

BIRMINGHAM CITY COUNCIL
COUNCIL BUSINESS MANAGEMENT COMMITTEE

TUESDAY, 05 MAY 2020 AT 14:00 HOURS
IN ON-LINE MEETING, [VENUE ADDRESS]

A G E N D A

1 NOTICE OF RECORDING/WEBCAST

The Chairman to advise/meeting to note that this meeting will be webcast for live or subsequent broadcast via the Council's Internet site (www.civico.net/birmingham) and that members of the press/public may record and take photographs except where there are confidential or exempt items.

2 DECLARATIONS OF INTERESTS

Members are reminded that they must declare all relevant pecuniary and non pecuniary interests arising from any business to be discussed at this meeting. If a disclosable 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 APOLOGIES

To receive any apologies.

3 - 8

4 MINUTES

To confirm and sign the Minutes of the last meeting.

9 - 26

5 OVERSEAS TRAVEL AND INWARD DELEGATIONS FROM ABROAD

Report of Director - Inclusive Growth

27 - 30

6 COVID 19 - TEMPORARY GOVERNANCE ARRANGEMENTS (2)

Report of the Interim City Solicitor.

7 **APPOINTMENTS**

To make any appointments as necessary.

8 **DATE OF NEXT MEETING**

To note that the next meeting of the Committee is scheduled to take place on Thursday 28 May 2020 at 1400 hours as an on-line meeting.

9 **OTHER URGENT BUSINESS**

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

10 **AUTHORITY TO CHAIRMAN AND OFFICERS**

Chairman to move:-

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

BIRMINGHAM CITY COUNCIL

COUNCIL BUSINESS MANAGEMENT COMMITTEE 23 MARCH 2020

MINUTES OF A MEETING OF THE COUNCIL BUSINESS MANAGEMENT COMMITTEE HELD ON MONDAY 23 MARCH 2020 AT 1400 HOURS, IN COMMITTEE ROOMS 3 AND 4, THE COUNCIL HOUSE, BIRMINGHAM

PRESENT:

In the Room

Councillor Ian Ward in the Chair;

Councillors Robert Alden, Gareth Moore, Carl Rice, Martin Straker Welds and Mike Ward.

Phil Wright Committee Manager

Via Conference Call

Councillors Shabrana Hussain, Brigid Jones and Mike Ward.

Dawn Hewins, Director of HR
Emma Williamson, Head of Scrutiny Services
Rose Poulter, Chair of the Independent Remuneration Panel

NOTICE OF RECORDING

- 2962 The Chair in noting that there were no members of the press or public to record and take photographs at the meeting except where there are confidential or exempt items.

DECLARATIONS OF INTEREST

- 2963 Members were 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 was declared a Member must not speak or take part in that agenda item. Any declarations would be recorded in the minutes of the meeting.

APOLOGIES

- 2964 It was noted that Suzanne Dodd, Acting City Solicitor, was in another meeting.

MINUTES

- 2965 That the Minutes of the last meeting held on 10 February 2020 were confirmed and signed by the Chair.
-

**ANNUAL REPORT OF THE INDEPENDENT REMUNERATION PANEL
2019/20**

The following report of the Acting City Solicitor was submitted:-

(See document No 1)

Rose Poulter, Chair of the Independent Remuneration Panel, made introductory comments relating to the report. In response to a question from the Chair she confirmed that the Panel had only looked at the new Special Responsibility Allowance for the Chairs of Licensing Sub-Committees and not the other Members sitting on them.

Councillors Robert Alden and Carl Rice welcomed the report which demonstrated that the recommendations from the Independent Panel had been made in a sensible and measured way.

Councillor Gareth Moore, noting he had previously been a member of a Licensing Sub Committee, explained that they met on a weekly basis and in some situations had to meet at short notice to hear reviews requested by the Police. He requested that the Independent Remuneration Panel consider an allowance for all Members who sat on Licensing Sub-Committees later.

In response to a question from Councillor Brigid Jones the Committee was advised that no Members had declined the increase but it was not known if any had given it to Charity.

- 2966 **RESOLVED:-**

(i) That the annual report of the Independent Remuneration Panel be received; and

(ii) that the following motion be recommended to the City Council:

The Recommendations made by the Independent Remuneration Panel on page 4 of its Annual Report be accepted and implemented with effect from 19 May 2020.

**MEMBERSHIP OF THE CO-OPERATIVE COUNCIL'S INNOVATION
NETWORK**

The following report of the Leader of the Council was submitted:-

(See document No 2)

- 2967 The Chair indicated that he wished to withdraw the report.
-

PETITIONS UPDATE

The following report of the Acting City Solicitor, together with an updated appendix, was submitted:-

(See document Nos 3 and 4)

2968

RESOLVED:-

That the report be noted.

CITY COUNCIL AND CBM FORWARD PLAN

The following City Council and CBM Forward Plan was submitted:-

(See document No 5)

Emma Williamson, Head of Scrutiny, in response to a comment from the Chair that Councillor Jayne Francis had responded to Councillor David Pears indicated that she would contact officers and update the Plan.

2969

RESOLVED:-

That the City Council and CBM Forward Plan be noted.

