24 are already at the top of their grade compared to 26.09% of employees aged 45-54 and 15.54% employees aged 55+. There will be a specific action plan put in place to address how to improve career progression and succession planning for our younger demographic.

## Gender



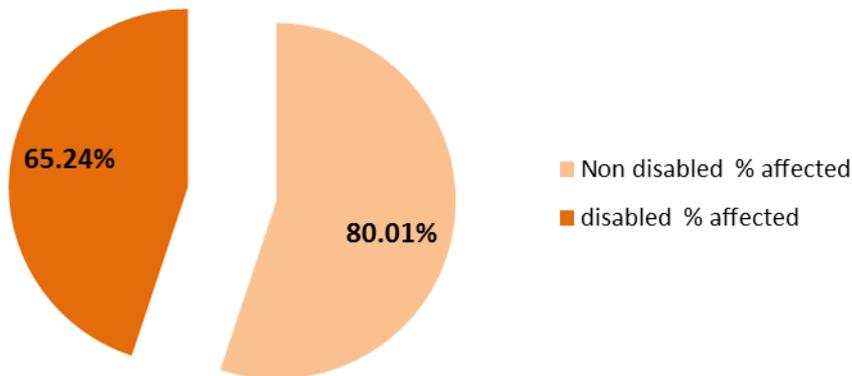
Females = 79.19% of employees are affected by this proposal as they are not at the top of their grade and may be eligible for an increment; Males = 79.48% of employees are affected by this proposal, as they are not at the top of their grade and may be eligible for an increment.

**Ethnicity**



BAME - 80.69% of employees are affected by this proposal as they are not at the top of their grade and may be eligible for an increment; White - 75.14% of employees are affected by this proposal as they are not at the top of their grade and may be eligible for an increment. There will be a specific action plan put in place to address how to improve career progression and succession planning for our workforce in relation to ethnicity.

**Disability**



There are 80.01% of non-disabled employees who may be affected by this proposal because they are not at the top of their grade and may be eligible for an increment compared to 65.24% of disabled employees who are not at the top of their grade and may be eligible for an increment.

## APPENDIX A (ii) – ACIVICO Employees

This data was based on information extracted from the BCC HR/ Payroll system for the period 1<sup>st</sup> April 2015- 31<sup>st</sup> March 2016. We have sought to take all reasonable steps to ensure the data is as valid as practicable. As with any data, there can be issues with its integrity and accuracy. This is something we will continue to review beyond this piece of analysis.

### Proposal:

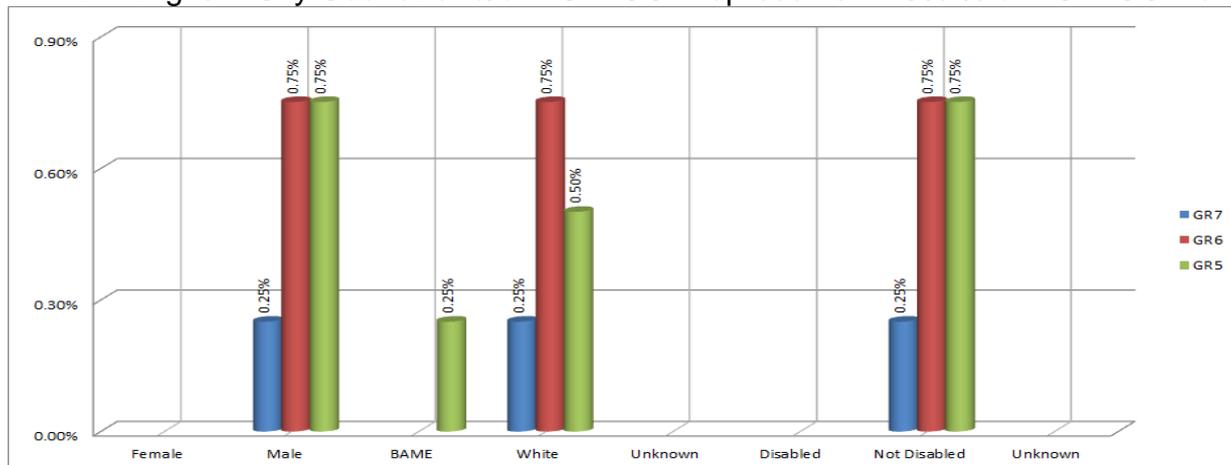
#### Stop paying food and drink allowances for those away on council business

	Based in Mid SCP			Gender		Ethnicity			Disability			Age Range				
	Current Monthly Salary	Proposed Monthly Salary	Difference	Female	Male	BAME	White	Unknown	Disabled	Not Disabled	Unknown	16-24	25-34	35-44	45-54	>=55
GR6	£3,812	£3,760	£51.51	0.25%			0.25%			0.25%					0.25%	
	Total			0.25%		0.25%			0.25%			0.25%				

- 0.25% of workforce are expected to be affected by the subsistence proposal – this equates to x1 employees
- No employees affected within grades GR1 – GR5 or GR7. Only affected employee is GR6.
- Shown in data across protected characteristics –
- **Gender** – Only a female employee affected by this proposal
- **Disability** - Only one non-disabled employee is affected by this proposal
- **Ethnicity** - One white employee is affected by this proposal
- **Age** – The affected employee falls within the 45-54 age range
- **Current Status** – This proposal has been amended as part of the collective agreement to ‘employees will only be eligible to claim subsistence allowance when they are away from home for business after 24 hours’.

### Proposal: Removal of Retirement Gift

This chart shows the % of employees aged 55 years plus and have achieved 25 year's service with Birmingham City Council and/or ACIVICO - represents 1.75% % of ACIVICO workforce:



Only 7 employees affected - No one at grades GR1 – GR4 affected - All are male - All are not disabled

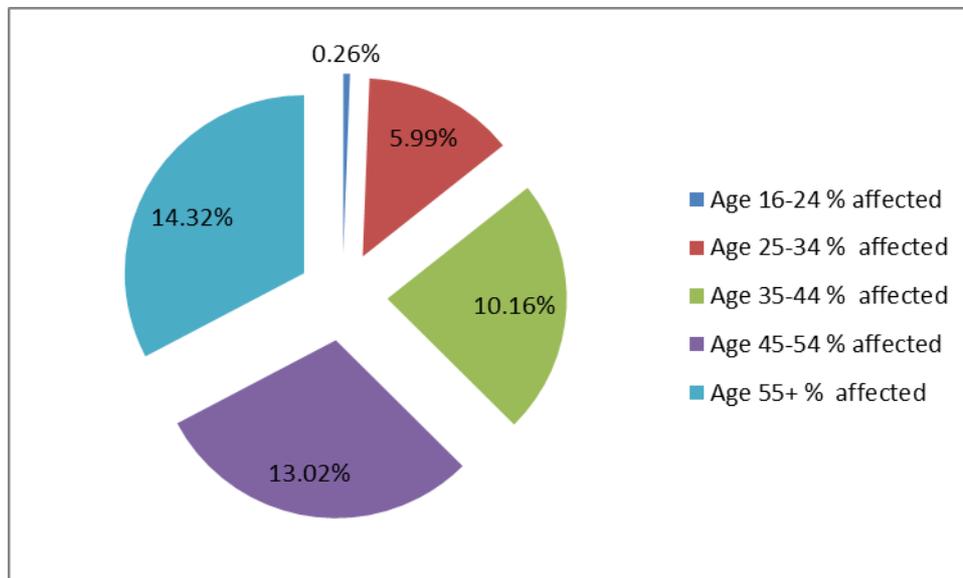
**Proposal: On performance-related pay:**

- for 2016/17 those eligible will be given a one-off payment for that year;
- no performance-related pay will be applied from 1 April 2017 to 30 June 2017 for Corporate and ACIVICO employees and from 1 April 2017 to 31 August 2017 for schools employees;
- and there will be a joint management and trade union annual review of the ability of the council and/or ACIVICO to give performance-related payments for the periods 2017-18, 2018-19 and 2019-20.

