

Report to:	COUNCIL BUSINESS MANAGEMENT COMMITTEE
Report of:	ACTING ASSISTANT DIRECTOR, GOVERNANCE
Date of Meeting:	21st OCTOBER 2019
Subject:	CHANGES TO THE CITY COUNCIL AGENDA
Wards affected:	N/A

1.	Purpose of report:
1.1	<p>On 10th September 2019, Full Council accepted the recommendations of the Co-ordinating O&S Committee in respect of the Full Council agenda. These included (amongst other things):</p> <p>1.1.1 That the Executive report to Full Council four times a year with an <i>Executive Business Report</i> and Scrutiny collectively report to Full Council three times a year with a <i>Scrutiny Business Report</i> – the format of these reports will be discussed at Co-ordinating O&S Committee;</p> <p>1.1.2 That the Lead members appointed to regional bodies (such as the West Midlands Combined Authority Joint Scrutiny Committee; the West Midlands Police and Crime Panel and the Transport Delivery Group) are asked to report and take questions at Full Council meetings;</p> <p>1.1.3 That Motions for Debate are retained but that the number is restricted to two per Full Council meeting, on rotation between the political groups;</p> <p>1.1.4 That a system of Early Day Motions is piloted;</p> <p>1.1.5 That the membership of Council Business Management Committee be amended to include the Chair of the Co-ordinating O&S Committee.</p>
1.2	<p>This report sets out options for how points 1.1.2 to 1.1.5 could be implemented. In addition, members are asked to consider revised templates for Full Council and CBM reports.</p>

2.	Decision(s) recommended:
2.1	<p>That CBM:</p> <ul style="list-style-type: none"> • Agree the list of Lead Members to report to Full Council and the proposed programme as set out in paragraph 3.2; • Agree the revised order of notices of motions, as set out in Appendix 1; • Agree the process for piloting Early Day Motions (appendix 2), and that this commence from 25th November 2019; • Determine whether:

- The Chair of Co-ordinating O&S committee be appointed to CBM *in place of* an existing member; or
 - The Chair of Co-ordinating O&S committee be appointed to CBM *in addition to* an existing member.
- To agree report formats for future Full Council and CBM meetings

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3. Relevant background/chronology of key events.													
3.1	On 10 th September 2019, the Co-ordinating O&S Committee presented a report following its inquiry into the operation and functions of the meeting of the full City Council. The resulting recommendations were endorsed by Full Council. This report sets out some further detail on how the recommendations could be implemented.												
3.2	<p>Lead Member Reports</p> <p>The Scrutiny Inquiry recommended that “the Lead members appointed to regional bodies (such as the West Midlands Combined Authority Joint Scrutiny Committee; the West Midlands Police and Crime Panel and the Transport Delivery Group) are asked to report and take questions at Full Council meetings.”</p> <p>The Constitution will be amended to add “Lead Member appointed to regional bodies” to Question Time (Part 4.4B).</p> <p>With regards to reporting to Full Council, the Scrutiny report stated:</p> <p><i>From a City Council perspective, matters relating to the Combined Authority and other significant partnerships should be included in the Executive reports to Full Council (see above). For others, the option of a slot for those appointed to WMCA Scrutiny, Transport Delivery Committee, Fire Authority/Mayoral Fire Advisory Committee, GBSLEP Scrutiny, Police and Crime Panel was suggested. These need not be annual but either on an “as requested” basis or spread over the four year term.</i></p> <p>It is proposed that CBM agree a programme of reports to Full Council at the start of each municipal year, ensuring that each Lead Member reports at least one within the four-year term.</p> <p>The Lead Members included would be those on the following bodies, and the following timing is proposed:</p> <table border="1"> <thead> <tr> <th>Regional Body</th> <th>Proposed Timing</th> </tr> </thead> <tbody> <tr> <td>West Midlands Fire Authority/ Mayoral Fire Advisory Committee</td> <td>February 2020, February 2021</td> </tr> <tr> <td>Transport Delivery Committee</td> <td>July 2020, July 2021</td> </tr> <tr> <td>WMCA Scrutiny</td> <td>September 2020, September 2021</td> </tr> <tr> <td>GBSLEP Scrutiny</td> <td>September 2020, September 2021</td> </tr> <tr> <td>West Midlands Police & Crime Panel</td> <td>December 2020, December 2021</td> </tr> </tbody> </table>	Regional Body	Proposed Timing	West Midlands Fire Authority/ Mayoral Fire Advisory Committee	February 2020, February 2021	Transport Delivery Committee	July 2020, July 2021	WMCA Scrutiny	September 2020, September 2021	GBSLEP Scrutiny	September 2020, September 2021	West Midlands Police & Crime Panel	December 2020, December 2021
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3.3	<p>Motions for Debate</p> <p>The Full Council agreed that “That Motions for Debate are retained but that the number is restricted to two per Full Council meeting, on rotation between the political groups.”</p> <p>A revised programme for motions for debate is set out in Appendix 1.</p>
3.4	<p>That a system of Early Day Motions is piloted;</p> <p>The Scrutiny Report stated:</p> <p><i>Another option is to make use of the Early Day Motion (EDM) idea, whereby members could put forward motions to raise issues of concern in Birmingham. In Parliament, many of these EDMs attract a great deal of public interest and media coverage. By attracting the signatures of other members, they can be used to demonstrate the level of support for a particular cause or point of view.</i></p> <p><i>To make this work in Birmingham, the list of EDMs would be compiled ahead of the meeting and circulated on the day of Full Council, so that members could pick up any issues during Question Time, or members could adopt an EDM for a future motion for debate.</i></p> <p>A process for the pilot is set out in Appendix 2. It is proposed that submission of EDMs can start from 25th November 2019.</p>
3.5	<p>Membership of CBM</p> <p>The Scrutiny Inquiry also recommended that</p> <p><i>... given the role CBM has in relation to the Full Council agenda, the Committee proposes that the Chair of the Co-ordinating O&S Committee should be a member of CBM so both Scrutiny and Executive members have some influence over the agenda.</i></p> <p>CBM Committee membership is outside the political proportionality rules (as agreed by Full Council) and so there are two options:</p> <ul style="list-style-type: none"> • That the Chair of Co-ordinating O&S committee be appointed to CBM in place of an existing member; • That the Chair of Co-ordinating O&S committee be appointed to CBM in addition to an existing member.
3.6	<p>Report Format</p> <p>In line with changes to the Cabinet report template, and to include use of the city’s coat of arms, it is proposed that reports for Full Council and CBM follow a similar style to that of Cabinet, as set out in Appendix 3.</p>