COUNCIL AGENDA FOR THE NEXT MEETING

The following draft agenda was submitted:-

(See document No 6)

The Chair noted that this Item was withdrawn as the City Council meeting had been cancelled due to the Covid 19 outbreak. He also noted that the Annual Meeting of City Council in May could be rescheduled. He confirmed he would be discussing the way forward with Group Leaders.

OTHER URGENT BUSINESS

2970

The Chair was of the opinion that the following items be considered as matters of urgency in order to expedite consideration thereof and instruct officers to act if necessary:-

A. Dispensation for Non-Attendance of Councillors at Council Meetingns

The following report of the Acting City Solicitor was submitted:-

(See document No 7)

Emma Williamson, Head of Scrutiny, made introductory comments relating to report and responded to questions from Members relating to period that the dispensation was for.

2971

RESOLVED:-

That the non-attendance of all Councillors at Council meetings from 23 March 2020 until 23 September 2020 for coronavirus related reasons, pursuant to S85 Local Government Act 1972 be approved.

B. Covid 19 – Temporary Governance Arrangements

The following report of the Acting City Solicitor was submitted:-

(See document No 8)

Emma Williamson, Head of Scrutiny, made introductory comments relating to report.

Councillor Robert Alden commented that in relation to City Council consideration should be given to a limited attendance on a pro rata basis. He noted that in case of technology issues with streaming live meetings more comprehensive minutes should be provided. He also highlighted that in the current situation residents should still be notified of planning applications.

Councillor Gareth Moore noted the need for Planning and Licensing functions to continue and he suggested, particularly in respect to Licensing, the pooling of Members to give resilience.

The Chair noted that Councils were awaiting regulations from Central Government in which the holding of Annual Meetings would be addressed along with the introduction of having meeting remotely to allow Planning and Licensing functions to continued. Changes in the Constitution could be made on a temporary basis.

2972

RESOLVED:-

- i) That the temporary governance arrangements during the Covid 19 outbreak be note; and
 - ii) That members review (remotely if necessary) the arrangements at monthly intervals or in light of changing Government guidance.
-

C. Implementation of the Foundation Living Wage 2020/2021

The following report of the Chief Executive was submitted:-

(See document No 9)

2973

RESOLVED:-

That the proposal to increase the Foundation Living Wage supplement so that, with effect from 1 April 2020, all Council employees are paid a minimum of £9.30 per hour be agreed.

D. Covid 19

In response to a comment from Councillor Shabrana Hussain, the Chair indicated that due to the do not travel instructions staff were working from home and when they undertake roles which can not be undertaken at home then appropriate guidance on how to safely carry out their roles would be issued.

AUTHORITY TO CHAIR AND OFFICERS

2974

RESOLVED:-

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

The meeting ended at 1432 hours.

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CHAIR

Report to:	COUNCIL BUSINESS MANAGEMENT COMMITTEE
Report of:	DIRECTOR – INCLUSIVE GROWTH DIRECTORATE
Date of Decision:	5 MAY 2020
SUBJECT:	OVERSEAS TRAVEL AND INWARD DELEGATIONS FROM ABROAD
Wards affected:	All

1. Purpose of report:	
1.1	To provide details, for information, of Member and Officer overseas travel undertaken between 1 st January – 31 st March 2020.
1.2	To provide details, for information, of known proposed Member and Officer overseas travel forthcoming commitments for the next monitoring period 1 st April – 30 th June 2020. Please note that no visits scheduled due to Covid-19 pandemic travel restrictions.
1.3	To provide details, for information, of inward delegations from abroad.

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

Contact Officer:	Lloyd Broad
Telephone No:	0121 303 2377
E-mail address:	lloyd.broad@birmingham.gov.uk

3. Relevant background/chronology of key events:

A. OVERSEAS TRAVEL

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

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

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

Civic related visits – Visits undertaken by the Lord Mayor

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

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

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

- 3.3 In the interest of minimising the costs of foreign travel undertaken by Members and officers requests must be submitted at least 4 weeks before the intended date of travel. This will enable the purchase of flights and accommodation at the most economical cost.
- 3.4 **Travel Undertaken**
The attached Appendix A is a summary of approved overseas travel comprising of zero visits undertaken by Members and 10 visits by officers at a maximum cost of £899.16.
- 3.5 **Proposed Forthcoming Travel**
No indicative schedule of known forthcoming travel proposals populated for the next report period 1st April – 30th June 2020 as impacted by Covid-19 pandemic related travel restrictions.

B. INWARD DELEGATIONS FROM ABROAD

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

Subsequently the Council Business Management Committee requested, in December 2008, that regular reports be submitted with details of delegations visiting Birmingham from abroad. Attached is a summary of inward visits for January - March 2020. Appendix B.

Signature:

Director:

Date:

List of Background Documents used to compile this Report:

Authorisation for foreign travel forms, report back on existing and forthcoming visits. Registry of inward delegations.

