

Example F

Key Authority Comparable Stats

Approx. Population	290,000 (2017)																				
Type of authority	Unitary																				
Number of Wards	21																				
Number of Members	54																				
Political Proportionality	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Political Party</th> <th>Members</th> <th>Proportionality</th> </tr> </thead> <tbody> <tr> <td>Conservative</td> <td>13</td> <td>24%</td> </tr> <tr> <td>Labour</td> <td>15</td> <td>28%</td> </tr> <tr> <td>Green</td> <td>20</td> <td>37%</td> </tr> <tr> <td>Independent</td> <td>6</td> <td>11%</td> </tr> <tr> <td>Grand Total</td> <td>54</td> <td>100%</td> </tr> </tbody> </table>			Political Party	Members	Proportionality	Conservative	13	24%	Labour	15	28%	Green	20	37%	Independent	6	11%	Grand Total	54	100%
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Grand Total	54	100%																			
Current Council Structure	<pre> graph TD CE[Chief Executive] --> EEC[Economy, Environment & Culture] CE --> FCL[Families, Children & Learning] CE --> FR[Finance & Resources] CE --> HASC[Health & Adult Social Care] CE --> HNC[Housing, Neighbourhoods & Communities] CE --> SGL[Strategy, Governance & Law] </pre>																				
Committee Model since	May 2013 – key changes made to Committee structure especially during 2017 & 2019																				
Purpose of Policy Committees	<p>The Council has nine policy committees (Policy and Resources; Health and Wellbeing Board; Children, Young People and Skills; Tourism, Equalities, Communities and Culture; Housing; Environment, Transport and Sustainability; Planning; Licensing; Audit and Standards) and 3 Sub-Committees (Licensing Panel - which deals with licensing, registration and other appeals; Standards Panel and the Personnel Appeals Panel).</p> <p>Quorum is one quarter of the whole number of voting members</p> <p>Key decisions can be made at the Policy & Resources Committee, by other Committees and Sub-Committees in accordance with the Scheme of Delegation to Committees and Sub-Committees or by Officers in accordance with the Scheme of Delegations to Officers. Note: Any proposal made to a Committee which has significant corporate or budgetary implications (whether or not it constitutes a key decision) must be referred to the Council’s Policy & Resources Committee.</p>																				

Observations made in moving to Committee Model

- To check with Authority

Key Committee Comparable Stats

Is there a LAC Model also in place?	No
Statutory Scrutiny Only?	<p>Yes – Police & Crime Panel will seek to avoid duplication of the work of Crime and Disorder Scrutiny Committees in its constituent authorities.</p> <p>The Health Overview and Scrutiny Committee exists to meet the statutory requirements imposed on the Council in respect of health scrutiny. It scrutinises the planning, provision and operation of the health service and social care in the Authority's area as well as those functions exercised by the authority as a health service provider. Overview & Scrutiny Committee last met in 2016</p>
Separate Scrutiny or Embedded?	<p>The council's decisions are discussed and scrutinised by Councillors from all parties before they are made at committee meetings. In the past scrutiny panels have also examined specific topics or services but these panels are no longer run.</p> <p>Full council meets 7 times per year, other 5 full council meetings review decisions made by committees</p>
Scrutiny Decision Making	To check with Authority
Do the Committees all work in the same way?	To check with Authority
Front Doors into Committees	<p>Citizens have the right to:</p> <p>(i) attend meetings of the Council, its Committees and Subcommittees except where confidential or exempt information is likely to be disclosed, and the meeting is therefore held in private;</p> <p>(ii) find out from the Committee Work Programme what key decisions will be taken by Members or Officers and when;</p> <p>(iii) see non-confidential reports and background papers, and a record of decisions made by the Council, its Committees and Sub-Committees</p> <p>Citizens have the right to participate in the Council's question time and contribute to investigations by Policy Panels subject to compliance with the relevant procedures.</p>
Cross Cutting Issue Process	To check with Authority

