

Corporate Policy Committee

Agenda

Date: Thursday, 15th June, 2023
Time: 10.30 am
Venue: Committee Suite 1, 2 & 3, Westfields, Middlewich Road,
Sandbach CW11 1HZ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the top of each report.

It should be noted that Part 1 items of Cheshire East Council decision making meetings are audio recorded and the recordings will be uploaded to the Council's website.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**

To note any apologies for absence from Members.

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

3. **Minutes of Previous Meeting** (Pages 3 - 10)

To approve as a correct record the minutes of the meeting held on 23rd March 2023.

4. **Public Speaking/Open Session**

In accordance with paragraph 2.24 of the Committee Procedure Rules and Appendix on Public Speaking, set out in the [Constitution](#), a total period of 15 minutes is allocated for members of the public to put questions to the Committee on any matter relating to this agenda. Each member of the public will be allowed up to two minutes to speak; the Chair will have discretion to vary this where they consider it appropriate.

Members of the public wishing to speak are required to provide notice of this at least three clear working days in advance of the meeting.

Contact: Paul Mountford, Democratic Services
Tel: 01270 686472
E-Mail: paul.mountford@cheshireeast.gov.uk

5. **Corporate Policy Committee Budgets 2023/24** (Pages 11 - 28)

To consider a report which sets out the allocation of the approved budgets for 2023/24 to the Corporate Policy Committee.

6. **Appointments to Sub-Committees, Working Groups, Panels, Boards and Joint Committees** (Pages 29 - 48)

To consider a report on appointments to sub-committees, working groups, panels, boards and joint committees for the 2023-24 municipal year.

7. **Review of Outside Organisations for 2023** (Pages 49 - 66)

To consider a report on a revised procedure in respect of Cheshire East Council's appointments to outside organisations.

8. **Targeted Review of Members' Allowances** (Pages 67 - 82)

To consider a report on the recommendations of the Independent Remuneration Panel in respect of a targeted review of Members' Allowances in 2022, and which proposes that the Panel be invited to undertake a full review of allowances in 2023/2024.

9. **Annual Review of the Committee System** (Pages 83 - 100)

To consider a report which makes recommendations for changes to the Constitution and recommendations for Council to consider as improvements to the future functionality of the committee system.

10. **Work Programme** (Pages 101 - 108)

To consider the Committee's work programme for 2023-24.

THERE ARE NO PART 2 ITEMS

Membership: Councillors C Browne (Vice-Chair), C Bulman, D Clark, J Clowes, S Corcoran (Chair), M Goldsmith, A Harrison, N Mannion, C O'Leary, J Pearson, J Rhodes, J Saunders and M Warren

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Corporate Policy Committee**
held on Thursday, 23rd March, 2023 in the Committee Suite 1, 2 & 3,
Westfields, Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor S Corcoran (Chair)
Councillor A Stott (Vice-Chair)

Councillors C Browne, D Brown, J Clowes, JP Findlow, K Flavell, N Mannion,
A Martin, J Saunders, M Warren, P Williams and C Bulman (for Cllr Rhodes)

Other Members present

Councillor L Smetham

OFFICERS IN ATTENDANCE

Jane Burns, Executive Director of Corporate Services
David Brown, Director of Governance and Compliance
Paul Goodwin, Head of Finance
Sarah Bullock, Director of Policy and Change
Phil Christian, Acting Head of Business Change
Gareth Pawlett, Chief Information Officer
Josie Griffiths, Head of Audit and Risk
Katie Small, Democratic Services Manager
Paul Mountford, Democratic Services

Apologies

Councillor J Rhodes, Lorraine O'Donnell - Chief Executive, and Alex
Thompson - Director of Finance and Customer Services and S151 Officer

71 DECLARATIONS OF INTEREST

There were no declarations of interest.

72 MINUTES OF PREVIOUS MEETING**RESOLVED**

That the minutes of the meeting held on 9th February 2023 be approved as
a correct record.

73 PUBLIC SPEAKING/OPEN SESSION

There were no public speakers.

74 CHESHIRE EAST PEOPLE'S PANEL

The Committee considered a report on the recommendations of the Cheshire East People's Panel on the cost of living, which included an update on the actions that were progressing and planned as a result of the recommendations.

The Chair welcomed three members of the People's Panel to the meeting: Stuart, Susan, and Anthony. At the invitation of the Chair, each addressed the Committee.

The Panel representatives felt that the People's Panel was an innovative and inclusive approach to consultation and engagement. It gave citizens who usually felt excluded from the democratic process a proper voice. It enabled issues to be explored in depth and in a non-adversarial way and focussed on agreement and consensus. The Panel representatives had been encouraged by the Council's positive response to their recommendations.

Officers advised that this was a pilot scheme to test out a participatory democracy process, as part of the refreshed approach to consultation and engagement. The Council was already working on, or considering plans to take forward, 10 of the Panel's 12 recommendations. The reasons for not pursuing the other two recommendations were given in the report.

Officers advised that the criteria used to select members of the Panel in order to ensure a fair representation included people living in rural areas.

With regard to a Panel recommendation to maximise the use of land for community food growing, members suggested that planning policies should be reviewed to encourage the provision of more allotments. In addition, the Chair undertook to provide the Panel members with details of the Council's green spaces scheme.

The Chair thanked all members of the People's Panel, and the three representatives who had attended the meeting.

RESOLVED (unanimously)

That the Committee

1. notes the report of the Cheshire East People's Panel and thanks the Panel for their participation, report and recommendations, as set out in Appendix 1 to the report;
2. agrees the actions proposed in response to the recommendations as set out in Appendix 2; and
3. asks that the report be shared with all members of the Council.

(The People's Panel representatives left the meeting at this point.)

75 CENSUS 2021 RESULTS

The Committee considered a report which provided a summary of the key data released to date from the Census 2021 for the Cheshire East area.

Members felt that the Census data on levels of deprivation in Cheshire East was misleading and that deprivation had not decreased and may have increased. It was suggested that care be taken in updating the 'tartan rug' to ensure that other relevant data sources were used.

Members were advised that the ward profiles would be updated as soon as possible, and a link to the website would be included in the members' briefing. Details of the new wards would also be included in the induction for members following the local elections. The Chair undertook to provide members with the data source for the wards.

RESOLVED (unanimously)

That the Committee

1. notes the headlines in the Census 2021 releases made to date as set out in paragraph 6.5 and Appendix 1 of the report;
2. notes the release timetable for the Census 2021 data, as detailed in paragraph 6.4; and
3. agrees to utilise the Census 2021 data in all new strategies and plans, including developing proposals under the MTFS, within the refresh of the Health and Wellbeing strategy and when looking to review and refine the Equality, Diversity and Inclusion Strategy.

76 ICT STRATEGY

The Committee considered a report on an ICT Strategy for Cheshire East Council for the period 2023-2027.

Officers gave an assurance that the four-year strategy would be sufficiently flexible to allow for advances in technology.

RESOLVED (unanimously)

That the ICT Strategy 2023–27 for Cheshire East Council be approved.