CIVIC RELATED VISITS - None

NETWORK RELATED VISITS

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT / PRACTICAL OUTCOMES	TOTAL COST	COUNCIL PLAN OUTCOMES / PRIORITIES
European and international Affairs, Inclusive Growth Directorate – 1 Officer	Brussels, Belgium	4-6 February 2020	<p>The purpose of the visit was twofold:</p> <p>1. Brussels Office</p> <p>The future of the office is current under review. The Office has been open since 1986 but since the RDA's were abolished, in 2013 the City Council took on ownership and legal entity of the office. However, in 2017, as part of the Council's major budget savings exercise funding for the office was withdrawn and new commercial models of management and governance have since been developed to maintain the regions physical presence in Brussels. Notwithstanding this, as part of the review, the Brussels Office Management Board are reconsidering the current office space and exploring options. The first day of the visit to Brussels explored and viewed alternative office accommodation options to enable an informed review of accommodation and savings options available.</p> <p>Since the visit, a new deal has been struck with the current landlord to operate within a smaller space saving 50% on rental costs.</p> <p>2. Eurocities Executive Committee meeting (Excom)</p> <p>Birmingham is one of the 12 Excom members in a network of over 140 cities. The Political Excom meetings (of City Mayors and Leaders) takes place only 3 times per year and in advance of these meetings, the Excom City Officers meet to plan the agenda, papers and political programme for the subsequent Political meeting. The subsequent Politicians Excom was on the 17-18 March. The Excom has overall financial,</p>	<p>£669.15</p> <p>Flight: £344.01</p> <p>Subsistence: £30.00 (circa)</p> <p>Accommodation: £295.14</p> <p>Authorised by Ian MacLeod</p>	Eurocities activities overseas all network related activities and therefore cuts across all BCC Council Plan outcomes.

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			operational and strategic oversight of all Eurocities activities. These are standard agenda items which are reviewed during all Excom meetings alongside the preparation of a Political programme or meetings which were determined and agreed at this Officer meeting.		

PARTNER CITIES RELATED VISITS - None

PROFESSIONAL, FUNDING AND SPECIFIC PROJECTS RELATED VISITS

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT / PRACTICAL OUTCOMES	TOTAL COST	COUNCIL PLAN OUTCOMES / PRIORITIES
Transport and Connectivity, Inclusive Growth Directorate – 2 Officers	Brussels, Belgium	6-9 January 2020	<p>New EU Funded project: easyRights</p> <p>Attended EU Project Kick Off Meeting for Project Consortium</p> <p>Practical Outcomes:</p> <ul style="list-style-type: none"> • Learning around human and migrant rights; • Learning about challenges of migration and immigration in respect of integration and quality of life; • Opportunity to present on Birmingham migration statistics, challenges and possible service ideas to be addressed by the project; • Understanding of requirements of EU Project Coordinator; • Review of project work packages, IT systems, financial reporting and document reviewing responsibilities. 	<p>ALL COSTS MET BY EUROPEAN FUNDING</p> <p>Authorised by Ian MacLeod</p>	<p>Outcome 1 – Birmingham is an entrepreneurial city to learn, work and invest in.</p> <p>Priority 1 – We will create opportunities for local people to develop skills and make the best of economic growth.</p> <p>Outcome 2 – Birmingham is an aspirational city to grow up in.</p> <p>Priority 3 – We will inspire our children and young people to be ambitious and achieve their potential.</p> <p>Outcome 3 - Birmingham is a fulfilling city to age well in</p> <p>Priority 1: We will work with our citizens to prevent social isolation, loneliness, and develop active citizenship.</p> <p>Outcome 4 - Birmingham is a great city to live in.</p> <p>Priority 6 - We will foster local influence and involvement to ensure that local people have a voice in how their area is run.</p> <p>Priority 7 - We will work with partners to build a fair and inclusive city for all.</p> <p>Priority 8 – We will enhance our status as a city of culture, sports and events.</p>

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Transport and Connectivity, Inclusive Growth Directorate – 1 Officer	Nis Serbia	27-30 January 2020	<p>Visit to product supplier to check and inspect new Variable Message Signs</p> <p>Purpose of Visit:</p> <p>Ten key radial roads leading to the A4540 Ring Road were identified for the introduction of the Variable Message Sign (VMS) and approved by Department for Environment, Food and Rural Affairs (DEFRA) as part of the Early Measures Tranche 2 bid as well as the Option Appraisal approved by Cabinet Members Transport and Environment and Finance and Resources.</p> <p>The VMS will display messages making drivers aware of the Clean Air Zone being introduced in July 2020. Subsequently from July 2020 the VMS will be utilised to display warning messages for unexpected events on the Ring Road, such as accidents, severe weather etc.</p> <p>As part of the specification we have identified that the Variable Messages Signs should be able to show symbols as well as text. It is essential that as part of the acceptance process that a representative of the City Council CAZ project team witness that the signs meet the specification before they leave the factory. In this case the place of manufacture is in Serbia. There is the ability to sign of the signs when they are delivered to the stores in Redditch however if they do not meet our specification and alterations are required in may be necessary for them to be returned to the main factory in Serbia. Should they need to be returned to Serbia this could delay the installation. It does not hold up the start of the Clean Air Zone but could lead to the Variable Message Signs being installed after the launch.</p> <ul style="list-style-type: none"> Sign off that the VMS meet the specification as set out in the requirements document and therefore fit for purpose to be installed on the Highway. 	<p>Visit related costs fully funded by the supplier.</p> <p>Authorised by Ian MacLeod</p>	<p>Outcome 1 - Birmingham is an entrepreneurial city to learn, work and invest in.</p> <p>Priority 4 - We will develop transport infrastructure, keeps the city moving through walking, cycling and improved public transport.</p> <p>Outcome 2 - Birmingham is an aspirational city to grow up in.</p> <p>Priority 4 - We will improve intervention and prevention work to secure healthy lifestyles and behaviours.</p> <p>Outcome 4 - Birmingham is a great city to live in.</p> <p>Priority 1 – We will work with our residents and business to improve the cleanliness of our city.</p> <p>Priority 4: We will improve the environment and tackle air pollution.</p> <p>The implementation of the VMS as part of the Clean Air Zone project will support delivery of the wider CAZ outcomes and allow benefits to be realised which are consistent with the City Council's Plan 2018-2022:</p> <ul style="list-style-type: none"> Children – We want Birmingham to be an aspirational city to grow up in by supporting future generations of vulnerable adults by creating healthier communities and focusing on prevention. Health – We want Birmingham to be a fulfilling city to age well in and take a leading role in tackling climate change, this will be supported by the introduction of

