

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

ANNUAL MEETING OF THE CITY COUNCIL

TUESDAY, 24 MAY 2016 AT 16:00 HOURS
IN COUNCIL CHAMBER, COUNCIL HOUSE, VICTORIA SQUARE,
BIRMINGHAM, B1 1BB

A G E N D A

1 NOTICE OF RECORDING

Lord Mayor to advise that this meeting will be webcast for live or subsequent broadcast via the Council's Internet site (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.

2 DECLARATIONS OF INTEREST

This is a standard item included on agendas at all first meetings in the Municipal Year.

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. If a pecuniary interest is declared a Member must not speak or take part in that agenda item. Any declarations will be recorded in the minutes of the meeting.

3 ANNUAL REPORT OF THE LORD MAYOR 2015/2016 (15 MINUTES)

Report to Follow.

To receive the annual report of the Lord Mayor.

4 ANNOUNCEMENT OF LORD MAYOR'S AWARDS

5 **ELECTION OF THE LORD MAYOR 2016/17**

To elect the Lord Mayor.

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

6 **APPOINTMENT OF THE DEPUTY LORD MAYOR**

To appoint the Deputy Lord Mayor.

7 **PRESENTATION OF THE RETIRING LORD MAYOR**

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

8 **PRESENTATION TO THE RETIRING LORD MAYOR'S CONSORTS**

To present the retiring Lord Mayor's Consorts with badges as memento of their office.

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

9 **ALLOWANCES**

To agree the allowances to be made to the Lord Mayor and the Deputy Lord Mayor in office during 2016/2017.

10 **DATES OF MEETINGS**

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

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

2016	2017
14 June	10 January
12 July	7 February
13 September	28 February
1 November	4 April
6 December	

11 **ANNUAL MEETING IN 2017**

To confirm the date for the holding of the Annual Meeting of the Council in 2017.

It is suggested that the Annual Meeting for 2017 to be held in the Council Chamber at 1600 hours on Tuesday 23 May 2017.

12 **ELECTION OF COUNCILLORS**

To receive a report from the Returning Officer of the persons elected Councillors of the City on 5 May 2016 and the making of the declarations of acceptance of office.

13 **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.

14 **PETITIONS**

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.

15 **REVIEW OF THE CITY COUNCIL'S CONSTITUTION**

Report To Follow.

To consider the report of the Council Business Management Committee.

The Leader 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".

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

17 **SUPPLEMENTARY REPORT OF THE INDEPENDENT REMUNERATION PANEL**

Report to Follow.

Report of the Council Business Management Committee.

The Leader to move the following Motion:

"The recommendations made by the Independent Remuneration Panel on page 3 of the Supplementary Report be accepted."

18 **CITY COUNCIL APPOINTMENTS**

To consider a report of the Council Business Management Committee.

The Leader to move the following Motion:

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

The background of the page is a faded, grayscale photograph of a large, ornate building, likely a city hall or a significant municipal structure. It features multiple stories with many windows, a prominent clock tower with a dome and spire, and classical architectural elements like columns and pediments. The image is slightly out of focus and has a high-key, almost white background, making the text stand out.

The Lord Mayor's Annual Report to Council

May 2016

Nature and Purposes of this Report

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

In the following text the plural form 'Lord Mayors' rather than 'Lords Mayor' is adopted and 'Mayoralty' and 'Mayor' are also employed when more widely applicable points are made.

The substantive sections of the report are:

1. *The Fourth Function* - setting out the context, history, attributes and perceptions of the Lord Mayoralty.
2. *The Duties of the Lord Mayor* - illustrating the wide variety of roles, responsibilities and assignments undertaken.
3. *Other Civic Positions* - explaining the roles of the Lord Mayor's Consort, Deputy Lord Mayor and Lord Mayor's Deputies.
4. *Mayoral links with the Magistracy and Judiciary.*
5. *The Lord Mayor and Voting.*
6. *The Selection of Lord Mayors.*
7. *The Mayoral Year 2015/16.*
8. *Further Information.*

Appendices:

Lord Mayoral Protocol.

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

The Lord Mayor's Award.

Related Offices and Freedoms.

The Lord Mayor's Charities for 2015/16.

Civic Insignia.

1. The Fourth Function

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

Birmingham is the largest unitary authority in Europe and the Civic function of the Council should be commensurate with this status. The underlying objective of the Lord Mayor's Office – an alternative title for which would be the Civic Office - is serving the people of Birmingham and, within the bounds defined by law and the provisions of the Council's constitution, interpreting the role of Lord Mayor in the context of Birmingham, its values, heritage, customs and practices and civic tradition and upholding the broad and lasting interests of the wider council, our communities and our citizens as a whole.

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

The principal function of the Civic Office is to serve and to represent. The Lord Mayor and civic dignitaries are the representative face, both locally and to the world at large, of what Birmingham is all about. The tradition, standing and impartiality of the office of Lord Mayor help to transcend barriers and the Lord Mayor represents the Birmingham community at formal ceremonies and on both joyous and tragic occasions.

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

The Lord Mayor is politically neutral - the First Citizen being above political controversy. This is a vitally important aspect of the role and it is one that distinguishes the Lord Mayor from executive mayors (Directly Elected Mayors). Following the recent referendum this role was rejected by the citizens of Birmingham.

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

The right to appoint a Lord Mayor is a relatively rare honour that is even less frequently bestowed than city status. Currently, 23 cities in England have Lord Mayors:

Birmingham, Bradford, Bristol, Canterbury, Chester, Coventry, Exeter, Kingston-upon-Hull, Leeds, Leicester, Liverpool, the City of London, Manchester, Newcastle upon Tyne, Norwich, Nottingham, Oxford, Plymouth, Portsmouth, Sheffield, Stoke-on-Trent, the City of Westminster and York.

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

While in other countries the role of Mayor may have more formal powers than here, most Lord Mayors refer to the esteem in which the role is held by the general public. This stems in part from history, in the 17th and 18th centuries, formal mayoral power was considerable.

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

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

The Lord Mayor's impartiality and the avoidance of contentious issues in public discussion is essential if he / she is to represent the citizens of Birmingham as a whole. The taking of a public position on an issue is a potential wedge between the Lord Mayor and a section of our citizenry.

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

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

The volume of engagements undertaken by the Lord Mayor is not an indicator of quality and if excessive can limit the opportunities during a mayoralty to take full advantage of the multitude of contacts and subsequent connections that could be made while the influence of being Lord Mayor is available. However, this does suggest an enhanced role for the Deputy Lord Mayor and for former civic heads acting as deputies. Yet with significant budget restrictions placed upon the Lord Mayor's Office, opportunities for the Deputy Lord Mayor and Lord Mayor's Deputies to engage further have been limited.

Furthermore it is important that a reasonable proportion of the engagements should be proactive - for example those relating to the Lord Mayor's objectives for the year - rather than reactive and that requests from organisations that have not received a mayoral visit previously are considered on an equal basis to habitual destinations. A mayoral year should not merely be a repeat of previous years.

It is also important that people at all levels of community and voluntary organisations, particularly those in 'the front line', get a share of mayoral time and that the Lord Mayor's contacts are not limited to meeting Chief Executives and receiving briefings from board members.

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

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

Lord Mayors carry no political baggage and, this being so, can talk with greater freedom to any of the citizens of Birmingham. They can be instrumental in developing things because they cannot be accused of some ulterior motive or some hidden agenda.

The power of the Lord Mayor comes from the respect in which the position is held. The respect arises from, on the one hand, the antiquity of the position and the contribution of predecessors, and on the other the facts that there are no formal powers and no politics hence no axes to grind or targets to be met. The post simply represents an embodiment of Birmingham to which nearly all citizens relate and wish to support.

Some of the power of the mayoralty depends on perception. There is an 'original perception' based on history and tradition. There is also a contemporary perception based on the 'above the fray' dimension and an immediate perception based on cues such as the manner of arrival, the presence of attendants, clothing, the mayoral chain and such established stature, physical presence and bearing that any particular Lord Mayor may possess. All of these perceptions contribute to the value of a visit by the Lord Mayor to a community event.

The Lord Mayor gains a unique overview of the activities, concerns and wishes of the people of the city, gained through the number and depth of visits, and their wide variety. Accordingly, The Lord Mayor can act as a link between various groups and can offer guidance to them. Along with previous Lord Mayors, the office as a whole is a reserve of institutional memory of the civic affairs of the city.

The city has some of the best civic insignia in the country - a matter for considerable pride and one reason why the attendance of the Lord Mayor at events is so much appreciated. Basic information on the chains, mace and badges is given in Appendix 8. The city also holds the mayoral chains formerly used by the Royal Town of Sutton Coldfield prior to its incorporation into the city. These are on display in the Lord Mayor's suite of rooms. While there is no reason in principle why these should not be used - for example on a commemorative occasion - they have become rather fragile and significant work would be required if they were to be worn.

2. Duties of the Lord Mayor

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

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

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

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

The majority of the Lord Mayor's responsibilities relate to the 'first citizen' function of representing the Council, the City and its people and in so doing meeting a wide range of voluntary organisations, charities, employers, agencies, civic heads from other Local Authorities and consular and diplomatic representatives.

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

- Presiding, as ceremonial head for the Council over its civic functions and social occasions

- As First Citizen of the authority, acting as a focal point in times of crisis, tragedy or triumph. This arises as a consequence of precedence.
- Hosting events, receiving and welcoming members of the Royal Family, dignitaries and visitors, at all times observing the recognised protocol.
- Taking part in functions as a representative of the people of Birmingham or the City Council.
- Maintaining good relationships and links with the Armed Services and veterans' organisations, including the taking of salutes and presiding at freedom ceremonies.
- Working proactively for the Mayoral charities and supporting many other charities.
- Promoting and raising the profile of many Council initiatives and projects of a charitable and voluntary nature that benefit the citizens of Birmingham.
- Encouraging active citizenship and facilitating participation by all in the life of the city.
- Maintaining good relationships and working with the faith organisations within the city, attending a variety of religious occasions and making visits.
- Supporting voluntary activities that benefit the local community and the people of Birmingham.
- Celebrating local success and recognising achievement both internal and external to the Council.
- Opening significant buildings, exhibitions and businesses
- Joining citizens in community events.
- Enhancing social cohesion, making connections and expressing the unity of the city.
- Acting as a reassuring reminder of tradition and constancy in a volatile world.

The Lord Mayor also has a role in friendly relations between Birmingham and other cities and regions both at home and abroad. This latter includes, but is not confined to, twinning and Sister Cities. In more recent times, trade and the economic considerations have played a major role but the importance of cultural and social linkage and understanding should not be lost sight of. In the early days of twinning, Mayors were seen as focal points for both communities. However, few resources are now available to actively maintain links in this regard.

There is also the scope for simpler, community to community friendship links with, for example a civic memorandum being produced and signed at mayoral level. Birmingham has a substantial and thriving Irish community, many having close family connections with County Councils throughout Ireland. Reciprocal and most cordial visits have taken place during my Mayoral year and they have benefited the Irish Community here in Birmingham more than ever.

The Lord Mayor hosts a number of civic functions during the year. These include:

- Civic Banquets
- Civic Receptions
- Civic Luncheons
- Civic Dinner Parties

Yet again this year, the civic hospitality budget is very constrained. Prior to the reduction in budget, the Lord Mayor's Office had a much wider range and larger scale of operation. For example, there was an office at the National Exhibition Centre and each year both the International Convention Centre and NEC provided lists of major exhibitions and conferences for which civic receptions would be advantageous both in their own and the city's interests. There was, of course, at that time a correspondingly larger hospitality budget.

Nevertheless, the Head of Lord Mayor's Office, has the responsibility of making high level connections with a very wide range of external organisations.

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

3. Other Civic Positions

The Deputy Lord Mayor

In Birmingham the position of Deputy Lord Mayor is occupied by the previous year's Lord Mayor. It is worth noting that this practice is not the case in all local authorities - indeed the majority of councils have the year as deputy first.

The Deputy Lord Mayor's principal duties are:

- To assist the Lord Mayor
- To deputise for the Lord Mayor at the Lord Mayor's request at civic or community events.

The Lord Mayor's Deputies

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

The former Civic Heads represent one of the primary sources of the civic institutional memory and a number undertake many supportive roles in the office and in the delivery of the civic function, as well as serving on the Lord Mayor's Advisory Group, a Sub-Committee of Council Business Management Committee.

4. Mayoral Links to the Magistracy and Judiciary

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

For example, the Lord Mayor may:

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

The Lord Mayor, in conjunction with the Liaison Judge and the Chairman of the Birmingham Bench, presides at the swearing in ceremonies for new magistrates which normally takes place in the council chamber. Recently there has been an expanded range of informal connections that are much appreciated.

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

5. The Lord Mayor and Voting

The Lord Mayor may give a casting vote (having not voted previously) or indeed a second vote (after voting previously on the issue in question (a 'deliberative vote')).

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

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

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

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

6. Selection of Lord Mayors

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

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

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

7. The Mayoral Year 2015/16

I would like to take this opportunity to thank the members of this Council who voted for me to become the Lord Mayor of Birmingham – this is the greatest honour you can bestow on a fellow Councillor.

I would also like to also thank all the previous Lord Mayors who offered advice and guidance to me throughout the year; they were certainly right when they told me that I would discover things and places in the city I was not aware of!

The job is hectic to say the least and you are never aware of what is around the corner and what you will be going to in two weeks' time.

I found this out on my first day in the office when I received an invitation from Frankfurt, our twin city in Germany, to have lunch with the HM The Queen on the following Thursday. I travelled to Frankfurt for the day and was fortunate to also be taken on a guided tour of the Frankfurt Art Gallery and the Monet exhibition, which was a real treat for me. I also had a tour of the city, which is extremely clean and green and one of the highlights of the tour was a wonderful Square of traditional buildings which had been rebuilt after the original buildings were destroyed during the war.

It is the everyday things you see and the people you meet that never cease to surprise me. When we look at what is happening all around us, so much is missed because there is so much to see. When you become Lord Mayor you get to see many things you were never aware of – the hundreds of people all working behind the scenes, working for others, raising money for charities that on many occasions we never get to hear about, the hundreds of unsung heroes who work hard looking after other people.

Such people improve the lives of so many and supplement, to a massive extent, state provision.

A visit to the Queen Elizabeth hospital was an insightful and moving experience. I met with people who had survived horrendous injuries and who, thanks to the skills and professionalism of the staff at this great hospital, together with medical advances, had survived. Many required further intensive support in order to be able to return home.

Visiting factories and seeing how some of our small businesses are not only working hard but are taking on the competition around the globe, exporting to many countries and developing new innovations was inspiring. These small firms have a policy of continuous development so that they can compete in the global markets.

Like previous Lord Mayors I visited many schools. Children have so many questions for the Lord Mayor and I enjoyed advising them to always listen in class more than they speak. I also took the opportunity to remind parents of their responsibility to ensure that their children attended school and were supported in learning.

During the year I had the privilege of meeting several members of the Royal Family along with my consorts. Of course the main event was the visit to the city of HM The Queen and HRH Prince Philip. I was very proud to show the redesigned New Street Station, another landmark development for Birmingham.

I was delighted to mark the development on Broad Street of the first Park Regis Hotel in Europe. The hotel chain has numerous hotels across the Far East and it is significant that Birmingham was chosen as the first European location.

This is just one of many new developments across the city, demonstrating that the city continues to attract investment and, in line with its motto, continues to move forward.

The Lord Mayor is the Chancellor of Birmingham City University and as such I visited several of the University's campuses. I was amazed at the diversity of the courses on offer and the innovations in IT. During the year I attended graduation ceremonies at BCU, Aston University and Newman College. I am very proud of our city's teaching establishments and the achievements of all of our students.

Remembrance Sunday was a day that will stick in my mind for years to come, particularly the privilege of laying a wreath on behalf of the City. I was impressed by the number of military personnel on parade; so many were young and already had decorations for serving in combat zones. I am pleased to see that more young people and children are attending the Remembrance day parade each year. I cannot help but wonder if television and social media is informing many people that we still have troops serving in combat zones in various sections of the world. I was very surprised on returning home to find that a picture of me at the Parade had been tweeted and picked up by a friend in Canada - how communications have changed in the past 20 years!

The City also received a visit from Prince William, Duke of Cambridge to unveil commemorative paving stones in memory of the 10 people from Birmingham who had been awarded the Victoria Cross in World War 1.