Based on the original proposal, looking at ACIVICO employees, the impact based on the equality characteristics of age, gender, ethnicity and disability are as follows:-

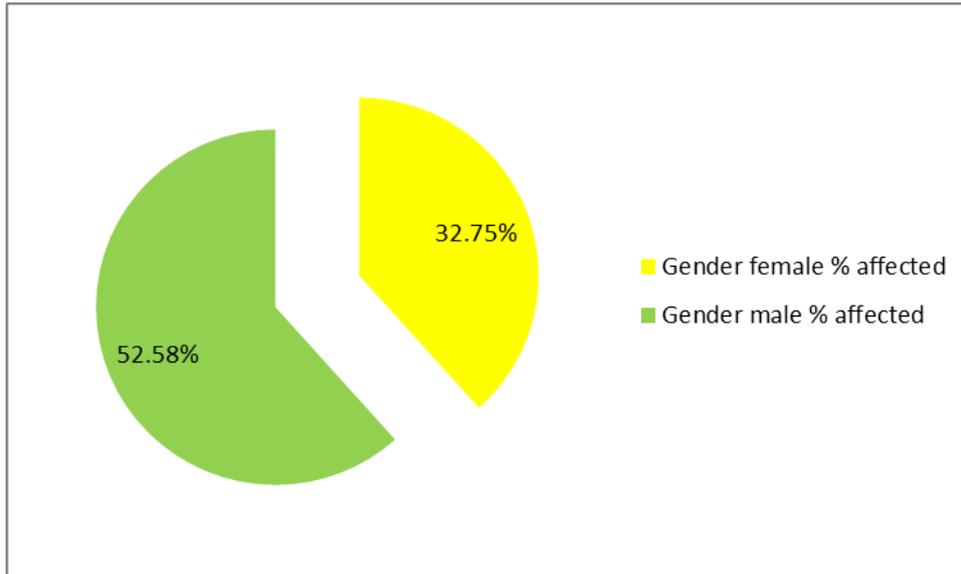
Please note the following charts his chart relates to ACIVICO employees only, who are not at the top of their grade.

**Age**



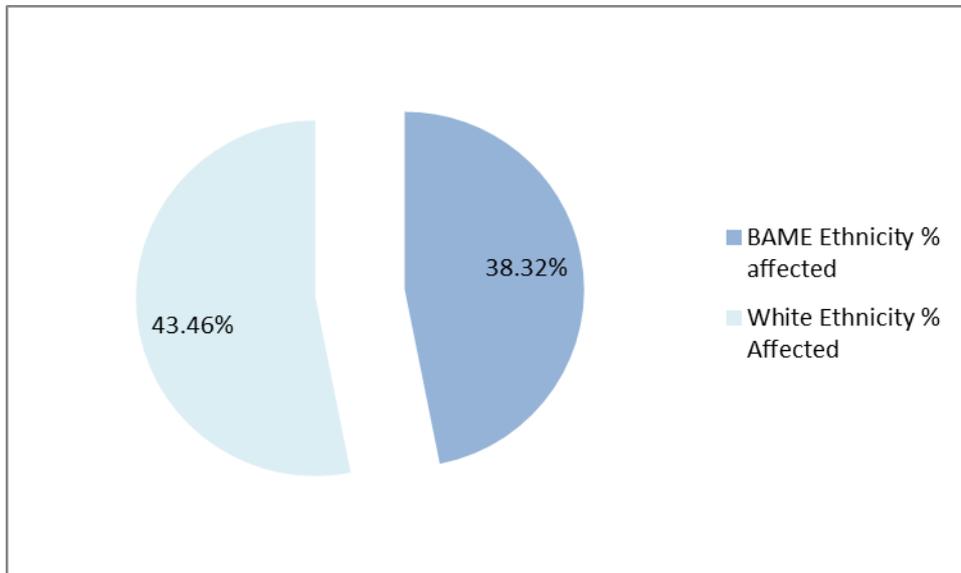
ACIVICO employees in the lower age bands are more likely than employees in the higher age bands to not have reached the top of their grade and so would be eligible for an increment. Only 0.26% ACIVICO employees aged 16-24 are already at the top of their grade compared to 13.02% of employees aged 45-54 and 14.32% employees aged 55+. There will be a specific action plan put in place to address how to improve career progression and succession planning for their younger demographic.

## Gender



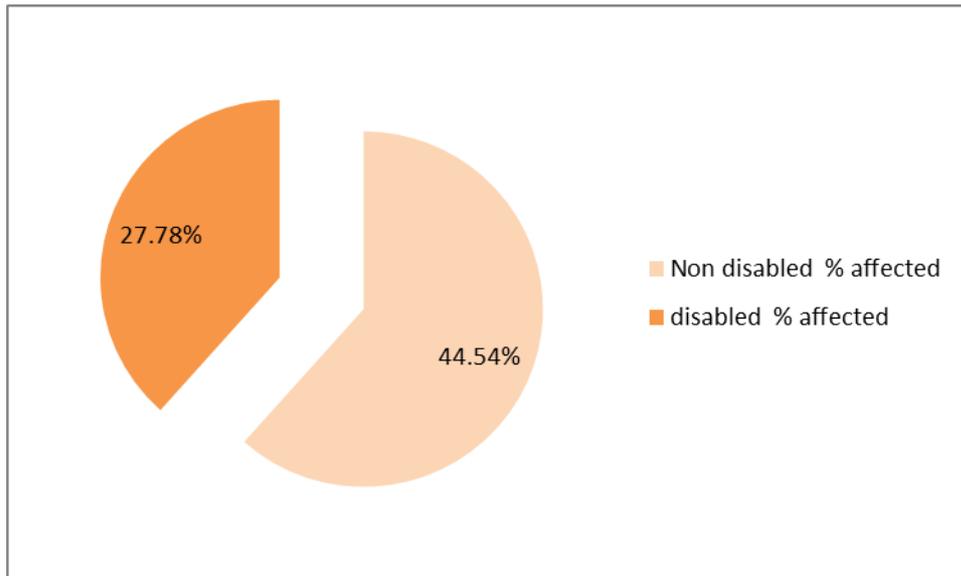
Females - 32.75% of ACIVICO employees are affected by this proposal as they are not at the top of their grade and may be eligible for an increment; Males - 52.58% of ACIVICO employees are affected by this proposal, as they are not at the top of their grade and may be eligible for an increment. An action plan in order to further explore this differential will be undertaken.