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			<p>Practical Outcomes:</p> <p>All the new variable message signs were inspected and a full factory acceptance test (FAT) process was carried out on the equipment.</p> <p>This included checking:</p> <ol style="list-style-type: none"> 1. That the signs were manufactured and tested to ensure that they conformed to the specification set out in the tender. 2. IP testing to ensure that the signs met the stated requirements. 3. The optical properties of the signs were correct and that they would auto-adjust in different light conditions. 4. The communications between the office and the signs were tested, including the signs ability to display updated messages promptly. 5. The signs were checked for damage prior to shipping to the UK. 6. Basic user training on the operation of the signs and basic fault finding diagnostic tools. 		<p>the Clean Air Zone within the city centre will support the transition from carbon-intensive diesel and petrol vehicles to ultralow and zero-emission vehicles.</p> <ul style="list-style-type: none"> • The scheme supports the Additional Climate Change Commitments agreed by Cabinet on 30th July 2019 following the motion on Climate Emergency passed at the full City Council meeting of 11th June 2019, including the aspiration for the City Council to be net zero-carbon by 2030. <p>In addition, the Council is required to take measures to improve air quality pursuant to a mandate from Central Government under the Air Quality Standard Regulations 2010.</p>
European and international Affairs, Inclusive Growth Directorate – 1 Officer	Tartu, Estonia	27-29 January 2020	<p>EU Funded project: BETTER project fully funded by the INTERREG NWE Programme.</p> <p>BETTER aims to:</p> <ol style="list-style-type: none"> 1. Increase the quality of the public administration services (e.g. government effectiveness) 2. Use intelligent tools for modernising public administration (e.g. eGovernment; strategic human resources management, etc 3. ICT systems ensuring that citizens have easy access to local government information, services and decision-making processes and they are the focus of public administration <p>The project aims to foster a policy environment that will provide:</p> <ul style="list-style-type: none"> • Better support for SMEs by connecting them with innovation and digital solutions and by 	<p>ALL COSTS MET BY EUROPEAN FUNDING</p> <p>Authorised by Ian MacLeod</p>	<p>Outcome 1 - Birmingham is an entrepreneurial city to learn, work and invest in.</p> <p>Priority 1 - We will create opportunities for local people to develop skills and make the best of economic growth.</p> <p>Priority 3 - We will invest in growth sectors where Birmingham has competitive strengths to diversify the economic base of the city.</p> <p>Priority 4 - We will develop transport infrastructure, keeps the city moving through walking, cycling and improved public transport.</p>

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			<p>providing them with a better skilled workforce.</p> <ul style="list-style-type: none"> • Better health for the city and region through improved use of big data to tackle city health challenges • Better data management capability through platform tools to enable transformation across the public and private sector e.g. public health data • Better air quality/transport in the city and region through improved infrastructure and enabling technologies. This could include demand led challenges through data analysis to make the lives of the city region better <p>Practical Outcomes:</p> <p>The second thematic event included the following outcomes:</p> <ul style="list-style-type: none"> • presented best practice examples around development and application of innovative products and services including how public authorities can design facilitation processes to support and create opportunities for open innovation. The partner countries are now deciding which of these would be interesting to visit. • presented a potential agenda for the next thematic event to be hosted in Birmingham on 16-19 March 2020 • collected information on e-governance solutions adopted by Tartu. This included several ideas which may be interesting to implement in BCC including the e identity scheme and single point of access for the customer. • There was a presentation on how the city council used a Metallica concert to gather data and the results of this are now available. This will be fed to the CWG team. • The learning from the thematic meeting will be disseminated to the Birmingham Stakeholder group which includes 		<p>The project aims to foster improved partnerships and cooperation involving: the private sector, including SMEs; research institutions; third sector and citizens to include frameworks to enable rapid, agile and effective innovation and support R&D and proof of concept activities to de-risk investment. For instance, utilising the expertise of 'STEAMHouse' Collaborative Maker Space in the city which also runs challenge events to solve city problems. This will contribute to an improved physical and virtual infrastructure to support innovation.</p> <p>Outcome 2 - Birmingham is an aspirational city to grow up in.</p> <p>Priority 4 - We will improve intervention and prevention work to secure healthy lifestyles and behaviours.</p> <p>This will be supported by the project through new service delivery models capitalising on the use of enabling technologies and exploiting the use of data to address critical demand led challenges to make the lives of the city region better e.g. Health: tackling obesity.</p> <p>Outcome 4 - Birmingham is a great city to live in.</p> <p>Priority 4: We will improve the environment and tackle air pollution.</p>