Troops from The Queens Royal Hussars, one of the Regiments having the Freedom of the City were at the Remembrance Day Parade and invited me to visit the NATO military training area at Bergen-Hohne, Germany. I visited in February this year and experienced training exercises at some of the 22 firing ranges for main battle tanks and infantry fighting vehicles. I was delighted to experience a ride in a Challenger 2 main battle tank, a memory that will stay with me forever.

Whilst in Germany I also visited a war cemetery – I found it emotional to see how many soldiers lost their lives in the space of less than a week. The inscriptions on the headstones indicated that many were fathers, a stark reminder of the number of children who had lost their fathers during the war.

I also visited Bergen Belsen concentration camp, where thousands of victims are buried. The Documentation Centre and exhibition point out that no birds ever fly over the camp and I indeed noticed this, there is just total silence.

In support of disabled athletes from some of the Regiments with the Freedom of the City, I attended the Invictus Games in Orlando in May. 500 competitors from 15 countries took part in the Games over 4 days; competing in swimming, rowing, wheelchair basketball and rugby, track & field events and even golf. One competitor recorded a run time that qualified him to participate in the Paralympic Games in Rio in 2017. Above all the camaraderie between all of the competitors shone through. I got to hear of the stories behind some of the life-changing injuries and the personal journeys taken on the road to recovery and to competing in the Games.

Prince Harry was a constant presence throughout the 4 days and I would encourage anyone who has not already seen it to watch Prince Harry's speech at the closing ceremony of Invictus 2016.

Finally I would like to thank all my consorts who accompanied me on several occasions. Also thanks go to the staff of the Lord Mayor's Office who organise, administer and oversee all of the work of the Lord Mayor including all of the engagements undertaken. Thanks too to the Trustees of the Lord Mayors Charity and to members of its Fundraising Committee who did a sterling job in helping to raise money for the charities I chose this year – Cancer Research UK, Fisher House, Multiple Sclerosis Society and Birmingham Trees for Life.

A couple of weeks ago I joined other councillors in the 10k run. Members of UB40 assisted me in starting each section of the run; they were tremendous fun and really added to the atmosphere on the day.

Many of you will now be aware that the Lord Mayors Annual Ball will from now on take place in June instead of May and will herald the new Lord Mayor. I hope that all Members of the Council will try to attend this year's event on 24 June and support great causes right here in Birmingham.

The past 12 months have gone very quickly for me and I cannot believe that I am now handing over the baton over to a new Lord Mayor.

Once again thank you everyone – I just hope that I will always remember all of my experiences throughout this year and that I will never think it was just a dream.

8. Further Information

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

A concise history of the Lord Mayoralty in Birmingham has been written by Professor John Stewart of INLOGOV, University of Birmingham. Copies of this work are available free of charge from the Lord Mayor's Office as are pamphlets describing the Council House and the Civic Insignia. Debrett's *Correct Form* is also a valuable reference for procedure and etiquette.

Councillor Raymond Hassall
Lord Mayor of Birmingham 2015/16

Appendix 1

Lord Mayoral Protocol

General Information

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

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

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

Precedence

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

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

Arrival and Departure

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

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

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

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

Reception

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

Precedence at Visits and Functions

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

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

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

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

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

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

Information for the Lord Mayor

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

Photographs, Filming and Recorded Interviews

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

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

Forms of address

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

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

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

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

When the Lady Mayoress only is present it is: -

*“The Lady Mayoress, Mrs *****”.*

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

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

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

The usual mode of address is:

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

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

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

The correct descriptions are: -

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

Variations and Queries

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

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

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

Appendix 2

Head of Lord Mayor's Office

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

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

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

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

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

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

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

Directing and administrating the Lord Mayor's Office in light of current legislation and internal procedures.

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

Managing the programme of major civic and ceremonial occasions including Remembrance Sunday, Royal Visits and Freedom Parades.

Organising the full calendar of civic functions.

Arranging overseas visits.

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

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

To be available 24 hours a day, 7 days a week to respond to any matters requiring an immediate response outside office hours.

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

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

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

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

Appendix 3

The Lord Mayor's Award

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

The Award consists of a testimonial and a medal inscribed with "For exceptional service to the City of Birmingham" with the Award recipient's name and the year awarded being inscribed. This is encircled by the cogwheel and bezants of the civic badge.

On the front of the Award is the coat of arms encircled by "Lord Mayor's Award" at the top and "City of Birmingham" at the bottom. The Award presented to the recipient by the Lord Mayor at Full Council or a suitable alternative ceremony.

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

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

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

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

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

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

Appendix 4

Related Offices and Freedoms

The Lord Lieutenant

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

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

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

The High Sheriff

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

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

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

Honorary Freemen

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

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

Freedom of the City

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

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

Appendix 5

The Lord Mayor's Charities for 2013/2014

The good causes for 2014/15 that are supported by the Lord Mayor's Charity Appeal are set out below. If you would like to make a donation online, this can be done quickly and securely through our justgiving page at: www.justgiving.com/Lord-Mayor

Birmingham Children's Hospital

'Making things better for the children, families and the staff who treat them by providing additional facilities, equipment and research and by creating a caring environment for all who use the hospital.'

www.bch.org.uk

Focus Birmingham

Focus Birmingham is a specialist charity providing expert support, advice and information to anyone in the Birmingham area affected by sight loss. We also work with people with other disabilities, and because sight loss and disability affects family, friends and carers, we work with them too.

Helpline – 0121 478 5222

www.focusbirmingham.org.uk

SIFA Fireside

SIFA Fireside has worked across Birmingham for more than 30 years tackling homelessness, alcohol misuse and offending. We provide practical help to an average of 100 people a day at our Digbeth Day Centre.

www.sifafireside.co.uk

Queen Elizabeth Hospital Birmingham Charity

Queen Elizabeth Hospital Birmingham Charity is the official charity of the Queen Elizabeth Hospital Birmingham. With generous donations and continued support, we are able to save more lives, develop new treatments and support our exceptional patients and their families. Donations allow the hospital to provide state of the art equipment, research and facilities that go above and beyond that which is provided by the NHS, making it a centre of excellence with added extras.

Appendix 6

Civic Insignia

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

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

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

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

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

The Lord Mayor's chain is 18 carat gold, made and maintained in Birmingham, various dates up to 1960. The chain has 55 enamelled links in two rows suspended from two shoulder clasps in the form of wreathed Tudor roses terminating in an oval enamelled badge bearing the initials of William Scholefield.

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

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

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

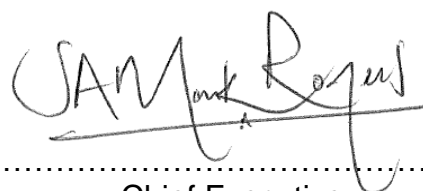
The Lord Mayor's Consort does not wear a Chain of Office, but wears a civic badge.

Birmingham City Council Elections – 5 May 2016

I have to inform you that at the above elections the following persons were elected Councillors of the City for the under-mentioned Wards, and that they have made and subscribed the declaration required by law accepting office:-

<u>Ward</u>	<u>Name</u>	<u>Description</u>	<u>Term of Office Expires</u>
ACOCKS GREEN	O'SHEA John	Labour	2018
ASTON	KAUSER Nagina	Labour	2018
BARTLEY GREEN	FLOOD Des	Conservative	2018
BILLESLEY	DAVIS Phil	Labour	2018
BORDESLEY GREEN	AHMED Uzma	Labour	2018
BOURNVILLE	LOCKE Mary	Labour	2018
BRANDWOOD	PHILLIPS Eva	Labour	2018
EDGBASTON	ALDEN Deirdre	Conservative	2018
ERDINGTON	BEAUCHAMP Bob	Conservative	2018
HALL GREEN	BOWLES Barry	Labour	2018
HANDSWORTH WOOD	ATWAL Gurdial Singh	Labour	2018
HARBORNE	FRANCIS Jayne	Labour	2018
HODGE HILL	DONALDSON Diane	Labour	2018
KINGS NORTON	SEABRIGHT Valerie	Labour	2018
KINGSTANDING	SAMBROOK Gary	Conservative	2018
LADYWOOD	HARTLEY Kath	Labour	2018
LONGBRIDGE	GRIFFITHS Carole	Labour	2018
LOZELLS & EAST HANDSWORTH	HUSSAIN Mahmood	Labour	2018
MOSELEY & KINGS HEATH	TRICKETT Lisa	Labour	2018

NECHELLS	ALI Tahir	Labour	2018
NORTHFIELD	O'REILLY Brett	Labour	2018
OSCOTT	CHATFIELD Tristan	Labour	2018
PERRY BARR	HASSALL Ray	Liberal Democrat	2018
QUINTON	BOOTH Kate	Labour and Co-operative	2018
SELLY OAK	McCARTHY Karen	Labour	2018
SHARD END	BRIDLE Marje	Labour	2018
SHELDON	ANDERSON Sue	Liberal Democrat	2018
SOHO	LAL Chaman	Labour	2018
SOUTH YARDLEY	IQBAL Zafar	Labour	2018
SPARKBROOK	AZIM Mohammed	Labour	2018
SPRINGFIELD	HUSSAIN Shabrana	Labour	2018
STECHFORD AND YARDLEY NORTH	EUSTACE Neil	Liberal Democrat	2018
STOCKLAND GREEN	JONES Josh	Labour	2018
SUTTON FOUR OAKS	JENKINS Meirion	Conservative	2018
SUTTON NEW HALL	YIP Alex	Conservative	2018
SUTTON TRINITY	WADDINGTON Margaret	Conservative	2018
SUTTON VESEY	POCOCK Robert	Labour	2018
TYBURN	BROWN Mick	Labour	2018
WASHWOOD HEATH	KHAN Mariam	Labour	2018
WEOLEY	JOHNSON Julie	Labour	2018



Chief Executive

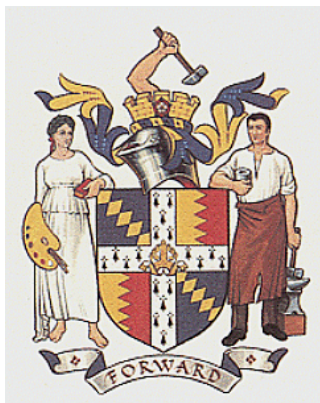
REPORT OF THE CITY SOLICITOR

ANNUAL REVIEW OF THE CITY COUNCIL'S CONSTITUTION

It is recommended that City Council approve the changes to the Constitution as indicated by the tracked changes in the appendix to the report now submitted.

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.



VOLUME A
THE CONSTITUTION

Website
Updated May 2016

**VOLUME A
THE CONSTITUTION****TABLE OF CONTENTS**

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Summary and Explanation

The Council's Constitution

Birmingham City Council has agreed a new Constitution which governs how the Council operates, how decisions are made, and the procedures which are followed to ensure efficiency, transparency and accountability to local people.

The Constitution is divided into 15 Articles which set out the basic rules governing the Council's business (Volume A). More detailed procedures and codes of practice are provided in separate rules and protocols (Volume B).

Values and Objectives

The Council is the largest in Britain and Europe and leads a modern and focused local government for the benefit of the nation's second city. The Council's annual budget totals over £3.2b and over 33,500 staff are employed, including Council staff employed in schools.

Underpinning this role are a number of key values and objectives:

- Maintaining the highest standards of propriety and accountability
- Being open and transparent
- Being agile and efficient in making decisions and taking actions
- Respecting the importance of the democratic mandate
- Leading to ensure a clean and safe city
- Protecting vulnerable people of all ages
- Improving health and well-being
- Helping people into work and improving education and skills
- Collaborating between service areas and other public agencies

Citizens' Rights

Citizens have a number of rights in their dealings with the Council, and in particular in terms of participation, rights to information, complaints and petitions;

- Vote at local elections if they are registered
- Contact their local Councillors about matters of concern to them
- Obtain a copy of the Constitution
- Attend meetings of the Council, the Cabinet and committees
- See reports, background papers and records of decisions made by the Council, the Cabinet and Committees
- Complain to the Council about service delivery

- Complain to the Ombudsman
- Complain to the Council's Standards Committee if they have evidence which they think shows that a Councillor has not followed the Council's Code of Conduct
- Inspect the Council's accounts during a statutory period and make their views known to the external auditor

How the Council operates

The Council is composed of 120 Councillors, one of whom is elected as Leader (3 Councillors for each of the City's 40 Wards). The Leader is elected by the Councillors, normally for a four-year term of office. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.

The Leader and all Councillors meet together as the Council. These meetings are normally open to the public. Here Councillors decide the Council's overall policies and set the budget each year.

The Leader appoints the Cabinet which has, as a main role, the task of developing and implementing policy on behalf of the Council.

The Council has established Cabinet Committee Local Leadership, District and Ward Forums which provide for public participation, representation and decision making at a local level.

A number of Overview & Scrutiny Committees monitor the decisions of the Cabinet and the implementation of policy. They can also recommend policies to the Cabinet and Council. They allow citizens to have a greater say in Council matters and are consulted by the Cabinet on developing policies.

Overview & Scrutiny Committees can "call-in" a decision which has been made by Cabinet but not yet implemented. This enables them to consider whether the decision is appropriate. They may recommend that the Cabinet reconsider the decision.

The Council also appoints Regulatory Committees to perform the Council's regulatory functions such as planning and licensing. Other specialist committees are appointed by the Council from time to time.

The Council has established a Standards Committee to advise on the adoption and implementation of a Code of Conduct for Councillors. All Councillors have agreed to follow the Code so as to ensure high standards in the way they undertake their duties. The Standards Committee ensures there is appropriate training and advice on the code.

How Decisions Are Made

The Cabinet have to make decisions which are in line with the Council's overall policies and budget. If it wishes to make a decision which is a change to the budget or policy framework, this must be referred to the Council to decide.

Key decisions are made by Cabinet and Cabinet Committee Local Leadership and are published in the Cabinet's Forward Plan in so far as they can be anticipated.

Non-Key decisions are made by District Committees and Ward Forums and jointly by Cabinet Members and Chief Officers.

Meetings of the Cabinet are open for the public, except where personal or confidential matters are being discussed.

The Council's Employees

The Council's employees, "officers", give advice to the Councillors, implement decisions and manage the day to day delivery of its services. All officers must ensure that they act within the law when carrying out the Council's work.

Article 1 – The Constitution

This Article sets out the fundamental provisions of the Constitution.

1.1 Powers of the Council

The Council will exercise all its powers and duties in accordance with the law and this Constitution. This Constitution complies with the requirements of the Local Government Act 2000, related regulations and government guidance on constitutional matters.

1.2 The Constitution

Volume A is the statutory Constitution of Birmingham City Council. **Volume B** of this Document contains essential non-statutory and supporting documents, including details of Cabinet Member portfolios

1.3 The Purpose of the Constitution

The purpose of the Constitution is to:

- (a) enable the Council to provide clear political and managerial leadership to the citizens of Birmingham;
- (b) support the active involvement of citizens in the process of local authority decision-making;
- (c) help Councillors to more effectively and efficiently represent and support their constituents;
- (d) enable decisions to be taken in an effective and efficient manner having regard to the law, appropriate policies, procedures and ethical standards;
- (e) create an effective, efficient and appropriate mechanism to hold decision-makers to public account.

Article 2 – Members of the Council (Councillors)

This Article sets out the composition of the Council and deals with the rights and duties of Members.

2.1 Composition and eligibility

- (a) **Composition.** The Council comprises 120 Members otherwise called Councillors. Three Councillors are elected by the voters in each of the 40 Wards.
- (b) **Eligibility.** Only eligible persons, as defined by elections law, will be permitted to hold the office of Councillor.

2.2 Election and terms of Councillors

Local elections are, usually, held on the first Thursday in May of each year and the date may, on occasions, be changed by Parliament. In 2013 and every fourth year thereafter, there will be no local elections, unless there are changes to election law. A third of all Councillors will normally stand for election and the term of office of Councillors will, normally, be four years and four days.

2.3 Roles and functions of all Councillors

- (a) **Key roles.**
 - (i) collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions for the City Council;
 - (ii) contribute to the good governance of Birmingham and actively encourage community participation and citizen involvement in decision making;
 - (iii) effectively represent the interests of their Ward and of individual constituents;
 - (iv) respond to constituents' enquiries and representations, fairly, promptly and impartially;
 - (v) balance different interests identified within the Ward or District levels and represent the Ward or electoral division as a whole;
 - (vi) maintain high standards of ethical conduct and behaviour.
- (b) **Rights and duties**
 - (i) Councillors will have rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.