77 ICT HYBRID MODEL UPDATE REPORT

The Committee considered a report on progress with the mobilisation of a new hybrid model for ICT and proposals for a joint Cheshire East/Cheshire West and Chester Council scrutiny task and finish group to provide

member oversight. The draft terms of reference for the task and finish group were set out in paragraph 2.3 of the report.

Appendix 1 to the report set out a report to be considered by the Shared Services Joint Committee on 17th March 2023 which provided an update on the work to mobilise the change programme.

Officers advised that further reports on progress with the cost and benefits of the new hybrid model would come forward to future meetings both as part of the quarterly performance reports and as reports to the Shared Services Joint Committee. Therefore, ongoing member oversight was assured.

RESOLVED

That the Committee

1. notes the actions taken to mobilise the programme to move to new hybrid model for ICT; and
2. endorses the draft terms of reference for the Joint Scrutiny Task and Finish Group.

78 CYBER SECURITY UPDATE

The Committee considered a report which provided an update on the status of cyber security within the Council. The report provided assurance about the protections in place to mitigate risk.

Officers outlined the phishing tests that were being conducted with members and staff, and the measures that were taken where an inappropriate response to a phishing email had been made. This included further training on cyber security.

Officers had also conducted an investigation to identify former employees and external consultants who had continued potentially to have access to the Council's financial systems. It was confirmed that there had been no access, however processes had been reviewed and this would be subject to ongoing audit.

RESOLVED

That the report be noted.

79 2022/23 FINANCIAL UPDATE

The Committee considered a report which provided an update on financial management for 2022/23. The report included as an appendix the report to the Finance Sub-Committee on 8th March 2023, the recommendations of which had been approved by the Sub-Committee at that meeting.

Appendix 3 to the Finance Sub-Committee report set out those matters which came within the remit of the Corporate Policy Committee.

Officers advised that recommendation 1.1.1.2 in the report should refer to Tables 2-4 and not just Table 4.

In response to a question from members, Councillor A Stott, Chair of the Finance Sub-Committee, advised that the forecast overspend of £7.7M in 2022-23 would be met from the MTFS and General Fund Reserves. Hopefully, those Reserves would be rebuilt over time. Increasing fees and charges for services in order to generate additional income was a matter for individual service committees.

In response to a question from members, the Head of Financial Services advised that there was a direct relationship between Housing Benefit Subsidy grant and the cost of the benefits paid out and therefore the receipt of such grant would not have an impact on the outturn position.

RESOLVED

That the Committee

1. notes the report to the Finance Sub-Committee on 8th March 2023 and specifically the recommendations to service committees contained therein, and accordingly:
 - (a) notes the financial update and forecast outturn relevant to the Committee's terms of reference; and
 - (b) notes the delegated decisions relating to supplementary revenue estimates for specific grants coded directly to services in accordance with Financial Procedure Rules as detailed in Appendix 3, Section 2, Tables 2-4; and
2. notes Appendix 3 and the following sections specific to the Committee:
 - Changes to Revenue budget 2022/23
 - Corporate Grants Register
 - Debt Management
 - Capital Strategy
 - Reserve Strategy

80 PERFORMANCE REPORT - QUARTER 3 2022/23

The Committee considered a report which provided an oversight of organisational performance for the third quarter of 2022/23 against the priorities in the Council's Corporate Plan 2021-25.

Officers advised that the Council was continuing to make progress against the Corporate Plan, despite challenging circumstances.

Officers responded as follows to members' questions and comments:

- The Council had developed a communications strategy, a customer experience strategy and a digital inclusion strategy to help residents, including elderly people who have found it difficult to access Council services or report matters to the Council.
- With regard to the discharge of people from hospital to short term residential care, there was a need for closer working with the NHS. The Council had a home first policy which sought to enable people to remain in their own homes. However, workforce shortages in the domiciliary care sector were causing issues for the Council.
- The issue of whether to fill staff vacancies or recruit agency workers was complex. The Council did try to recruit to critical posts where possible but had to work against the background of a challenging labour market and financial constraints, and staff vacancies had to be dealt with on a case-by-case basis.
- The issue of attendance by people at library events, and other aspects of library usage, would be considered carefully as part of the forthcoming consultation on library opening hours.
- A written response would be provided on whether leisure centres for Knutsford, Middlewich and Poynton were to go forward.
- A written response would be provided on schemes coming forward in relation to the Macclesfield Regeneration Scheme.

RESOLVED (unanimously)

That the Committee notes the performance against Quarter 3 of 2022/23 of delivery of the Corporate Plan.

81 **STRATEGIC RISK REGISTER ASSURANCE REPORT Q3 2022/23**

The Committee considered an update report on the activity of the Council's Strategic Risk Register for Quarter 3, 2022/23.

Members noted that the Council continued to face unprecedentedly high levels of risk.

Officers confirmed that the data for Quarter 4 would be carried forward into the new municipal year to enable the comparison of strategic risk data to continue.

RESOLVED

That the Committee notes the position of the Strategic Risk Register for Quarter 3, 2022/23.

82 CALENDAR OF MEETINGS 2023-2024

The Committee considered a report on the Calendar of Meetings for 2023-2024.

Officers reported two changes to the draft calendar:

- The Council meeting scheduled in the draft calendar for 21st February 2024 had been rescheduled to 27th February to avoid the school half-term break.
- The General Appeals Sub-Committee meeting scheduled for 13th June 2023 had been rescheduled to 20th June.

Officers advised that the Constitution Working Group had agreed to undertake a survey of members in the new Council on the question of whether some committee meetings should be moved to evenings.

It was noted that the Cared for Children and Care Leaver Committee may decide to review the start times for its meetings so that some were held in the morning.

RESOLVED (by majority)

That subject to the changes reported at the meeting, the draft calendar of meetings for Cheshire East Council for the period May 2023 to October 2024 be recommended to Council for approval.

83 WORK PROGRAMME

Officers reported that the work programme for 2023-24 would be presented to the Committee's first meeting of the new municipal year.

RESOLVED

That the report on the future work programme be noted.

84 MINUTES OF SUB-COMMITTEES

RESOLVED

That the minutes of the following sub-committee meetings be received:

General Appeals Sub-Committee – 10th January 2023
Finance Sub-Committee – 8th March 2023

As this was the last meeting of the Corporate Policy Committee for this municipal year and before the local elections, the Chair thanked all Members for their helpful and constructive contributions. He also thanked the officers for their support, in terms of preparing and presenting the reports, answering Members' questions, and supporting the meetings.

The Chair also said farewell to all members, and in particular paid tribute to Councillor Paul Findlow, who was not seeking re-election in May, having served as a councillor since 1976.