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			stakeholders who are responsible for informing future Science and Innovation Audits, the next ESIF call for proposals and provide evidence to input into the future UK Shared Prosperity Fund.		
European and international Affairs, Inclusive Growth Directorate – 1 Officer	Porto, Portugal	29-31 January 2020	<p>EU Funding Project: Unlocking Social and Economic Innovation Together (USE-IT!)</p> <p>Use-It!</p> <p>Attendance at 4th Cities Forum 2020 Together we Built Sustainable Urban Future – event co-organised by the UIA Secretariat who paid for BCC's participation</p> <p>This was a dissemination visit where learning from a regeneration project USE-IT was shared with other UIA Cities. Dissemination of learning is a contractual obligation of the project.</p> <p>Practical Outcomes:</p> <ul style="list-style-type: none"> - Presented the learning and outcomes of the UIA funded USE-IT project in a dedicated session to other UIA cities (over 300 participants) - raised the profile of Birmingham's work around inclusive growth <p>participated in the policy debate about strengthening local economy by focusing on Jobs&Skills and digital transformation in cities and communities.</p>	<p>ALL COSTS MET BY EUROPEAN FUNDING</p> <p>Authorised by Ian MacLeod</p>	<p>Outcome 1 - Birmingham is an entrepreneurial city to learn, work and invest in.</p> <p>Priority 1 - We will create opportunities for local people to develop skills and make the best of economic growth.</p> <p>Outcome 3 - Birmingham is a fulfilling city to age well in.</p> <p>Priority 1 – develop active citizens</p> <p>Outcome 4 - Birmingham is a great city to live in</p> <p>Priority 6 - we will foster local influence</p> <p>Priority 7 - We will work with partners to build an inclusive city for all.</p>
Transport and Connectivity, Inclusive Growth Directorate – 1 Officer	Limerick, Ireland	12-14 February 2020	<p>Attended Joining the Dots conference as part of the Connected Places Catapult supported by UK Embassy in Dublin including making a presentation at the conference.</p> <p>Practical Outcomes:</p>	<p>£230.01</p> <p>Flights: £181.02</p> <p>Subsistence: £48.99</p> <p>Accommodation organised by host city.</p>	<p>Outcome 1 - Birmingham is an entrepreneurial city to learn, work and invest in.</p> <p>Priority 3 - We will invest in growth sectors where Birmingham has competitive strengths to diversify the economic base of</p>

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			<ul style="list-style-type: none"> Promoted City Council's innovative proposals around the Birmingham Transport Plan and Clean Air Zone; Participated in roundtable to discuss how future links could be strengthened between UK and South West Ireland; Made key contacts at CX and Director level at Kerry and Limerick Council's who are interested in learning more from Birmingham and undertaking a visit during the spring. Made key contact with elected members at Limerick Council who would like to make a political visit to explore joint working. <p>Made key contacts at British Embassy who can support future engagement between Birmingham, WM and Southern Ireland</p>	Authorised by Ian MacLeod	<p>the city.</p> <p>Priority 4 - We will develop transport infrastructure, keeps the city moving through walking, cycling and improved public transport.</p>
Transport Policy Team, Inclusive Growth Directorate – 1 Officer	Brussels, Belgium	18-19 February 2020	<p>EU Funded project: EU SUMPS UP Project (Sustainable Urban Mobility Plans)</p> <p>Birmingham City Council committed to being a contributor city as part of the Horizon 2020 funded project SUMPs Up in 2016. Contributor cities are expected to learn and exchange on improving practices around developing Sustainable Urban Mobility Plans. A Sustainable Urban Mobility Plan (SUMP) is a strategic plan designed to satisfy the mobility needs of people and businesses in cities and their surroundings for a better quality of life. It builds on existing planning practices and takes due consideration of integration, participation and evaluation principles.</p> <p>Birmingham Connected has been recognised for SUMP best practice and involvement in SUMPs Up provides a platform for experience exchange. The</p>	<p>ALL COSTS MET BY EUROPEAN FUNDING</p> <p>Authorised by Ian MacLeod</p>	<p>The project contributes to towards the Birmingham Connected Vision of improving the transport network to create a successful, vibrant, healthy and sustainable city.</p> <p>Outcome 1 - Birmingham is an entrepreneurial city to learn, work and invest in.</p> <p>Priority 4 – We will develop our transport infrastructure, keeps the city moving through walking, cycling and improved public transport.</p> <p>Outcome 3 - Birmingham is a fulfilling city to age well in</p>