- (ii) Councillors will not publicise information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a councillor or officer entitled to know.
- (iii) For these purposes, “confidential” and “exempt” information are defined in the Meetings Administration Rules in **Volume B**.

2.4 Conduct

Councillors will at all times abide by Birmingham City Council’s Code of Conduct for Members and the Member/Officer Relations Protocol guidance set out in **Volume B**.

2.5 Allowances

Councillors will be entitled to receive allowances in accordance with the Members’ Allowances Scheme set out in **Volume B**.

Article 3 – Citizens and the Council

This Article sets out the general rights of citizens with regard to Council matters.

3.1 Citizens' rights

Citizens have general rights with regard to the business of the Council. Their right to information and /or to participate in Council business are explained in more detail in the Meetings Administration Rules in **Volume B**.

- (a) **Voting and petitions.** Citizens on the electoral roll for the area have the right to vote, and all citizens may present petitions.
- (b) **Information.** Citizens have the right to:
 - (i) attend meetings of the Council, Cabinet and Committees except where confidential or exempt information is likely to be disclosed, and that part of the meeting is therefore held in private;
 - (ii) find out from the Forward Plan which key decisions are likely to be taken and when;
 - (iii) see reports and background papers, and any records of decisions made by the Council and the Executive, except where confidential or exempt information is likely to be disclosed;
 - (iv) inspect the Council's accounts during any prescribed statutory period(s) and make their views known to the external auditor; and
 - (v) such other information as may be specified in the Council's Freedom of Information Act 2000 Publication Scheme.
- (c) **Participation.** Citizens have the right to ask questions at Full Council Meetings. Citizens may be granted the right, if invited to do so by the Chairman of the relevant Committee, to participate and contribute to the discussion, except where confidential or exempt information is likely to be disclosed, and the meeting is held in private.
- (d) **Complaints.** Citizens have the right to complain to:
 - (i) the Council under its complaints scheme;
 - (ii) the Council's Monitoring Officer in respect of any unlawful behaviour by Members and Officers;
 - (iii) the Ombudsman after using the Council's own complaints scheme;

3.2 Citizens' responsibilities

Citizens must not be abusive, threatening, insulting or violent towards Members and Officers and must not wilfully harm or damage property owned by or belonging to the Council, Members or Officers.

Article 4 – The Full Council

The Council has responsibility for all Non-Executive functions and approving the policy framework and budget. The Council, as a whole, retains responsibility for regulatory functions and has a role in holding the Executive to account.

4.1 Role of the Full Council

The Full Council's primary role is to consider and approve the Council's Policy Framework and Annual Budget. The Council's secondary role is to hold to public account the Members of the Executive, Overview & Scrutiny and Regulatory Committees.

4.2 Policy Framework

The Policy Framework means the plans or strategies to be approved by the Full Council:

Adult Learning Plan
Birmingham Cultural Strategy
Birmingham Sustainable Community Strategy 2026
Community Safety Strategy
Council Business Plan – including Budget and Long-Term Financial Strategy
Development Plan for Birmingham
Heritage Strategy
Housing Strategy / Homelessness Strategy
Local Development Framework Plans
Pay Policy
Statement of Licensing Policy under the Licensing Act 2003
West Midlands Local Transport Plan

4.3 Powers of the full Council

Only the full Council will exercise the following functions:

- (a) adopting and approving changes to the Constitution, save where the Council Business Management Committee make any necessary minor "in-year" changes;
- (b) approving the overall revenue budget, the allocations of revenue resources to Directorates, the capital programme at the commencement of each year, the level of Council Tax, the Prudential indicators, the Prudential borrowing limit, the treasury management strategy and policy.
- (c) making decisions on matters which could have been (but were not) covered by the Policy Framework;
- (d) electing the Leader of the Council every four years or as and when required;

- (e) agreeing and/or amending the terms of reference for committees (other than Cabinet Committees), deciding on their membership and making appointments to them, including the Chairman, subject to the legal rules regarding proportionality between the different political parties;
- (f) appointing representatives to outside bodies unless the appointment is an Executive function or has been specifically delegated by the Council;
- (g) adopting and approving the Members Allowances Scheme;
- (h) changing the name of the area, conferring the title of Honorary Alderman or Freedom of the City;
- (i) confirming the appointment of the Head of Paid Service;
- (j) making, amending, revoking, re-enacting or adopting bylaws and promoting or opposing the making of local legislation or private Bills;
- (k) determine the agenda and procedure for the conduct of meetings of Full Council;
- (l) receiving and considering reports referred to it from Cabinet Members, Overview and Scrutiny Committees, the Council Business Management Committee and the Standards Committee; and
- (m) all other non-executive matters which by law must be reserved to Council.

4.4 All other non-executive matters are delegated to Council Business Management Committee or any of its sub-committees, or delegated to regulatory committees.

4.5 **Council meetings**

There are three types of Council meeting:

- (a) the Annual General Meeting;
- (b) ordinary meetings;
- (c) extraordinary meetings. (five Members required to petition the Lord Mayor)

and they will be conducted in accordance with the Council Standing Orders set out in **Volume B**.

Article 5 – The Lord Mayor

This Article sets out details with regard to the Lord Mayor, and Deputy Lord Mayor.

5.1 Role and function of the Lord Mayor

The Lord Mayor and in his/her absence, the Deputy Lord Mayor, will have the following roles and functions:

(a) Ceremonial Role

The Lord Mayor, as the “First Citizen of Birmingham”, will uphold and preserve the dignity and honour of the office. In particular, the Lord Mayor will remain apolitical and attend civic and ceremonial functions.

(b) Chairing The Council Meeting

The Lord Mayor (and in his/her absence the Deputy Lord Mayor) will chair Council meetings. The Lord Mayor will be elected annually by the Council.

The Lord Mayor will have the following responsibilities:-

- (i) to uphold and promote Birmingham, its Constitution, and to give rulings on the Constitution during Council Meetings;
- (ii) to preside over meetings of the Council so that its business can be carried out in an effective, orderly and efficient manner and in the interests of the citizens of Birmingham;
- (iii) to promote public awareness, knowledge and participation in the business of the Council.

5.2 Consorts To The Lord Mayor And The Deputy Lord Mayor

Whilst accompanying the Lord Mayor (or the Deputy Lord Mayor), the consort must support the work of the Lord Mayor (or the Deputy Lord Mayor) during his / her term of Office and uphold and preserve the dignity and honour bestowed upon the Lord Mayor (or the Deputy Lord Mayor) and the political impartiality of the Office.

5.3 Deputy Lord Mayor

- (a) Members who are nominated and elected to the Office of Lord Mayor do so on the understanding that they will serve a full term as Deputy Lord Mayor for the following Municipal Year;
- (b) should a Member, due to take up the Deputy Lord Mayoralty, fail to be re-elected to the City Council, or an incumbent is unable to complete his or her term, owing to ill health or similar disposition, the Party Group of the outgoing Deputy Lord Mayor will be asked to make an alternative nomination. This will be the last Member of their Group to hold the position of Deputy Lord Mayor prior to the outgoing Deputy. Should that Member be unwilling to take up the Office, previous Lord Mayors of that Party will be

approached, in reverse chronological order, until a Member willing to take on the role can be found; and

- (c) should the Party Group be unable to put forward an alternative name by this process, the Office shall then be offered to the previous Deputy Lord Mayor, regardless of their Party affiliation. If that individual is unwilling to assume the role, the previous Lord Mayors will be approached, again in reverse chronological order, until a Member, regardless of Party affiliation, willing to take on the role can be found.

Article 6 – The Executive

This Article sets out details with regard to the role of the Executive which is Cabinet, Cabinet Committees, Cabinet Members, District and Ward Committees.

6.1 Role

The Executive will carry out all of the Council's functions which are not the responsibility of any other part of the Council, whether by law or under this Constitution.

The Executive has the power to make necessary minor changes to any Executive arrangements, through the year, for operational effectiveness and efficiency reasons.

6.2 Cabinet

The Cabinet will consist of the Leader of the Council and up to a maximum of 9 Cabinet Members.

In addition to taking "key decisions", Cabinet will also consider:-

- (a) The draft Budget or a draft of the Council's "policy framework" plans. The Cabinet's role in relation to these matters will be to consider a draft which will then be presented to the full Council for approval;
- (b) Other decisions which are considered by the Leader of the Council to have significant cross-cutting or corporate implications; and
- (c) Any Cabinet, Cabinet Committee or District/Ward Committee decision(s) 'called-in' by any Overview & Scrutiny Committee.

6.3 The Leader of the Council

- (a) The Leader of the Council must be appointed by the Council for a four year term or for up to the end of his / her term of office as a Member, whichever is shorter.
- (b) The Leader of the Council will hold office until:
 - (i) s/he resigns from Office; or
 - (ii) s/he is suspended from being a Councillor (although he/she may resume office at the end of the period of suspension); or
 - (iii) s/he is no longer a Councillor; or
 - (iv) s/he is removed from Office by a resolution of no confidence passed by a simple majority resolution of the Council.

- (c) The Leader of the Council is empowered to make necessary in-year changes to the Cabinet Member Portfolios (**Volume B**); and
- (d) In the event of the post of the Leader of the Council becoming vacant for any of the reasons stated in (b) above, the Council shall appoint another Member of the Council to complete the remainder of the four year term of Office or up to the end of the new Leader's term of Office as a Member, whichever is shorter.

6.4 Cabinet Members

- (a) Only Councillors may be appointed to the Cabinet. There may be no co-optees and no deputies or substitutes for Cabinet Members. Neither the Lord Mayor nor the Deputy Lord Mayor may be appointed to the Cabinet. Cabinet Members may not be Members of any Overview and Scrutiny arrangements although they are permitted to serve on the Regulatory Committees– and on District and Ward Committees.
- (b) Up to nine Cabinet Members may be appointed by the Leader of the Council and one should be designated as Deputy Leader. If it becomes necessary, to appoint replacement(s) the Leader of the Council shall report his/her decision(s) at the next meeting of the Council. Cabinet Members shall hold office until:
 - (i) they resign from Office or if they are dismissed, either collectively or individually, by the Leader of the Council; or
 - (ii) they are suspended from being Councillors (although they may resume office at the end of the period of suspension).
 - (iii) they otherwise leave or are required to leave office.
- (c) Individual Cabinet Members have delegated authority jointly with Chief Officers in respect of all executive decisions and virements between the Chief Officer limit of £200K and £500K (revenue) and £1M (capital).
- (d) The functions of individual Cabinet Members are set out in each Cabinet Member Portfolio (**Volume B**).

6.5 Cabinet Proceedings

- (a) The quorum for a meeting of the Cabinet shall be 4 Cabinet Members (inclusive of the Leader of the Council if present) and for a meeting of a Cabinet Committee the quorum shall be 2 Cabinet Members (inclusive of the Leader of the Council, if present).
- (b) Only Cabinet Members are entitled to vote at meetings of the Cabinet or at Cabinet Committee meetings.

- (c) Executive decisions shall only be taken by Cabinet based on written report(s) from Chief Officers and after any appropriate advice from the Head of Paid Service, Monitoring Officer and Chief Finance Officer.
- (d) The Cabinet is empowered to establish, dissolve and determine the membership and terms of reference of Cabinet Committees (including whether the same should discharge "key decisions").

6.6 Non-Cabinet Members attending 'Private Sessions' of Cabinet meetings

- (a) A maximum of two of the major Opposition Group members and a maximum of one of the other Opposition Group members – to include their Group Leader(s) – may receive notice of Cabinet meetings, the relevant papers and remain and participate during the deliberations of the private sessions of the Cabinet.
- (b) The Chairs of any of the Council's relevant Overview & Scrutiny Committees (or their nominee from the relevant committee) shall be entitled to attend Cabinet meetings and to remain and participate during the deliberations of the Cabinet during any of its 'Private Sessions'.
- (c) The Chairs of all District Committees (to be known as Executive Members), or their nominees for the relevant Committee(s), shall be entitled to attend Cabinet meetings and to remain and participate during the deliberations of the Cabinet during any of its 'Private Sessions'.

6.7 The rules relating to District and Ward Committees are found in Article 10.

6.8 Executive decisions, whether taken by Cabinet, Cabinet Members jointly with Chief Officers, District Committees, Ward Committees or Chief Officers alone where delegated to them by Cabinet or in any case where the value exceeds £200k, shall all only be taken based upon written reports with a completed checklist in the approved form and after advice from the Monitoring Officer and Chief Finance Officer.

6.9 Committees

The Health and Wellbeing Board is constituted as a Committee under the chairmanship of the Cabinet Member for Health and Wellbeing in order to discharge the functions of a Health and Wellbeing Board as set out in the Health and Social Care Act 2012, including the appointment of Board Members as set out in the schedule of required Board Members in the Act.

7.0 Cabinet Committee Local Leadership

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

- The Leader
- Another Cabinet Member as deemed appropriate by the Leader

- The Leaders of the official opposition party and the next largest opposition party
- The Chairs of the District Committees
- Four Assistant Leaders (see below)
- Assistant Leaders will be able to attend meetings of the Cabinet but will not have a right to vote on any item of Cabinet business.

The quorum for the Committee shall be six and this number must include both of the Cabinet Members and one of the Leaders of the opposition groups as well as one of the Assistant Leaders.

The Committee will include four Councillors designated as Assistant Leaders. These councillors will be charged with taking forward the agenda of the Cabinet Committee Local Leadership between meetings, under the management of the Leader of the Council. They will not have decision making powers independently of the Committee. They will each be responsible for an area of the city, to be specified by the Cabinet.

7.1 (i) These terms of reference are subject to change by Cabinet as and when necessary to reflect the changing shape of the devolution and Future Council agenda. The City Council is committed to the ongoing development of devolved community governance through a process of reviewing devolved ways of working and considering new innovations; it is recognised that further devolution is necessary given the scale, size and diversity of challenges, opportunities and varied needs across the city.

(ii) The Cabinet Committee will conduct a review of the existing devolved arrangements consulting and engaging with the community, other stakeholders and Members. During the period of review local areas will be supported in bringing forward and piloting new ways of working in relation to devolved arrangements; the Cabinet Committee with the Assistant Leaders will support, oversee and evaluate the new ways of working for potential wider use within the City.

(iii) The Cabinet will set out the detailed coverage of this review, but it will include assessing the effectiveness of all existing arrangements for local engagement and partnership working, preparations for the new ward arrangements to be introduced in 2018 and new ways of working such as parish councils.

(iv) The Assistant Leaders with the Cabinet Committee will play a leading role in taking forward the following council strategic priorities:

- Local Leadership – conducting the review set out above at paragraphs (ii) and (iii) and reporting to Full Council and Cabinet as appropriate
- Every Place Matters – overseeing the development of area focused policies and programmes to address inequalities between areas of the city
- A Better deal for Neighbourhoods – the committee will work to improve services in neighbourhoods and responsiveness to local communities and individual

service users and to support local initiatives to improve the environment and street scene

- Supporting local councillors – through the devolution process
- Fostering and applying new approaches to local leadership.

7.2 Assistant Leaders: Role Description

The Leader of the Council will set clear success criteria and outcome targets for the Assistant Leaders and the Cabinet Committee, for approval by the Cabinet and these will be monitored alongside officer work programmes to ensure the work remains on track and delivers a successful transition to future arrangements.

The strategic role of the Assistant Leaders will be to:

- Provide leadership to policy development as directed by the Leader and working in conjunction with Cabinet Members, with the aim of realising the full potential of city policies for Place – making a difference in all Birmingham neighbourhoods. This will include the strategic priorities of Local leadership, Every Place Matters (regeneration and investment outside the city centre) and A Better Deal for Neighbourhoods (improving local services)
- Drive forward the review of devolved arrangements within the city and the successful transition to the post 2018 environment as directed by the Cabinet and the Leader.

Within their area of the city Assistant Leaders will:

- Promote and support changes to the practice, culture and capabilities underpinning the role of “front line councillor”
- Shape and support local partnership working and engagement with communities and local stakeholders
- Shape neighbourhood governance and neighbourhood delivery plans working alongside District Chairs
- Ensure that arrangements are in place to move beyond the districts model whilst capturing the learning and the partnerships developed in previous years and supporting the role and contribution of all local councillors
- Ensure that local issues and innovations are reflected in strategic decision making with regard to Local Leadership, Every Place Matters and A Better Deal for Neighbourhoods.