The meeting commenced at 10.00 am and concluded at 12.17 pm

Councillor S Corcoran (Chair)

Corporate Policy Committee**15 June 2023****Corporate Policy Committee Budgets
2023/24**

Report of: Alex Thompson, Director of Finance and Customer Services

Report Reference No: CP/43/23-24

Ward(s) Affected: All wards and all members will be affected and impacted by the content of the MTFS and Corporate Plan

Purpose of Report

- 1 This report sets out the allocation of the approved budgets for 2023/24 to the Corporate Policy Committee.
- 2 The report contributes to the Council's objective of being an open and enabling organisation.

Executive Summary

- 3 The Medium-Term Financial Strategy (MTFS) for Cheshire East Council for the four years 2023/24 to 2026/27 was approved by full Council on 22 February 2023.
- 4 The Finance Sub Committee meeting on the 8 March approved the allocation of the approved revenue and capital budgets, related budget policy changes and earmarked reserves to each of the service committees.
- 5 The financial reporting cycle will ensure that the Committee is provided with updates through the year on progress against budget policy changes, the forecast outturn position, progress on capital schemes, movement on reserves and details of supplementary estimates and virements. The timetable for 2023/24 was approved by Finance Sub-Committee on 7 June 2023.

RECOMMENDATIONS

The Corporate Policy Committee is recommended:

1. To note the decision of the Finance Sub-Committee to allocate the approved revenue and capital budgets, related budget policy changes and earmarked reserves to the Corporate Policy Committee, as set out in **Appendix A**
2. To note the financial reporting timetable for 2023/24 set out in **Appendix B** as approved at Finance Sub-Committee on 7 June.

Background

- 6 All councils are legally required to set a balanced budget each year. The MTFS was approved by full Council on 22 February 2023.
- 7 The MTFS includes a Report from the Chief Finance Officer in line with the Section 25(1) of the Local Government Finance Act 2003. This report confirms that the MTFS is balanced and that the Chief Finance Officer is satisfied with the robustness of the estimates and the adequacy of the financial reserves of the Council. The report also highlights the factors taken into account in arriving at this judgement including relevant financial issues and risks facing the Council during the medium term.
- 8 Finance Procedure Rules set limits and responsibilities for movement of funds, treating reserves as part of this overall balanced position. Any movement within this balanced position is treated as a virement. To increase the overall size of the MTFS requires a supplementary estimate, which must be backed with appropriate new funding and approved in line with the Procedure Rules.
- 9 To support accountability and financial control under the Committee system the 2023/24 budget is being reported across the Service Committees based on their associated functions. This report sets out the allocation of the revenue and capital budgets and earmarked reserves to the relevant service committee in accordance with their functions.
- 10 Each set of Committee budgets reflects the group of services line-managed by Directors. Budget holders are responsible for budget management. Where a team supports multiple services under other

Directors the budget for each Committee is included with the line-managing Director's services and is not split across other Committees. For example, Governance and Democratic Services are aligned to the Corporate Policy Committee, even though the activities of those teams relate to support services provided to all Directorates of the Council.

- 11 The financial alignment of budgets to each Committee is set out in Table 1 with further details in Appendix A.

Table 1: Revenue and Capital Budgets allocated to service committees as per the approved MTFS

ALL COMMITTEES - Summary					
Service Area	Revenue Budget			Capital Budget	Total Revenue and Capital Budget
	2023/24			2023/24	2023/24
	Expenditure £000	Income £000	Net £000	£000	Net £000
Adults and Health	201,476	-65,144	136,332	472	136,804
Children and Families	88,774	-9,649	79,125	53,829	132,954
Corporate Policy	114,842	-73,854	40,988	12,826	53,814
Economy and Growth	35,594	-11,172	24,422	71,598	96,020
Environment and Communities	59,459	-10,638	48,821	12,011	60,832
Highways and Transport	23,384	-12,255	11,129	63,948	75,077
Finance Sub-Committee	14,209	-1,900	12,309	0	12,309
Total Cost of Service	537,738	-184,612	353,126	214,684	567,810

* Place committee budgets reallocated since the MTFS due to restructuring budget being managed fully within Economy and Growth

- 12 The 2023-27 MTFS includes a net revenue budget of £353.1m and an approved capital programme of £214.7m for the financial year 2023/24. Further details on the schemes within the capital programme are provided in **Appendix A**.

Consultation and Engagement

- 13 The annual business planning process involves engagement with local people and organisations. Local authorities have a statutory duty to consult on their budget with certain stakeholder groups including the Schools Forum and businesses. In addition, the Council chooses to consult with other stakeholder groups. The Council continues to carry out stakeholder analysis to identify the different groups involved in the budget setting process, what information they need from us, the information we currently provide these groups with, and where we can improve our engagement process.
- 14 Cheshire East Council conducted an engagement process on its Medium-Term Financial Plans through a number of stages running from January 2023 to Council in February 2023.

- 15 The budget consultation launched on-line on the 6 January 2023, included details of the budget policy changes against each Corporate Plan aim. This consultation was made available to various stakeholder groups and through a number of forums.

Reasons for Recommendations

- 16 The Corporate Policy Committee has the responsibility for the oversight, scrutiny, reviewing outcomes, performance, budget monitoring and risk management of the Directorates of Finance & Customer Services; Governance & Compliance Services and Policy and Change (Transformation) including the following functions: Finance, Customer Services, Legal, Governance and Compliance; Audit and Risk; Transactional Services; Business Change; Human Resources, ICT, Communications together with strategic partnerships and shared services.
- 17 The Finance Sub-Committee is responsible for allocating budgets across the Service Committees. This responsibility includes the allocation of revenue and capital budgets as well as relevant earmarked reserves.
- 18 Finance Sub-Committee met on 8 March and set out the budgets in accordance with the above responsibilities.

Other Options Considered

- 19 Do nothing. Impact – members are not informed of service budgets specifically relevant to this committee following MTFS approval at Council. Risks – Not abiding by the Constitution to provide regular reports.

Implications and Comments

Monitoring Officer/Legal

- 20 The legal implications surrounding the process of setting the 2023 to 2027 Medium-Term Financial Strategy were dealt with in the reports relating to that process.

Section 151 Officer/Finance

- 21 Contained within the main body of the report.

Policy

- 22 The Corporate Plan sets the policy context for the MTFS and the two documents are aligned. Any policy implications that arise from activities funded by the budgets that this report deals with will be dealt within the

individual reports to Members or Officer Decision Records to which they relate.