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			<p>project allows Birmingham to share its experiences in SUMP development whilst building knowledge on measures to promote low carbon transport; address air quality and improve road safety and support sustainable growth and economic development. Of particular interest to the proposal leaders was Birmingham's approach on integrating key elements of the SUMP with other policies.</p> <p>SUMPS – UP project final project partner meeting and dissemination event.</p> <p>At the dissemination event, the project team will share the wide-ranging project results, SUMP project tools and associated publications with Europe's transport community. As a Lead City Partner, Birmingham City Council's role in the project includes a commitment to share best practice with other local authorities/policymakers, participation in this key event forms part of this work. Birmingham City Council are expected to be represented at the event and officer time is covered by the project.</p> <p>Practical Outcomes:</p> <ul style="list-style-type: none"> During the event I learnt about sustainable transport projects being delivered across Europe and also established what final work was required for the completion of Birmingham's role in the SUMPS – Up Project. Participation in the SUMPS-up project contributes to towards the Birmingham Connected Vision of improving the transport network to create a successful, vibrant, healthy and sustainable city. In reference to the Birmingham City Council Plan: 2018-2022 (revised 2019), the project supports a number of the strategic outcomes particularly: 		<p>Priority 1: We will work with our citizens to prevent social isolation, loneliness, and develop active citizenship.</p> <p>Priority 3: Citizens and communities will have choice and control over their care and improved resilience and independence.</p> <p>Outcome 4 - Birmingham is a great city to live in.</p> <p>Priority 4: We will improve the environment and tackle air pollution.</p> <p>Outcome 5 - Birmingham residents gain the maximum benefit from hosting the Commonwealth Games.</p> <p>Priority 2: We will encourage citizens of all abilities and ages to engage in physical activity and improve their health and wellbeing.</p> <p>Priority 3: We will deliver high quality housing, sporting facilities and transport infrastructure for the benefit of our citizens.</p>

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT / PRACTICAL OUTCOMES	TOTAL COST	COUNCIL PLAN OUTCOMES / PRIORITIES
			<ul style="list-style-type: none"> ○ Birmingham is a city that takes a leading role in tackling Climate Change; ○ Birmingham is a fulfilling city to age well in; and ○ Birmingham is a great city to live in. 		
<p>Planning Team, Inclusive Growth – 2 Officers</p> <p>European and international Affairs, Inclusive Growth Directorate – 1 Officer</p>	Toulouse, France	<p>23-25 February 2020</p> <p>22-26 February 2020</p>	<p>EU Funded project: REMIX</p> <p>This was a visit focused on Planning practice in the context of regeneration. Birmingham Planners attended a study visit where best examples of regeneration projects from Toulouse were showcased and best practice around consultations was shared.</p> <p>Practical Outcomes:</p> <ul style="list-style-type: none"> • Over three days of the visit (Monday-Wednesday), most of the current regeneration projects from Toulouse were discussed in details and showcased to allow for the delegates to understand challenges linked to them and solutions that have been applied – the visit was design to respond to the specific needs of Birmingham Planning Team, • Practical learning included processes and tools used in planning in Toulouse in large projects and specific, • The concept of ‘Third Place’ was discussed and demonstrated on the case of the Chartucherie project, • Delegates learned about consultations and participation work in Toulouse – several difficult projects were showcased where mediation was needed. 	<p>ALL COSTS MET BY EUROPEAN FUNDING</p> <p>Authorised by Ian MacLeod</p>	<p>Outcome 3 - Birmingham is a fulfilling city to age well in.</p> <p>Priority 1 - develop active citizens</p> <p>Outcome 4 - Birmingham is a great city to live in.</p> <p>Priority 6 - We will foster local influence and involvement to ensure that local people have a voice in how their area is run.</p> <p>Priority 7 - We will work with partners to build a fair and inclusive city for all.</p>
Neighbourhoods – Cultural Department – 1	Braga, Portugal	2-5 March 2020	<p>EU Funded project: REMIX</p> <p>To participate in a transnational management</p>	ALL COSTS MET BY EUROPEAN FUNDING	Outcome 3 - Birmingham is a fulfilling city to age well in.

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT / PRACTICAL OUTCOMES	TOTAL COST	COUNCIL PLAN OUTCOMES / PRIORITIES
Officer European and international Affairs, Inclusive Growth Directorate – 1 Officer		3-5 March 2020	<p>meeting of the Urban Regeneration Mix (REMIX) project in Braga.</p> <p>This was a visit focused on the role of culture and mediation in regeneration. Braga demonstrated their mediation work in the case of Roma communities that need to be re-housed.</p> <p>Practical Outcomes:</p> <ul style="list-style-type: none"> • Reported on Birmingham's progress on the localism agenda that is very interesting for the other cities. She also covered Birmingham's work on asset-based approaches in the context of regeneration, and the work Birmingham does with anchor institutions. Karolina also provided practical examples of community engagement in the most disadvantaged neighbourhoods in Birmingham; • Took part in the discussion about co-design of regeneration and the role culture plays in the process. Roxanna also provided examples of planning and regeneration projects in Birmingham where culture played an important role and spoke about the role of public art in planning; • Both delegates learned about mediation and participation work in Braga in the context of Roma communities that are being re-housed; • As a result of our participation in the project, we are expected to improve resident engagement through art and cultural activities in the opportunities emerging in the regenerated areas and improve access to these opportunities for the most disadvantaged residents. We will also seek to inform actions linked to the localism agenda. This is a longer process however, and the results are expected 	Authorised by Ian MacLeod	<p>Priority 1 - develop active citizens</p> <p>Outcome 4 - Birmingham is a great city to live in.</p> <p>Priority 6 - We will foster local influence and involvement to ensure that local people have a voice in how their area is run.</p> <p>Priority 7 - We will work with partners to build a fair and inclusive city for all.</p>