<p>Decisions taken by Committee Process</p>	<p>General Delegated Powers Each Committee or Sub-Committee shall have the following powers and duties in relation to its functions in addition to those set out under each Committee and Sub-Committee's terms of reference:</p> <ol style="list-style-type: none"> 1. To implement best value in relation to its functions; 2. To approve bids for European and national funding for schemes in relation its functions; 3. To control and manage such resources (finance, IT, property etc.) as may from time to time be assigned to it and to authorise the acquisition or disposal of property (other than land) for the purposes of its functions; 4. To declare land surplus to the requirements of the Committee's area of service. Management and future use of the land will be transferred to the Policy & Resources Committee. Any proposed acquisition or disposal of land not covered by the Scheme of Delegation to Officers shall be referred to the Policy & Resources Committee; 5. Subject to the Council's employment policies and procedures, to determine all employment matters within its service area; 6. To be responsible for quality and equalities matters in relation to its functions 7. To have due regard in the exercise of its functions to the need to prevent people from being drawn into terrorism. 8. To appoint task and finish member Working Groups which are time-limited (six months, with the option to extend for a further six months), in order to carry out focused pieces of work, reporting back regularly to their parent body. <p>General Advisory Powers Each Committee and Sub-Committee shall have the following advisory functions:</p> <ol style="list-style-type: none"> 1. To consider and make recommendations to Full Council on matters relating to or affecting the Committee or Sub-Committee's functions, including developing plans and strategies forming part of the policy framework for adoption by Full Council, where the power to make decisions is reserved to Full Council by law, Standing Orders or this Scheme of Delegations to Committees and SubCommittees; 2. To consider and make recommendations to another Committee or SubCommittee on matters related to or affecting its functions; 3. To consider and make recommendations to any body of the Council where it is considered desirable to do so. <p>Where a matter has corporate policy or corporate budgetary implications (e.g. committing the Council to expenditure that has serious impact on the overall finances of the Authority), then it will normally be considered first by the Committee with responsibility for the relevant functions or service area before being referred with recommendations to the Policy & Resources Committee for a decision. Where this approach is considered to be impractical for timing or for other reasons, and/or the matter has previously been considered by the service Committee at an earlier stage and referred to Policy & Resources Committee at that point, then the matter may instead be referred directly to Policy & Resources Committee following consultation with the service Committee Chair</p>
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	<p>Member Working Groups – ad hoc and permanent</p> <p>Member Working Groups may be set up to support the Council’s decision-making in a particular area. They may be tasked with making recommendations and/ or comments to their parent Committee as a way of reducing Committee workloads. Member Working Groups do not have decision-making powers. They are established on a cross party basis and substitutions are permitted. The Chair of each permanent Member Working group will be appointed from the council’s largest political group unless Policy & Resources Committee has made alternative express provision. While all Member Working Groups are expected to achieve consensus where possible, the Chair shall have the right to exercise a casting vote.</p>
Urgent Decision Making	<p>Urgency Committee/Sub-Committees</p> <p>(a) The Council shall establish an Urgency Committee consisting of 7 Members to exercise its powers. The Urgency Committee may exercise its powers in relation to matters of urgency on which it is necessary to make a decision before the next ordinary meeting of the Council. Every decision of the Urgency Committee shall be reported for information to the next ordinary meeting of Full Council.</p> <p>(b) Each Committee of the Council may appoint an Urgency Sub Committee to exercise its powers. The Membership of such Urgency Sub-Committee shall consist of the Chair of the relevant Committee, and two other Members nominated by the Group Leader or Leaders as appropriate to meet the requirements for the allocation of seats between political groups. Such Urgency Sub-Committees may exercise their powers in relation to matters of urgency on which it is necessary to make a decision before the next ordinary meeting of the Committee. Every decision of each Urgency Sub-Committee shall be reported for information to the next ordinary meeting of the relevant Committee.</p>

Roles

Role of Lord Mayor	<p>(a) Chairing the Council Meeting</p> <p>(i) to uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary;</p> <p>(ii) to preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Members and the interests of the community;</p> <p>(iii) to ensure that the Council meeting is a forum for the debate of matters of concern to the local community and (subject to the arrangements for scrutiny discussed in Article 7) a place at which Members are able to ask questions of the Leader of the Council and the Chairs of Committees and Sub-Committees;</p> <p>(iv) to promote public involvement in the Council’s activities.</p> <p>(b) Civic and Ceremonial Role</p> <p>The Mayor shall be the first citizen of the city and shall have the following civic responsibilities:</p>
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	<p>(i) to attend such civic and ceremonial functions as the Council and the Mayor may determine.</p> <p>(ii) to promote the Council as a whole and act as a focal point for the community.</p>
<p>Role of Leader of the Council</p>	<p>Fulfilling the Role of Leader of the Council</p> <p>The Council expects that the Leader of the Council will:-</p> <ul style="list-style-type: none"> • be the political (rather than ceremonial) leader of the Council, for the benefit of all the city’s communities - its citizens, taxpayers, businesses, public bodies and other public authorities; • lead and work with the Council, particularly the Chairs of its Committees and Sub-Committees, in the development of the Council’s vision for the future, policy framework, budgets and strategies; • lead and work with the Council, particularly the Chairs of its Committees and Sub-Committees, in service delivery and the implementation of policies approved by the Council; • represent and pursue the interests of the Council in the community and at international, national and regional levels; • act as Chair of the Policy & Resources Committee, fulfil the role of Leader of the Council at full Council meetings and carry out as necessary the other functions mentioned at paragraph 15.04 below; • lead in providing policy direction and guidance to the Chief Executive and Chief Officers; • meet regularly to progress the Council’s objectives with Committee Chairs, the Chief Executive and Chief Officers, Leaders of other political groups at the Council, partner organisations, stakeholders, community representatives, government representatives, local Members of Parliament etc.; • support the performance of the Council’s overview and scrutiny functions and participate in overview and scrutiny reviews as appropriate; • maintain professional working relationships and establish mutual respect with all Members and Officers; • be a promoter and upholder of: <ul style="list-style-type: none"> (1) equalities throughout the city – particularly the Council’s equalities policies; (2) high standards of ethical conduct by the Council’s Members’ and officers – particularly the Council’s Code of Conduct for Members. <p>Legal Powers and Duties</p> <p>As the Council operates a Committee System, the Leader has no formal legal powers and duties vested in them under the Local Government Act 1972 or the Local Government Act 2000. However, in practice, all Local Authorities need to appoint Leaders and each Leader of the Council will hold the most significant elected Member role within their authority. The Council’s Leader will be the Council’s political/elected head, the focus for policy direction and community development, and also the chief advocate and ambassador for the whole of the city.</p>