Article 7 – Overview and Scrutiny Committees

This Article sets out details with regard to the Overview and Scrutiny arrangements. These Committees will, normally, meet in public to discuss and make recommendations on the development of policies and on improving service performance, and to hold the Executive to account for their actions.

All Councillors, except Cabinet Members (and the Lord Mayor) can be members of an Overview and Scrutiny Committee. Chairs of these committees are appointed by the Full Council and Deputy Chairs are elected by each committee at its first meeting, for the purpose of substitution for the Chair if absent.

Good Overview and Scrutiny adds value to councils in many ways, for example it:

- Provides “critical friend” challenge to executive policy-makers and decision-makers;
- Enables the voice and concerns of the public and its communities to be heard;
- Is carried out by ‘independent minded members’ who lead and own the scrutiny process;
- Drives improvement in public services.

7.1 General role

Overview and Scrutiny Committees will:

- (a) make reports and/or recommendations to the full Council, the Executive and / or other organisations in connection with the discharge of the functions specified in their terms of reference;
- (b) consider any matter covered in their terms of reference that may affect or be likely to have an effect on the citizens of Birmingham; and
 - i. is relevant to the Council’s strategic objectives; and/or
 - ii. is relevant to major issues faced by officers in managing a function of the Council; and
 - iii. is likely to make a contribution to moving the Council forward and achieving key performance targets.
- (c) exercise the “request for call-in” and “call-in” any Executive decisions made but not yet implemented by the Executive.

Overview and Scrutiny Chairs should maintain regular engagement with Cabinet Members to enable flexibility to be built into the Overview and Scrutiny work programme, so as to respond to the council’s policy priorities in a timely way.

7.2 Specific functions

- (a) **Policy development and review**

Overview and Scrutiny Committees may:

- (i) assist the Council and / or the Executive in the development of its budget and Policy Framework by appropriate analysis of policy and budget issues;
- (ii) conduct appropriate research, community and other consultation in the analysis of policy and budget issues and possible options;
- (iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (iv) question Members of the Executive and/or Chief Officers about their views on issues and proposals affecting their areas of responsibility; and
- (v) liaise with other external organisations operating in the city, whether national, regional or local to ensure that the interests of local people are enhanced by collaborative working.

(b) Scrutiny

Overview and Scrutiny Committees may:

- (i) review and scrutinise the Executive decisions made by and performance of the Executive and/or Chief Officers in relation to decisions taken by them or in relation to their areas of responsibility / department;
- (ii) review and scrutinise the performance of the council in relation to its policy objectives, performance targets and / or particular service areas – including the areas of responsibility of the Regulatory and Non-Executive Committees, but not the actual decisions of the Regulatory and Non-Executive Committees;
- (iii) make recommendations to the Executive, Chairmen of Committees, Chief Officers and/or Council arising from the outcome of the scrutiny process;
- (iv) review and scrutinise the performance of other relevant public bodies in Birmingham (including Health Authorities) and to invite reports from them by requesting them to address the Overview and Scrutiny Committee and local people about their activities and performance;
- (v) question and gather evidence from any person (with their consent)
- (vi) establish short life working groups to carry out specific time limited enquiries as agreed with the five Overview and Scrutiny Committee Chairs and subject to available resources.

7.3 Terms of Reference of Overview and Scrutiny Committees

There shall be five Overview and Scrutiny Committees as set out in the terms of reference below, each to have a Chair and Deputy Chair appointed by full Council.

CORPORATE RESOURCES AND GOVERNANCE COMMITTEE

To fulfil the functions of an Overview and Scrutiny Committee as they relate to any policies, services and activities relating to governance, resources, performance (including customer services), finance, human resources, partnerships, transparency, regional working (including Combined Authority), inequality, public engagement, council wide efficiency, commissioning and procurement.

ECONOMY, SKILLS AND TRANSPORT COMMITTEE

To fulfil the functions of an Overview and Scrutiny Committee as they relate to any policies, services and activities relating principally economic, growth and jobs, inward investment, promotion of the city, land use planning, transport strategy and highways, skills, libraries, arts, culture, sports and museums.

This Committee shall undertake the authority's statutory functions in relation to the scrutiny of flood risk management (Flood and Water Management Act 2010). **SCHOOLS, CHILDREN AND FAMILIES COMMITTEE**

The Overview and Scrutiny Committee dealing with education matters shall include in its membership the following voting representatives:

- (a) Church of England diocese representative (one);
- (b) Roman Catholic diocese representative (one); and
- (c) Parent Governor representatives (two).

To fulfil the functions of an Overview and Scrutiny Committee as they relate to any policies, services and activities concerning the schools, vulnerable children, child safeguarding functions of the council and domestic violence.

HEALTH, WELLBEING AND THE ENVIRONMENT COMMITTEE

To fulfil the functions of an Overview and Scrutiny Committee as they relate to any policies, services and activities relating to cleaner neighbourhoods, waste management, Environment safeguarding, social care and public health and to discharge the relevant overview and scrutiny role set out in the National Health Service Act 2006 as amended by the Health and Social Care Act 2012, including:

- The appointment of Joint Overview and Scrutiny Committees with neighbouring authorities; and
- The exercise of the power to make referrals of contested service reconfigurations to the Secretary of State as previously delegated to the Health and Social Care Overview and Scrutiny Committee by the Council.

HOUSING AND HOMES

To fulfil the functions of an Overview and Scrutiny Committee as they relate to any policies, services and activities relating to housing, homes, , , social cohesion and community safety.

This Committee shall be the Crime and Disorder Committee (Police and Justice Act 2006).

7.4 Conflicts of interest – Membership of Overview and Scrutiny Committees and District and Ward Forums

- (a) If an Overview and Scrutiny Committee is scrutinising specific decisions in relation to the business of the District Committee and / or Ward Forum of which an Overview and Scrutiny Committee Councillor is a Member, then that Councillor must withdraw from the meeting during the consideration of such matter.
- (b) Where, however, the Overview and Scrutiny Committee is reviewing policy matters, generally, as opposed to a specific decision of the District and/or Ward Forum, the Member must declare his/her interest before the relevant agenda item is reached, but need not withdraw.

7.5 Overview and Scrutiny Work and Non-Executive Committees

- (a) Overview and Scrutiny Committees are only permitted by law to scrutinise the Executive decisions of the council – Cabinet, Cabinet Committees, Cabinet Members, District and Ward Committees, and officers.
- (b) In terms of the Regulatory Committees, these carry out quasi-judicial functions and, as such, appropriate appeal rights and procedures apply to the same, which do not involve the Overview and Scrutiny Committees arrangements.

7.6 Subject to the proportionality principles, relating to overall membership of the committee being complied with, the appointment of Chairmen and Vice-Chairmen of the Overview and Scrutiny Committees shall be on such principles as are agreed by the Full Council.

7.7 Chairs of the Overview and Scrutiny Committees

The five Overview and Scrutiny Chairs shall monitor the work of the Overview and Scrutiny Committees so as to ensure that such work is properly planned, co-ordinated and progressed. In this connection, they shall have the power to:

- (a) give such guidance to the Overview and Scrutiny Committees in any cases of uncertainty, as to work which they should or should not be undertaking, as may be necessary to achieve such co-ordination, including the allocation of "call-in" to the appropriate

- (b) determine, in any cases of uncertainty, the allocation of responsibility for specific tasks between the Overview and Scrutiny Committees;
- (c) publish each year an Annual Programme of major Scrutiny Reviews as suggested by individual Overview and Scrutiny Committees following consideration of the annual Leader's Policy Statement to the council; and
- (d) agree the establishment of any task & finish groups;
- (e) consider overview and scrutiny development, working practices and constitutional arrangements.

An observer from the Principal Opposition Group may attend meetings of the five committee Chairs when considering the above matters.

7.8 "Request for Call-In" and "Call-In"

- (a) When an Executive decision is taken by the Cabinet, Cabinet Member(s) or Chief Officer jointly with Cabinet Members, Cabinet Committee Local Leadership, District Committees or Ward Forums, the decision shall be published by electronic means, and copies of it shall be available at the main offices of the Council, normally within three days of being made. All Members and Chief Officers will be sent a notification of all such decisions within the same timescale, by the Committee Services Officer responsible for publishing the decision.
- (b) The relevant notice will bear the date on which it is published and will specify that the Executive decision may be implemented, after the expiry of three working days after the publication of the decision, unless a "Request for call-in" is made of the Executive decision, by at least two Councillors (who are not members of the Cabinet) or by any two elected Members from a District Committee (who are not members of the Cabinet) where there is a specific local interest in the issues concerned. The "Request for Call In" should state the reason for call-in.
- (c) Once a "Request for Call In" has been received, the five Overview and Scrutiny Chairs will agree which Overview and Scrutiny Committee should hear the call-in. That Committee must meet to consider the request. The meeting should take place not later than 15 clear working days after the original publication of the decision.
- (d) It is for the Committee to decide whether to Call In a decision or not. The council does not expect an Overview and Scrutiny Committee to Call In an Executive decision unless one or more of the following criteria applies.

Call-In Criteria

	<i>(a) Is the Executive decision within existing policy?</i>
1	<i>the decision appears to be contrary to the Budget or one of the 'policy framework' plans or strategies;</i>
2	<i>the decision appears to be inconsistent with any other form of policy approved by the full Council, the Executive or the Regulatory Committees;</i>
3	<i>the decision appears to be inconsistent with recommendations previously made by an Overview and Scrutiny body (and accepted by the full Council or the Executive);</i>
	<i>(b) Is the Executive Decision well-founded?</i>
4	<i>the Executive appears to have failed to consult relevant stakeholders or other interested persons before arriving at its decision;</i>
5	<i>the Executive appears to have overlooked some relevant consideration in arriving at its decision;</i>
6	<i>the decision has already generated particular controversy amongst those likely to be affected by it or, in the opinion of the Overview and Scrutiny Committee, it is likely so to do;</i>
7	<i>the decision appears to be particularly "novel" and therefore likely to set an important precedent;</i>
8	<i>there is a substantial lack of clarity, material inaccuracy or insufficient information provided in the report to allow the Overview and Scrutiny Committee to hold the Executive to account and/or add value to the work of the Council.</i>
	<i>(c) Has the Executive decision been properly taken?</i>
9	<i>the decision appears to give rise to significant legal, financial or propriety issues;</i>
10	<i>the notification of the decision does not appear to have been in accordance with council procedures;</i>
	<i>(d) Does the Executive decision particularly affect a district?</i>
11	<i>the decision appears to give rise to significant issues in relation to a particular District.</i>

Article 8 – Regulatory and Non Executive Committees

This Article sets out details with regard to Regulatory and Non-Executive Committees, which are not part of the Executive functions and neither are they part of the Scrutiny arrangements.

Chairs of these committees are appointed by the Full Council and Deputy Chairs are elected by each committee at its first meeting, for the purpose of substitution for the Chair if absent.

8.1 Regulatory Committees

PLANNING COMMITTEE

Functions

- (a) To exercise the powers and duties of the Council with regard to development control and strategic planning matters, and, in particular, to:
 - (i) exercise all the powers and duties of the Council as a local planning authority (apart from any Executive functions);
 - (ii) exercise the powers and duties of the Council with respect to building control;
 - (iii) be accountable for the Local Land Charges service.

LICENSING AND PUBLIC PROTECTION COMMITTEE

Functions

- (a) To exercise the powers and duties of the Council with regard to licensing matters and, in particular, to:
 - (i) exercise and enforce the Council's local licensing powers;
 - (ii) issue, renew or otherwise control any licences issued to any authorised caravan site(s); and
 - (iii) approve the appearance and design of signs displayed in Hackney Carriages.
- (b) To exercise the licensing, regulatory and registration powers and duties of the Council under all relevant legislation relating to these matters.
- (c) To exercise the powers and duties of the Council with regard to public protection matters which are non-executive functions and, in particular, to:
 - (i) be accountable for working conditions in offices, shops and railway premises and in factories;

- (ii) exercise the powers and duties of the Council under all relevant legislation and relating to the non-executive functions of the Committee.

8.2 Non-Executive Committees

THE COUNCIL BUSINESS MANAGEMENT COMMITTEE

The purpose of the Business Management Committee is to support the Council's non-executive functions as delegated by Full Council, and in particular:

(a) Meetings of the full Council

- (i) be responsible for the planning and preparation of the agenda, papers and other arrangements for meetings of the Council.
- (ii) submit recommendations to the Council concerning the appointment of committees and other bodies and their functions and membership.

(b) Council Appointments to Outside Bodies

To submit recommendations to the Council as to the appointment or nomination of persons to serve on outside bodies. In cases of urgency to make appointments or nominations, subject to reporting the details to the next Council meeting for information.

(c) Civic/Ceremonial

To submit recommendations to the Council as to the conferment of rights and privileges (Honorary Alderman, Freedom of the City) and to consider and determine applications to use the City's Coat of Arms.

(d) Constitutional Matters

To keep the Council's Constitutional arrangements under review and to approve any in year minor changes relating to the non-Executive arrangements of the Constitution, and to submit recommendations to the Council as to major changes to the Constitution and the adoption of new or amended Standing Orders.

(e) Members' Services and Allowances

- (i) To be accountable for all aspects of services to Members.
- (ii) To keep under review the Council's Allowances Scheme and all other matters relating to Members' allowances.
- (iii) To oversee the Council's relationship with the Independent Remuneration Panel and to submit recommendations to the Council

both as to the operation and membership of the Panel and as to amendments to the Allowances Scheme.

(f) Electoral Matters, Parish Councils & Boundary Changes

- (i) To discharge the Council's various electoral duties under the Representation of the People Acts.
- (ii) To discharge the Council's functions, in relation to parishes and parish councils, under Part II of the Local Government & Rating Act 1997 and related Local Government legislation.
- (iii) To discharge the Council's functions under Part IV of the Local Government Act 1972 and Part II of the Local Government Act 1992 (relating to boundary reviews and alterations) and related Local Government legislation.

(g) Financial & other Matters

- (i) To consider any recommendations from the Audit Committee relating to the discharge the Council's duty, under the Accounts & Audits Regulations 1996.
- (ii) To discharge the Council's functions, relating to pensions, under the Superannuation Acts.
- (iii) To authorise the making of payments, under Section 92 of the Local Government Act 2000, on account of maladministration.
- (iv) Foreign travel by Members and Officers of the Council will be reported on a quarterly basis.

(h) Terms and Conditions of Employment

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

The following Sub-Committees of the Council Business Management Committee are approved for the current Municipal Year:

- Miscellaneous Appeals Sub-Committee – to determine non-personnel appeals and reviews.

- Education Awards
- Election Matters Members Forum
- Lord Mayor's Advisory Group
- Chief Officer and Deputy Chief Officer Appointments, Dismissals and Service Conditions
- Personnel Appeals
- Local Authority School Governor Nomination Committee

The Sub-Committee for Chief Officers (Officers reporting to the Chief Executive) and Deputy Chief Officers (Officers reporting to Chief Officers) shall comprise the Leaders of the three main political parties (or their nominees), and two other members subject to the proportionality rules.

AUDIT COMMITTEE

The purpose of the Audit Committee is to support the Council's Corporate Governance responsibilities and to provide independent assurance to the Council in relation to internal control, risk management and governance.

Functions

- (a) To review the City Council's Annual Accounts and Annual Good Governance Statement (AGGS). This will include advising on significant changes throughout the year to financial regulations and policies.
- (b) To monitor progress in addressing control or governance issues identified in the AGGS.
- (c) To review and provide the executive with assurance on the embedding and maintenance of an effective system of corporate governance including the risk management framework and the associated control environment.
- (d) Responsibilities as set out in the terms of reference in relation to external audit including reviewing the planned programme of work, noting fees and terms of engagement of the external auditor, considering and advising the executive on responses to audit management letters, reports and investigations and reviewing whether agreed external audit or inspection recommendations have been implemented as timetabled.
- (e) To review and make recommendations to the executive regarding the effectiveness of internal audit to include ensuring the internal audit function is adequately resourced, to review its strategy, receive, challenge and approve its annual plan and monitor its delivery and to review significant audit findings and monitor progress by managers in implementing agreed recommendations.
- (f) To consider and make recommendations to the executive on the Council's arrangements for deterring, preventing, detecting and investigating fraud.