An open and enabling organisation

Ensure that there is transparency in all aspects of council decision making

Equality, Diversity and Inclusion

- 23 Under the Equality Act 2010, decision makers must show ‘due regard’ to the need to:
- Eliminate unlawful discrimination, harassment and victimisation;
 - Advance equality of opportunity between those who share a protected characteristic and those who do not share it; and
 - Foster good relations between those groups.
- 24 The protected characteristics are age, disability, sex, race, religion and belief, sexual orientation, gender re-assignment, pregnancy and maternity, and marriage and civil partnership.
- 25 Having “due regard” is a legal term which requires the Council to consider what is proportionate and relevant in terms of the decisions they take.
- 26 The Council needs to ensure that in taking decisions on the Medium-Term Financial Strategy and the Budget that the impacts on those with protected characteristics are considered. The Council undertakes equality impact assessments where necessary and continues to do so as budget policy changes and projects develop across the lifetime of the Corporate Plan. The process assists us to consider what actions could mitigate any adverse impacts identified. Completed equality impact assessments form part of any detailed Business Cases.
- 27 Positive impacts include significant investment in services for children and adults (protected characteristics primarily age and disability). Specific examples are Investment in Cared for Children and Care Leavers, SEND services and School Transport. There is also significant investment in Adult Social Care and support to care providers (protected characteristics primarily age and disability).
- 28 The Corporate Plan’s vision reinforces the Council’s commitment to meeting its equalities duties, promoting fairness and working openly for

everyone. Cheshire East is a diverse place and we want to make sure that people are able to live, work and enjoy Cheshire East regardless of their background, needs or characteristics.

Human Resources

- 29 Any HR implications that arise from activities funded by the budgets that this report deals with will be dealt within the individual reports to Members or Officer Decision Records to which they relate.

Risk Management

- 30 Financial risks are assessed and reported on a regular basis, and remedial action taken if and when required. Risks associated with the achievement of the 2023/24 budget and the level of general reserves were factored into the 2023/24 financial scenario, budget and reserves strategy.

Rural Communities

- 31 The report provides details of service provision across the borough.

Children and Young People including Cared for Children, care leavers and Children with special educational needs and disabilities (SEND)

- 32 The report provides details of service provision across the borough.

Public Health

- 33 Public health implications that arise from activities that this report deals with will be dealt with as separate reports to Members or Officer Decision Records as required.

Climate Change

- 34 Any climate change implications that arise from activities funded by the budgets that this report deals with will be dealt within the individual reports to Members or Officer Decision Records to which they relate.

Access to Information	
Contact Officer:	<p>Alex Thompson</p> <p>Director of Finance and Customer Services (Section 151 Officer)</p> <p>alex.thompson@cheshireeast.gov.uk</p>

Appendices:	<p>A - Allocation of capital and revenue budgets, earmarked reserves and budget policy changes to service committees</p> <p>B – Financial Reporting Timetable 2023/24</p>
Background Papers:	<p>The following are links to key background documents:</p> <p>Medium-Term Financial Strategy 2023-27</p> <p>Agenda for Finance Sub-Committee on Wednesday, 8th March, 2023, 2.00 pm Cheshire East Council, Item 62</p>

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Corporate Policy Committee Budgets 2023/24 Appendix A

Corporate Policy Committee

Contents

Corporate Policy Committee Extracts

1. Allocation of Revenue and Capital Budgets
2. Approved Budget Policy Change items
3. Capital Programme
4. Earmarked Reserves

Corporate Policy Committee

1. Allocation of Revenue and Capital Budgets

CORPORATE POLICY COMMITTEE - Summary					
Service Area	Revenue Budget			Capital Budget	Total Revenue and Capital Budget
	2023/24			2023/24	2023/24
	Expenditure £000	Income £000	Net £000	£000	Net £000
Directorate	2,128	-2	2,126	0	2,126
Finance and Customer Services	62,147	-49,580	12,567	5,468	18,035
Governance and Compliance Services	14,162	-3,818	10,344	0	10,344
Communications	700	-10	690	0	690
Human Resources	3,132	-668	2,464	0	2,464
ICT	29,630	-18,811	10,819	7,358	18,177
Policy and Change	2,943	-965	1,978	0	1,978
Total Cost of Service	114,842	-73,854	40,988	12,826	53,814

2. Approved Budget Policy Change items

MTFS Section 1 Ref No	Detailed List of Approved Budget Changes – Service Budgets	Last MTFS Reference or New	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m
	Corporate Policy Committee		2.551	0.985	-1.762	0.865
46	Pay inflation	MTFS 22-26 [3&4]	2.587	1.040	0.893	0.915
47 (revised)	Shared Services Review – move to hybrid model	NEW	0.390	0.343	-2.205	-
48	Revenue implications of capital: IT Procurements and Application Lifecycle Management	MTFS 22-26 [27]	0.511	0.084	0.006	-
49	Infrastructure Investment Programme	MTFS 22-26 [25]	0.239	0.023	-	-
50	Accelerate digital transformation / robotics and related Digital Savings	NEW	0.150	-0.150	-	-
51	Mitigation of reduction in the Dedicated Schools Grant	MTFS 22-26 [15]	0.122	0.136	-	-
52	Remove Commercial Workstream Income Target	NEW	0.100	-	-	-
53	Coroners Restructure Costs	NEW	0.060	-	-	-
54	Improved Debt Recovery and correcting budgeted court costs income targets to reflect actual levels	MTFS 22-26 [5]	0.013	-0.024	-	-
55	Pension Costs Adjustment	NEW	-0.996	-0.378	-0.396	-
56	ICT Operational Efficiencies	NEW	-0.310	-0.100	-	-
57	Reduce cost of Democracy	NEW	-0.135	-	-	-
58	Elections Act 2022 additional costs (funded by New Burdens grant funding)	NEW	-0.132	-	-	-
59	Elections Act 2022 additional costs (funded by New Burdens grant funding)	NEW	0.132	-	-	-
60	Revenue implications of capital: Vendor Management Phase 3 to drive improvements in procurement	MTFS 22-26 [24]	-0.089	0.071	-	-

MTFS Section 1 Ref No	Detailed List of Approved Budget Changes – Service Budgets	Last MTFS Reference or New	2023/24 £m	2024/25 £m	2025/26 £m	2026/27 £m
61	Brighter Futures Together Programme Customer Experience	MTFS 22-26 [19]	-0.081	-	-	-
62	Across the board efficiencies, including procurement and income generation etc	NEW	-0.010	-0.010	-0.010	-
63	Review of leadership and management, including MARS and redefine 'core offer'	NEW	-	-0.050	-0.050	-0.050