## Ethnicity



BAME – 38.32% of ACIVICO employees are affected by this proposal as they are not at the top of their grade and may be eligible for an increment; White - 43.46% of ACIVICO employees are affected by this proposal as they are not at the top of their grade and may be eligible for an increment. There will be a specific action plan put in place to address how to improve career progression and succession planning for our workforce in relation to ethnicity.

## Disability



There are 44.54% of non-disabled ACIVICO employees who may be affected by this proposal because they are not at the top of their grade and may be eligible for an increment compared to 27.78% of disabled ACIVICO employees who are not at the top of their grade and may be eligible for an increment.

**REPORT TO COUNCIL BUSINESS MANAGEMENT COMMITTEE – TUESDAY 18 OCTOBER  
2016**

**FUTURE COUNCIL WORKFORCE SAVINGS – EXECUTIVE SUMMARY/CONSULTATION  
ANALYSIS REPORT BY BMG (Please see attached)**

## REPORT TO COUNCIL BUSINESS MANAGEMENT COMMITTEE – TUESDAY 18 OCTOBER 2016

### FUTURE COUNCIL WORKFORCE SAVINGS – INITIAL AND REVISED PROPOSALS (December 15 – August 16)

#### Removed Proposals

To not pay staff for the first three days of sickness absence

To reduce the length of time staff are paid for sickness absence from six months at full pay and six months at half pay to three months full pay and three months at half pay

Revising the hours for night pay from 8.00pm to 6.00am to 10pm – 6am

#### Amended Proposals

The proposal to increase full-time contracted working hours from 36.5 to 37 hours has been amended to:

- Keep contractual hours at 36.5 hours for full time employees, but calculate pay as a proportion of 37 hours.

The proposal for individuals paying for their own Disclosure and Barring Service (DBS) update of £13 per year has been amended to:

- Cease the existing City Council policy of three year renewal of DBS and an alternative mechanism introduced whereby employees will be required to declare whether they have any criminal convictions.

#### New Proposals

The removal of retirement gifts and testimonials, saving £100k

#### Unchanged Proposals

Freeze on payment of performance-related increments for three years (saving £12.5m)

Stop paying food and drink allowances for those away on council/School business

Introducing a standard standby payment of £27.62 per session for employees who are required to be part of an emergency response team

Reviewing pay and reward for JNC officers (those above a Grade 7)

Review of Employee Benefits Package

**REPORT TO COUNCIL BUSINESS MANAGEMENT COMMITTEE – TUESDAY 18 OCTOBER 2016****FUTURE COUNCIL WORKFORCE SAVINGS – PROVISIONAL COLLECTIVE AGREEMENT**

- Employees would only be eligible to claim subsistence allowance when they are away from home for business after 24 hours.
- On the payment of performance-related pay:
  - For 2016/17, those eligible would be given a one-off lump-sum payment in lieu of an increment for that year.
  - Performance-related pay would be suspended from 1 April 2017 to 30 June 2017 for council (non-schools) and ACIVICO employees and from 1 April 2017 to 31 August 2017 for schools employees until the agreement, if implemented, is applied to employee contracts.
  - There would be a joint management and trade union annual review of the ability of the council to give performance-related payments for the periods 2017-18, 2018-19 and 2019-20 if the agreement is implemented.
- JNC pay and grading will be subject to more detailed consultation in order to achieve the required saving
- Testimonial and long-service certificates of acknowledgement would be issued.
- Disclosure and Barring Service (DBS) three-year renewals would end and an alternative introduced
- Staff would no longer be reimbursed for retirement gifts
- A revised single flexi scheme would be introduced as a first step towards promoting more agile working
- A salary sacrifice scheme enabling employees to buy annual leave and other benefits to be introduced
- An overall revised employment offer to be introduced
- The Council has committed to reviewing as to whether it is practicable to address the issue of impacted grades and will work with the trade unions to explore options over the next 6 months

**REPORT TO COUNCIL BUSINESS MANAGEMENT COMMITTEE – TUESDAY 18 OCTOBER 2016****FUTURE COUNCIL WORKFORCE SAVINGS – FAILURE TO REACH COLLECTIVE CONSULTATION – NEXT STEPS**

**If collective agreement is not secured it is proposed that the Council implements the recommendations outlined below by means of an exercise of voluntary offer followed by dismissal and reengagement if appropriate.**

- Employees would only be eligible to claim subsistence allowance when they are away from home for business after 24 hours.
- On the payment of performance-related pay:
  - For 2016/17, those eligible would be given a one-off lump-sum payment in lieu of an increment for that year.
- Performance-related pay would be frozen from 1 April 2017 to 30 June 2017 for council (non-schools) and ACIVICO employees and from 1 April 2017 to 31 August 2017 for schools employees
- Performance related pay will be frozen for all employees for the following periods:
  - 1/07/17-31/03/18,
  - 1/04/18- 31/03/19
  - 1/4/19-31/03/20
- JNC pay and grading will be subject to more detailed consultation in order to achieve the required saving
- Testimonial and long-service certificates of acknowledgement would be issued.
- Disclosure and Barring Service (DBS) three-year renewals would end and an alternative introduced
- Staff would no longer be reimbursed for retirement gifts
- A revised single flexi scheme would be introduced as a first step towards promoting more agile working
- A salary sacrifice scheme enabling employees to buy annual leave and other benefits to be introduced
- An overall revised employment offer to be introduced





# Research Report

Executive Summary

(Appendix B)

**Consultation Survey 2016**

**Prepared for: Birmingham City Council**

**Prepared by: BMG Research**

# 1 Executive Summary

## 1.1 Introduction

Birmingham City Council has an aim to secure £34 million of savings over the next 4 years through reductions in workforce spend. A package of proposed measures that will help to achieve this, was produced by the Council, known to employees as the Future Council Workforce Contract.

The proposals being considered include:

- Moving to a 37 hour week;
- Freeze on performance related increments for 3 years;
- Stop paying food and drink allowances for those away on business;
- Introduction of a standard standby of £27.62 per session;
- Removal of retirement gifts;
- Removal of testimonials and long service awards;
- Review Pay for JNC Officers.

## 1.2 Methodology

The consultation was split into three different elements;

- Main online/ postal survey to all staff at the Council;
- Team meetings run by managers/head teachers with all staff (where possible) and captured through a feedback form;
- One to one consultation meetings run by managers/head teachers with staff that will be affected most by the proposals and captured through a feedback form.

The table overleaf displays the response rates and standard error achieved by each Area / Directorate in the employee survey.