- (g) To consider reports from the Ombudsman and monitor management response in relation to these.
- (h) To consider, approve or make recommendations in respect of any other matters at the request of the Council.

TRUSTS & CHARITIES COMMITTEE

Terms of Reference

To exercise the administrative powers and duties of Full Council (as Trustee) in relation to all trusts for which the Council is sole trustee (the "City Trusts").

To exercise the administrative powers of the "Council as Trustee" in accordance with the relevant governing documents of each trust and Charity Commission Scheme(s).

- (a) Upon receipt from officers, to approve annual reports and accounts.
- (b) Approve Charity Commission returns and all other regulatory documents.
- (c) Respond to enquiries from Auditors or Independent Examiners.
- (d) Inquire of and respond to the Charity Commission and any other regulatory bodies.
- (e) Full Council sitting as "Council as Trustee" will be responsible for decisions concerning the use and/or disposal of charity property and assets, and will delegate the management of any City Trust to the Trusts and Charities Committee, with assistance from the Legal Services Team as and when required.
- (f) To act as accountable manager for the Trusts and Charities, and be authorised to take all necessary administrative decisions and continue to report to Council Business Management Committee (as Trustee) as and when required.
- (g) To compile and maintain a comprehensive and up to date list of the City Trusts.
- (h) To take any other action deemed appropriate or necessary to ensure the proper management and administration of the City Trusts.

Article 9 – The Standards Committee

This Article sets out details with regard to the Standards Committee, which promotes and maintains high standards of conduct by Councillors and co-opted members of the City Council.

9.1 Key Roles

- (a) advising the City Council on the adoption or revision of the Code of Conduct;
- (b) monitoring the operation of the Code of Conduct; and
- (c) advising, training or arranging to train members and co-opted members on matters relating to the City Council's Code of Conduct.
- (d) determining complaints brought by members of the public alleging a breach of the Code of Conduct by Councillors.
- (e) determining the penalty to be imposed in the event of a breach of the Code being upheld.
- (f) hearing appeals as may be necessary.
- (g) granting any dispensations and dealing with any other powers granted to Standards Committees by legislation.
- (h) to submit an Annual report on the work of the Standards Committee and, generally, promoting the standards of ethical conduct and behaviour expected of Councillors.

9.2 The Standards Committee shall also determine under Sections 1 and 2 of the Local Government and Housing Act 1989: -

- (a) any application received from any officer of the Council for exemption from political restriction; and
- (b) any application to consider whether a post should be included in the list maintained by the Council under Section 2(2) of the 1989 Act, and may direct the Council to include a post in that list.

9.3 Composition

- (a) **Membership.** The Standards Committee will be composed of 10 Members, as follows:
 - (i) 4 Councillors other than those with Special Responsibility Allowances;
 - (ii) 4 Independent persons
 - (iii) 1 Member of New Frankley in Birmingham Parish Council
 - (iv) 1 Member of Sutton Coldfield Parish Council

- (b) **Independent Members.** Independent Members will be entitled to vote at meetings;
- (c) **Parish Members.** The Parish Member(s) must be present when matters relating to the parish council or their Members are being considered;
- (d) **Chairing the Committee.** An Independent Member should be a Chairman of the Standards Committee.
- (e) **Quorum.** 3 members, including at least one of the Independent Members and the Parish Councillor if it relates to a Parish Council matter.

Article 10 - District Committees and Ward Forums

This Article sets out details with regard to District Committees and Ward Forums consisting of the Members of that District or Ward.

- 10.1. Ten District Committees have been established by the Council and the relevant Ward Members have been appointed to serve on them:-

District Committee:	Area:	Members from the following Wards:
1. Edgbaston	South	Bartley Green, Edgbaston, Harborne and Quinton,
2. Erdington	North	Erdington, Kingstanding, Stockland Green and Tyburn
3. Hall Green	East	Hall Green, Moseley & Kings Heath, Sparkbrook and Springfield
4. Hodge Hill	East	Bordesley Green, Hodge Hill, Shard End and Washwood Heath
5. Ladywood	Central	Aston, Ladywood, Nechells and Soho
6. Northfield	South	Kings Norton, Longbridge, Northfield and Weoley
7. Perry Barr	Central	Handsworth Wood, Lozells & East Handsworth, Oscott and Perry Barr
8. Selly Oak	South	Billesley, Bournville, Brandwood and Selly Oak
9. Sutton Coldfield	North	Sutton Four Oaks, Sutton New Hall, Sutton Trinity and Sutton Vesey
10. Yardley	East	Acocks Green, Sheldon, South Yardley, Stechford & Yardley North

- 10.2 Ward Forums will be constituted in each District to encourage and facilitate dialogue, between the Council and local people within their Ward. Cabinet has delegated the functions, operational powers and duties to the relevant Ward Forums as set out in Volume B (B6).
- 10.3 The Councillor membership of District Committees shall consist of those Members elected to serve Wards within that District and that Ward. The co-option of partner members without voting rights is permitted in respect of each District Committee. Once Committees have been established, only the City Council can dissolve them. The Member of Parliament for the District should be invited to attend District Committees as an observer with the right to speak.

EXECUTIVE POWERS DEVOLVED TO DISTRICT COMMITTEES

- 10.4 Cabinet has delegated the functions, operational powers and duties to the relevant District Committee(s) as set out in **Volume B (B6)**. These Terms of Reference may be amended by Cabinet from time to time to reflect the shape of the Future

Council. District Committees have a right to consider and respond to consultations on planning briefs and frameworks and major development proposals. Any such responses are to be given to the Planning Committee for consideration at the appropriate time.

10.5 Meetings

Chairs will be appointed by each District Committee and by each Ward Forum at the first meeting of the municipal year. Deputy Chairs are elected at the same meeting for the purpose of substituting for the Chair if absent. In the event of a District Committee failing to appoint, the matter will be determined by the Leader of the Council. They will have a leadership responsibility for 'place' matters within their District including:

- (i) Effective discharge of the local executive remit, through delegations, of their District Committee.
- (ii) Production of a Community Plan out locally determined priorities and policies for approval by the District Committee.
- (iii) Attend Overview and Scrutiny to account for delegated responsibilities for the District Committee, and policy priorities as set out in policy statements and development plans.
- (iv) Working closer with the Assistant Leaders as part of the Cabinet Committee Local Leadership.

Each District Committee will also hold an annual District Convention with input from community groups, Ward Forums, partners and other stakeholders, to inform on District priorities arising from the Local Service Community Plans.

10.6 Quorum

- (a) The Quorum for a District Committee shall be 6 Elected Members.
- (b) The Quorum for a Ward Forum shall be 2 members.

- 10.7 The Council will establish (or dissolve) Ward Forums on the recommendation of the Council Business Management Committee.

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)

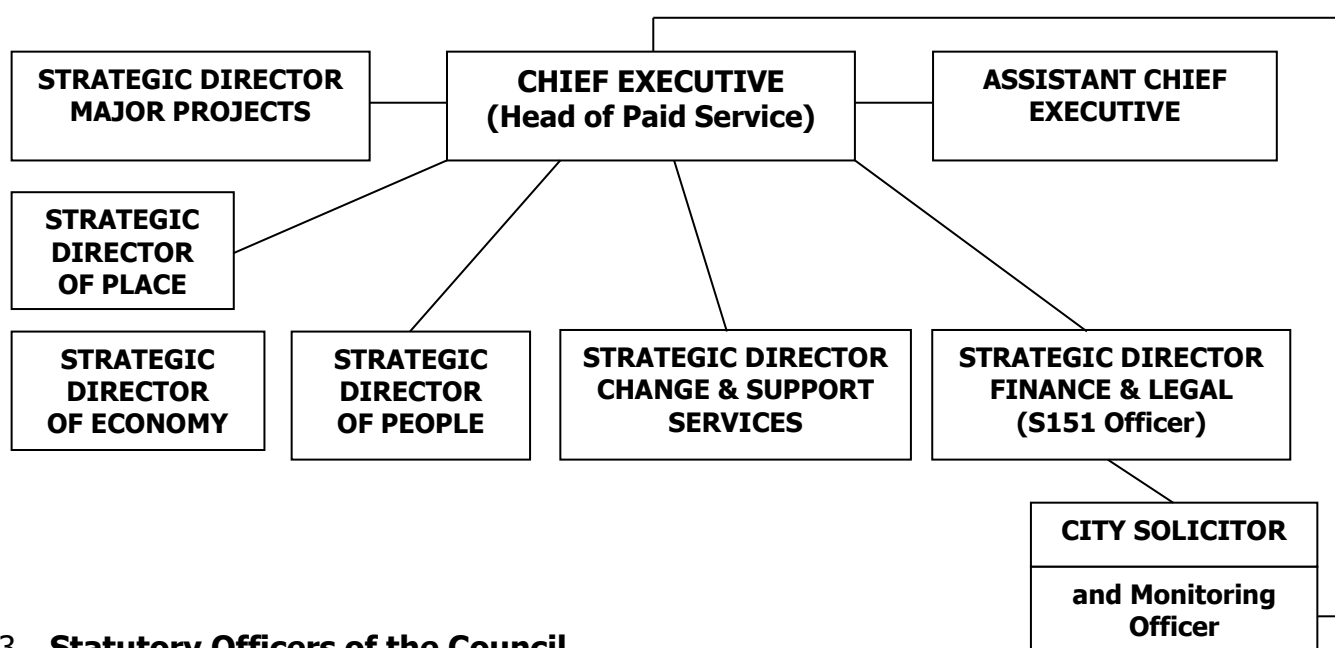
Article 12 – Officers

This Article sets out details with regard to "Officers", which means all employees and staff engaged by the Council to carry out its functions. This word has also been used instead of "employees" to cover those engaged under short term, agency or other non employed situations.

Management structure

12.1 **General.** The Council is empowered to engage Officers to carry out its functions.

12.2 **Chief Executive, Assistant Chief Executive and Strategic Directors (Chief Officers)**



12.3 **Statutory Officers of the Council**

Head of the Paid Service = Chief Executive and Returning Officer and Electoral Registration Officer

This is the Chief Executive of the Council.

The Council must approve the appointment of the Head of Paid Service before a final offer of appointment is made to him/her. The Council must approve the dismissal of the Head of Paid Service before notice of dismissal is given to him/her.

Monitoring Officer = City Solicitor

This role promotes the legality of decision making, high standards of conduct by Councillors and officers and supports the Standards Committee.

Chief Finance Officer = Strategic Director - Finance and Legal

This role is responsible for ensuring the sound financial administration of the Council.

Scrutiny Officer = Head of Scrutiny Services

This role promotes Overview & Scrutiny functions of the Council.

12.4 Delegated Authority to Chief Executive and Chief Officers (Strategic Directors)

- (a) Subject to clause (f) below, Strategic Directors have the following delegated powers in respect of all matters which are not “key decisions” and not reserved for decision by the Council or by a Committee of the Council:
 - (i) to make decisions and approve expenditure relating to the functions of their Directorate providing (1) that the sum expended is within the approved budget for the Directorate and/or relevant portfolio, and (2) the amount in relation to any single matter does not exceed £200,000 or (3) the amount in relation to any single matter is between £200,000 and £500,000 (revenue) or £1M (capital) jointly with the relevant Cabinet member(s).
 - (ii) determine employment matters relating to staff including all changes to staffing structures below JNC level and the annual implementation of the contractual pay increment system. These powers will not include changes to terms and conditions of employment (the Birmingham Contract) or additional payments to any individual member of staff above the general financial threshold delegated to officers (£200k).
 - (iii) to approve tender strategies and award contracts in accordance with the Procurement Government Arrangements in **Volume B** where the supplies, materials, or services to be purchased or the works to be executed are between the European Threshold (currently £164,176) and £10,000,000 in value, over the contract length.
 - (iv) where no other viable alternative exists to approve contract extensions, where no extension option in the contract exists, in accordance with the Procurement Governance Arrangements in **Volume B** where the supplies, materials, or services to be purchased or the works to be executed do not exceed £500,000.
 - (v) to write off any individual debts of income (including any associated court costs and bailiffs fees) within their service directorate responsibility, and after consultation with the Strategic Director - Finance and Legal, up to the sum of £25,000 per individual or organisation, which in the opinion of the Strategic Director, is considered to be uneconomical to collect or is irrecoverable. *All individual debts above this amount can only be written off by the Strategic Director - Finance and Legal.*
 - (vi) the Chief Executive has all the above delegated authority in respect of all executive and non-executive expenditure, and as may be necessary, determine which Directorate discharges any particular Council function if this is not clear.

- (vii) the Strategic Director – Finance and Legal additionally has the powers and restrictions set out in 12.4(f) below.
- (b) These powers may be delegated further under a Scheme of Delegation as may be determined by the Chief Executive, and Strategic Directors. Any such Scheme of Delegation will be produced to the Chief Executive and published on the Council's website. Powers are also delegated to all officers in accordance with their job description and Divisional budget.
- (c) Officers should ensure that delegated powers are exercised in accordance with relevant Council policies and procedures and also put appropriate systems in place for recording the exercise of delegated powers in the following manner and circumstances:
 - (i) all decisions with a value of £50,000 or more made by officers under delegated powers should be recorded in writing and a single copy for each Directorate produced to the Chief Executive and the Leader/Deputy Leader on the 30th September and 31st March of each year.
 - (ii) additionally, all decisions taken jointly with Cabinet Members should also be recorded but in these cases using a standard committee report form (public or private as appropriate), signed by the relevant Chief Officer and then recorded on the Council's CMIS website.
- (d) The City Solicitor may exercise all proper officer and any other functions of the Council which do not fall within the Directorate or budget responsibility of a Strategic Director and has the powers set out in Article 14.
- (e) The Chief Executive and the Strategic Director – Finance and Legal, may exercise voting rights at general meetings of companies of which the Council is a member or by written resolution and may take any necessary action to protect, safeguard and effectively manage the Council's interest in such companies.
- (f) The Chief Executive, and the Strategic Director– Finance and Legal and the Strategic Director of Major Projects in relation to f (iii) only (and no other Strategic Director) without financial limit have the following additional powers to make decisions in relation to:
 - (i) all future forms of indemnity on behalf of the Council including the signing of certificates under the Local Government (Contracts) Act 1997.
 - (ii) the Council's loan and investment portfolios in accordance with the statutory borrowing limits determined by the Council and the Council's Treasury Policy Statement and Management Strategy as approved from time to time by the Council and all such decisions are exempt from the reporting requirements set out in Article 13.

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

- (iii) - the acquisition and disposal of leasehold interests for rent (including the granting and surrendering of any rights over such land and property) provided that any term does not exceed £125,000 p.a;
- the acquisition and disposal of freehold and leasehold interests at a premium, provided that the premium does not exceed £1,000,000; and
- the management of all of the Council's land and properties, including the authorising and payment of discretionary contributions towards trade/loss and or removal expenses and all payments due under an approved Compulsory Purchase Order, provided that the cost does not exceed £200,000;

save that land and property held by the Council as Trustee shall be the responsibility of the Trusts and Charities Committee.

In any re-gear of a lease only the extra term shall be used in calculating the gross value.

- (g) The Chief Executive and Chief Officers have delegated authority to approve and make payments in connection with the duties of the council where it holds monies in the capacity of an "Accountable Body". In all such cases where the Council is the Accountable Body, the Chief Executive or any Chief Officer has authority to make lawful payments in compliance with the terms under which the Council holds monies as the Accountable Body and in accordance with any requirements approved by the Council as Accountable Body, up to but not exceeding the total amount held under each agreement with the grant giver.

Article 13 – Decision Making and Key Decisions

This Article sets out details with regard to Executive decision-making.

13.1 Responsibility for decision making

A record of all decisions over £50k has to be kept, including the name or body having responsibility for making such decisions. The record of public decisions over £200k will be available for inspection by members of the public. This Constitution records those arrangements, so that the public can hold to account the relevant decision-makers.

13.2 Principles of decision-making

All decisions of the Council will be made in accordance with the following guiding principles:

- (a) Good decision making involves the realistic evaluation of alternatives and public consultation, including public access to decision-making.
- (b) Under Executive arrangements, decisions may be taken by a range of people and bodies – Cabinet, District/Ward Committees and Chief Officers.
- (c) The following principles of effective decision-making require there to be:-
 - (i) legality/power to make decisions;
 - (ii) proportionality (i.e. the action must be proportionate to the desired outcome);
 - (iii) a proper consideration of available options for action and/or inaction;
 - (iv) due consultation and the taking of professional advice from Officers;
 - (v) due regard to the public sector equality duty and respect for human rights;
 - (vi) a presumption in favour of openness and transparency of decision making;
 - (vii) clarity of aims and desired outcomes; and
 - (viii) avoidance of conflicts of interest.