3. Capital Programme

Corporate Policy								CAPITAL					
CAPITAL PROGRAMME 2023/24 - 2026/27													
Scheme Description		Forecast Expenditure						Forecast Funding					
	Total Approved Budget £000	Prior Years £000	Forecast Budget 2023/24 £000	Forecast Budget 2024/25 £000	Forecast Budget 2025/26 £000	Forecast Budget 2026/27 £000	Total Forecast Budget 2023/27 £000	Grants £000	External Contributions £000	Revenue Contributions £000	Capital Receipts £000	Prudential Borrowing £000	Total Funding £000
Committed Schemes													
ICT Services													
Care Act Phase 2	2,138	0	1,100	1,038	0	0	2,138	0	0	0	0	2,138	2,138
Digital Customer - Delivery Programme Phase 1	250	128	122	0	0	0	122	0	0	0	0	122	122
Digital Customer Enablement	1,874	0	1,400	474	0	0	1,874	0	0	0	0	1,874	1,874
Info' Assurance And Data Mgmt	3,791	0	1,941	1,850	0	0	3,791	0	0	0	626	3,165	3,791
Infrastructure Investment(IIP)	5,339	0	1,869	1,656	1814	0	5,339	0	0	0	0	5,339	5,339
Total ICT Services Schemes	13,392	128	6,432	5,018	1,814	0	13,264	0	0	0	626	12,638	13,264
Finance & Customer Services													
Core Financials	2,202	0	741	720	741	0	2,202	0	0	0	0	2,202	2,202
Strategic Capital Projects	11,814	0	4,727	4,000	3,087	0	11,814	0	0	0	0	11,814	11,814
Vendor Management - Phase 2	320	19	0	0	151	150	301	0	0	0	150	151	301
Total Finance & Customer Services Schemes	14,336	19	5,468	4,720	3,979	150	14,317	0	0	0	150	14,167	14,317
Total Committed Schemes	27,728	147	11,900	9,738	5,793	150	27,581	0	0	0	776	26,805	27,581
New Schemes													
ICT Services													
ICT Hybrid Model	1,553	0	926	627	0	0	1,553	0	0	0	0	1,553	1,553
Total ICT Services New Schemes	1,553	0	926	627	0	0	1,553	0	0	0	0	1,553	1,553
Total Corporate Policy Schemes	29,281	147	12,825	10,365	5,793	150	29,134	0	0	0	776	28,358	29,134

4. Earmarked Reserves

Corporate Policy Committee

Name of Reserve	Opening Balance 1st April 2022 £000	Forecast Movement in Reserves 2022/23 £000	Forecast Closing Balance 31st March 2023 £000	Forecast Movement in Reserves 2023/24 £000	Forecast Closing Balance 31st March 2024 £000	Notes
Directorate						
Corporate Directorate	1,868	(381)	1,487	0	1,487	To support a number of widespread projects within the Corporate Directorate.
Finance and Customer Services						
Collection Fund Management *	27,424	(13,840)	13,584	(1,546)	12,038	To manage cash flow implications as part of the Business Rates Retention Scheme. Includes liabilities that will not be paid until future years.
Financing Reserve - Capital Financing Budget *	6,511	1,500	8,011	(800)	7,211	
Financing Reserve - Corporate Capital Projects	925	(400)	525	(525)	0	
Financing Reserve - People Capital Projects	573	(150)	423	(100)	323	To provide for financing of capital schemes, other projects and initiatives.
Financing Reserve - Place Capital Projects	1,520	(250)	1,270	(200)	1,070	
MTFS Reserve *	10,068	(6,833)	3,235	(2,533)	702	To support the financial strategy and risk management. Reserve balance at end of 2026/27 is forecast at £0.7m.
Section 151 Revenue Grants	28	(28)	0	0	0	Unspent specific use grant carried forward into 2022/23.
Section 151 Revenue Grants - Covid-19	5,989	(5,989)	0	0	0	Covid (Unringfenced) reserve carried forward into 2022/23.
Governance and Compliance						
Insurance Reserve - Cheshire County Fund	130	(187)	(57)	0	(57)	To settle insurance claims and manage excess costs.
Insurance Reserve - Cheshire East Fund	5,164	(1,244)	3,920	0	3,920	To settle insurance claims and manage excess costs.
Elections General	477	225	702	(702)	0	To provide funds for Election costs every 4 years.
Brexit Funding	13	0	13	0	13	
Human Resources						
HR (CARE4CE Review, Culture Change, Pay realignment, Learning Mgt System)	59	(59)	0	0	0	To fund HR expenditure in relation to the Care4CE review, culture change programme, pay realignment and the Learning Management System.
Pay Structure (M Grade Review)	584	(278)	306	(278)	28	To fund ongoing changes to pay structure.
Policy and Change						
Brighter Future Transformation Programme *	1,780	(279)	1,501	(1,271)	230	To fund the Council's four year transformation programme and its five outcomes of Culture; Estates and ICT systems; Customer Experience, Commercial Approach and Governance.
CORPORATE POLICY TOTAL	63,113	(28,193)	34,920	(7,955)	26,965	

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Appendix B – Financial Reporting Timetable 2023/24

Report	Financial Cycle	Committee	When
Service Budgets 2023/24	Planning	All Committees	June 2023
Local Government Pension Scheme and Cheshire Pension Fund	Monitoring	Finance Sub-Committee	7 June 2023
Medium Term Financial Strategy Assumptions and Reporting Cycle for 2023/24	Planning	Finance Sub-Committee	7 June 2023
Draft Statement of Accounts 2022/23	Reporting	Finance Sub-Committee Audit and Governance Committee	7 June 2023 8 June 2023
Companies Draft Financial Statements 2022/23	Reporting	Finance Sub-Committee Audit and Governance Committee	7 June 2023 8 June 2023
Financial Outturn 2022/23	Reporting	All Service Committees	July 2023
First Financial Review 2023/24	Monitoring	All Committees	September / October 2023
Companies First Financial Review 2023/24	Monitoring	Shareholder Working Group	TBC
Medium Term Financial Planning Assumptions - Feedback from Task Group	Planning	Finance Sub-Committee	6 September 2023
Financial Management Code	Monitoring	Finance Sub-Committee	6 September 2023
Final Statement of Accounts 2022/23	Reporting	Audit and Governance Committee	28 September 2023
Companies Audited Financial Statements 2022/23	Reporting	Audit and Governance Committee	28 September 2023
Medium Term Financial Strategy Consultation for 2024/25-2027/28	Planning	Corporate Policy Committee	5 October 2023
Audit of Accounts 2022/23 External auditors report	Reporting	Council	18 October 2023
Companies Business Plans for 2024/25+	Planning	Finance Sub-Committee	1 November 2023
Second Financial Review 2023/24	Monitoring	All Committees	November 2023
Companies Second Financial Review 2023/24	Monitoring	Shareholder Working Group	TBC
Medium Term Financial Strategy Consultation 2024/25-2027/28 – consideration of policy proposals per Committee	Planning	All Committees	November 2023
Cheshire Pension Fund Briefing (Financial Review 1)	Monitoring	Finance Sub-Committee	1 November 2023
Council Tax Base 2024/25	Reporting	Corporate Policy Committee	30 November 2023
Financial Strategies 2024/25 - Treasury Management, Investment, Capital and Reserves Strategies	Planning	Finance Sub-Committee	17 January 2024

Report	Financial Cycle	Committee	When
Medium Term Financial Strategy Consultation 2024/25-2027/28 - Provisional Settlement update and feedback from consultation period	Planning	All Committees	January / February 2024
Third Financial Review 2023/24	Monitoring	All Committees	January / February 2024
Cheshire Pension Fund Briefing (Financial Review 2)	Monitoring	Finance Sub-Committee	17 January 2024
Companies Third Financial Review 2023/24	Monitoring	Shareholder Working Group	TBC
Medium Term Financial Strategy 2024/25-2027/28 - including any supplementary updates	Planning	Corporate Policy Committee	8 February 2024
Constitution - Financial Limits - Annex Update	Reporting	Constitution Working Group	TBC
Cheshire Pension Fund Briefing (Financial Review 3)	Monitoring	Finance Sub-Committee	5 June 2024

Corporate Policy Committee**15 June 2023****Appointments to Sub-Committees,
Working Groups, Panels, Boards and
Joint Committees****Report of: David Brown, Director of Governance and Compliance****Report Reference No: CP/2/23-24****Ward(s) Affected: No specific wards****Purpose of Report**

- 1 This report seeks approval from the Corporate Policy Committee to appoint or nominate members to the bodies referred to in the report.