**Table 1: Response rate and sampling error by Directorate**

Area	Directorate	Sent	Received	Response rate	Sampling error (+/-)
<b>Governors</b>		204	38	19%	14.34
<b>Schools</b>		9674	2656	27%	1.62
<b>Corporate</b>	Economy	1976	952	48%	2.29
	Finance & Legal	544	345	63%	3.19
	People	8291	2324	28%	1.72
	Place	3713	1342	36%	2.14
<b>Acivico</b>	Building Consultancy	42	19	45%	16.64
	Business Development & PR	255	76	30%	9.42
	Commercial	29	8	28%	29.48
	Finance	10	2	20%	61.98
	Programmes & Project Deli	54	13	24%	23.68
<b>Grand Total</b>		<b>24,792</b>	<b>7,775</b>	<b>31%</b>	<b>0.92</b>

### 1.3 Profile of responses

The largest proportion of the responses to the employee survey were from Corporate staff (64% of the total sample), with Schools making up 34%. Acivico staff and Governors represent a smaller proportion of the total sample with 1.5% and 0.5% respectively.

The employee survey gathered further demographic information, from which it can be seen that:

- Women accounted for a greater proportion than men in terms of responses (74% compared to 26%);
- Just over half of the sample is those working full time (52%);

- Approximately a third of the employee survey returns were from staff on grade GR3 (31%) and a quarter on GR2 (25%).
- One in five (22%) returns were from employees who had been in service for less than five years, whilst a further 22% had been in employment at the organisation for up to 10 years. Two thirds (66%) have been working for Birmingham City Council for over 10 years.
- The majority of returns from Corporate staff were from those in the People Directorate (47%), whilst two thirds of the returns from staff from Acivico were from the Business Development and PR Directorate (64%) In terms of the responses from Schools staff, the vast majority (89%) were from staff in Community School, as was the case in the 2013 consultation.

## 1.4 Summary of findings

### 1.4.1 Awareness of the financial challenges facing Birmingham City Council

Corporate staff at the City Council were asked if they are aware of the significant financial challenges being faced by the City Council and the need to make changes to employee terms and conditions in order to make savings. The vast majority of Corporate staff are aware (97%), whilst only 3% are not. This rises to 99% amongst staff in the Finance and Legal Directorate. Awareness falls amongst staff in the Operational job family (93%), who are aged 16 – 24 (89%) and who have been at the council for less than a year (91%).

### 1.4.2 Overall ratings of proposed changes

Over three fifths of Birmingham City Council staff feel that the proposed changes, on the whole, are unreasonable to them personally (61%). This compares to just two fifths that feel they are reasonable (39%). Governors are the most likely to feel they are reasonable (71%), with Acivico and Schools staff least likely (33% and 34% respectively).

At the total Council level, male staff are less likely to feel the proposed changes are reasonable to them on a personal level (39% cf. 44% of women).

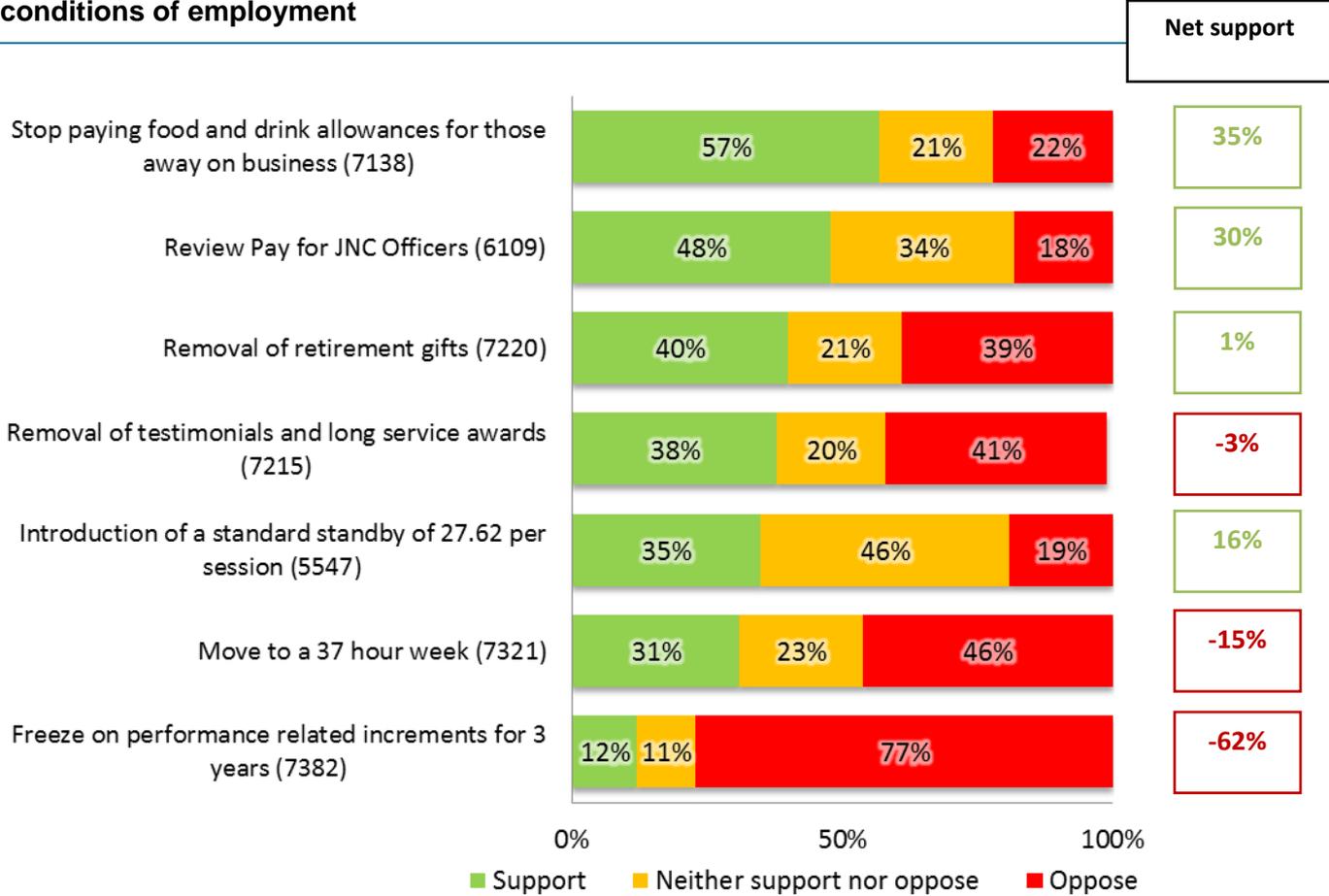
Staff were also asked if they felt the proposed changes were reasonable for the City Council as a whole, with approaching half of all staff reporting they did feel they were reasonable (47%). As before, it is Acivico (31%) and Schools (40%) staff that are less likely to feel the proposed changes are reasonable for the City Council as a whole. Again, Governors are much more likely to feel the proposed changes are reasonable (76%).