DEPARTMENT /REPRESENTATION	DESTINATION	DURATION	PURPOSE OF VISIT / PRACTICAL OUTCOMES	TOTAL COST	COUNCIL PLAN OUTCOMES / PRIORITIES
			towards the end of the project.		
Film Birmingham, Cultural Development, Neighbourhoods – 1 Officer	Mumbai, India	5-7 March 2020	<p>The purpose of the visit was to promote Birmingham & West Midlands as a destination for film & TV production, 121 Meetings, distribute marketing material, professional development and networking.</p> <p>Practical Outcomes:</p> <ul style="list-style-type: none"> • Attended and exhibited at the Indian International Film & Tourism Conclave (IIFTC) to promote the region as a destination for film & TV production to Indian film industry. • Attended network events and promoted the region amongst film-makers, producers, writers and directors sharing the marketing material, 'Lookbook'. • Arranged 121 meetings with production companies and studios. We discussed forthcoming projects, how we can best work together going forward to maximise opportunities of attracting their projects to the city and region. <p>Shared details of UK tax relief available and how to access further details for qualifying projects. Shared comparisons of the financial benefits of filming in the West Midlands v London. All welcomed a one-stop-shop for the wider offer of locations in the West Midlands. All visited expressed their appreciation of Film Birmingham taking the time to meet with them face to face.</p>	<p>Visit fully funded by GBSLEP grant.</p> <p>Authorised by Robert James</p>	<p>Outcome 1 - Birmingham is an entrepreneurial city to learn, work and invest in.</p> <p>Priority 1 - We will create opportunities for local people to develop skills and make the best of economic growth.</p> <p>Priority 2 - We will strive to maximise the investment in the city and engage local employers to create quality jobs and opportunities for citizens.</p> <p>Priority 3 - We will invest in growth sectors where Birmingham has competitive strengths to diversity the economic base of the city.</p>

Total Cost of visits = £899.16
No of visits by Members = 0
No of visits by Officers = 10
No of visits at No Cost to the City = 8
Total cost of visits undertaken between

Current financial year 2019/2020

Date	No of visits	Cost
1 April 2019 – 30 June 2019	12	£ 8,736.64
1 July 2019 – 30 September 2019	6	£ 1,848.81
1 October 2019 – 31 December 2019	20	£19,145.00
1 January 2020 – 31 March 2020	10	£ 899.16
Totals	48	£30,629.61

Visits summary 2018/2019

Date	No of visits	Cost
1 April 2018 – 30 June 2018 (*figure includes £49,022.05 for Gold Coast 2018 Commonwealth Games in Australia)	23	*£60,188.86
1 July 2018 – 30 September 2018	12	£13,879.46
1 October – 31 December 2018	13	£2,374.68
1 January 2019 – 31 March 2019	11	£2,356.58
Totals	59	£78,799.58

Costings Info for the previous period, 2014-2018:

Visits summary 2017/2018

Date	No of visits	Cost
1 April 2017 – 30 June 2017	17	£13,788
1 July 2017 – 30 September 2017	8	£2,634
1 October – 31 December 2017	21	£7,026.18
1 January 2018 – 31 March 2018	17	£3,956.01
Totals	63	£27,404.19

Visits summary 2016/2017

Date	No of visits	Cost
1 April 2016 – 30 June 2016	25	£16,989
1 July – 30 September 2016	12	£5,133
1 October – 31 December 2016	36	£9,112
1 January 2017 – 31 March 2017	24	£14,839
Totals	97	£46,073

Visits summary 2015/2016

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

Visits summary 2014/2015

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

APPENDIX B

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Birmingham City Council
Council Business Management Committee
 05 May 2020



Subject: Covid 19 – Temporary Governance Arrangements
Report of: Catherine Parkinson, Interim City Solicitor and Monitoring Officer
Report author: Emma Williamson, Head of Scrutiny Services

Does the report contain confidential or exempt information? ☐ Yes ☒ No

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

1 Executive Summary

- 1.1 To update the temporary governance arrangements during the Covid 19 outbreak, previously discussed by EMT on 17th March and agreed by Council Business Management Committee on 23 March.
- 1.2 The main change is in relation to the new regulations allowing remote meetings to be held. However, the Council must still give careful consideration as to whether it is appropriate for meetings (internal and external) to take place.
- 1.3 Initial efforts have focused on:
 - Cabinet (21st April)
 - Planning Committee (23rd April)
 - Health & Wellbeing Board (23rd April)
 - Extraordinary Full Council Meeting (28th April)
- 1.4 The technical solution is being fully tested, and members supported in this new way of working. As this work progresses, other meetings will be scheduled as required. However, with the focus of the council, members and officers, firmly on the emergency response, there is a need to focus on essential decision making.

2 Recommendations

- 2.1 To note the temporary governance arrangements during the Covid 19 outbreak.
- 2.2 For members to review the arrangements at monthly intervals or in light of changing Government guidance.