	<p>Powers and Duties under the Council's Constitution</p> <p>Under the Council's Constitution, the Leader of the Council is recognised in the following ways:-</p> <ul style="list-style-type: none"> • Chairing Policy & Resources Committee: - The Leader of the Council will normally be appointed at the Council's annual general meeting as Chair of the Council's most senior Committee, the Policy & Resources Committee (if the Council does not appoint the Chair, it would fall to the Committee to make an appointment and it would be expected that the Leader would be appointed.) This Committee is responsible for the Council's broad policies and its finances. • Power to attend and speak:- Council's Procedure Rule 18.11 permits the Leader of Council to attend and speak at any meeting of a Committee or Sub-Committee of the Council but they can only vote if appointed as a voting member of the Committee or Sub-Committee. • Reserve Power to call extraordinary Council Meetings:- Council Procedure Rule 4.3 permits the Leader of the Council, if neither the Mayor nor the Deputy Mayor is available, to call extraordinary meetings of Full Council. • Duty to be available for Questions:- Council's Procedure Rule 9.1 permits any Member to give written notice and ask questions of the Leader of the Council at Full Council meetings. • Involvement in Major Emergencies:- The Leader of the Council must be informed if an emergency is likely to be or has been declared under the Council's emergency planning or business continuity procedures. Officers also must consult the Leader of the Council before they take any emergency action which would otherwise need Committee authority. • Special Responsibility Allowance: - In recognition of the role played by the Leader, Schedule 1 of the Council's Members' Allowances Scheme allocates the highest special responsibility allowance payment to the joint role of Leader and Chair of Policy & Resources Committee. • Power to designate individual Members as Lead Members:- Where the Leader of the Council considers it would be beneficial for a particular area or function to have a dedicated Lead Member, the Leader of the Council may appoint a Lead Member to that area or function. Such appointments would normally be a member of the party with the largest number of seats in order to ensure maximum co-ordination with the work of the Chairs of policy Committees. The Council has an aspiration of ensuring that at least 50% of its designated Lead Members are women.
<p>Role of Deputy Leader of the Council</p>	
<p>Role of Committee Chairs</p>	<p>Fulfilling the Role of Chair</p> <p>The Council expects that its Chairs will:-</p> <ul style="list-style-type: none"> • have a working knowledge of the functions, policies, practices, procedures, services and budgets of the Committee or Sub-Committee which they chair; • lead in the development of the work of the Committee or SubCommittee which they chair, also taking into account the wider vision, such as corporate, cross-service and partnership issues;

- lead in service delivery and the implementation of policies approved by the Council where these relate to the Committee or Sub-Committee which they chair;
- be the spokesperson for the Committee or Sub-Committee which they chair;
- meet regularly to progress the Committee's or Sub-Committee's objectives with Deputy Chairs, Opposition Spokespersons, Officers, and as appropriate other people, groups and organisations;
- represent and pursue the interests of the Committee or Sub-Committee which they chair in the community and if appropriate at regional and wider levels;
- in accordance with Council's Constitution and the provisions summarised at paragraphs 14.03 and 14.04 below, ensure that:
 - (1) the meetings of the Committee or Sub-Committee which they chair are properly conducted and
 - (2) reports of proceedings are forwarded on as necessary, for example to Full Council.
- support the performance of the Council's overview and scrutiny functions and participate in overview and scrutiny reviews as appropriate;
- maintain professional working relationships and establish mutual respect with all Members and officers;
- be a promoter and upholder of:
 - (1) equalities throughout x - particularly the Council's equalities policies;
 - (2) high standards of ethical conduct by the Council's Members and Officers – particularly the Council's Code of Conduct for Members.

Legal powers and Duties

(a) The responsibility of a Chair for the proper conduct of meetings is formally recognised in law. There are provisions in the Local Government Act 1972 which apply to the holding and chairing of meetings, but much of the detail is supplied in the Council's Procedure Rules, which are standing orders made under powers in the 1972 Act.

For any eventuality not covered in the legislation or the Council Procedure Rules, it may be possible to turn to the body of common law which the Courts have developed in relation to meetings.

(b) The following are specific functions which a Chair has under the Local Government Act 1972:-

- a power to exercise a second (casting) vote in the event of an equality of votes on any matter;
- a duty to sign the minutes of the previous meeting;
- a power to agree the addition of a late item of business to the agenda, if the Chair is of the opinion that it should be considered at the meeting as a matter of urgency.

(c) To help the Committee or Sub-Committee which they chair make effective decisions, Chairs will not only ensure that the procedural rules applying to their Committee or Sub-Committee are observed, but also that any decisions made are sound at law. With assistance from Officers as

necessary, Chairs will ensure that the Committee or SubCommittee (1) observes any particular legal duties relevant to a proposed decision and (2) has regard as necessary to any general duties such as:-

- best value;
- compliance with the Human Rights Act 1998;
- equalities;
- the general fiduciary duties to its Council Taxpayers to act with financial prudence.

(d) Finally, the Chair will ensure that the Committee or Sub-Committee reaches its decisions rationally, taking into account relevant factors and disregarding those which are irrelevant.

Powers and Duties under the Council's Constitution

Under the Council's Constitution, the role and powers of Chairs are recognised in a number of ways, including the following:-

- (a) Appointment as Chair: - Under Council Procedure Rule 20.1 Chairs may be appointed at the Council's annual general meeting.
- (b) Settling the Agenda: - Under the Council Procedure Rules 23.2 and Council Procedure Rule 23.6, Chairs have power to direct that items of business be placed on the agenda of their Committee or SubCommittee and the order in which business is arranged on the agenda.
- (c) Conducting the meeting: - Under the Council Procedure Rules (and in particular Council Procedure Rule 27) the Chair controls the proper conduct of meetings of their Committee or Sub-Committee. The Chair has discretion to depart from the formality of the Council Procedure Rule 16 and such discretion is regularly exercised.
- (d) Involvement at Urgency and other Sub-Committees:- Council Procedure Rule 22 makes Chairs ex-officio members of any Urgency Sub-Committee of the Committee they chair and permit them to attend and speak at any meeting of a Sub-Committee appointed by their Committee.
- (e) Reserve Power to call special Meetings: - Council Procedure Rule 19.2 permits a Chair to call a special meeting of their Committee or SubCommittee at any time.
- (f) Reporting to Full Council: - It usually falls to Chairs to present any reports which need approval of Full Council under Council Procedure Rule 24.2.
- (g) Duty to be available for Questions: - Council Procedure Rule 9.2 permits any Member of the Council to give written notice and ask questions of any Chair at Full Council meetings. Council Procedure Rule 9.17 permits a Chair to be questioned about any report which they are putting before the Council.
- (h) Right to be consulted: - Under the Council's Scheme of Delegations to Officers, a number of delegated powers can only be exercised by officers after consultation with the relevant Chair. (i) Special Responsibility Allowance: - In recognition of the role played by Chairs (which role may be carried out on a jobshare basis if two individuals rather than one are appointed to it), Schedule 1 of the Council's Members' Allowances Scheme allocates differing levels of special responsibility allowance payment to Chairs, the levels of payment being based on the levels of responsibility.