### 1.4.3 Support for proposals

Employee Survey respondents were asked to indicate their level of support for the proposals included within the review around their terms and conditions of employment. Support for individual proposals was varied, with the greatest level of support for the proposal to stop paying food and drink allowances for those away on business (57%). On the other hand, only 12% reported that they were in support of the proposal to freeze performance related increments for three years. Support is also low in relation to moving to a 37 hour week, with 46% opposing this.

Staff were least likely to feel opposed to reviewing pay for JNC Officers (18%) and the introduction of a standby of £27.62 per session (19%). However this may be attributed to the fact that many staff chose the neither support nor oppose option (34% and 46% respectively). This suggests there may be a lack of knowledge around these areas or that it does not affect them greatly. On the whole, as already seen in this report, Corporate staff and Governors are more supportive of the proposed changes, whereas Acivico and Schools staff are less so. In addition, younger members of staff (aged 16 – 24) are less supportive in general.

**Figure 1: Net support for the proposals included within the review around terms and conditions of employment**



Base size in brackets

The infographic overleaf shows the net support for each of the seven proposals included as part of the review of the terms and conditions of employment at Birmingham City Council.



Figure 2: Infographic showing the net support scores for the proposals included in the review of terms and conditions of employment



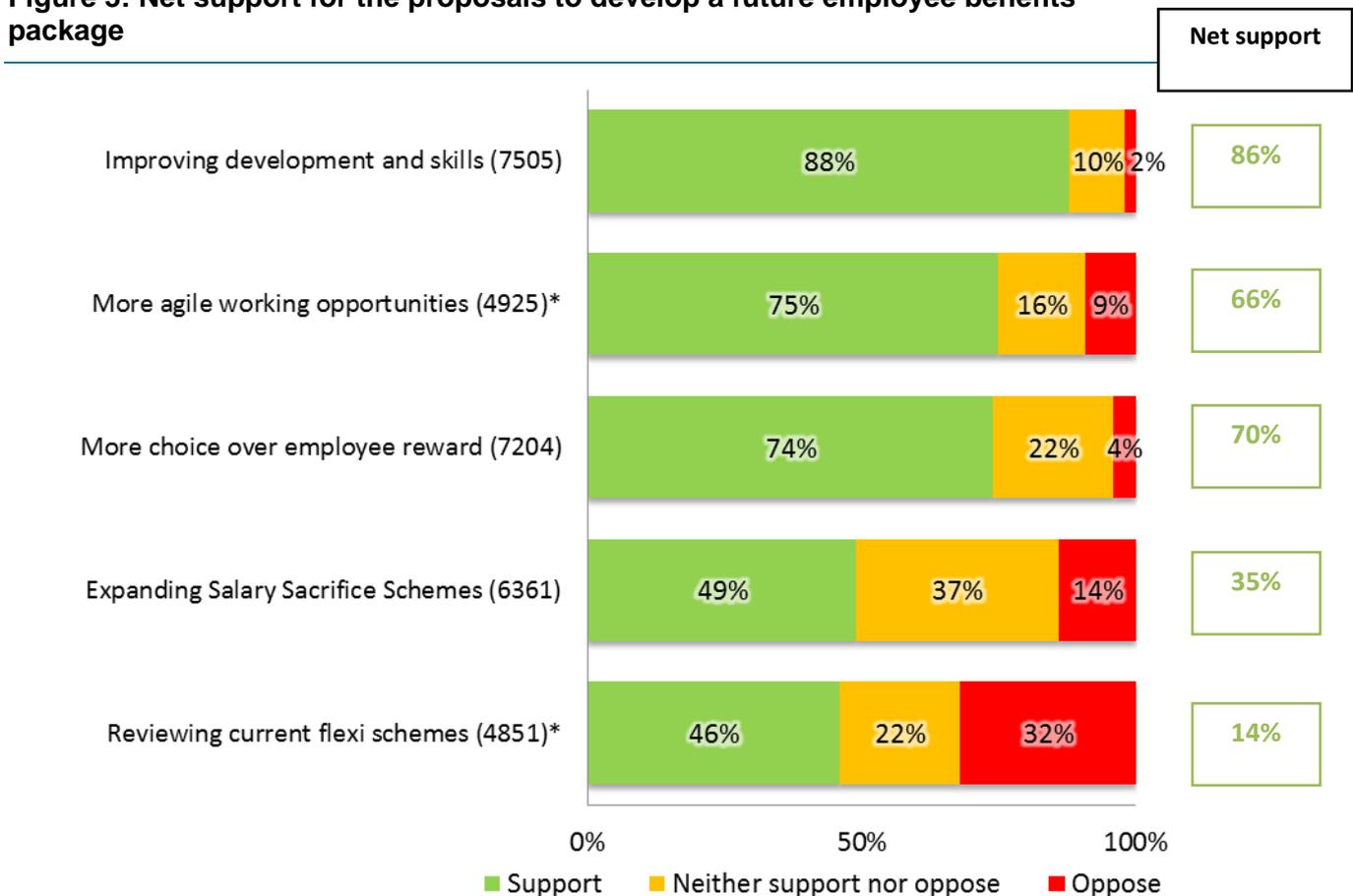
### 1.4.4 Support for future employee benefits package

Employee Survey respondents were also asked to indicate their level of support for the proposals to develop a future employee benefits package.

Support is greatest amongst all staff when considering improvements to development and skills (88%). In fact, over half of the workforce strongly support this proposal (54%). Additionally, only 2% oppose this.

The majority of staff are also in support of more agile working opportunities (75%) and more choice over employee reward (74%). Fewer staff are supportive of proposals to expand salary sacrifice schemes and review current flexi schemes (49% and 46% respectively). A large proportion (37%) of staff neither support nor oppose the proposal to expand salary sacrifice schemes, which could suggest a lack of awareness of what this entails.

**Figure 3: Net support for the proposals to develop a future employee benefits package**



Base size in brackets \* Only asked of Corporate and Acivico employees

## 1.5 Conclusions

Despite awareness of the financial challenges faced by the council being high (amongst Corporate staff), a greater proportion of staff feel that the proposals for changes are unreasonable rather than reasonable for them on a personal level.

Support (as measured through the employee survey) is generally low across all aspects of the proposals with regards the removal or limitation of reward; with only one in ten in support of the proposal to freeze performance related increments for three years. Three quarters are opposed to this proposal. Support is also low in relation to the proposal to move to a 37 hour a week with approaching half opposed to this.

Support was higher with regards to the proposal to stop paying food and drink allowances with around three in five supporting this, and half in support of a review of pay for JNC Officers.

Corporate staff and Governors were in general more supportive of the proposals than Acivico and Schools staff.

Support for the proposals to develop a future employee benefits package was met with more enthusiasm, with as high as nine in ten in support of the proposal to improve development and skills opportunities.