Executive Summary

- 2 The Council, at its annual meeting on 24 May 2023, approved the political representation on its main committees. The appointment of certain sub-committees, working groups, panels and boards is a matter for the relevant service committees. This report concerns those bodies which fall to be appointed by the Corporate Policy Committee or by the committee in conjunction with other service committees. Where political proportionality is applicable, the agreed conventions and methods of calculation have been applied.

RECOMMENDATIONS

That the Corporate Policy Committee

1. agree the appointments and nominations to the bodies referred to in this report;
2. where appropriate, agree to submit nominations to the Head of Democratic Services and Governance; and

3. note the terms of reference of the bodies referred to in the report.

Background

3 **A. Bodies which report to the Corporate Policy Committee**

4 **Constitution Working Group**

- 5 The Constitution Working Group has been set up to review the Constitution and make recommendations to the Corporate Policy Committee and Council. The terms of reference are set out in the Appendix for information.

- 6 The Committee has previously appointed a working group of 6 members with the following composition: 2 Conservative: 2 Labour: 2 Independent Group.

- 7 *The Corporate Policy Committee is asked to appoint a Constitution Working Group for the current municipal year, with nominations being submitted to the Head of Democratic Services and Governance.*

8 **Staffing Appeals Sub-Committee**

- 9 The Staffing Appeals Sub-Committee deals with various staffing-related appeals, such as appeals against dismissal and grievances. The terms of reference are set out in the Appendix for information.

- 10 The membership of this Sub-Committee comprises 3 members appointed on an ad hoc basis, drawn from a pool of 10. Whilst the Sub-Committee itself does not need to be proportionate, the pool of 10 has previously been selected on a politically proportionate basis. The Committee may wish to continue with this approach.

- 11 *It is proposed that nominations to the pool of members for the Staffing Appeals Sub-Committee be submitted to the Head of Democratic Services and Governance on the following basis:*

4 Conservative

4 Labour

2 Independent

12 **General Appeals Sub-Committee**

- 13 The General Appeals Sub-Committee deals with a range of appeals, such as school transport appeals. The terms of reference are set out in the Appendix for information.

- 14 The membership of this Sub-Committee comprises 5 members appointed on an ad hoc basis, drawn from a pool of 10. Whilst the Sub-Committee itself does not need to be proportionate, the pool of 10 has previously been selected on a politically proportionate basis. The Committee may wish to continue with this approach.
- 15 *It is proposed that nominations to the pool of members for the General Appeals Sub-Committee be submitted to the Head of Democratic Services and Governance on the following basis:*
- 4 Conservative
- 4 Labour
- 2 Independent
- 16 **Shared Services Joint Committee**
- 17 The Shared Services Committee is a joint committee of Cheshire East Council and Cheshire West and Chester Council. It oversees the management of those services which are provided on a Cheshire-wide basis to ensure effective delivery of such services and to provide strategic direction. The terms of reference are set out in the Appendix for information.
- 18 Although this is a joint committee of two councils rather than a sub-committee of the Corporate Policy Committee, it does report to the Corporate Policy Committee (and to its counterpart in Cheshire West and Chester) and it falls to this Committee to appoint the nominees from Cheshire East. Each council appoints three of its elected members as its nominated members of the Joint Committee. The Corporate Policy Committee has previously appointed one member each from the Conservative, Labour and Independent Groups, with the Independent Group also nominating a named reserve.
- 19 *It is proposed that nominations to the Shared Services Joint Committee be submitted to the Head of Democratic Services and Governance in accordance with the following:*
- 1 Conservative
- 1 Labour
- 1 Independent
- 20 **B. Other Bodies to which the Corporate Policy Committee is required to make appointments**
- 21 **Joint Member Scrutiny Task Group**
- 22 Cheshire East Council and Cheshire West and Chester Council have agreed to establish a Joint Member Scrutiny Task Group to provide advice and assurance to decision makers on the transition to a new model for ICT delivery. The Joint Task Group's advice and recommendations would be

considered by the relevant scrutiny bodies and shared with the Shared Services Joint Committee. The terms of reference are set out in the Appendix for information.

- 23 Subject to discussion with the proposed Task Group once established, it was envisaged that the Task Group would meet a minimum of three times each year over the next two years (six meetings in total through the life of the programme). It was proposed that 3 Members from each of Cheshire East and Cheshire West and Chester Councils would be appointed following the local elections in May.
- 24 *It is proposed that nominations to the Joint Member Scrutiny Task Group be submitted to the Head of Democratic Services and Governance in accordance with the following:*
- 1 Conservative*
- 1 Labour*
- 1 Independent*
- 25 **Cheshire East Health and Wellbeing Board**
- 26 Cheshire East Health and Wellbeing Board is a joint board to which this Council appoints three councillors as voting members. The lead service committee in respect of this Board is the Adults and Health Committee, and the three Council nominees to the Board will be formally nominated by the Adults and Health Committee, the Corporate Policy Committee, and the Children and Families Committee. There are no specific criteria which apply to the appointments.
- 27 The current Terms of Reference are set out in the Appendix to this report for information. It should be noted that the Terms of Reference are due to be reviewed by the Corporate Policy Committee on 6th July 2023 and Council on 19th July 2023.
- 28 *It is proposed that the Corporate Policy Committee agree to the nomination of 1 Member to the Cheshire East Health and Wellbeing Board, and that the nominee be notified to the Head of Democratic Services and Governance.*
- 29 **Joint Extra Care Housing Management Board**
- 30 The Joint Extra Care Housing Management Board is a joint board of Cheshire East Council and Cheshire West and Chester Council. It is responsible for providing strategic guidance, making strategic decisions and reviewing performance in relation to extra care housing provision, except where matters are reserved to the respective authorities. The terms of reference are set out in the Appendix for information.
- 31 The Joint Extra Care Housing Management Board comprises three elected members from each authority. The Corporate Policy Committee, Adults and Health Committee and Finance Sub-Committee are each required to appoint

one member to the Board. There are no specific criteria which apply to the appointments.

- 32 *It is proposed that the Corporate Policy Committee agree to the nomination of 1 Member to the Joint Extra Care Housing Management Board, and that the nominee be notified to the Head of Democratic Services and Governance.*

33 **Cheshire East Health and Care Partnership Board**

- 34 The Adults and Health Committee, at its meeting on 18 July 2022, agreed the terms of reference for a Cheshire East Health and Care Partnership Board. The terms of reference provide for the establishment of a Cheshire East Place Partnership Board to enable the delivery of integrated population health and care services in Cheshire East. A link to the Board's terms of reference is provided [here](#).

