CLACKMANNANSHIRE COUNCIL

Report to: Clackmannanshire Council

Date of Meeting: 12 April, 2018

Subject: Council Decision-Making Framework

Report by: Chief Executive

1.0 Purpose

1.1. The purpose of this report is to put to Council proposals for an amended decision-making framework in the context of wider organisational redesign.

2.0 Recommendations

2.1 It is recommended that Council:

a) agrees the proposals for an amended decision-making framework as set out in this report;

b) notes that consequential changes will be made to Standing Orders and the Scheme of Delegation (notice of changes to Standing Orders having been given at the last Council meeting in March, 2018);

c) agrees the composition of each of the People, Place and Performance committees as set out in this report;

d) agrees that the convenors and vice convenors of those committees should come from the Administration Group;

e) agrees that the convenors and vice convenors from that Group should be the members set out at paragraph 3.7 of this report;

f) appoints a further two members of the Administration as members of those committees;

g) appoints four members from other political groups to those committees; and

h) agrees the cycle of meetings set out in the Appendix to this report.

3.0 Considerations

3.1 To have clarity of accountability and governance, it is good practice to have political, managerial and operational frameworks which are aligned and complementary. In light of Council's decisions on the strategic redesign of the organisation, the Council's existing political decision-making framework should also be reviewed with a view to enhancing scrutiny and decision-making.

3.2 The existing decision-making framework comprises, as well as Council, the following standing committees:

- Audit & Finance
- Scrutiny
- Planning
- Regulatory

and other *ad hoc* committees.

3.3 Given the decisions on organisation redesign taken at Council's March meeting, it is proposed that the decision-making framework is changed so that as well as Council, there are the following standing committees:

- People
- Place
- Performance
- Scrutiny
- Planning
- Regulatory

and existing *ad hoc* committees.

3.4 The proposed remits of the first four of these standing committees are set out below:

People Committee

(1) To determine policies for the promotion of care and protection, education and learning, community support and health and well-being

(2) To set standards for service delivery in the abovementioned areas

(3) To secure best value in the provision of these services

(4) To monitor performance in the delivery of services including consideration of:

- quarterly service performance reports
- inspection or other similar reports
- financial performance
- audit reports

(5) To keep under review the impact of the Committee's policies on Clackmannanshire

Note - As the People Committee will be advising the Council on education matters and discharging functions of the Council in relation to education matters, the committee must also include among its membership:

- ☐ one member nominated by the Church of Scotland
- ☐ one member nominated by the Catholic Church
- ☐ one member nominated by a further denominational body or church (taking account of the comparative strength of all the churches and denominational bodies having duly constituted charges or other regularly appointed places of worship)

Place Committee

(1) To determine policies for the environment, development and facilities and assets

(2) To set standards for service delivery in the abovementioned areas

(3) To secure best value in the provision of these services

(4) To monitor performance in the delivery of services including consideration of:

- quarterly service performance reports
- inspection or other similar reports
- financial performance
- audit reports

(5) To keep under review the impact of the Committee's policies on Clackmannanshire

Performance Committee

(1) To determine policies for the resources, risk and governance and strategic support

(2) To set standards for service delivery in the abovementioned areas

(3) To secure best value in the provision of these services

(4) To monitor performance in the delivery of services including consideration of:

- quarterly service performance reports
- inspection or other similar reports
- financial performance
- audit reports

(5) To keep under review the impact of the Committee's policies on Clackmannanshire

Scrutiny Committee

(1) To monitor the achievement of organisation-wide agreed outcomes, standards and targets

(2) To monitor the achievement of agreed outcomes, standards and targets by the community planning partnership

(3) The scrutiny of Council decision-making, with the ability to call in decisions

(4) To initiate or undertake scrutiny reviews

(5) To deal with matters referred by the Council for scrutiny purposes

3.5 It is not proposed that the existing remits of the Planning and Regulatory committees are amended. However, it is proposed that in future:

a) meetings of the Planning Committee follow on from meetings of the Place Committee (with *ad hoc* meetings of the former committee convened as required to deal with matters which require to be considered outwith the regular cycle of meetings); and

b) meetings of the Regulatory Committee follow on from meetings of the Performance Committee (with *ad hoc* meetings of the former committee convened as required to deal with matters which require to be considered outwith the regular cycle of meetings).

3.6 It is proposed that membership of each of the People, Place and Performance committees is 8 members, with membership being based on the Council's political balance as follows:

Group	Overall Balance	Proposed Seats	Associated Ctte Balance
Administration Members (8)	44%	4 (44% of 8 = 3.52)	50%
Opposition Members (10)	56%	4 (56% of 10 = 4.48)	50%
	100%	8	100%

3.7 It is further proposed that the Convenors and Vice Convenors of these three committees are from the Council's political administration. The following nominations have been submitted by the Administration:

People Committee

Convenor - Councillor Graham Lindsay
Vice-Convenor - Councillor Les Sharp

Place Committee

Convenor - Councillor Craig Holden
Vice Convenor - Councillor Donald Balsillie

Performance Committee

Convenor - Councillor Phil Fairlie
Vice-Convenor - Councillor Helen Lewis

3.8 There are no proposals to alter the membership or chairing arrangements of the Scrutiny Committee which Council has previously agreed.

3.9 If the new decision-making framework is approved, the cycle of Council and committee meetings will need to be amended. A cycle of meetings based on

the proposed changes is attached in the Appendix to this report for Council's consideration. The new cycle would begin post recess in August of this year.

4.0 Sustainability Implications - n/a

5.0 Resource Implications - none

6.0 Exempt Reports - this report is not exempt

7.0 Declarations

7.1 The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

8.0 Equalities Impact - n/a

9.0 Legality

9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers.　　　　　Yes

10.0 Appendices

1 - Proposed cycle of committee meetings

11.0 Background Papers

Council Budget Report - 8 March, 2018

Author(s)

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Elaine McPherson	Chief Executive	452002

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Programme of Meetings from August 2018 – June 2019

Meeting	Time/Day	Cycle 1	Cycle 2	Cycle 3	Cycle 4	Cycle 5
Clackmannanshire Council	9.30 am **Thursday**	23 August 2018	25 October 2018	20 December 2018	21 February 2019	18 April 2019 27 June 2019
People Committee	9.30 am **Thursday**	30 August 2018	1 November 2018	17 January 2019	14 March 2019	16 May 2019
Place Committee	9.30 am **Thursday**	13 September 2018	8 November 2018	24 January 2019	21 March 2919	23 May 2019
Planning Committee	1.00 pm **Thursday**	13 September 2018	8 November 2018	24 January 2019	21 March 2019	23 May 2019
Performance Committee	9.30 am **Thursday**	27 September 2018	22 November 2018	31 January 2019	28 March 2019	30 May 2019
Regulatory Committee	1.00 pm **Thursday**	27 September 2018	22 November 2018	31 January 2019	28 March 2019	30 May 2019
Scrutiny Committee	9.30 am **Thursday**	11 October 2018	6 December 2018	7 February 2019	25 April 2019	20 June 2019
Licensing Board	9.30 am **Tuesday**	4 September 2018 2 October 2018	13 November 2018 11 December 2018	22 January 2019 19 February 2019	19 March 2019 30 April 2019	28 May 2019 25 June 2019
Education Appeals Committee	9.30 am **Tuesday**					14 May 2019 4 June 2019 11 June 2019