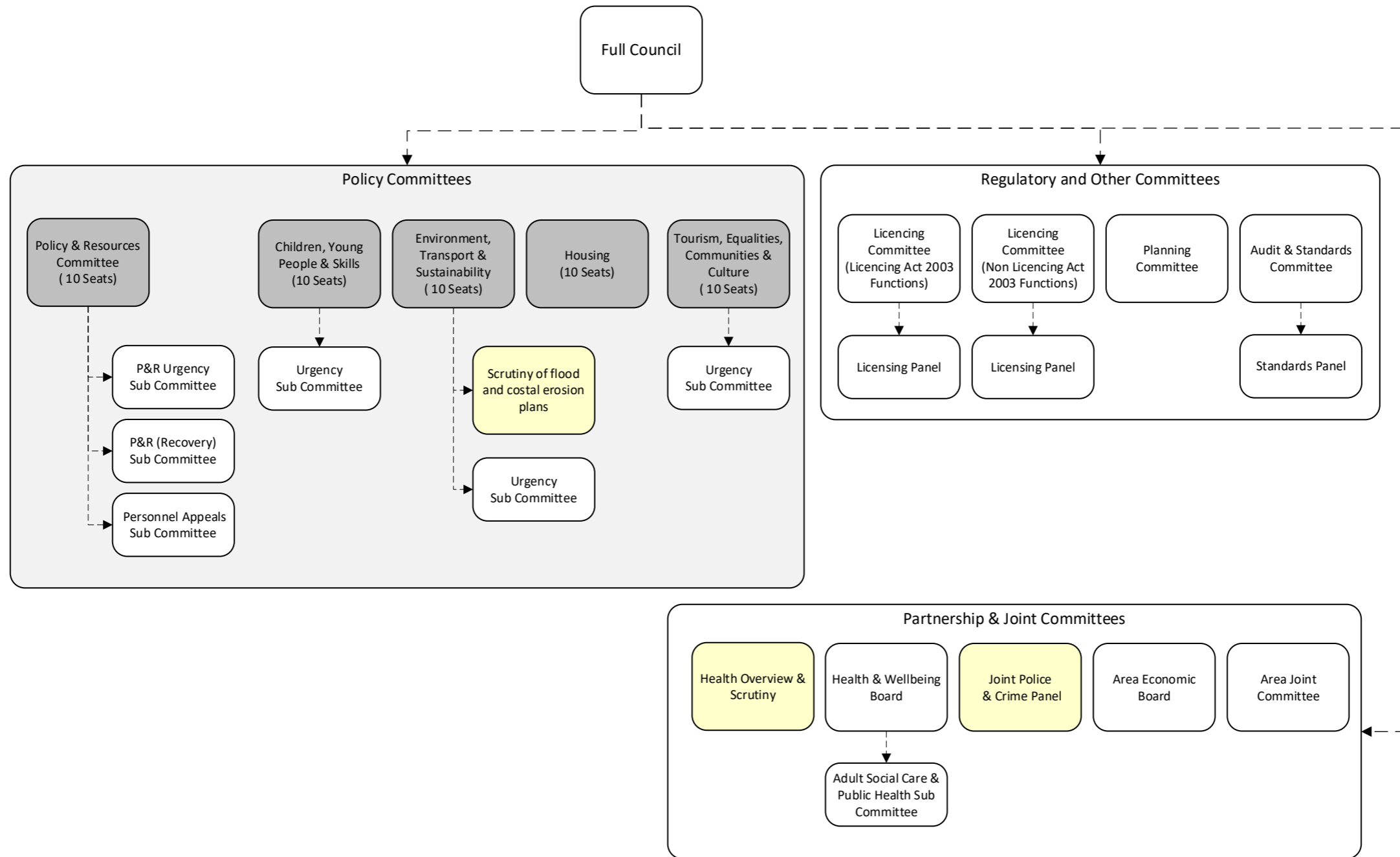
Role of Deputy Chairs	To check with Authority
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Time Demand of Model

Number of Bodies in Model	18 with evidence of meetings
Total seats available	143
Politically proportionate seats available	137
Amount of Cllr time taken for the whole model annually	1980 hours 264 days 53 weeks
Number meetings annually	108 over the year 9 per month
Average per 1 Committee from this Model	110 hours annually 15 working days 3 weeks 5 meetings per year 1 (rounded up) per month
Average attendance for Cllrs	5 seats to fill 513 hours per annum 68 days per annum 14 weeks per annum 28 Committee meetings to attend 2 meetings per month

SRAs Paid

Allowances	£13,360 per annum
Leader of Council/Chair of Overarching Committee	£32,505
Chair of Committees	£9,752
Chair of Licensing	£11,377



Themed Committees

This Authority refers to these as 'Policy Committees'

Children, Young People & Skills committee (10 members)

