

Subject: Committee System of Governance

Report to: Council – 12 April 2016

Report by: Sheila Oxtoby, Interim Chief Executive

## **RECOMMENDATIONS**

That four new committees are established, with each being made up of 13 politically balanced members, with the chairs being appointed by Council. These committees are Policy & Resources, Economic Development, Environment, and Housing & Neighbourhoods.

That the updated constitution is approved by full Council.

## **1. INTRODUCTION**

1.1 On the 24<sup>th</sup> November 2015 full Council resolved to change its current leader and cabinet governance model to a committee system of governance. This was a binding decision that will last for a minimum of five years.

1.2 As a result of this decision the following work has been undertaken by the Governance Committee to develop the new committee system of governance:

- Development of the new committees, including frequency of meetings, size of membership and political makeup
- Appointment of chairs of committees
- A comprehensive review of the Council's constitution, governance and decision making processes
- A review of the scheme of delegation to Chief Officers

1.3 On completing this work the Governance Committee is now in a position to make a number of recommendations to full Council, so that the new arrangements regarding the committee system of governance can be implemented at the Annual Council meeting in May 2016.

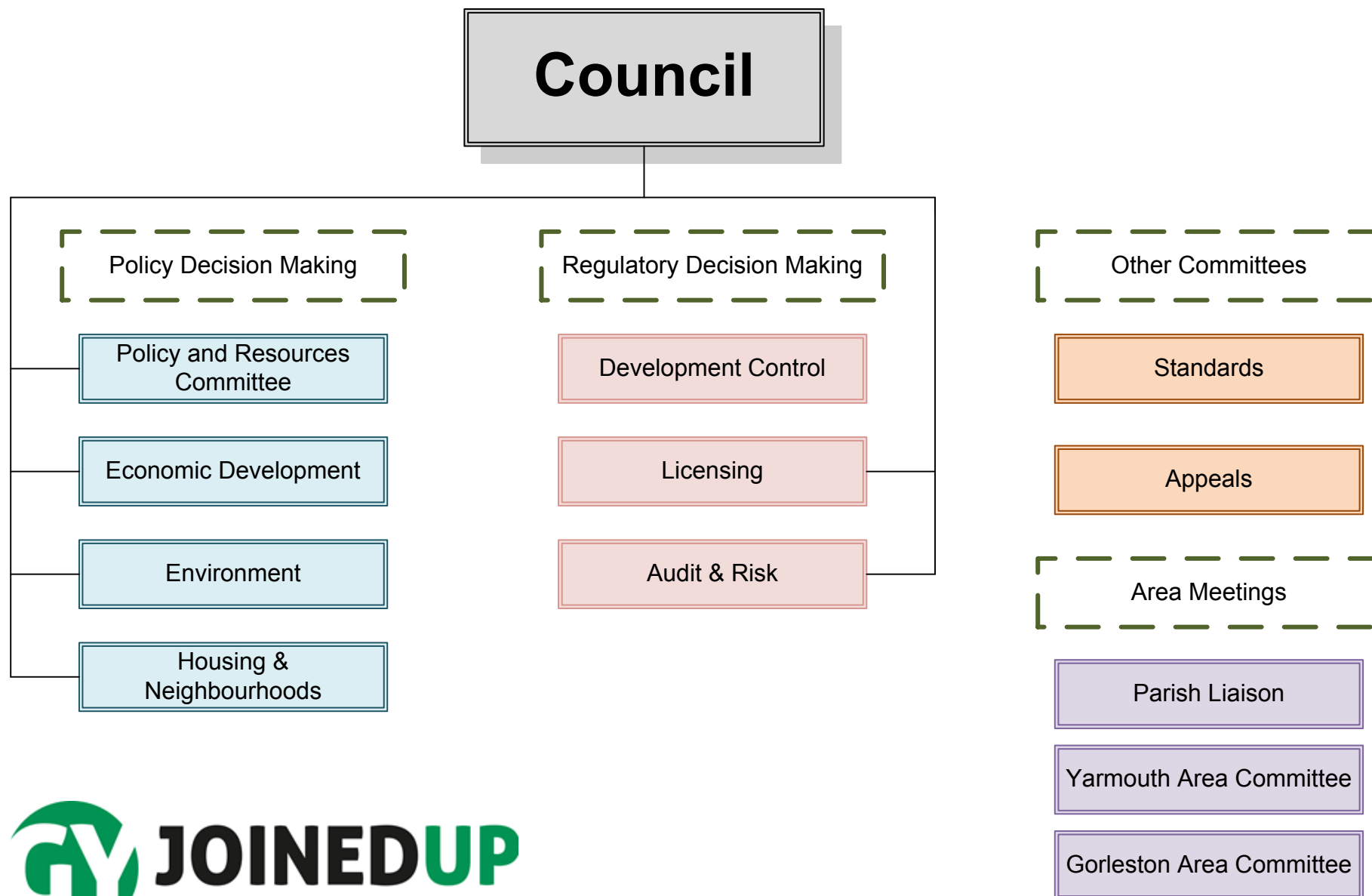
## **2. RECOMMENDATIONS**

2.1 That four new committees are established, with each being made up of 13

politically balanced members, with the chairs being appointed by Council. These committees are Policy & Resources, Economic Development, Environment, and Housing & Neighbourhoods. Appendix 1 shows the structure of all committees that will be in place from May 2016 which also includes the new committee's terms of reference.

- 2.2 Each committee will meet on a six weekly cycle and full Council will meet on an eight weekly cycle. A timetable of meetings for 2016 can be referred to in Appendix 2.
- 2.3 That the updated constitution is approved by full Council. Appendix 3 shows a summary table of the changed document and the whole amended constitution, which also includes the officer scheme of delegation.
- 2.4 The Governance Committee has also given detailed consideration to representation on Outside Bodies, and a proposed list for Outside Bodies for 2016/17 is attached as Appendix 4.