13.3 Types of decision

- (a) **Decisions reserved to full Council.** Decisions relating to the functions listed in Article 4.2 will be made by the full Council and other non-executive Decisions are delegated to Council Business Management Committee and Regulatory Committees.

(b) **Decisions reserved to Cabinet and “Key Decisions”**

“Key decisions” must be taken by Cabinet, unless delegated by Cabinet to a Cabinet Member jointly with the Chief Officer or a Chief Officer or Director alone.. A decision will be a “key decision” if:

- (i) it is an Executive decision relating to the discharge of an Executive function
- (ii) AND is likely to result in the local authority incurring expenditure which is, or the making of savings which are, significant:
 - (a) in the case of capital projects, if they involve entering into new commitments and/or making savings in excess of £1M; or
 - (b) in the case of revenue projects, if they involve entering into new commitments and/or making new savings in excess of £500,000, (gross value).

OR is significant in terms of its effect on communities living or working in an area comprising two or more Wards in the area of the local authority and the decision making has not been delegated to District Committees.

- (c) **Decisions by Cabinet Members jointly with Chief Officers** are as set out in Article 6 – namely all executive decisions between the Chief Officer limit of £200K and £500K (revenue) or £1M (capital).
- (d) **Decisions delegated by Cabinet to Executive Members** are as set out in **Article 10** and more particularly set out in **Volume B (B6)**.
- (e) **Decisions delegated by Cabinet to District Committees** are as set out in Article 10 and more particularly set out in **Volume B**.
- (f) **Decisions delegated to Chief Officers** are as set out in **Article 12**.
- (g) **Emergency Decisions** - see **Volume B**, Meetings Administration.

Article 14 – Finance, Contracts and Legal Matters

*This Article sets out details with regard to the Council's Financial Regulations and Standing Orders relating to Contracts, which are contained in **Volume B**.*

14.1 Financial management

The management of the Council's financial affairs will be conducted in accordance with the Financial Regulations set out in **Volume B**.

14.2 Contracts

Contracts relating to the procurement of supplies, works or services entered into by the Council must comply with the Standing Orders Relating to Contracts set out in **Volume B**.

14.3 Legal proceedings

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

The City Council's Standing Orders relating to Contracts govern the arrangements for signing of contracts and sealing of relevant documents. These are set out in **Volume B**.

Article 15 – Review, Revision and Suspension of the Constitution

This Article sets out details with regard to the review, revision and suspension of the Constitution.

15.1 Duty to monitor and review the Constitution

The Monitoring Officer will monitor and review once a year the effectiveness and operation of this Constitution so as to ensure that the aims and principles of the Constitution are given full effect.

15.2 Changes to the Constitution

- (a) Should any executive changes be considered necessary, the City Council has authorised the Executive to take all necessary action.
- (b) In addition, the Council has authorised the Council Business Management Committee to take all necessary steps, through the year, to amend, add, substitute or delete any of the City Council's non-Executive Constitutional Arrangements, and only refer major changes to Full Council for approval.

15.3 Suspension of the Constitution

- (a) **Limit to suspension.** The Articles of this Constitution may not be suspended. The Standing Orders and other Procedure Rules specified below may be suspended by the full Council to the extent permitted within those Rules and the law.
- (b) **Standing Orders and Procedure Rules capable of suspension.** All of the Standing Orders and other Procedure Rules listed in **Volume B** of this Document may be suspended, save for the Meetings Administration Rules.

REPORT OF THE COUNCIL BUSINESS MANAGEMENT COMMITTEE

ANNUAL REPORT OF THE INDEPENDENT REMUNERATION PANEL – SUPPLEMENTARY REPORT

2015-16

A. INTRODUCTION

1. The Supplementary Report to the 2015-16 Annual Report is attached as an Appendix to this Report.
2. The Panel has worked consistently within the requirements of the Local Government Act 2000 and the accompanying Statutory Guidance and Regulations on Councillors' allowances.
3. The City Council must have regard to the recommendations of an Independent Remuneration Panel before it can set up or amend its Members' Allowances Scheme. The Council is, of course, free to accept the Panel's recommendations in full, in part, or not at all.

B. PANEL'S RECOMMENDATIONS

4. In the Annual Report of the Independent Remuneration Panel, submitted to City Council in April 2016, the Panel undertook to return to those Special Responsibility Allowances affected by changes to the Constitution agreed by the City Council in May 2016.
5. Following fresh evidence taken in May, the Panel recommends:
 1. The Special Responsibility Allowance for Assistant Leaders should be 20% of the Leader's Special Responsibility Allowance for the 12 month period to the AGM in May 2017;
 2. The Special Responsibility Allowance for District Committee Chairs remain in band 3 and at 15% of the Leader's Special Responsibility Allowance for the 12 month period to the AGM in May 2017;
 3. The allowances rates to be applied with effect from 24th May 2016;
 4. That the Leader gives further consideration to the defined responsibilities of the Assistant Leaders over the coming year.

MOTION

The recommendations made by the Independent Remuneration Panel on Page 3 of its Supplementary Report be accepted and implemented with effect from 24 May 2016.

ANNUAL REPORT OF THE INDEPENDENT REMUNERATION PANEL – SUPPLEMENTARY REPORT

2015-2016

BIRMINGHAM CITY COUNCIL

FOREWORD

On 5th April 2016, the Independent Remuneration Panel presented its Annual Report to City Council. This report made a recommendation on the Basic Allowance, which was accepted by City Council.

As last year, forthcoming changes to the Constitution meant that the Panel was not able to present a full report in April. In particular, the Leader had stated his intention to create new roles of Assistant Leaders. Whilst the Leader did meet with the Panel to outline his plans, at that time there was insufficient detail to determine whether or not a Special Responsibility Allowance should be paid.

The Panel therefore undertook to return to those SRAs after changes to the Constitution were agreed in May, and report back to City Council.

In May 2016 the Panel met again and was presented with more detailed information on the roles and responsibilities of Assistant Leaders. This report sets out the resulting recommendations, which are conditional on the constitutional changes outlined to the Panel being approved by City Council.

Sandra Cooper,
Chairman
May 2016

SPECIAL RESPONSIBILITY ALLOWANCES

In April 2015, the Panel recommended a new approach for calculating Special Responsibility Allowances and this was agreed by City Council. The Panel recognised that the Leader's role takes the most responsibility assessed at 100% and all the other roles are then taken as a relative percentage of the Leader's role.

Table 1

Bands	Level Of Responsibility	Title/Description
1	75% to 100%	Strategic Leadership with overall responsibility for decision making for the direction and running of Council Services
2	50% to 74%	Strategic responsibility within Cabinet and also individual responsibility as delegated by the Constitution
3	15% to 49%	Responsibility for Chairing key Regulatory and Overview and Scrutiny Committees in order to meet regulatory requirements and where required hold the Executive to account
4	5% to 14%	Other roles with Special Responsibilities

Assistant Leaders

At a meeting of the Panel on 12th May, the Panel were given details of the prospective roles and responsibilities of the Assistant Leader role. Following that discussion, further information was provided to the Panel. A summary of that information is contained in Appendix 2.

In the short timescales available, the Panel reviewed the roles and responsibilities as outlined in Appendix 2 and recognised that it would be appropriate for a Special Responsibility Allowance to be paid.

In assessing the level of that SRA, the Panel considered the level of responsibility attributed to the role. Assistant Leaders will have a strategic role in influencing the Cabinet and there is a clear emphasis on leadership. The panel accepts that the Assistant leaders will have a wider role than that of District Chairs. However, there is a lack of defined responsibilities within the role description and we have asked the leader to consider this during the course of the year.

It was recognised that this is still very much work in progress, and that the role is to evolve. We also note that the Leader will be developing clear success criteria and outcome targets for the Assistant Leaders' role, and we await further information on these.

The Panel therefore recommends a Special Responsibility Allowance for the Assistant Leaders at 20% of the Leader's Special Responsibility Allowance, within band 3.

This recommendation is conditional on the constitutional changes outlined to the Panel being approved by City Council.

As stated in the April 2016 Annual Report, the Panel expects that any changes to Special Responsibility Allowances will be applicable from the date of the Constitution change.

The rate can be reviewed at a suitable time during the year and if personal responsibility is demonstrated to a significant level, any increase recommended can be backdated.

Otherwise, this SRA is awarded for the 12 month period to the AGM in May 2017. At that point, the Panel would expect to see evidence of how the role has worked in practice and will use that evidence to determine the level of remuneration for the following year.

District Committee Chairs

In April 2016, the Panel recommended a Special Responsibility Allowance for Executive Members for Local Services at 15% of the Leader's Special Responsibility Allowance, within band 4 of the new structure. This rate was approved by the City Council.

The Panel did not take fresh evidence on this role at this time. However, it was noted that the posts – formerly “Executive Members for Local Services” – will be renamed as “District Committee Chairs”. It was also noted that the intention is that the post of District Committee Chair will be phased out during the period to 2018.

The Panel therefore intends that the SRA for this post remain in place for the 12 month period to the AGM in May 2017. At that point the Panel will re-assess the SRA alongside the review of the Assistant Leaders' role in order to assess how both have evolved.

RECOMMENDATIONS

1. The Special Responsibility Allowance for Assistant Leaders should be 20% of the Leader's Special Responsibility Allowance for the 12 month period to the AGM in May 2017;
2. The Special Responsibility Allowance for District Committee Chairs remain in band 3 and at 15% of the Leader's Special Responsibility Allowance for the 12 month period to the AGM in May 2017;
3. The allowances rates to be applied with effect from 24th May 2016;
4. That the Leader gives further consideration to the defined responsibilities of the Assistant Leaders over the coming year.

Appendix 1: Special Responsibility Allowances 2016-17

Bands	Role	% Level of responsibility	SRA £	Basic Allowance £	Total £
1	Leader of the Council	100%	50,000.00	16,267.00	66,267.00
1	Deputy Leader of the Council	80%	40,000.00	16,267.00	56,267.00
2	Cabinet Member	50%	25,000.00	16,267.00	41,267.00
3	Chair of the Planning Committee	30%	15,000.00	16,267.00	31,267.00
3	Chair of the Licensing & Public Protection Committee	30%	15,000.00	16,267.00	31,267.00
3	Leader of the Largest Qualifying Opposition Group	25%	12,500.00	16,267.00	28,767.00
3	Chair of Overview & Scrutiny Committees	25%	12,500.00	16,267.00	28,767.00
3	Assistant Leaders	20%	10,000.00	16,267.00	26,267.00
3	Executive Member for Local Services District Committee Chairs	15%	7,500.00	16,267.00	23,767.00
4	Deputy Leader of the Largest Qualifying Opposition Group	14%	7,000.00	16,267.00	23,267.00
4	Chair of the Audit Committee	10%	5,000.00	16,267.00	21,267.00
4	Chair of the Trust & Charities Committee	10%	5,000.00	16,267.00	21,267.00
4	Leader of Other Qualifying Opposition Groups	10%	5,000.00	16,267.00	21,267.00
4	Deputy Leader of Other Qualifying Opposition Groups	5%	2,500.00	16,267.00	18,767.00
4	Lead Opposition Spokesperson (Shadow Cabinet Member)	5%	2,500.00	16,267.00	18,767.00
4	Political Group Secretaries	5%	2,500.00	16,267.00	18,767.00



Report to the Independent Remuneration Panel

13 May 2016

Creation of Assistant Leader Posts

1. Purpose

- 1.1. This report sets out proposals for interim changes to the Special Responsibility Allowances (SRAs) within the Allowances Scheme for 2016/17, enabling the Panel to make a further report to the City Council AGM on 24 May.

2. Background

- 2.1. In the foreword to its Report of April 2016, the Panel notes that the Leader of the Council has submitted evidence in relation to proposed changes at the Council AGM and states that the Panel will therefore reconvene to consider any constitutional change. The Panel also says that it expects any changes in SRAs to be applicable from the date of the constitution changes.
- 2.2. This report has been prepared to inform the Panel of the details of those proposed changes and to put the case for an interim adjustment to the SRAs within the Allowances Scheme for 2016/17 for the Panel's consideration.

3. Context

- 3.1. As the Panel will be aware, the City Council is entering the second stage of an extensive process of transition in its governance structures and the way in which it engages with local communities. In 2015 the role of district committees was changed significantly and the number of scrutiny committees was reduced. During 2015/16 the new Town Council of Sutton Coldfield was also created, with its first elections taking place this month. By May 2018 the authority will have switched to a four yearly election system with a reduced number of councillors and smaller, one or two member wards. The council will also be smaller, with the current proposals suggesting a reduction from 120 to 101 councillors.
- 3.2. The second stage of this transition will run from now until 2018. During this stage the council will move away from the devolved committee approach and seek to develop new innovations in community governance and local leadership from the bottom up. This will include the option of establishing parish (town or neighbourhood) councils in other parts of the city, through further Community Governance Reviews, developing the role of parishes

further through local negotiation on the devolution of services and exploring new ways of working with communities and social enterprises to harness the widest possible contribution to the public realm and local places within the city.

- 3.3. Local services will undergo significant redesign during this period to reflect the council's strategic focus on demand management, early intervention and service integration and the need to make significant further reductions in spending. The ultimate aim is to shift the focus of governance from the Cabinet and the Leader to the local leadership of councillors and others in their communities, in support of the Every Place Matters policy.
- 3.4. This will require a profound change in the culture of the council and the patient building of strong partnerships and relationships between the council, other organisations and the community. Above all it will require adequate leadership capacity in both the officer and member spheres throughout this period of change.

4. Summary of the proposal

- 4.1. In summary, the proposal is that the SRAs be augmented by four posts for an interim period through the creation of four additional Member posts, to be termed Assistant Leaders. It is proposed that the SRA for these posts should sit within the third band (15% to 49% of the Leader's allowance) and be equivalent to the allowance for the Chair of a regulatory committee (currently £15,000 or 30%). At the end of this period the number of SRAs will be reduced by 6 from the current position through the phasing out of the 10 Executive Member Local Services positions. Ultimately the intention is that the Assistant Leader posts will themselves be phased out because the focus of governance will have shifted as described above and local leadership will be provided through new, more local partnerships and governance arrangements.

5. Reasons for the proposal

- 5.1. The proposal will:
 - Put in place additional Member leadership capacity to support the changes outlined above and to deliver a more effective system of governance for Birmingham, through political leadership at both a strategic and a local level
 - Enable the promotion of a wider leadership role for all councillors
 - Ensure that local concerns and priorities are reflected in corporate policy making
 - Provide a mechanism through which the City Council can transition from the current district committee arrangements without losing the valuable work already being done at a local level.

5.2. A full role description for the Assistant Leader posts is attached as part of Appendix 1. The proposed level of SRA for the posts is based on the following factors:

- a) **Relative level of responsibility.** The responsibility the post holders will have, acting as a committee, will be highly strategic and critical to the future effectiveness of the City Council. There is also an expectation that they will engage with all members of the City Council and with external partners at a high level in pursuit of the aims of the committee between meetings. Finally, the posts will each work with a “quadrant” of the city, an area equivalent to two or three districts, to support and give direction to local innovation. However, the posts will not have individual accountability for decisions under the 2000 Act and therefore should be at a lower level than Cabinet Members.
- b) **Relative time commitment.** The time commitment required in the role is expected to be greater than most committee chairs, more than double that of the current EMLS posts and probably similar to that of a Cabinet Member, given the number of meetings they will be required to attend with local councillors, partners and stakeholders in their locality as well as with officers and Cabinet Members in order to fulfil the role effectively.