Days & times of operation	Mondays 4pm																								
Frequency & Timing	5 per year (Jan, Mar, Jun, Sept, Nov) <table border="1" data-bbox="454 499 1074 784"> <thead> <tr> <th>Year</th> <th># of Mtgs</th> <th>Total Hours</th> <th>Av Hours</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>5</td> <td>14h 50m</td> <td>2h 58m</td> </tr> <tr> <td>2018</td> <td>5</td> <td>12h 13m</td> <td>2h 26m</td> </tr> <tr> <td>2019</td> <td>5</td> <td>10h 08m</td> <td>2h 01m</td> </tr> <tr> <td>2020</td> <td>6</td> <td>15h 51m</td> <td>2h 38m</td> </tr> <tr> <td>2021</td> <td>4</td> <td>11h 52m</td> <td>2h 58m</td> </tr> </tbody> </table>	Year	# of Mtgs	Total Hours	Av Hours	2017	5	14h 50m	2h 58m	2018	5	12h 13m	2h 26m	2019	5	10h 08m	2h 01m	2020	6	15h 51m	2h 38m	2021	4	11h 52m	2h 58m
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Location of operation	Hybrid - Single central building & virtual																								
Core functions	<p>10 Members of the Council and up to 11 non voting co-optees</p> <p>To exercise the functions of the Council:</p> <ol style="list-style-type: none"> 1. as a Local Education Authority under any enactment relating to education, youth services and the employment of children; 2. in relation to educational charities; 3. in partnership arrangements with other bodies connected with the delivery of education; 4. in relation to social services for children and young people; 5. in partnership arrangements with other bodies connected with the delivery of services for children, young people and families; 6. regarding families in connection with the functions of the Committee set out above or where there are no other arrangements made under this Scheme of Delegation to Committees and Sub-Committees; 7. under or in connection with the children and young people's partnership arrangements made with health bodies pursuant to section 75 of the National Health Service Act 2006 and section 10 of the Children Act 2004 ("the section 75 Agreements"); 8. in relation to children's public health including but not limited to: <ul style="list-style-type: none"> - sexual health; - physical activity, obesity and tobacco control programmes; - prevention and early detection; - immunisation; - mental health; - NHS health checks and workplace health programmes; - dental health; - social exclusion; - seasonal mortality; 																								

	<p>9. in relation to those aspects of children’s public health which transfer to the Council under the Health and Social Care Act 2012.</p> <p>Corporate Parenting 10. To discharge the Council’s functions as Corporate Parent for its children in care and care leavers, in conjunction with relevant Council Committees, Partnership Boards and other agencies; and 11. To receive reports from the Corporate Parenting Board in relation to the Council’s looked after children.</p> <p>Learning Disabilities 12. To discharge the Council’s functions regarding children’s learning disabilities.</p> <p>Joint working with the Clinical Commissioning Group 13. The Committee may meet concurrently with the Clinical Commissioning Group as necessary in order to discuss and develop jointly commissioned services in relation to children and young people.</p>
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Environment, Transport & Sustainability committee (10 members)

Days & times of operation	Tuesday 4pm																								
Frequency & Timing	<p>5 per year</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Year</th> <th># of Mtgs</th> <th>Total Hours</th> <th>Av Hours</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>5</td> <td>16h 00m</td> <td>3h 12m</td> </tr> <tr> <td>2018</td> <td>5</td> <td>17h 15m</td> <td>3h 27m</td> </tr> <tr> <td>2019</td> <td>6</td> <td>22h 05m</td> <td>3h 40m</td> </tr> <tr> <td>2020</td> <td>5</td> <td>23h 55m</td> <td>4h 47m</td> </tr> <tr> <td>2021</td> <td>4</td> <td>12h 05m</td> <td>3h 01m</td> </tr> </tbody> </table>	Year	# of Mtgs	Total Hours	Av Hours	2017	5	16h 00m	3h 12m	2018	5	17h 15m	3h 27m	2019	6	22h 05m	3h 40m	2020	5	23h 55m	4h 47m	2021	4	12h 05m	3h 01m
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Location of operation	Hybrid - single central building & virtual																								
Core functions	<p>10 Members of the Council and one non voting co-optee to represent the perspective of disabled people This Committee is responsible for sustainability, parks and open spaces, authorised and unauthorised sites and encampments, waste, coast protection and flood defence, the seafront, environmental health, trading standards, the bereavement and coroner’s services, highways management, traffic management and transport, parking and public spaces.</p>																								