**BIRMINGHAM CITY COUNCIL****PUBLIC REPORT**

<b>Report to:</b>	<b>COUNCIL BUSINESS MANAGEMENT COMMITTEE</b>
<b>Report of:</b>	<b>City Solicitor</b>
<b>Date of Decision:</b>	<b>18 OCTOBER 2016</b>
<b>SUBJECT:</b>	<b>PROPOSED CHANGES TO THE CONSTITUTION</b>
<b>Wards affected:</b>	<b>ALL</b>

<b>1. Purpose of report:</b>
1.1 To advise Committee of proposed changes to the City Council's Constitution

<b>2. Decision(s) recommended:</b>
2.1 That the Committee notes the proposed changes to the City Council's Constitution set out in paragraph 3 and in the appendices to this report
2.2 That the Committee notes and approves inclusion of this report and appendices in the agenda for the full Council meeting on 1 November 2016

<b>Contact Officer:</b>	Kate Charlton
<b>Telephone No:</b>	0121 303 2151
<b>E-mail address:</b>	Kate Charlton

<b>Signature:</b>
Chief Officer(s):
Dated: 10 October 2016

<b>List of Appendices accompanying this Report (if any):</b>
1. B1 – Council Standing Orders
2. Article 11 - External Appointments, Joint Committees and Strategic Partnership Arrangements

<b>3</b>	<b>Proposed Changes to the Constitution:</b>
3.1	It is proposed to allow oral and written questions to Chairs of Ward Forums and Appendix 1 hereto shows proposed track changes to the Constitution
3.2	In addition reference to West Midlands Joint Committee (Sub Committee and Planning and Transportation) has been deleted from Article 11 (see appendix 2 track changes) as it has been abolished

<b>List of Background Documents used to compile this Report:</b>
None.



---

**VOLUME B**  
**SUPPORTING DOCUMENTS TO THE CONSTITUTION**

---

Website  
Updated ~~September~~October 2016

## B1 – Council Standing Orders

### STANDING ORDERS DEALING WITH THE PROCEDURE AT MEETINGS OF THE FULL COUNCIL

#### 1 Order of Business

- (1) The order of business and the indicative timescales at every ordinary meeting of the Council shall usually be –

Standard Item	Time Limits	Indicative Timetable
Minutes, Lord Mayor's Announcements	5 minutes for Lord Mayor's Announcements - and <u>no presentations.</u>	2.00 – 2.05 p.m.
Lord Mayor's Annual report (AGM only)	15 minutes	
Petitions A schedule of outstanding petitions will be available electronically	10 minutes	2.05 – 2.15 p.m.
Question time	90 minutes	2.15 – 3.45 p.m.
Questions from members of the public to any Cabinet Member, Assistant Leader <del>or</del> District Committee Chairman <u>or Ward Forum Chairman</u>	20 minutes 1 minute for each question 2 minutes for each answer	
Questions from any Councillor to a Committee Chairman, <del>or</del> Lead Member of a Joint Board <u>or Ward Forum Chairman</u> . Each Councillor may ask only one question. No supplementary questions.	20 minutes 1 minute for each question 2 minutes for each answer	
Questions from Councillors other than Cabinet Members to a Cabinet Member or Assistant Leader. Each Councillor may ask one question and one supplementary question.	25 minutes 1 minute for each question 3 minutes for each answer	
Questions from Councillors other than Cabinet Members to the Leader or Deputy Leader. Each Councillor may ask one question and one supplementary question.	25 minutes 1 minute for each question 3 minutes for each answer	
Appointments	10 minutes	3.45 - 3.55 p.m.
Policy Plans or Reports from CBM	30 minutes	3.55 – 4.15 p.m.
Adjournment Break	30 minutes	4.15 – 4.45 p.m.
Overview & Scrutiny reports	60 minutes	4.45 – 5.45 p.m.
Motions submitted by individual Councillors rotated equally between the political groups as determined by CBM	90 minutes If the time for the item has elapsed, any motions or	5.45 – 7.15 p.m.
	Page 7 of 84 Appendments not moved and	

	seconded formally (without comment) should be put to the vote without discussion.	
--	---	--

- (2) The time allowed for speeches shall be up to 7 minutes for the mover of a Motion or Amendment to the Motion, with up to 4 minutes each for other Members wishing to participate in the debate and a right of reply for the mover of the Motion only of up to 5 minutes.
- (3) The order of business may be varied by a resolution passed on a Motion which, after being moved and seconded, shall be put to the vote without discussion.
- (4) Question time will be excluded from the agenda at the Annual Meeting and the Annual Budget Meeting of the Council.

**2 Record of Attendance and Quorum**

The Chief Executive shall record the attendance of Councillors.

A Quorum is 30 Councillors.

**3 Urgent Business**

- (1) Urgent business may be moved or raised at the meeting with the prior agreement of the Lord Mayor.

**4 Motions and Reports to the City Council for Debate**

*(A) Motions submitted by individual Councillors*

- (1) A motion to be submitted to the Council (other than at the Annual General Meeting) for debate under Part (A) of this Standing Order must be relevant to any of the Council's Policy Framework Plans and/or the Budget Framework, be in writing signed by two members and must be delivered to the Chief Executive at any time between the end of the previous ordinary Council meeting and seven clear working days before the Council meeting at which it is to be debated. No Motions under Standing Order 4A are permitted for the meeting of the City Council reserved for the Annual Budget debate.
- (2) The Chief Executive shall maintain a record of all such motions and the order in which they have been received and this record shall be open to inspection by any member of the Council. The Chief Executive shall also provide the Lord Mayor with copies of all such motions and shall have the power, after receiving appropriate advice from the Monitoring Officer, to seek appropriate amendments from the proposer of the Motion, so as to ensure compliance with any legal and/or constitutional aspects and in the event that the proposer is unable to agree, the proposed Motion will not appear on the summons for the Council meeting.

- (3) If, at any time during the debate on any Motion before the Council, it appears to the Lord Mayor that the motion (in its original, modified or amended form) would, if carried -
  - (a) have the effect of materially increasing the expenditure, or materially decreasing the revenue, of the Council;
  - (b) involve capital expenditure not provided for in the Council's approved capital budget; or

the Lord Mayor will direct that the motion shall stand adjourned without further debate in order that the Executive may consider any financial, policy or other implications of the motion and request the Executive to submit its recommendations to a future meeting of the Council.

*(B) Motions submitted via the Council Business Management Committee*

- (1) Prior to each ordinary meeting of the Council, the Council Business Management Committee shall consider and determine what motions it is necessary or appropriate to submit to that meeting.
- (2) The Chief Executive shall set out in the Summons, for each meeting, the motions which the Committee has determined should be submitted.

*(C) Annual Report of the Leader*

- (1) The Leader of the Council will, on an annual basis
- (2) submit a "Leader's Policy Statement."
- (3) No amendment to the Motion "to receive the Report" will be allowed.