# Great Yarmouth Borough Council Committee Structure



# **COMMITTEE TIMETABLE 2016-17 (WITH PRE-AGENDA MEETINGS (PAM'S)) – APPENDIX 2**

	May	June	July	August	September	October	November	December	January	February	March	April
<b>M</b>	2			1		3			2			3 Eco Dev
<b>T</b>	3			2 PAM (DC)		4 PAM (ENV)	1		3 PAM (DC)			4 PAM (ENV)
<b>W</b>	4	1		3		5	2		4	1	1 ENV PAM (GAC)	5 DC PAM (HN)
<b>T</b>	5 Elections	2		4	1	6	3 Council	1	5	2	2 HN	6
<b>F</b>	6	3 PAM (LIC)	1 PAM (AR)	5	2	7 PAM (LIC)	4	2 PAM (AR)	6 PAM (LIC)	3 PAM (JCC)	3	7 PAM (JCC)
<b>M</b>	9	6 Eco Dev PAM (PR)	4	8	5 Licensing PAM (YAC)	10 Eco Dev PAM (PR)	7	5	9 Eco Dev	6	6 Audit & Risk	10 Licensing
<b>T</b>	10	7	5 PAM (DC)	9	6 P&R PAM (DC)	11 PAM (DC)	8 PAM (DC)	6 YAC PAM (DC)	10 P&R PAM (ENV)	7 P&R	7	11
<b>W</b>	11	8 ENV PAM (HN)	6	10 DC	7 PAM (HN)	12 ENV	9	7 PAM GAC	11 DC PAM (HN)	8 DC	8 DC	12 ENV
<b>T</b>	12	9	7	11	8 Council	13	10	8 HN	12	9	9 GAC	13 HN
<b>F</b>	13	10 Appeals	8 PAM (ED)	12	9	14 PAM (JCC)	11PAM (ED)	9 PAM (JCC)	13	10 PAM (ED)	10	14
<b>M</b>	16 Annual Council	13 Licensing PAM (YAC) PAM (GAC)	11 Audit & Risk	15	12	17 Licencing	14	12 Audit & Risk	16 Licensing	13 JCC	13 Parish Liaison PAM (PR)	17 JCC PAM (PR)
<b>T</b>	17 PAM (DC) Council	14 P&R PAM (DC)	12 PAM (ENV)	16	13 YAC	18 P&R	15 PAM (ENV)	13	17	14	14	18
<b>W</b>	18	15	13 DC	17	14 DC PAM (YAC)	19 DC PAM (HN)	16 DC PAM (HN)	14 DC	18 ENV	15	15	19
<b>T</b>	19	16 HN	14 Council	18	15 HN	20	17	15 GAC	19 HN	16	16	20 Council
<b>F</b>	20	17 PAM (JCC)	15 PAM (LIC)	19	16 PAM (AR)	21	18 PAM (LIC)	16	20	17 PAM (LIC)	17	21
<b>M</b>	23	20	18 Eco Dev PAM (PR)	22 PAM (ED)	19 Parish Liaison	24 JCC	21 Eco Dev PAM (PR)	19 JCC	23	20 Eco Dev PAM (YAC)	20	24
<b>T</b>	24	21 YAC GAC	19	23 PAM (ENV)	20	25	22	20	24	21 Budget Council PAM (ENV)	21 P&R	25 P&R
<b>W</b>	25 DC	22 DC	20 ENV PAM (HN)	24	21	26	23 ENV	21	25	22 PAM (HN)	22	26
<b>T</b>	26	23	21	25	22 GAC	27 HN	24 HN	22 Council	26	23	23 PAM (ED)	27
<b>F</b>	27 PAM (ED)	24	22	26 PAM (PR) PAM (LIC)	23	28	25 Appeals	23 PAM (ED)	27 Appeals	24	24 Appeals	28
<b>M</b>	30	27 JCC	25 Licensing	29	26 Audit & Risk	31	28 Licensing PAM (YAC)	26	30 PAM (PR)	27 Licensing	27 PAM (DC)	
<b>T</b>	31PAM (ENV)	28	26 P&R	30 Eco Dev	27		29 P&R	27	31 PAM (DC)	28 YAC PAM (DC)	28	
<b>W</b>		29	27	31 ENV	28		30 PAM (HN)	28			29	
<b>T</b>		30 Council	28 HN		29			29			31 PAM (LIC)	
<b>F</b>			29		30 Appeals PAM (ED)			30 PAM (PR)				

Council - 7pm  
Policy & Resources - 6.30pm (P&R)  
Economic Development – 6.30pm (ECO DEV)  
Environment – 6.30pm (ENV)  
Housing and Neighbourhoods – 6.30pm (HN)

Development Control – 6.30pm (DC)  
Licensing – 6.30pm  
Audit & Risk – 6.30pm  
Appeals – 10am  
Standards – 10am

Yarmouth Area Committee – 7pm (YAC)  
Gorleston Area Committee - 6pm (GAC)  
Parish Liaison – 7pm  
Joint Consultative Committee – 10am (JCC)

PRE-AGENDA MEETINGS:-  
PAM (JCC) PAM (PR)  
PAM (ED) PAM (ENV)  
PAM (HN) PAM (DC)  
PAM (LIC) PAM (AR)  
PAM (YAC) PAM (GAC)  
(Times to be agreed with Chairs)

**GREAT YARMOUTH CONSTITUTION**  
**SUMMARY OF CHANGES**

Please note that numbering and formatting will be extensively revised. Please contact David Johnson if you are unable to identify particular items in the old or proposed new constitution.