	<p>1. Parks and Open Spaces To exercise the Council's functions in relation to parks and open spaces to the following extent:- (a) provision, management and control of parks and open spaces (except those held for housing purposes); (b) making countryside management arrangements in liaison with the South Downs National Park Authority and other environmental bodies; (c) provision, management and control of allotments and smallholdings; (d) as commons registration authority.</p> <p>2. Environmental Health To exercise the Council's functions in relation to environmental health, air pollution control, health and safety at work (except in so far as it relates to the Council as an employer), public conveniences, food safety, control of nuisances, including noise control and control of dogs.</p> <p>3. Trading Standards To exercise the Council's functions regarding trading standards, including but not limited to consumer protection, product safety, fair trading, metrology, food standards and animal health.</p> <p>4. Authorised and unauthorised sites and encampments To exercise the Council's functions in relation to the management of authorised and unauthorised sites and encampments, this to include all activities necessary or incidental to the Council's performance of its responsibilities in relation to the following: a) Gypsies, Roma and Travellers; b) Van dwellers.</p> <p>5. Waste 15.7.21 22 To exercise the Council's functions in relation to waste and as waste collection authority, waste disposal authority and litter authority, including dealing with litter, street cleansing, abandoned vehicles and dog fouling.</p> <p>6. Coast Protection and Flood Defence To exercise the Council's functions as a coast protection authority and a lead local flood authority.</p> <p>7. Scrutiny of Flood and Coastal Erosion Plans</p>
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	<p>To undertake the scrutiny of flood and coastal erosion plans as required by the Localism Act 2011.</p> <p>8. Seafront To exercise the Council's functions regarding the esplanade, beach and foreshore.</p> <p>9. Bereavement and Coroner's Services; To exercise the Council's functions in relation to bereavement services and the Coroner's service.</p> <p>10. Sustainability To co-ordinate the Council's role and response to cross-cutting sustainability issues such as reducing carbon emissions, projections of a changing climate locally, improving resource efficiency and developing sustainable energy.</p> <p>11. Highways Management To exercise the Council's functions in relation to all highways matters and as highway authority, street authority, bridge authority, including but not limited to highways, bridges, private streets and rights of way.</p> <p>12. Traffic Management and Transport (a) To manage the provision of transport services for service departments including home-school transport and transport for social services; (b) To exercise the Council's functions in relation to traffic management and transport and as traffic authority, including but not limited to public passenger transport and the co-ordination of transport for service users; (c) To consider and make decisions on rights of way issues where objections have been received and not withdrawn or otherwise resolved; (d) To consider and make decisions on proposed traffic regulation orders where either six or more objections have been received in and have not been resolved or one or more members have opted to 'call in' any proposal to make a traffic regulation order, whether or not any objection(s) have been received in. (e) To exercise the Council's powers regarding travel concessions.</p> <p>13. Parking To exercise the Council's functions in relation to parking, including on and off street parking and civil parking enforcement.</p> <p>14. Public Space</p>
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	To exercise the council's functions regarding spaces to which the public have rights of access and consisting of the highway, street furniture on the highway and open spaces or parts of open spaces immediately adjacent to the highway to which the public have access.
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Housing committee (10 members)

Days & times of operation	Wednesday 4pm																								
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2021	4	11h 35m	2h 53m																						
Location of operation	Hybrid - Single central building & online																								
Core functions	<p>1. To discharge the Council's functions as a housing authority and, without prejudice to the generality of this paragraph, to discharge the specific functions set out in the following paragraphs.</p> <p>2. Strategic and Private Sector Housing To discharge the Council's functions in relation to: (a) The Council's housing strategy; (b) Homelessness and the allocation of housing; (c) Private sector housing, including taking action to remedy overcrowding, disrepair, unfitness and statutory nuisances; to promote fire safety in private sector housing and the Council's functions in relation to houses in multiple occupation; (d) Tenancy relations and the provision of housing advice; (e) Housing loans and grants.</p> <p>3. Housing Landlord Functions To discharge the Council's functions as a housing landlord including the management (including demolition) of property within the Housing Revenue Account and associated properties.</p> <p>4. Housing Related Support Services To exercise the Council's functions for the commissioning of housing related support services.</p> <p>5. Street homelessness To coordinate the Council's policies and actions with a view to reducing and eliminating street homelessness and, in conjunction</p>																								

	with the Policy & Resources Committee and the Health and Wellbeing Board, to ensure that appropriate action is taken.
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Policy & Resources committee (10 members)

Days & times of operation	Tuesday 4pm																								
Frequency of operation	<table border="1"> <thead> <tr> <th>Year</th> <th># of Mtgs</th> <th>Total Hours</th> <th>Av Hours</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>Not available</td> <td></td> <td></td> </tr> <tr> <td>2018</td> <td>Not available</td> <td></td> <td></td> </tr> <tr> <td>2019</td> <td>2</td> <td>9h 10m</td> <td>4h 35m</td> </tr> <tr> <td>2020</td> <td>11</td> <td>12h 02m</td> <td>3h 16m</td> </tr> <tr> <td>2021</td> <td>8</td> <td>21h 47m</td> <td>2h 43m</td> </tr> </tbody> </table>	Year	# of Mtgs	Total Hours	Av Hours	2017	Not available			2018	Not available			2019	2	9h 10m	4h 35m	2020	11	12h 02m	3h 16m	2021	8	21h 47m	2h 43m
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Location of operation	Hybrid - Single central building & online																								
Core functions	<p>10 Members of the Council and one non voting standing invitee to assist the committee in raising and addressing issues of interest and importance to people from a Black and Minority Ethnic background</p> <p>Delegated Functions To exercise the functions of the Council as follows:</p> <ol style="list-style-type: none"> 1. Policy and Strategy To formulate, co-ordinate and implement corporate policies and strategies and make decisions relating to such matters to the extent that they are not reserved to Full Council. 2. Finance and Other Resources <ol style="list-style-type: none"> (a) To establish the framework for the allocation, control and management of the Council's resources including finance, assets, IT, land and other property; (b) To formulate budget proposals for adoption by the Council; (c) To calculate of the Council Tax Base; (d) To make decisions or grant authorisations on expenditure in accordance with the requirements of financial standing orders; (e) To deal with all financial services, including risk management, insurance and external and internal audit arrangements; (f) To oversee the Council's information governance arrangements. (note: this power is given concurrently to the Audit and Standards Committee). 3. Economic Growth and Regeneration <ol style="list-style-type: none"> (a) To exercise the Council's functions and partnerships regarding the promotion of economic growth and the establishment and development of business. 																								