## **5 Conduct of Debate**

- (1) A motion or amendment shall not be discussed unless it has been proposed and seconded.
- (2) Every motion and amendment, except when printed in the Summons or when copies have been supplied to each member at the commencement of the meeting (in which case the motion or amendment shall be taken as read), shall be read by the mover before being spoken upon and no other member shall speak on it until it has been seconded.
- (3) Every amendment shall, unless the Lord Mayor otherwise indicates, be reduced to writing, signed by the mover and delivered to the Chief Executive before it is moved.
- (4) Any member who seconds a motion or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later stage of the debate on that motion or amendment.

- (5) A member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:-
- (a) to speak once on an amendment moved by another member;
  - (b) on a point of order as defined by Standing Order 5(6);
  - (c) by way of personal explanation as defined by Standing Order 5(6);
- (6) A member may rise on a point of order or in personal explanation and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a standing order or statutory provision and the member shall specify the standing order or statutory provision and the way in which he/she considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him/her in the Council Chamber or in relation to a matter outside of the Council Chamber, which may appear to have been misunderstood in the present debate. The ruling of the Lord Mayor on a point of order or on the admissibility of an explanation shall not be open to discussion and shall be final. No points of information are permissible under Standing Orders.
- (7) When a motion is under debate no other motion shall be moved except the following -
- (a) to amend the motion,
  - (b) to proceed to the next business;
  - (c) to adjourn;
  - (d) that the question be now put;
  - (e) that a member (named) under Standing Order 15 be not further heard or do leave the meeting;
  - (f) to suspend Standing Orders;
  - (g) to exclude the public under S.100(A) of the Local Government Act 1972;
  - (h) to re-admit the public;
  - (i) that the consent of the Council be given where the consent of the Council is required by these Standing Orders (e.g. to extend time limits, to withdraw motions, etc.)
- (8) The Lord Mayor may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the business of the Council.
- (9) An amendment shall be relevant to the motion and shall be –

- (a) to leave out specified words; or
- (b) to insert or add specified words; or
- (c) to refer a subject of debate to the Executive or to a committee for consideration or re-consideration.

but any omission, insertion or addition of words shall not result in substance in a direct negation of the motion before the Council.

- (10) Once voting on any motion or amendment has commenced, there shall be no further debate on the matter under consideration and no further amendments may be moved to the original motion. If an amendment is carried, the motion, as amended, shall take the place of the original motion.
- (11) Not every debating possibility has been covered by these Standing Orders and, in the event of anything not being covered in Standing Orders, the Lord Mayor's ruling on the matter shall be final and binding on the Council.

## **6 Suspension of Standing Orders**

Standing Orders may be suspended by resolution of the Council, provided that a motion to suspend Standing Order 13 (Length of Council Meetings) 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.

## **7 Voting**

- (1) Motions shall be determined (as the Lord Mayor may direct) by a show of hands.
- (2) If, after a vote has been taken by a show of hands, a "named vote" is requested by at least 10 members rising in their place, the following procedure shall apply -
  - (a) the division bell will be rung for one minute;
  - (b) the doors of the Council Chamber will then be closed;
  - (c) the names of those voting for or against or abstaining will then be ascertained by the use of the vote recorder and included in the Minutes.

## **8 Petitions**

- (1) Every petition to the Council meeting shall either be in writing presented by a Councillor or an e-petition from the Council's website.
- (2) A Councillor presenting a petition or the Lord Mayor (on behalf of Councillors who have submitted their petitions to the Chief Executive in advance of the meeting) may move without comment that the petition(s) be received and referred to the relevant Chief Officer(s) to examine and respond appropriately.

- (3) At each meeting of the City Council, the Chief Executive shall ensure that an "Update Report" is electronically available for Members providing relevant details on the progress, or otherwise, of any petitions received by the City Council since the last Annual General Meeting. Where a petition has been discharged, the Update Report does not need to mention the same.

## 9 Questions

### (A) *Written Questions*

Any Councillor may ask one written question (with no sub-questions) of any Cabinet Member, Assistant Leader, Committee Chairman ~~or~~ Lead Councillor for a West Midlands Joint Authority or Ward Forum Chairman by submitting the question in writing to the Chief Executive by no later than 1200 hours on the Tuesday prior to the day of the Council meeting. A copy of each such question and the written answer shall be supplied to every Councillor at the start of the Council meeting and shall also be annexed to the Minutes of the meeting.

### (B) *Oral Questions*

#### (1) *Questions from Members of the Public*

A member of the public may ask one oral question of any Cabinet Member, Assistant Leader ~~or~~ District Committee Chairman or Ward Forum Chairman by submitting the question in writing to the Chief Executive no later than 12 noon on the Friday before the Council meeting. No question will exceed 1 minute and no answer will exceed 2 minutes.

- The question must refer to an issue which affects Birmingham or falls within the Council's responsibilities.
- The question must not be substantially the same as a question which has been put at a meeting of the Council in the past 6 months.
- The question must not be defamatory, frivolous, vexatious or offensive.
- The question must not require the disclosure of confidential or exempt information.
- The question must not refer to individual planning or licensing matters, or any matter of a personal nature.

#### (2) *Questions from Councillors*

Councillors may ask questions as set out in the order of business.

## 10 Conduct at Meetings of the Council

- (1) Councillors are expected to treat each other with respect and abide by the Code of Conduct.
- (2) The Lord Mayor may, as she/he sees fit, direct a Councillor to discontinue his/her speech.
- (3) If there is more general disorder, the Lord Mayor may direct a Councillor causing such disorder to retire from the meeting.

## **11 Disturbance by Members of the Public**

If a member or members of the public present at a meeting of the Council interrupt(s) the proceedings, the Lord Mayor may warn them that on any further interruption they will be required to retire from the Chamber. If the member(s) of the public, after such warning, again interrupt(s) the proceedings the Lord Mayor may instruct them to retire from the Council Chamber and if they fail to comply the Lord Mayor may order their removal from the Chamber.

## **12 Common Seal**

A decision of the Executive or a resolution of the Council or a committee acting within the powers and duties delegated to it shall be sufficient authority for sealing any deed, instrument, document or writing necessary to give effect thereto.

The Seal shall be attested by one of the following persons who shall subscribe his/her name thereto after sealing, that is to say, the Lord Mayor, the Deputy Lord Mayor, the Chief Executive or any senior lawyer in the employment of the City Council from time to time authorised for this purpose by or on behalf of the Council.

## **13 Length of Council Meetings**

If a meeting of the Council has not come to an end by 7:15p.m, the following procedure shall apply

- (i) at the conclusion of the speech then being delivered, the Lord Mayor shall allow the mover of the motion then under debate to exercise his/her right of reply and shall then put the motion to the vote;
- (ii) in respect of any remaining items of business, the Lord Mayor shall allow motions to be moved and seconded formally (without comment) and shall forthwith put the motions to the vote without discussion; and
- (iii) the Lord Mayor shall then close the meeting.

## **14 Conflict resolution between Full Council and the Executive**

- (1) The Leader must have at least 5 working days to object to a full Council decision which is contrary to the Executive's proposals for either the budget or a plan or strategy before that decision takes effect;

- (2) if the Leader registers an objection, the full Council must meet to reconsider the issue in light of the objection;
- (3) ultimately, full Council can insist on its decision.