<b><u>Current Constitution</u></b>	<b><u>Proposed Change</u></b>	<b><u>Notes</u></b>
PART 1 SUMMARY AND EXPLANATION	Removal of references to cabinet, Scrutiny etc.	Changes reflect difference between legal models of governance.
PART 2 ARTICLES OF THE CONSTITUTION	NB. Please note that the Articles have been reordered and renumbered and items formerly elsewhere in the constitution now added to the Articles	
Article 1 – Summary of the constitution	No change	This article not greatly affected by change in governance style
Article 2 – members of the Council	No change	This article not greatly affected by change in governance style
Article 3 Citizens and the Council	Some minor changes to remove references to cabinet etc.	Changes reflect difference between legal models of governance.
Article 4 the Full Council	(a) Remove references to cabinet acting outside the Budget and Policy framework (no longer relevant) (b) Remove miscellaneous references to (c) Cabinet	Changes reflect difference between legal models of governance.

<b><u>Current Constitution</u></b>	<b><u>Proposed Change</u></b>	<b><u>Notes</u></b>
Article 5 Chairing the Council	– one paragraph removed as it referred to Cabinet and non Cabinet members.	Changes reflect difference between legal models of governance.
Article 6 Scrutiny Committee	Deleted in its entirety	No separate scrutiny in the new system.
Article 7.1 the Cabinet	Deleted in its entirety	Changes reflect difference between legal models of governance.
Article 8 Regulatory and other committees	No change	This function not affected by governance change
Article 9 Standards Committee	No change	This function not affected by governance change
Article 10 Audit and Risk Committee	Minor change to remove references to Cabinet	This function not affected by governance changes
Article 11 Joint arrangements	Changes to remove role of Cabinet from joint arrangements	Changes reflect difference between legal models of governance
Article 12 Officers	Minor change to remove references to Cabinet	Changes reflect difference between legal models of governance
Article 13 Decision making	Minor change to remove references to Cabinet and to key decisions	Changes reflect difference between legal models of governance. Key decisions are features only of executive governance not committee system.

<b><u>Current Constitution</u></b>	<b><u>Proposed Change</u></b>	<b><u>Notes</u></b>
Article 14 Finance, Contracts and legal Matters	This section has been revised and updated	
Article 15 Review and Revision of the of Constitution	No change	Remains Council function as currently.
Article 16 - Suspension, interpretation and publication of the constitution	Minor change to remove references to Director of Resources, Governance and growth.	
Article 17 – the civil contingency consultation group	Minor change to remove references to Cabinet and to Cabinet members	
Article 18– the Gorleston Area Committee	Minor change to remove references to “ruling party”	This usage probably originates in the context of cabinet governance so in the first instance is removed but other options could be used in the appointment of chair.
Article 19 – the Yarmouth Area Committee	Minor change to remove references to “ruling party”	This usage probably originates in the context of cabinet governance so in the first instance is removed but other options could be used in the appointment of chair.
Schedule 1 – Description of Executive Arrangements	Deleted in its entirety	There are no executive arrangements in the committee system.
PART 3 RESPONSIBILITY FOR FUNCTIONS AND OTHER MATTERS		

<b><u>Current Constitution</u></b>	<b><u>Proposed Change</u></b>	<b><u>Notes</u></b>
Delegations to Officers	Much duplication has been removed and remainder simplified.	
PART 4 Council procedure rules	No change but moved to be one of the articles	
Access to Information Procedure Rules	No change but moved to be one of the articles	
Cabinet Procedure Rules	Removed as now no cabinet.	
Officer Employment Procedure Rules	References to Cabinet members removed.	
PART 5 Members and Officers' Code of conduct	References to Cabinet meetings removed.	
PART 6 Members' Allowances Scheme	A review of the scheme about to begin. Contents will change after that review is implemented.	
Management Structure	Revised to reflect committee system and current management structure.	
Protocol of Member / Officer relations	No Change except to remove references to cabinet etc.	