	<p>(b) To promote and develop the economic fundamentals in areas such as adult skills, productivity, development sites etc.</p> <p>4. Major Built Environment Projects</p> <p>(a) To oversee the progress of major projects (including major building, infrastructure or other projects involving the erection or significant alteration of major permanent structures or landmarks) undertaken by the Council and advise the Policy & Resources Committee as appropriate.</p> <p>(b) To review major projects and any project Boards having regard to capacity to deliver, corporate priorities and resources, and advise the Policy & Resources Committee as appropriate.</p> <p>5. Partnerships</p> <p>(a) To set up, develop and review partnerships, including, but not limited to, the Local Strategic Partnership;</p> <p>(b) To co-ordinate, develop, adopt and review the Sustainable Community Strategy and make recommendations to Full Council.</p> <p>6. Adult Learning and Employment</p> <p>(a) To discharge the Council's functions under the arrangements with the Education and Skills Funding Agency and Education Funding Agency for the provision of adult education; and</p> <p>(b) To discharge the Council's functions regarding the employment of physically disabled persons and youths, providing that the functions regarding youth employment shall be limited to the management of the existing establishment in x.</p> <p>7. Neighbourhood Renewal</p> <p>To discharge the Council's functions in respect of neighbourhood renewal, which include:</p> <p>(a) developing and implementing the neighbourhood renewal strategy in order to narrow the gap between the most deprived neighbourhoods and the rest of x, under the themes set by national Government of housing, health, liveability, crime, education and employment; and</p> <p>(b) acting as the accountable body for the Neighbourhood Renewal Fund on behalf of the Local Strategic Partnership.</p> <p>8. Grants</p> <p>To deal with grants to community organisations and non-profit making bodies in the area of the Council providing that this shall not include grants in respect of educational charities which are the responsibility of the Children, Young People & Skills Committee.</p> <p>9. Management of Establishments</p> <p>To deal with all matters concerning establishments as are more particularly set out under the Scheme of Delegation to Officers.</p> <p>10. Catering Services in Council Establishments</p> <p>To deal with all matters in connection with the provision of catering services in Council establishments used primarily by Council employees.</p> <p>11. Best Value</p>
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	<p>To establish the framework for the achievement of best value by the Council.</p> <p>12. Human Resources To establish the framework for Human Resources policies and procedures and discharge the Council's functions as an employer where this is exercisable by a Committee.</p> <p>13. Dismissal of certain statutory officers To discharge the function of a statutory panel in relation to the dismissal of the Chief Executive, the Monitoring Officer or the Chief Finance Officer and to make arrangements for this function to be discharged through the Personnel Appeals Panel.</p> <p>14. Property Management (a) To manage land held for the purposes of the functions of the Committee, corporately held property and land declared surplus to the requirements of a Committee or the service area of a Director by the relevant Committee or Director. (b) To authorise the acquisition or disposal of any land held by the Council providing that any proposal for the transfer of housing land which requires the consent of the Secretary of State shall be referred to Full Council with recommendations.</p> <p>15. Appointment to outside bodies To appoint representatives to outside bodies between Annual Council meetings where the timing is such that it will be more expedient for the appointment to be made by the Policy & Resources Committee rather than Full Council.</p> <p>16. Public Safety – Civil Contingencies To exercise the Council's functions in relation to emergency planning and business continuity, including the Council's functions under the Civil Contingencies Act 2004.</p> <p>17. Communities To co-ordinate and lead on the Council's functions in connection with community engagement and voluntary organisations.</p> <p>18. Equalities To co-ordinate and lead on the Council's functions in relation to Equalities and Inclusion. Note: the Tourism, Equalities, Communities & Culture Committee has concurrent delegated powers for Equalities and Inclusion.</p> <p>19. Constitution (a) To receive reports on and monitor the operation of the Constitution; (b) To make recommendations to the Council with a view to improving the effectiveness, accountability and transparency of the decision-making process.</p> <p>20. Members' Allowances To consider the recommendations of the Independent Remuneration Panel and advise the Council as appropriate.</p> <p>21. Member budgets a) To develop the Council's approach to Member budgets within the framework set by the Policy & Resources Committee.</p>
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	<p>b) To oversee all aspects of the delivery of the Member budget process.</p> <p>22 Customer Services, including Digital First To monitor and review the Council's delivery of its customer services across all areas including its Digital First transformation programme as well as digital inclusion.</p> <p>23. General Powers</p> <p>(a) To discharge all other functions of the Council not specifically delegated to another Committee or reserved to Full Council under the law, this Scheme of Delegation to Committees and Sub-Committees, Council Standing Orders or Council Procedure Rules;</p> <p>(b) To deal with matters referred to the Committee by other Committees or Sub-Committees as having corporate budgetary or policy implications.</p> <p>24. Sub-Committees, Task Groups, Member Panels and Consultation Forums To be responsible for the setting up, review and abolition of Joint Committees, Sub-Committees, permanent member Working Groups, permanent Member panels, consultation forums and commissions.</p> <p>25. Miscellaneous Service Functions To exercise the Council's functions in relation to the following services/functions:</p> <p>(a) Electoral and ceremonial matters relevant to the Council;</p> <p>(b) Matters concerning x Fire & Rescue Service;</p> <p>(c) Legal Services;</p> <p>(d) Complaints Services;</p> <p>(e) Performance management</p> <p>(f) Corporate Procurement;</p> <p>(g) Health and safety at work (in so far as it relates to the Council as an employer);</p> <p>(h) Revenues and Benefits, including Housing Benefit and Council Tax Reduction, the administration, collection and enforcement of Council Tax and Non-Domestic Rates;</p> <p>(i) Registration of births, deaths, marriages, partnerships and associated functions;</p> <p>(j) Local Land Charges;</p> <p>(k) Corporate Information and Communication Technology Services;</p> <p>(l) Corporate communications</p> <p>(m) Democratic Services.</p> <p>Sub-committees Personnel Appeals Panel Policy & Resources (Recovery) Sub-Committee</p>
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Tourism, Equalities, Communities & Culture committee (10 members)