**15 Appointment of Committees**

On the recommendation of Council Business Management Committee, the Council shall appoint Committees necessary for the discharge of the Council's functions, along with the membership and Chairman of each, for a period ending no later than the next annual meeting of the Council.





---

**VOLUME A**  
**THE CONSTITUTION**

---

Website  
Updated ~~September~~October 2016

## Article 11 – External Appointments, Joint Committees and Strategic Partnership Arrangements

*This Article sets out details with regard to external appointments and partnership working arrangements.*

### 11.1 Joint arrangements

- (a) The Cabinet may establish joint arrangements with one or more local authorities and/or their Executives to exercise Executive functions in any of the participating authorities. The Council will deal, as necessary, with the establishment of joint arrangements to exercise non-Executive functions.
- (b) Where Cabinet appoints three or more members to a joint committee, the proportionality rules will apply.

### 11.2 Appointments to outside bodies

Appointments that are reserved to the Full City Council to determine are set out below and the proportionality rules shall apply. All other appointments of members and officers to outside bodies shall be within the remit of Cabinet to determine and the proportionality rules will not automatically apply.

### 11.3 Appointments reserved to the Full Council

	No. Apptd
Local Government Association (General Assembly)	4
West Midlands Fire & Rescue Authority	10
West Midlands Transport Authority	10
West Midlands Police and Crime Panel	3
National Association of Councillors	1
Standing Advisory Council on Religious Education	8
Employee Consultative Forum (Teachers)	7
City Housing Liaison Board	3

### 11.4 Joint Committees

The City Council has established the following Joint Arrangements for the current Municipal Year as follows:-

- (i) West Midlands Joint Committee
- ~~(ii) West Midlands Joint Committee (Sub-Committee Planning and Transportation)~~
- ~~(iii)~~ (ii) West Midlands Combined Authority

BIRMINGHAM CITY COUNCIL

PUBLIC REPORT

<b>Report to:</b>	<b>COUNCIL BUSINESS MANAGEMENT COMMITTEE</b>
<b>Report of:</b>	<b>CITY SOLICITOR</b>
<b>Date of Decision:</b>	<b>18 OCTOBER 2016</b>
<b>SUBJECT:</b>	<b>PETITIONS UPDATE</b>
<b>Wards affected:</b>	<b>ALL</b>

<b>1. Purpose of report:</b>
To update Committee on progress made in responding to petitions presented to full Council

<b>2. Decision(s) recommended:</b>
2.1 The Committee note this quarterly report.

<b>Contact Officer:</b>	Phil Wright
<b>Telephone No:</b>	0121 675 0216
<b>E-mail address:</b>	Phil_Wright@birmingham.gov.uk

<b>Signature:</b>
Chief Officer(s):
Dated:

<b>List of Appendices:</b>
None

<b>List of Background Documents used to compile this Report:</b>
Public Petition Records

### **3. Relevant background/chronology of key events:**

3.1 The current protocol for responding to petitions presented to City Council was agreed by this Committee in May 2007 and is set out below: -

#### **Protocol**

1. Petition presented at City Council.
  2. Petition referred to the appropriate Chief Officer for response within 3 working days.
  3. Chief Officer to write to the Councillor presenting the petition and the first named petitioner to acknowledge receipt within 14 days of the City Council.
  4. Progress of investigation into petition to be notified by the relevant Chief Officer to Committee Manager for inclusion in the monthly Petitions Update by no later than 10 working days before the next City Council.
  5. Final response to petition included in Petitions Update by the Committee Manager.
  6. Chief Officer to notify the Councillor who presented the petition and the first named petitioner of the outcome within 14 days of the relevant City Council meeting discharging the same.
- 3.2 It should be noted that the protocol applies only to petitions sent internally and not to those which are referred to outside bodies for action.

### **4 Action Taken**

- 4.1 In accordance with minute No. 2044 of this Committee the petition schedule has been split into City Council related petitions (currently 52) and those which are the responsibility of external organisations (currently 46).
- 4.2 Of the outstanding City Council related petitions, 3 were presented in 2015 and 49 were presented in 2016.
- 4.3 Since May 2005, 1833 out of a total of 1885 petitions received have been discharged – 97%.

**Reminder: Members must declare all relevant pecuniary and/or non-pecuniary interests relating to any items of business to be discussed at this meeting**

**BIRMINGHAM CITY COUNCIL**

**CITY COUNCIL**

**Tuesday, 1 November 2016 at 1400 hours in The Council Chamber, Council House, Birmingham**

**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 Internet site ([www.birminghamnewsroom.com](http://www.birminghamnewsroom.com)) and that members of the press/public may record and take photographs.

The whole of the meeting will be filmed except where there are confidential or exempt items.

**Attached**

**2 MINUTES**

To confirm and authorise the signing of the Minutes of the Meeting of the Council held on 13 September 2016.

(1400-1410)

**3 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.

(1410-1425)

**4 PETITIONS (15 minutes)**

To receive and deal with petitions in accordance with Standing Order 8.

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.

**5 EXEMPTION FROM STANDING ORDERS**

Councillor Sharon Thompson to move an exemption from Standing Orders.

**Attached**

**6 PROPOSED CHANGES TO THE CONSTITUTION  
(5 Minutes)**

(1425-1430)

To consider a report of the Council Business Management Committee.

Councillor John Clancy to move the following Motion:

"That approval be given to the necessary changes to the City Council's

Constitution as indicated by the tracked changes in the appendix to the report and that the City Solicitor be authorised to implement the changes with immediate effect.”

(1430-1600) **7** **QUESTION TIME (90 minutes)**

To deal with oral questions in accordance with Standing Order 9(B)

- A. Questions from Members of the Public to any Cabinet member or District Committee Chairman (20 minutes)
- B. Questions from any Councillor to a Committee Chairman or Lead Member of a Joint Board (20 minutes)
- C. Questions from Councillors other than Cabinet members to a Cabinet member (25 minutes)
- D. Questions from Councillors other than Cabinet members to the Leader or Deputy Leader (25 minutes)

(1600-1605) **8** **APPOINTMENTS BY THE COUNCIL (5 minutes)**

To make appointments to, or removals from, committees, outside bodies or other offices which fall to be determined by the Council.

**Attached** **9** **ITA MOVEMENT FOR GROWTH WM STRATEGIC TRANSPORT PLAN**  
(35 Minutes)

To consider a report of .....

(1605-1640) Councillor .... to move the following Motion:

(break 1640-1710)

**Attached** **10** **TERMS AND CONDITIONS – PROPOSED CHANGES**  
(15 Minutes)

To consider a report of .....

(1710-1725) Councillor .... to move the following Motion:

**Attached** **11** **MOTIONS FOR DEBATE FROM INDIVIDUAL MEMBERS**  
(90 minutes)

(1725-1855) To consider the attached Motions of which notice has been given in accordance with Standing Order 4(A).