Signature:

Chief Officer:.....

ROBERT CONNELLY, ACTING AD GOVERNANCE

ORDER OF “NOTICES OF MOTION” AT FUTURE CITY COUNCIL MEETINGS

Members will recall that in previous years an informal arrangement in respect of alternating the order in which “Notices of Motion” (Motions for Debate from Individual Members) under Council Procedure Rules (Section B4 G of the Constitution) are considered at City Council Meetings has been in operation.

In light of the changes to the Constitution that only two Motions are to be considered each meeting the revised order for the Municipal Year 2019/2020 would be as follows:-

<u>Council Date</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>Deadline*</u>
11 June 2019	Cross Party Motion submitted			30 May 2019
9 July 2019	Lib Dem	Lab	Con	27 June 2019
10 September 2019	Con	Lib Dem	Lab	29 August 2019
5 November 2019	Lab	Con	-	24 October 2019
3 December 2019	Lib Dem	Lab	-	21 November 2019
7 or 14 January 2020	Con	Lib Dem	-	19 December 2019 or 02 January 2020
4 February 2020	Lab	Con	-	23 January 2020
25 February 2020	Budget Meeting (No Notices of Motion)			
7 April 2020	Lib Dem	Lab	-	26 March 2020
19 May 2020	Annual Meeting (No Notices of Motion)			

* Deadline for submission of Notices of Motion - 7 clear working days before City Council except for the December date which is earlier due Christmas.

Appendix 2



Birmingham City Council

Early Day Motions – Pilot Procedure Note DRAFT

October 2019

1 Background

- 1.1 On 10th September, Full Council accepted the recommendations of the Co-ordinating O&S Committee in respect of the Full Council agenda. This included that a system of Early Day Motions be piloted.

2 Purpose

- 2.1 The purpose of Early Day Motions (EDM) is to put on record the views of individual councillors or to draw attention to specific events or campaigns. Topics covered by EDMs vary widely but must be relevant to some matter in relation to which the Council has powers or duties or which affects Birmingham or its residents.
- 2.2 By attracting the signatures of other councillors, they can be used to demonstrate the level of support for a particular cause or point of view.

3 Format

- 3.1 Each EDM must have a short title and a sentence no longer than 250 words detailing the motion.
 - 3.1.1 The title must be purely descriptive;
 - 3.1.2 No reference should be made to confidential or exempt information, or to legal proceedings being taken or being anticipated by or against the Council;
 - 3.1.3 No individual other than a member of the council or MPs may be named;
 - 3.1.4 No criticism of other members of the council or MPs, peers, judges or members of the royal family may be made, unless this is the main subject of the motion (if it is, the title should be "Conduct of ...")
 - 3.1.5 EDMs must not be defamatory, frivolous, vexatious or offensive;
 - 3.1.6 EDMs must not refer to individual planning or licensing matters, or any matter of a personal nature.

3.2 Councillors must register any interests (pecuniary and non-pecuniary) in relation to EDMs they support.

4 Process for Submitting and Signing an EDM

4.1 EDMs must be submitted to the council.team@birmingham.gov.uk.

4.1.1 Amendments may not be tabled.

4.1.2 The councillor in charge of an EDM may withdraw it even if other councillors have signed it. Individual names may also be withdrawn.

4.2 EDMs will then be reviewed by the Monitoring Officer who may seek appropriate amendments from the proposer of the EDM so as to ensure compliance with any legal and/or constitutional aspects. In the event that the proposer is unable to agree, the proposed EDM will not be published. The final decision as to whether allow an EDM lies with the Monitoring Officer.

4.3 EDMs, once approved, will be published on the CMIS website.

4.4 Councillors can sign EDMs by emailing council.team@birmingham.gov.uk to add their name. EDMs published on the website will be updated weekly.

4.4.1 Each EDM may have any number of councillors supporting it.

4.4.2 EDMs remain open for signature for the duration of the municipal year in which they are submitted.

4.4.3 The Lord Mayor will not sign EDMs.

4.5 EDMs will not be debated at Full Council unless the three group leaders agree and CBM approves the agenda item.

5 Appendices

5.1 Form for submitting EDMs



Birmingham City Council

Early Day Motion [number to be added by Committee Services]

Submitted [date]

[title]

[text]

[Councillor submitting the motion]

Signatures

<i>Name</i>	<i>Ward</i>	<i>Date Signed</i>

Birmingham City Council City Council

[Date]



Subject:

Report of:

Report author:

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

2 Motion

2.1

3 Background

3.1

4 Options considered and Recommended Proposal

Sub-heading [if needed]

4.1

5 Appendices

5.1

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Birmingham City Council
Council Business Management Committee

[Date]



Subject:

Report of:

Report author:

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1 Executive Summary

1.1

2 Recommendations

2.1

3 Background

3.1

4 Options considered and Recommended Proposal

Sub-heading [if needed]

4.1

5 Appendices

5.1

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