- 35 In approving the terms of reference of the Board, the Adults and Health Committee asked the Corporate Policy Committee to appoint the membership from Cheshire East. The Terms of Reference provide for the appointment of 3 elected members from Cheshire East Council. The Health and Care Partnership Board has been set up as a partnership rather than as a formal joint committee. Therefore, rules of political proportionality do not apply.

- 36 The Corporate Policy Committee, on 6th October 2022, agreed to appoint Councillors Arthur Moran, Jill Rhodes and Janet Clowes to the Cheshire East Health and Care Partnership Board on the basis that those members were members of the Adults and Health Committee, which would help to ensure that the views of that Committee were taken forward to the Partnership Board.

- 37 *The Committee is asked to agree the appointment of 3 members to the Cheshire East Health and Care Partnership Board, and that the nominees be notified to the Head of Democratic Services and Governance.*

Consultation and Engagement

- 38 There has been consultation with Group Leaders and Administrators in relation to the political representation of these committees.

Reasons for Recommendations

- 39 In accordance with the Constitution, the Corporate Policy Committee is responsible for the appointment of the bodies referred to in this report.

Other Options Considered

12	Option	Impact	Risk
	Do nothing	The Council's Constitution requires these bodies to be appointed in line with the legislation referenced in this report. Not appointing to these bodies would negatively affect the Council's ability to make decisions in an open and transparent manner.	Failure to comply with the Council's Constitution and the legislation referenced in this report could leave the Council open to legal challenge.

Implications and Comments*Monitoring Officer/Legal*

- 40 The Local Government (Committees and Political Groups) Regulations 1990, made pursuant to the Local Government and Housing Act 1989, make provisions in respect of the political group representation on a local authority's committees in relation to the overall political composition of the Council. The legislation applies to the decision-making committees and sub-committees of the Council.
- 41 The legislation requires that, where proportionality applies, and seats are allocated to different political groups, the authority must abide by the following principles, so far as is reasonably practicable:
- 42 Not all of the seats can be allocated to the same political Group (i.e., there are no single group committees).
- 43 The majority of the seats on the body are to be allocated to a political Group with a majority membership of the authority.
- 44 The total number of seats on all ordinary committees and sub committees allocated to each Political Group bears the same proportion to the proportion on the full Council.
- 45 The number of seats on each ordinary committee allocated to each Political Group bears the same proportion to the proportion on full Council.

- 46 The proposals contained in this report meet the requirements of the legislation.
- 47 The 1990 Regulations require Political Group Leaders to notify the Proper Officer of the Groups' nominations to the bodies in question.

Section 151 Officer/Finance

- 48 There are no financial implications that require an amendment to the Medium-Term Financial Strategy.

Policy

- 25 There are no direct policy implications.

An open and enabling organisation

Ensure that there is transparency in all aspects of council decision making

Equality, Diversity and Inclusion

- 26 There are no direct equality, diversity and inclusion implications.

Human Resources

- 27 There are no direct human resources implications.

Risk Management

- 28 Failure to comply with the Act and Regulations when appointing its committee memberships would leave the Council open to legal challenge.

Rural Communities

- 29 There are no direct implications for rural communities.

Children and Young People including Cared for Children, care leavers and Children with special educational needs and disabilities (SEND)

- 30 There are no direct implications for children and young people.

Public Health

- 31 There are no direct implications for public health.

Climate Change

32 There are no direct implications for climate change.

Access to Information	
Contact Officer:	Brian Reed Head of Democratic Services and Governance Brian.reed@cheshireeast.gov.uk
Appendices:	Appendix – Terms of reference of bodies to which the Corporate Policy Committee makes appointments.
Background Papers:	The background papers relating to this report can be inspected by contacting the report writer.

APPENDIX

TERMS OF REFERENCE OF BODIES TO WHICH THE CORPORATE POLICY COMMITTEE MAKES APPOINTMENTS**Constitution Working Group****Membership: No more than 8 Councillors*****Functions***

The Constitution Working Group will make recommendations to the Corporate Policy Committee and Council on:

- 1 the Council's administrative business, including electoral matters; administrative boundaries and support for Councillors;
- 2 determining policies and conventions in relation to the political management of the Council, including **political balance** and party groups for the purpose of Councillors' duties;
- 3 reviewing the Council's Constitution and recommending any changes to the Monitoring Officer (where not significant), or Corporate Policy Committee and Council;
- 4 recommending to Council or Corporate Policy Committee, as appropriate, the appointment of Councillors to Committees and Sub-Committees (including any co-opted Members);
- 5 overseeing and monitoring the Councillors' Allowances budget and keeping under review the scheme for the payment of allowances;
- 6 making recommendations to the Council on civic issues, including those affecting the Mayoralty, Honorary Freemen and Aldermen, nationally significant events and the Council's flag flying policy and civic regalia.

Staffing Appeals Sub-Committee

Membership: 3 Councillors, established on an ad hoc basis in consultation with the Chair of the Corporate Policy Committee drawn from a pool of 10.

The requirement for **political balance** under section 15 of the Local Government and Housing Act 1989 is waived in relation to the sub-committee.

Before a **Councillor** can attend a meeting and participate in the business of the meeting, the determination of an application or an appeal by any individual or body, the Councillor must attend a suitable training course dealing with the quasi-judicial nature of the role of the Sub-Committee.

Functions

To consider appeals from **officers** in the following circumstances:

- 1 Appeals against dismissal
- 2 Appeals against grievances
- 3 Appeals against policy (but only the first appeal where the appeals are based on the same issues/circumstances)

General Appeals Sub-Committee

Membership: 5 Councillors drawn from a pool of 10

The requirement for **political balance** under section 15 of the Local Government and Housing Act 1989 is waived in relation to the sub-committee.

Before a Councillor can attend a meeting and participate in the business of the meeting, the determination of an application or an appeal by any individual or body, the Councillor must attend a suitable training course dealing with the quasi-judicial nature of the role of the Sub-Committee.

Functions

The Sub-Committee is responsible for:

- 1 hearing and determining appeals lodged under the various Marriage and Civil Partnership Acts;
- 2 hearing and determining any appeals lodged with the Council for determination, as authorised under all relevant education legislation, excluding those duties falling to the Independent Appeals Panel (schools admissions and exclusions);
- 3 hearing and determining any appeals lodged with the Council in respect of school transport or school organisation;
- 4 hearing and determining appeals from bus contractors in accordance with contract procedures;
- 5 hearing and determining any appeals lodged with the Council as Social Services Authority, and as authorised under all relevant social services legislation;
- 6 hearing and determining any other appeals (other than staffing matters).