3 Background

- 3.1 As the Covid 19 outbreak continues, movement and gatherings have been severely restricted since 23 March. In response the Government has made changes to how local authority meetings can be run (see *4. Legal Position* below). Following that, officers are working to facilitate remote attendance (see *5. Making Remote Meetings Work* below). The following sections set out the implications for meetings and decision-making.

4 Legal Position

- 4.1 Since CBM last met, the Coronavirus Act has been published and enacted, including provision in relation to local authority meetings. Subsequently, the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 came into force on 4 April 2020 and remain in force until 7 May 2021.
- 4.2 The Regulations allow meetings to be held remotely using video or telephone conferencing or by other remote means. New legislation was needed because existing primary legislation required that meetings must be in person, requiring attendance of all the members at a place together. Through the implementation of the Regulations, any reference to being 'present' includes being present through remote attendance.
- 4.3 The Regulations also modify existing legislative requirements for local authority meetings in relation to access to the public and the press. The requirement for a meeting to be "held in public" now includes "open to the public", which can be via video conferencing, live webcast, and live interactive streaming.
- 4.4 The Regulations also remove the existing requirements for local authorities to hold annual (council) meeting.
- 4.5 These measures will help local authorities redeploy their resources to deal with the pandemic and ensure essential business continues whilst upholding democratic principles and protecting the health and safety of members, officers and the public in line with official public health guidance.

5 Making Remote Meetings Work

- 5.1 Officers in Committee Services and in IT&D have been exploring options for holding meetings remotely. The assessment was that Microsoft Teams would work best as it gives the following capability:
- Meets 100+ participants requirement (up to 250)
 - Allows audio and video (though use of video not currently recommended to reduce the load on internet connections);
 - Allows screen sharing;
 - Polling available via Forms;
 - Online chat window available;
 - Meetings can be recorded and subsequently uploaded;
 - Zero additional cost.

- 5.2 Public access (for observers) is via a web stream using Microsoft Teams Live Event, streamed via the Council's website (<http://civico.net/birmingham>).
- 5.3 Guidance has been prepared for Chairs, members and other attendees, incorporating best practice guides (e.g. from Lawyers in Local Government, Association of Democratic Services Officers and the LGA).
- 5.4 Officers in IT&D and Member Services have worked with members to check their technical ability to connect and to help members familiarise themselves with use of Teams.

6 Executive Decisions and Meetings

Cabinet

- 6.1 It is intended to hold Cabinet meetings remotely, in accordance with the agreed schedule. As noted in the last report, all other aspects of the process remain the same.

Cabinet Member and Officer Delegated Decisions

- 6.2 No change is required to the process as Cabinet Members and officers can meet remotely.

Cabinet Committees

- 6.3 There are no scheduled meetings of Cabinet Committee Group Company Governance or Equal Pay Executive Committee.

7 Full Council

Annual Meeting

- 7.1 The Regulations disapply provisions requiring local authorities to hold annual meetings. It was therefore agreed to defer the meeting scheduled for the 19 May 2020 and all the items on that agenda, including the appointment of the Lord Mayor, until a date prior to May 2021. That date is to be determined in line with advice in relation to Coronavirus.
- 7.2 The Regulations specify that any appointments due to be made at an Annual Meeting will continue until the next annual meeting of the authority or until such time as that authority may determine. At the Extraordinary Meeting of the Full Council on 28th April, members considered a proposal to give CBM the authority to vary appointments to council committees should an urgent need arise.

Council Business Management Committee

- 7.3 The next meeting of CBM is on 28 May, where members will agree a future set of dates.

8 Planning Committee

- 8.1 Planning Committee meets every two weeks, primarily to determine planning applications, which have to be determined within statutory time scales to avoid risk of appeals against non-determination and reputational harm. It is not feasible to stop making planning decisions until after the pandemic as this will have a substantial adverse impact on the economy and will seriously harm the reputation of the Council.
- 8.2 The Planning Committee will hold remote meetings as required. At their meeting on 23rd April, members agreed a change to the code of practice to temporarily suspend the ability for public and ward member speaking at committee.

9 Licensing & Public Protection Committee

- 9.1 The Licensing & Public Protection Committee is scheduled to meet in June.

Licensing Sub-Committees

- 9.2 The Council must determine licensing applications within a statutory timescale, failure to do so could lead to the applicant applying to the magistrate's court for determination. Some matters to be determined under the Licensing Act 2003 cannot be delegated to officers. Therefore, unless there is a change in legislation or national guidance, then some meetings must be held. Therefore, it is proposed that meetings are held remotely as necessary.

10 Overview & Scrutiny

- 10.1 Scrutiny chairs have agreed that, in the short term, the presumption is that meetings will be suspended unless there is a compelling reason to hold one. Members will continue scrutiny through briefings; formal meetings will then follow as required, ensuring continued oversight of decision making with a tighter focus on those matters critical for local people.

11 Other Committees

- 11.1 **Audit Committee** is next scheduled meeting is on 26th May.
- 11.2 **Trusts & Charities Committee** has no scheduled meetings.
- 11.3 No meetings are scheduled for the **Health and Wellbeing Board**, though an urgent meeting was held on 23 April.
- 11.4 **Education Appeals** – awaiting the publication of regulations, however it is likely remote meetings will commence in May.