Days & times of operation	Thursday 4pm																								
Frequency of operation	Plan for 5 per year Jan, Mar, Jun, Sept, Nov																								
Average length of meeting time	<table border="1"> <thead> <tr> <th>Year</th> <th># of Mtgs</th> <th>Total Hours</th> <th>Av Hours</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>Not available</td> <td></td> <td></td> </tr> <tr> <td>2018</td> <td>Not available</td> <td></td> <td></td> </tr> <tr> <td>2019</td> <td>2</td> <td>5h 32m</td> <td>2h 46m</td> </tr> <tr> <td>2020</td> <td>7</td> <td>19h 51m</td> <td>2h 50m</td> </tr> <tr> <td>2021</td> <td>4</td> <td>16h 04m</td> <td>4h 01m</td> </tr> </tbody> </table>	Year	# of Mtgs	Total Hours	Av Hours	2017	Not available			2018	Not available			2019	2	5h 32m	2h 46m	2020	7	19h 51m	2h 50m	2021	4	16h 04m	4h 01m
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2020	7	19h 51m	2h 50m																						
2021	4	16h 04m	4h 01m																						
Location of operation	Single central building																								
Core functions	<p>10 Members of the Council and the following: one non voting standing invitee to assist the committee in raising and addressing issues of interest and importance to people from a Black and Minority Ethnic background; one non voting cooptee from each of the Community and Voluntary Sector; Police and the CCG.</p> <p>The Committee consists of 10 members but it may invite representatives from LATs, community groups and others to attend with speaking rights</p> <p>This Committee discharges the Council's functions in relation to communities, neighbourhoods and the third sector, including community safety and inclusion, and (concurrently with Policy & Resources Committee) for equalities. It is also responsible for culture, tourism and leisure, including libraries and museums, and for building control and planning policy and for exercising the council's functions as a local planning authority (other than the development control functions delegated to Planning Committee).</p>																								

Regulatory committees

Audit & Standards Committee – Policy Committee in constitution (8 members)

Days & times of operation	Weekday 4pm
Frequency of operation	4 per year & 1 special

Average length of meeting time	2hr 40
Location of operation	Single central building
Core functions	<p>The Audit functions of this Committee relate to the Council's arrangements for the discharge of its powers and duties in connection with financial governance and stewardship, risk management and audit. The Committee makes recommendations to the Council, Policy & Resources Committee, Officers or other relevant body within the Council.</p> <p>The Standards functions of this Committee seek to ensure that the Members, Co-opted Members and Officers of the Council observe high ethical standards in performing their duties. These functions include advising the Council on its Codes of Conduct and administering related complaints and dispensation procedures.</p> <p>In addition to the Councillors who serve on the Audit and Standards Committee, the Committee includes at least two independent persons who are not Councillors. They are appointed under Chapter 7 of the Localism Act, or otherwise co-opted, and act in an advisory capacity with no voting powers.</p>

Planning Committee – Policy Committee (10 members)

Days & times of operation	Weekday 2pm																								
Frequency of operation	Monthly																								
Average length of meeting time	<table border="1"> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </table>																								
Location of operation	Single central building																								
Core functions	This Committee deals with the following areas of work:																								

	<ul style="list-style-type: none"> • Determining (deciding) applications for planning permission, listed building consent and conservation area consent submitted under the Town and Country Planning Acts. • Determining applications for the display of advertisements submitted under the Town and Country Planning (Control of Advertisements) Regulations. • Exercising any other function of the Council under the Planning Acts whether as a local planning authority or otherwise which may be referred to it by the Strategic Director of Place. • Determining whether prior approval is required for applications for the construction, installation, alteration or replacement of telecommunications masts submitted under Part 24 Schedule 2 of the General Permitted Development Order 1995 and whether they should be granted or refused. <p>10 members plus 1 non-voting co optee (Conservation Advisory Group).</p>
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Licensing Committee (Licensing Act 2003 Functions) – Policy Committee

Licensing Committee (Non Licensing Act 2003 Functions)

Days & times of operation	Weekday 4pm																								
Frequency of operation	3 per year – joint session																								
Average length of meeting time	<p>Ave 1hr 40m</p> <table border="1" style="width: 100%; height: 100px;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>																								
Location of operation	Single central building																								
Core functions	<ul style="list-style-type: none"> • 15 Members of the Council This Committee, sitting as the Licensing Committee (Licensing Act 2003 functions), discharges the Council’s functions under the Licensing Act 2003. • The Licensing Committee sitting as the Licensing Committee (Non-Licensing Act 2003 Functions) also has responsibility for all licensing and registration functions not covered by the Licensing Act 2003. 																								

	<ul style="list-style-type: none"> • The day to day decisions on individual applications are dealt with by the Licensing Panel. The approval of the Statement of Licensing Policy is reserved to Full council. • N.B. The Licensing Committee operates as two separate Committees with identical membership. The functions of the two separate Committees relate to Licensing Act and non-Licensing Act functions respectively. <p>Licensing Panel (Licensing Act 2003 Functions) Licensing Panel (Non Licensing Act 2003 Functions) Licensing Urgency Sub-Committee</p>
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Sub-Committees

Adult Social Care & Public Health Sub-Committee
Children, Young People & Skills Urgency Sub-Committee
Environment, Transport & Sustainability Urgency Sub-Committee
Personnel Appeals Sub-Committee (sub of P&R)
Policy & Resources Urgency Sub-Committee
Policy & Resources (Recovery) Sub-Committee
Standards Panel
Tourism, Equalities, Communities & Culture Urgency Sub-Committee

Other Committees and Boards

Health Policy & Health Scrutiny
Health & Wellbeing Board
Greater xx Economic Board (Regional Body)
Orbis Joint Committee
Police and Crime Panel (Joint Committee)
Advisory Panels x 5

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