6. Details of the proposal

- 6.1. The Assistant Leaders will be members of a new Cabinet Committee Local Leadership. They will not be Cabinet Members and will not have individual decision making accountabilities. The Committee will be chaired by the Leader of the Council. The membership will also consist of another Cabinet Member, the ten District Committee Chairs and the two opposition group leaders.
- 6.2. The Assistant Leaders will provide much of the political leadership to the transition described above, under the direction of the Leader of the Council. The Committee (and hence the Assistant Leaders) will be charged by Cabinet with conducting an extensive review and setting out new policy directions for Cabinet approval across an extensive range of highly important strategic issues. The post holders will undertake extensive work with councillors, officers, community groups and other external partners in their area of the city in order to develop policy and to support other councillors in their local leadership role. Clear success criteria and outcomes will be set for the work of the Committee and the Assistant Leaders to enable assessment of progress during the interim period.
- 6.3. The proposed Terms of Reference for the Cabinet Committee and the draft Role Description for the Assistant Leaders is attached at Appendix 1. Also attached at Appendix 2 is an outline of the intended coverage of the review which the Committee will lead, to be refined and approved by Cabinet. The Panel will note the extensive nature of this remit.

7. Interim nature of the proposal

- 7.1. As stated above the proposal is for an interim extension to the number of SRAs to give a boost to leadership capacity during this transitional period. The EMLS posts are being renamed District Committee Chairs at this AGM and District Committees will not now be required to meet at a set frequency. The firm intention is that these committees will be phased out and removed over this period, along with the district committee chair posts.
- 7.2. This will mean that the overall total of SRAs at the end of this period will be ten fewer than in 2016/17 and six fewer than for 2015/16. SRAs will rise by £60,000 in 2016/17 but eventually fall by £75,000 (a net fall of £15,000 from the current position).

8. Conclusion

- 8.1. The proposals set out in this paper will provide essential additional leadership capacity to take forward the radical changes in political governance that the council is undergoing and ensure that these are implemented effectively to the benefit of the community and in support of better service delivery.
- 8.2. The proposals are for interim arrangements which will be followed by a significant reduction in SRAs, following a short period of additional expenditure necessary to ensure a smooth transition.
- 8.3. The Panel is requested to consider this proposal and to report to the City Council AGM on 24 May with its conclusions, in order to enable the implementation of the constitutional changes outlined above.

Jon Warlow
Strategic Director Finance and Legal Services

Stuart Evans
Acting Joint Head of Legal Services

Appendix 1: Proposed Terms of Reference for the Cabinet Committee Local Leadership and Role Description for Assistant Leaders

Cabinet Committee Local Leadership

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

- The Leader
- Another Cabinet Member as deemed appropriate by the Leader
- The Leaders of the official opposition party and the next largest opposition party
- The Chairs of the District Committees
- Four Assistant Leaders (see below)
- Assistant Leaders will be able to attend meetings of Cabinet but will not have a right to vote on any item of Cabinet business.

The quorum for the Committee shall be six and this number must include one of the Cabinet Members and one of the Leaders of the opposition groups as well as one of the Assistant Leaders.

The Committee will include four Councillors designated as Assistant Leaders. These councillors will be charged with taking forward the agenda of the Cabinet Committee Local Leadership between meetings, under the management of the Leader of the Council. They will not have decision making powers independently of the Committee. They will each be responsible for an area of the city, to be specified by the Cabinet.

7.1

1. These terms of reference are subject to change by Cabinet as and when necessary to reflect the changing shape of the devolution and Future Council, agenda. The City Council is committed to the ongoing development of devolved community governance through a process of reviewing devolved

ways of working and considering new innovations; it is recognised that further devolution is necessary given the scale size and diversity of challenges, opportunities and varied needs across the city.

2. The Cabinet Committee will conduct a review of the existing devolved arrangements consulting and engaging with the community, other stakeholders and Members. During the period of review local areas will be supported in bringing forward and piloting new ways of working in relation to devolved arrangements; the Cabinet Committee with the Assistant Leaders will support, oversee and evaluate the new ways of working for potential wider use within the City.
3. The Cabinet will set out the detailed coverage of this review, but it will include assessing the effectiveness of all existing arrangements for local engagement and partnership working, preparations for the new ward arrangements to be introduced in 2018 and new ways of working such as parish councils.
4. The Assistant Leaders with the Cabinet Committee will play a leading role in taking forward the following council strategic priorities:
 - Local Leadership - conducting the review set out above at paragraphs 2 and 3 and reporting to Full Council and Cabinet as appropriate
 - Every Place Matters – overseeing the development of area focused policies and programmes to address inequalities between areas of the city
 - A Better deal for Neighbourhoods – the committee will work to improve services in neighbourhoods and responsiveness to local communities and individual service users and to support local initiatives to improve the environment and street scene
 - Supporting local councillors – through the devolution process
 - Fostering and applying new approaches to local leadership.

Assistant Leaders: Role Description

The Leader of the Council will set clear success criteria and outcome targets for the Assistant Leaders and the Cabinet Committee, for approval by the Cabinet and these will be monitored alongside officer work programmes to ensure the work remains on track and delivers a successful transition to future arrangements.

The strategic role of the Assistant Leaders will be to:

- Provide leadership to policy development as directed by the Leader and working in conjunction with Cabinet Members, with the aim of realising the full potential of city policies for Place – making a difference in all Birmingham neighbourhoods. This will include the strategic priorities of Local leadership, Every Place Matters (regeneration and investment outside the city centre) and A Better Deal for Neighbourhoods (improving local services)
- Drive forward the review of devolved arrangements within the city and the successful transition to the post 2018 environment as directed by the Cabinet and the Leader.

Within their area of the city Assistant Leaders will:

- Promote and support changes to the practice, culture and capabilities underpinning the role of “front line councillor”
- Shape and support local partnership working and engagement with communities and local stakeholders
- Shape neighbourhood governance and neighbourhood delivery plans working alongside District Chairs
- Ensure that arrangements are in place to move beyond the districts model whilst capturing the learning and the partnerships developed in previous years and supporting the role and contribution of all local councillors
- Ensure that local issues and innovations are reflected in strategic decision making with regard to Local Leadership, Every Place Matters and A Better Deal for Neighbourhoods.

Appendix 2

Review of Local Leadership and Community Governance: proposed coverage

The review, to be led by the Assistant Leaders and the Cabinet Committee Local Leadership chaired by the Leader, will cover the following issues. Note: This list will be refined and reported to Cabinet in June as the Committee is formally established.

- 1) The effectiveness of ward meeting arrangements (Ward Forums) based on the experience of the last year and how this can be improved
- 2) Support for neighbourhood forums and other community led bodies and their relationships with councillors
- 3) The capacity of the voluntary and community sector and communities themselves in different parts of the city and how this can be improved
- 4) The role of District Housing Panels and Housing Liaison Boards
- 5) The value of models such as neighbourhood management and neighbourhood tasking and how they can be supported
- 6) The value of neighbourhood charters, promises or agreements and how they could be taken forward
- 7) How the Neighbourhood Challenge and Community Planning processes can be used at ward level or through collaboration between wards
- 8) The relationship between democratic leadership, community engagement and new service delivery models. This would include area partnership working, integration, hubs and new forms of neighbourhood delivery and partnership, such as social investment, community trusts, community based housing associations
- 9) Open data and how best to build this into our local working
- 10) The development of proposals for further parish (neighbourhood or town) councils and a fair funding system to support their activities
- 11) The development of “devolution deals” for local areas (clusters of wards) that wish to take devolution further forward
- 12) The resources available to support ward activities and proposals for the future on a partnership basis
- 13) The development of a new, flexible area geography based on local views of how 2018 wards would best collaborate, to replace the district committee

system, including looking at practice in other cities nationally and internationally

- 14) A new policy for local centre regeneration and management
- 15) Area policies for key policy areas such as regeneration, housing development, skills and clean and green neighbourhoods
- 16) Leadership development programmes and culture change – from “back bench” to “frontline” councillors

REPORT OF THE COUNCIL BUSINESS MANAGEMENT COMMITTEE

CITY COUNCIL APPOINTMENTS

1. This report sets out appointments to Committees and other Bodies to be approved by the City Council for the 2016/2017 Municipal Year.
2. An Appendix detailing all nominations will be circulated at or before the Council Meeting.

MOTION

2. That the City Council makes appointments to Committees and other bodies as detailed in the revised Appendix to the report.

CITY COUNCIL APPOINTMENTS 2016/17

In accordance with aggregate proportionality requirements based on 111 seats, the following gains and losses that need to be reflected in the composition of Committees: ie

Labour	= - 1 seat
Conservative	= 0 seats
Liberal Dem	= 0 seats
Others	= + 1 seat

Committees will have regard to aggregate number of seats on all the Sub-Committees which they appoint.

1. **APPOINTMENT OF MEMBERS TO SERVE ON OVERVIEW AND SCRUTINY COMMITTEES UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2017**

NB Titles of Overview and Scrutiny Committees are subject to change.

(A) **CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE**

(Must comply with proportionality requirements)

12 Members

Labour (8)	Conservative (3)	Liberal Democrat (1)
Cllr	Cllr	Cllr
Cllr	Cllr	
Cllr	Cllr	
Cllr		
Cllr		
Cllr		
Cllr		
Cllr		

Councillor as Chair

(B) **ECONOMY, SKILLS AND SUSTAINABILITY OVERVIEW AND SCRUTINY COMMITTEE**

(Must comply with proportionality requirements)

12 Members

Labour (8)	Conservative (3)	Liberal Democrat (1)
Cllr	Cllr	Cllr
Cllr	Cllr	
Cllr	Cllr	
Cllr		
Cllr		
Cllr		

Cllr
Cllr

Councillor as Chair

(C) **EDUCATION AND VULNERABLE CHILDREN OVERVIEW AND SCRUTINY COMMITTEE**

(Must comply with proportionality requirements)

12 Members

Labour (8)	Conservative (3)	Liberal Democrat (1)
Cllr	Cllr	Cllr
Cllr	Cllr	
Cllr	Cllr	
Cllr		
Cllr		
Cllr		
Cllr		
Cllr		

Other Voting Members (4)

1 Church of England diocese representative – Mrs Sarah Smith

1 Roman Catholic diocese representative – Richard Potter

2 Parent Governor Representatives - Samera Ali, Evette Clarke

Councillor as Chair

(D) **HEALTH AND SOCIAL CARE OVERVIEW AND SCRUTINY COMMITTEE**

(Must comply with proportionality requirements)

12 Members

Labour (8)	Conservative (3)	Liberal Democrat (1)
Cllr	Cllr	Cllr
Cllr	Cllr	
Cllr	Cllr	
Cllr		
Cllr		
Cllr		
Cllr		
Cllr		

Councillor as Chair

(E) **NEIGHBOURHOOD AND COMMUNITY SERVICES OVERVIEW AND SCRUTINY COMMITTEE**

(Must comply with proportionality requirements)

12 Members

Labour (8)	Conservative (3)	Liberal Democrat (1)
------------	------------------	----------------------

Cllr	Cllr	Cllr
Cllr	Cllr	
Cllr	Cllr	
Cllr		
Cllr		
Cllr		
Cllr		
Cllr		

Councillor as Chair

2. **APPOINTMENT OF MEMBERS TO SERVE ON THE REGULATORY COMMITTEES UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2017**

(A) **PLANNING COMMITTEE**

(Must comply with proportionality requirements)

15 Members

Labour (10)	Conservative (4)	Liberal Democrat (1)
Cllr	Cllr	Cllr
Cllr	Cllr	
Cllr	Cllr	
Cllr	Cllr	
Cllr		
Cllr		
Cllr		
Cllr		
Cllr		
Cllr		

Councillor as Chair

(B) **LICENSING AND PUBLIC PROTECTION COMMITTEE**

(Must comply with proportionality requirements)

15 Members

Labour (10)	Conservative (4)	Liberal Democrat (1)
Cllr	Cllr	Cllr
Cllr	Cllr	
Cllr	Cllr	
Cllr	Cllr	
Cllr		
Cllr		
Cllr		
Cllr		
Cllr		
Cllr		

Councillor as Chair

(B1) **LICENSING SUB-COMMITTEE A**
(Must comply with proportionality requirements)
3 Members

Labour (2) Conservative (1) Liberal Democrat (0)

Cllr Cllr
Cllr

Councillor as Chair

(B2) **LICENSING SUB-COMMITTEE B**
(Must comply with proportionality requirements)
3 Members

Labour (2) Conservative (1) Liberal Democrat (0)

Cllr Cllr
Cllr

Councillor as Chair

(B3) **LICENSING SUB-COMMITTEE C**
(Must comply with proportionality requirements)
3 Members (1 seat given up by Conservative Group to the Liberal Democrat to reflect proportionality across the 3 Licensing Sub-Committees)

Labour (2) Conservative (0) Liberal Democrat (1)

Cllr Cllr
Cllr

Councillor as Chair

3. **APPOINTMENT OF MEMBERS TO SERVE ON THE COUNCIL BUSINESS MANAGEMENT COMMITTEE UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2017**

(Outside of proportionality requirements)

8 Members –

Labour Group Leader, Deputy Leader & Group Secretary

Conservative Group Leader & Group Secretary

Liberal Democrat Group Leader or Group Secretary

2 Labour

Labour (5) Conservative (2) Liberal Democrat (1)

Cllr Cllr Cllr
Cllr Cllr
Cllr
Cllr
Cllr

Leader of the Council as Chair

4. **APPOINTMENT OF MEMBERS TO SERVE ON THE AUDIT COMMITTEE UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2017**

(Must comply with proportionality requirements)

8 Members

Labour (5)	Conservative (2)	Liberal Democrat (1)
------------	------------------	----------------------

Cllr	Cllr	Cllr
Cllr	Cllr	
Cllr		
Cllr		
Cllr		

Councillor as Chair

5. **APPOINTMENT OF MEMBERS TO SERVE ON THE TRUSTS AND CHARITIES COMMITTEE UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2017**

(Must comply with proportionality requirements)

8 Members

Labour (5)	Conservative (2)	Liberal Democrat (1)
------------	------------------	----------------------

Cllr	Cllr	Cllr
Cllr	Cllr	
Cllr		
Cllr		
Cllr		

Councillor as Chair

6. **APPOINTMENT OF MEMBERS TO SERVE ON THE STANDARDS COMMITTEE UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2017**

(City Councillor appointments to comply with proportionality requirements)

5 Members

Labour (3)	Conservative (1)	Liberal Democrat (1)
------------	------------------	----------------------

Cllr	Cllr	Cllr
Cllr		
Cllr		

4 independent voting members:

Philip Richardson
Peter Wiseman
Steven Jonas
Professor Stephen Shute

1 member representing the New Frankley in Birmingham Parish Council and
1 member representing the Sutton Coldfield Parish Council (Parish member
must be present when matters relating to the Parish Council or its Members
are being considered):

New Frankley in Birmingham Parish Councillor

Sutton Coldfield Parish Councillor

Philip Richardson and Peter Wiseman as joint Chairmen (independent)

The quorum is 3 and must include at least one independent member and one
Parish Council member if matters relating to the Parish are to be discussed.

7. **ANNUAL APPOINTMENTS TO OUTSIDE BODIES UNTIL THE ANNUAL
MEETING OF THE COUNCIL IN MAY 2017**

(A) **Local Government Association – General Assembly**

(4 Councillors to exercise 17 votes in accordance with proportionality)

Labour Group Members	11 votes
Conservative Group Member	4 votes
Liberal Democrat Group Member	2 votes

Cllr	(Lab)
Cllr	(Lab)
Cllr	(Con)
Cllr	(Lib Dem)

(B) **West Midlands Fire and Rescue Authority**

(10 Councillors appointments must comply with proportionality requirements)

Labour (7)	Conservative (2)	Liberal Democrat (1)
Cllr	Cllr	Cllr
Cllr	Cllr	
Cllr		
Cllr		
Cllr		
Cllr		
Cllr		

Cllras Lead Member

(C) **Transport Delivery Committee**

(7 Councillors appointments must comply with proportionality requirements)

Labour (5)	Conservative (2)
Cllr	Cllr
Cllr	Cllr
Cllr	
Cllr	

Cllr

Cllr as Lead Member

(D) **West Midlands Police and Crime Panel**

To appoint one Labour member and a named substitute to serve on West Midlands Police and Crime Panel.

Member	Substitute
Cllr (Labour)	Cllr

Birmingham to nominate to West Midlands Joint Committee 1 Labour representative and 1 Conservative representative to serve on West Midlands Police and Crime Panel, along with a named substitute for each.

NB This may change when the position at Dudley and Walsall Councils which are hung Councils is known.

Member	Substitute
Cllr (Labour)	Cllr .
Cllr (Conservative)	Cllr .