<b><u>Current Constitution</u></b>	<b><u>Proposed Change</u></b>	<b><u>Notes</u></b>
Code of Corporate Governance	Changed to remove references to cabinet etc.	
Members' Job descriptions	Changed to reflect new roles of Leader and other members in committee system constitution.	
Petitions scheme	No change except to remove references to executive governance and to amend officer titles.	
Joint Arrangements	Removed	As joint arrangements are rare – only the Norfolk Museums Service at present – there appears little point retaining a section in the constitution for this alone.
Finance, Contract and legal matters	Amended and updated	
Review and Revision of the Constitution	No change	
Suspension, interpretation and publication of the constitution.	No change	

## Appendix 4

**Subject:** List of Outside Bodies 2016/17

**Information to:** Council – 12 April 2016

**Report by:** Interim Chief Executive

The Governance Committee as part of their work to move to a committee system instigated a review of the list of outside bodies to ensure that the list which will go to the Council meeting in May 2016 is as accurate and comprehensive as possible and that representation is of mutual benefit to the Council and the organisation, as well as considering if Members should continue on these outside bodies, as the Council changes its governance to the new committee system.

A number of Members were asked to complete a form about the outside body they represented the Council on. Not all Members were consulted as only certain outside bodies were looked at as some outside bodies require Member representation.

The revised list of outside bodies, see below, has been agreed by the Governance Committee and Member appointments will be made to those bodies at the Council meeting in May 2016.

List of Outside Body	Number of Members
A47 Alliance	1
Beacon Park Site 25 Project Board	5
Bowls Tournament Working Party	2
Broads Authority	1
Broads Internal Drainage Board	6
Chamber of Commerce - Norfolk (Great Yarmouth Committee) Chamber Council	2
Community Association Management Committee - South Yarmouth	2
Community Association Management Committees - Claydon Pavilion	2
Community Rail Partnership	1
Community Safety (Great Yarmouth) Ltd (CCTV Co)	1
East Anglia Port Welfare Committee	1
East of England LGA	1
Economic Reference Group	4*
enterpriseGY Board	1
Gorleston Poor Land Trustees	3
Great Yarmouth and Rambouillet Twinning Association	3

<b>List of Outside Body</b>	<b>Number of Members</b>
Great Yarmouth Development Company	1
Great Yarmouth in Bloom	2
Great Yarmouth Marketing Initiative	1
Great Yarmouth Municipal Charities	4
Great Yarmouth Preservation Trust	5
Great Yarmouth Racecourse	2
Great Yarmouth Sports Council	3
Great Yarmouth Sports Partnership	3
Great Yarmouth Transport & Infrastructure Steering Group (formerly Car Parking Strategy Steering Group)	3
Greater Yarmouth Tourism & Business Improvement Area Ltd/Interim Board of Directors	4
GY & Waveney Systems Leadership Partnership	1
GY Norse Company Board	1
GY Norse Liaison Board	3**
GYB Services Company Board	1
GYB Services Liaison Board	2**
High School Foundation	1
James Paget Healthcare NHS Trust (Governors' Council)	1
Local Government Association - Coastal Issues	1
Local Government Association - General Assembly	1
Neighbourhood Management Board - MESH (Gorleston)	2
Neighbourhood Management Boards - Make It Happen (Southtown, Cobholm and Halfway House)	2
Neighbourhood Management Boards - South Yarmouth	2
Nelson Museum Management Board	2
New Anglia Local Enterprise Partnership	1
Norfolk Archaeological Unit Advisory Committee	1
Norfolk Coast Partnership (Joint Advisory Panel)	1
Norfolk County Joint Museums Committee	1
Norfolk Health & Wellbeing Board	1
Norfolk Health Overview & Scrutiny Committee	1
Norfolk Parking Partnership Joint Committee	1
Norfolk Rail Group	1
Norfolk Records Committee	1

<b>List of Outside Body</b>	<b>Number of Members</b>
Norfolk Strategic Planning Framework	1
Norfolk Waste Partnership	1
Older Peoples Partnership	1
Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROL AJC)	1
Police and Crime Panel	2
SeaChange Board	1
Sentinel Leisure Trust	2
Sentinel Leisure Trust Partnership Board	1
St George's Trust	1
Town Centre Company (Great Yarmouth) Ltd	1
Waveney, Lower Yare and Lothingland Internal Drainage Board	3
Youth Advisory Board	1

\* Leaders of political parties invited

\*\* Includes Member on Company Board