(E) **West Midlands Joint Committee**

Leader of the Council - Voting Member
Deputy Leader of the Council - Substitute Voting Member
Leader of the Main Opposition Group - Observer Member:

(F) **Departmental Consultative Committees**

Chairmen of Departmental Consultative Committees:

Economy Directorate	Cllr
People Directorate	Cllr
Place Directorate	Cllr

(G) **Association of Councillors**

The appointment is for a 3 year period of office ie May 2017 to May 2020 and the person appointed must be a Member of the Council.

Councillor

(H) **Joint Scrutiny Committee for the Supervisory Board of the Greater Birmingham and Solihull Local Enterprise Partnership**

Appoint one member of Authority and a substitute Member

Councillor..... and Councillor(Substitute)

(I) **West Midlands Combined Authority**

The following appointments need to be made

WMCA Board

Member	Substitute
Cllr	Cllr
Cllr	Cllr

WMCA Overview and Scrutiny Committee

Member	Substitute
Cllr	Cllr

WMCA Audit Committee

Member	Substitute
Cllr	Cllr

(K) **Annual Appointments to Other Bodies**

(Historically, proportionality has been applied to positions requiring two or more members, although it does not need to be applied to such appointments).

<u>Body</u>	<u>Representative</u>	
(a) Interim Standing Advisory	Cllr	(Lab)
Council on Religious	Cllr	(Lab)
Education –	Cllr	(Lab)
8 Representatives	Cllr	(Lab)
	Cllr	(Lab)
	Mr	(Con)
(To comply with proportionality -	Cllr	(Con)
5 Lab; 2 Con; 1 Lib Dem)	Cllr	(Lib Dem)
Cllr as Chair		
(b) Employee Consultative	Cllr	(Lab)
Forum (Education)	Cllr	(Lab)
8 Councillors	Cllr	(Lab)
	Cllr	(Lab)
	Cllr	(Lab)
(To comply with proportionality -	Cllr	(Con)

5 Lab; 2 Con; 1 Lib Dem)	Cllr Cllr	(Con) (Lib Dem)
(c) City Housing Liaison Board 3 Councillors plus 1 Lab alternate 1 Lab; 1 Con; 1 Lib Dem	Cllr Cllr Cllr Cllr	(Lab) (Lab) alt (Con) (Lib Dem)

CITY COUNCIL APPOINTMENTS 2016/17

In accordance with aggregate proportionality requirements based on 111 seats, the following gains and losses that need to be reflected in the composition of Committees: ie

Labour	= - 1 seat
Conservative	= 0 seats
Liberal Dem	= 0 seats
Others	= +1 seat

Committees will have regard to aggregate number of seats on all the Sub-Committees which they appoint.

1. **APPOINTMENT OF MEMBERS TO SERVE ON OVERVIEW AND SCRUTINY COMMITTEES UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2017**

(A) **CORPORATE RESOURCES AND GOVERNANCE OVERVIEW AND SCRUTINY COMMITTEE**

(Must comply with proportionality requirements)

12 Members

Labour (8)	Conservative (3)	Liberal Democrat (1)
Cllr Muhammad Afzal	Cllr Randal Brew	Cllr Ray Hassall
Cllr Mohammed Aikhlaq	Cllr Ewan Mackey	
Cllr Marje Bridle	Cllr Anne Underwood	
Cllr Ansar Ali Khan		
Cllr Changese Khan		
Cllr Chaman Lal		
Cllr Yvonne Mosquito		
Cllr Hendrina Quinnen		

Councillor Mohammed Aikhlaq as Chair

(B) **ECONOMY, SKILLS AND TRANSPORT OVERVIEW AND SCRUTINY COMMITTEE**

(Must comply with proportionality requirements)

12 Members

Labour (8)	Conservative (3)	Liberal Democrat (1)
Cllr Phil Davis	Cllr David Barrie	Cllr Zaker Choudhry
Cllr Diane Donaldson	Cllr Timothy Huxtable	
Cllr Zafar Iqbal	Cllr Ken Wood	
Cllr Ziaul Islam		
Cllr Josh Jones		
Cllr John O'Shea		
Cllr Eva Phillips		
Cllr Sharon Thompson		
Councillor Zafar Iqbal as Chair		

(C) **SCHOOLS, CHILDREN AND FAMILIES OVERVIEW AND SCRUTINY COMMITTEE**

(Must comply with proportionality requirements)

12 Members

Labour (8)

Cllr Susan Barnett
Cllr Kate Booth
Cllr Barry Bowles
Cllr Shabrana Hussain
Cllr Julie Johnson
Cllr Chauhdry Rashid
Cllr Valerie Seabright
Cllr Martin Straker-Welds

Conservative (3)

Cllr Matt Bennett
Cllr Debbie Clancy
Cllr Alex Yip

Liberal Democrat (1)

Cllr Sue Anderson

Other Voting Members (4)

1 Church of England diocese representative – Mrs Sarah Smith
1 Roman Catholic diocese representative – Richard Potter
2 Parent Governor Representatives – Samera Ali, Evette Clarke

Councillor Susan Barnett as Chair

(D) **HEALTH, WELLBEING AND THE ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE**

(Must comply with proportionality requirements)

12 Members

Labour (8)

Cllr Uzma Ahmed
Cllr Mick Brown
Cllr John Cotton
Cllr Carole Griffiths
Cllr Kath Hartley
Cllr Mohammed Idrees
Cllr Karen McCarthy
Cllr Robert Pocock

Conservative (3)

Cllr Deidre Alden
Cllr Andrew Hardie
Cllr Simon Jevon

Liberal Democrat (1)

Cllr Sue Anderson

Councillor John Cotton as Chair

(E) **HOUSING AND HOMES OVERVIEW AND SCRUTINY COMMITTEE**

(Must comply with proportionality requirements)

12 Members

Labour (8)	Conservative (3)	Liberal Democrat (1)
Cllr Gurdial Singh Atwal	Cllr Gary Sambrook	Cllr Roger Harmer
Cllr Andy Cartwright	Cllr Ron Storer	
Cllr Matthew Gregson	Cllr Margaret Waddington	
Cllr Des Hughes		
Cllr Mahmood Hussain		
Cllr Mary Locke		
Cllr Victoria Quinn		
Cllr Sybil Spence		

Councillor Victoria Quinn as Chair

2. **APPOINTMENT OF MEMBERS TO SERVE ON THE REGULATORY COMMITTEES UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2017**

(A) **PLANNING COMMITTEE**

(Must comply with proportionality requirements)

15 Members

Labour (10)	Conservative (4)	Liberal Democrat (1)
Cllr Tahir Ali	Cllr Bob Beauchamp	Cllr Carol Jones
Cllr Mohammed Azim	Cllr Maureen Cornish	
Cllr Steve Booton	Cllr Peter Douglas Osborn	
Cllr Mohammed Fazal	Cllr Gareth Moore	
Cllr Barry Henley		
Cllr Kerry Jenkins		
Cllr Narinder Kaur Kooner		
Cllr Keith Linnecor		
Cllr Mike Sharpe		
Cllr Fiona Williams		

Councillor Mike Sharpe as Chair

(B) **LICENSING AND PUBLIC PROTECTION COMMITTEE**

(Must comply with proportionality requirements)

15 Members

Labour (10)	Conservative (4)	Liberal Democrat (1)
Cllr Nawaz Ali	Cllr Bob Beauchamp	Cllr Neil Eustace
Cllr Alex Buchanan	Cllr Des Flood	
Cllr Lynda Clinton	Cllr Gareth Moore	
Cllr Basharat Dad	Cllr Rob Sealey	
Cllr Barbara Dring		
Cllr Jayne Francis		
Cllr Penny Holbrook		
Cllr Nagina Kauser		
Cllr Tony Kennedy		
Cllr Mike Leddy		

Councillor Barbara Dring as Chair

(B1) **LICENSING SUB-COMMITTEE A**

(Must comply with proportionality requirements)

3 Members

Labour (2)	Conservative (1)	Liberal Democrat (0)
Cllr Barbara Dring	Cllr Bob Beauchamp	
Cllr Nagina Kauser		

Councillor Barbara Dring as Chair

(B2) **LICENSING SUB-COMMITTEE B**

(Must comply with proportionality requirements)

3 Members

Labour (2)	Conservative (1)	Liberal Democrat (0)
Cllr Lynda Clinton	Cllr Gareth Moore	
Cllr Nawaz Ali		

Councillor Lynda Clinton as Chair

(B3) **LICENSING SUB-COMMITTEE C**

(Must comply with proportionality requirements)

3 Members (1 seat given up by Conservative Group to the Liberal Democrat to reflect proportionality across the 3 Licensing Sub-Committees)

Labour (2)	Conservative (0)	Liberal Democrat (1)
Cllr Alex Buchanan		Cllr Neil Eustace
Cllr Mike Leddy		

Councillor Alex Buchanan as Chair

3. **APPOINTMENT OF MEMBERS TO SERVE ON THE COUNCIL BUSINESS MANAGEMENT COMMITTEE UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2017**

(Outside of proportionality requirements)

8 Members –

Labour Group Leader, Deputy Leader & Group Secretary

Conservative Group Leader & Group Secretary

Liberal Democrat Group Leader or Group Secretary

2 Labour

Labour (5)

Conservative (2)

Liberal Democrat (1)

Cllr Barry Bowles

Cllr Robert Alden

Cllr Mike Ward

Cllr John Clancy

Cllr Anne Underwood

Cllr Mohammed Idrees

Cllr Sharon Thompson

Cllr Ian Ward

Leader of the Council as Chair

4. **APPOINTMENT OF MEMBERS TO SERVE ON THE AUDIT COMMITTEE UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2017**

(Must comply with proportionality requirements)

8 Members

Labour (5)

Conservative (2)

Liberal Democrat (1)

Cllr Sir Albert Bore

Cllr Meirion Jenkins

Cllr Paul Tilsley

Cllr Sam Burden

Cllr Fergus Robinson

Cllr Tristan Chatfield

Cllr Shafique Shah

Cllr Claire Spencer

Councillor Tristan Chatfield as Chair

5. **APPOINTMENT OF MEMBERS TO SERVE ON THE TRUSTS AND CHARITIES COMMITTEE UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2017**

(Must comply with proportionality requirements)

8 Members (1 seat given up by Labour Group to the Independent Member)

Labour (4)

Conservative (2)

Liberal Democrat
(1)

Independent
(1)

Cllr Mariam Khan

Cllr John Alden

Cllr Paul Tilsley

Cllr Ian Cruise

Cllr James McKay

Cllr David Pears

Cllr Habib Rehman

Cllr Mick Finnegan

Councillor Habib Rehman as Chair

6. **APPOINTMENT OF MEMBERS TO SERVE ON THE STANDARDS COMMITTEE UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2017**

(City Councillor appointments to comply with proportionality requirements)

5 Members

Labour (3)	Conservative (1)	Liberal Democrat (1)
Cllr Mahmood Hussain Cllr Mike Sharpe Cllr Shafique Shah	Cllr Deirdre Alden	Cllr Paul Tilsley

4 independent voting members:

Philip Richardson
Peter Wiseman
Steven Jonas
Professor Stephen Shute

1 member representing the New Frankley in Birmingham Parish Council and
1 member representing the Sutton Coldfield Parish Council (Parish member
must be present when matters relating to the Parish Council or its Members
are being considered):

New Frankley in Birmingham Parish Councillor
Sutton Coldfield Parish Councillor

Philip Richardson and Peter Wiseman as joint Chairmen (independent)

The quorum is 3 and must include at least one independent member and one
Parish Council member if matters relating to the Parish are to be discussed.

7. **ANNUAL APPOINTMENTS TO OUTSIDE BODIES UNTIL THE ANNUAL MEETING OF THE COUNCIL IN MAY 2017**

(A) **Local Government Association – General Assembly**

(4 Councillors to exercise 17 votes in accordance with proportionality)

Labour Group Members	11 votes
Conservative Group Member	4 votes
Liberal Democrat Group Member	2 votes
Cllr John Clancy	(Lab)
Cllr Ian Ward	(Lab)
Cllr Robert Alden	(Con)
Cllr Jon Hunt	(Lib Dem)

- (B) **West Midlands Fire and Rescue Authority**
(10 Councillors appointments must comply with proportionality requirements)

Labour (7)	Conservative (2)	Liberal Democrat (1)
Cllr Gurdial Singh Atwal	Cllr David Barrie	Cllr Neil Eustace
Cllr Kate Booth	Cllr Rob Sealey	
Cllr Andy Cartwright		
Cllr Lynda Clinton		
Cllr Basharat Dad		
Cllr Mohammed Idrees		
Cllr Sybil Spence		

Cllr Mohammed Idrees as Lead Member

- (C) **Transport Delivery Committee**
(7 Councillors appointments must comply with proportionality requirements)

Labour (5)	Conservative (2)
Cllr Phil Davis	Cllr Robert Alden
Cllr Mohammed Fazal	Cllr Timothy Huxtable
Cllr Kath Hartley	
Cllr Chaman Lal	
Cllr Keith Linnecor	

Cllr Phil Davis as Lead Member

- (D) **West Midlands Police and Crime Panel**

To appoint one Labour member and a named substitute to serve on West Midlands Police and Crime Panel.

Member	Substitute
Cllr Fiona Williams (Labour)	Cllr John O'Shea

Birmingham to nominate to West Midlands Joint Committee 1 Labour representative and 1 Conservative representative to serve on West Midlands Police and Crime Panel, along with a named substitute for each.

Member	Substitute
Cllr (Labour)	Cllr
Cllr Peter Douglas Osborn (Conservative)	Cllr David Barrie

- (E) **West Midlands Joint Committee**

Leader of the Council - Voting Member
Deputy Leader of the Council - Substitute Voting Member
Leader of the Main Opposition Group - Observer Member:

(F) **Departmental Consultative Committees**

Chairmen of Departmental Consultative Committees:

Economy Directorate	Cllr
People Directorate	Cllr
Place Directorate	Cllr

(G) **Association of Councillors**

The appointment is for a 3 year period of office ie May 2014 to May 2017 and the person appointed must be a Member of the Council.

Councillor Valerie Seabright

(H) **Joint Scrutiny Committee for the Supervisory Board of the Greater Birmingham and Solihull Local Enterprise Partnership**

Appoint one member of Authority and a substitute Member

Councillor John O'Shea and Councillor Zafar Iqbal (Substitute)

(I) **West Midlands Combined Authority**

The following appointments need to be made

WMCA Board

Member	Substitute
Cllr John Clancy	Cllr Brett O'Reilly
Cllr Ian Ward	Cllr Stuart Stacey

WMCA Overview and Scrutiny Committee

Member	Substitute
Cllr Claire Spencer	Cllr Zafar Iqbal

WMCA Audit Committee

Member	Substitute
Cllr Tristan Chatfield	Cllr Sam Burden

(J) **ITA**

Appoint one member of Authority and a substitute Member.

(K) **Annual Appointments to Other Bodies**

(Historically, proportionality has been applied to positions requiring two or more members, although it does not need to be applied to such appointments).

Body

Representative

(a) Interim Standing Advisory Council on Religious Education – 8 Representatives	Cllr Gurdial Singh Atwal	(Lab)
	Cllr Phil Davis	(Lab)
	Cllr Barry Henley	(Lab)
	Cllr Chauhdry Rashid	(Lab)
	Cllr Fiona Williams	(Lab)
	Mr Guy Hordern	(Con)
	Cllr Debbie Clancy	(Con)
(To comply with proportionality - 5 Lab; 2 Con; 1 Lib Dem)	Cllr Jon Hunt	(Lib Dem)
Cllr Barry Henley as Chair		
(b) Employee Consultative Forum (Education) 8 Councillors	Cllr Barry Bowles	(Lab)
	Cllr Brigid Jones	(Lab)
	Cllr Chauhdry Rashid	(Lab)
	Cllr Valerie Seabright	(Lab)
	Cllr Martin Straker-Welds	(Lab)
	Cllr Debbie Clancy	(Con)
	Cllr Des Flood	(Con)
(To comply with proportionality - 5 Lab; 2 Con; 1 Lib Dem)	Cllr Sue Anderson	(Lib Dem)
(c) City Housing Liaison Board 3 Councillors plus 1 Lab alternate 1 Lab; 1 Con; 1 Lib Dem	Cllr Peter Griffiths	(Lab)
	Cllr Josh Jones	(Lab) alt
	Cllr John Lines	(Con)
	Cllr Zaker Choudhry	(Lib Dem)