Shared Services Joint Committee

Terms of Reference of the Joint Committee

- 1 The Joint Committee's role is to oversee the management of those services which are provided on a Cheshire wide basis on behalf of Cheshire West and Chester Borough Council and Cheshire East Borough Council, to ensure effective delivery of such services and to provide strategic direction.
- 2 The Joint Committee is specifically responsible for:

- 2.1 Ensuring that service strategies and the resources and budgets required to deliver the service strategies are in place and overseeing the implementation of the service strategies.
- 2.2 Ensuring that adequate risk management and audit processes are in place for each shared service.
- 2.3 Overseeing changes and projects and changes to shared services.
- 2.4 Report on the performance of the five service areas (Civil Contingencies and Emergency Planning, Farms Estate, Archaeology Planning Advisory and Cheshire Rural Touring Arts Network)
- 2.5 Overseeing and developing ICT, TSC and Archives.
- 2.6 Agreeing the basis for apportioning cost between the two councils and the amount to be apportioned.
- 2.7 Resolving issues that have been referred to the Joint Committee.
- 2.8 Reviewing the Shared Services Outturn and Performance Report, which will take a backwards look and a forward look, on an annual basis and by exception as appropriate, and initiating additional or remedial action as appropriate.
- 2.9 Agreeing business cases for proposed changes and overseeing the progress of the subsequent work.
- 2.10 Ensuring that there are robust plans for any disaggregation of services and that there is a smooth transition into the separate arrangements.

The following matters are reserved to the councils:

- 2.11 Approving the budget for the specified functions.
- 2.12 The delivery of service business plans via client and service manager

Constitution of the Joint Committee

- 3 Each of the Councils shall appoint three Members (being elected Members of that Council) as its nominated members of the Joint Committee; the Members appointed shall have full voting rights.
- 4 Each Council may nominate one or more substitute Members to attend any meeting in place of an appointed Member from that Council, subject to notification being given to the Lawyer and Secretary to the Joint Committee before the start of the meeting. The Member appointed as a substitute shall have full voting rights where the Member for whom they are substituting does not attend. If a Council's nominated Members attend a meeting of the Joint Committee, any named substitute may also attend as an observer but shall not be entitled to vote.
- 5 Each Member of the Joint Committee shall comply with the Code of Conduct of their Council when acting as a Member of the Joint Committee.

- 6 Each of the Councils may remove any of its nominated Members or substitute Members of the Joint Committee and appoint a different Member or substitute to the Joint Committee by giving written notice to the Lawyer and Secretary to the Joint Committee.
- 7 Each Council shall have three votes. These shall be exercised by the nominated Members who are elected Members of the Council. In the absence of a Council's nominated Member, a vote may be exercised by the named substitute who is an elected Member of the Council.
- 8 Each Member of the Joint Committee shall serve upon the Joint Committee for as long as he or she is appointed to the Joint Committee by the relevant Council but a Member shall cease to be a Member of the Joint Committee if he or she ceases to be a Member of the Council appointing him or her or if the relevant Council removes him or her as a Member of the Joint Committee.
- 9 Any casual vacancies howsoever arising shall be filled by the Council from which the vacancy arises by notice in writing sent to the Lawyer and Secretary to the Joint Committee.
- 10 Meetings of the Joint Committee shall be held at the offices of the Member appointed as the Chair.
- 11 The Council hosting the first Meeting shall appoint one of its nominated Members as Chair and that Member shall remain Chair until the first meeting taking place after the elapse of one year from the time of his or her appointment unless he or she ceases to be a Member of the Joint Committee. On the expiry of the first Chair's term of office, the Council which did not appoint the first Chair shall appoint one of its nominated Members as Chair for a period of one year from the date of his or her appointment. The same procedure shall be followed for the appointment of Chair in subsequent years.
- 12 The Council which has not appointed the Chair of the Joint Committee In any year shall appoint one of its nominated Members as Vice-Chair.

Joint Member Scrutiny Task Group

Draft terms of reference as reported to the Corporate Policy Committee in March 2023:

To provide further advice and assurance to decision makers on the transition to of a new model for ICT delivery.

Key areas of focus are likely to include the following:

- Implementation progress and assurance on key milestones
- Management of risks and issues
- Effective use of resources
- Ensuring operational disruption is minimised
- Putting in place strong foundations for the launch and development of the new model.

The Joint Task Group's advice and recommendations would be considered by the relevant scrutiny bodies and shared with the Shared Service Joint Committee. Subject to discussion with the proposed task group, it is suggested the group would meet a minimum of three meetings each year over the next two years (six meetings in total through the life of the programme).

Membership: 3 Members from each Cheshire East and Cheshire West and Chester Councils, to be appointed after the local elections on 4 May 2023.

It is recommended that the Group meetings are not open to the public and reports/meeting contents are not published to allow for in-depth discussions. Public reports will be brought to the Shared Services Joint Committee and each Council's decision-making body throughout the programme.

Cheshire East Statutory Health and Wellbeing Board (CEHWB)

Context

1. The full name of the Board shall be the Cheshire East Health and Wellbeing Board. (CEHWB)
2. The CEHWB was established in April 2013.
3. The Health and Social Care Act 2012 and subsequent regulations provide the statutory framework for Health and Wellbeing Boards (HWB).
4. For the avoidance of doubt, except where specifically disapplied by these Terms of Reference, the Council Procedure Rules (as set out in its Constitution) will apply.

Purpose

- To work in partnership to make a positive difference to the health and wellbeing of the residents of Cheshire East through an evidence based focus on improved outcomes and reducing health inequalities.
- To prepare and keep up to date the Joint Strategic Needs Assessments (JSNAs) and Joint Health and Wellbeing Strategies (JHWSs), which is a duty of local authorities and clinical commissioning groups (CCGs).
- To lead integrated working between health and social care commissioners, including providing advice, assistance or other support to encourage arrangements under section 75 of the National Health Service Act 2006 (i.e. lead commissioning, pooled budgets and/or integrated provision) in connection with the provision of health and social care services.

- To be a forum that enables member organisations of the Board to hold each other to account for their responsibilities for improving the health of the population
- To assist in fostering good working relationships between commissioners of health-related services and the CEHWB itself.
- To assist in fostering good working relationships between commissioners of health-related services (such as housing and many other local government services) and commissioners of health and social care services
- To undertake any other functions that may be delegated to it by the Council - such delegated functions need not be confined to public health and social care.
- To provide advice assistance and support for the purpose of encouraging the making of arrangements under section 75 of the National Health Service Act 2006 in connection with the provision of such services.

Roles and Responsibilities

5. To work with the Council and CCG effectively to ensure the delivery of the Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy.
6. To work within the CEHWB to build a collaborative partnership to key decision making that embeds health and wellbeing challenge, issue resolution and provides strategic system leadership.
7. To participate in CEHWB discussions to reflect the views of their partner organisations, being sufficiently briefed to be able to make recommendations about future policy developments and service delivery.
8. To champion the work of the CEHWB in their wider work and networks and in all individual community engagement activities.
9. To ensure that there are communication mechanisms in place within partner organisations to enable information about the CEHWB's priorities and recommendations to be effectively disseminated.
10. To share any changes to strategy, policy, and the system consequences of such on budgets and service delivery within their own partner organisations with the CEHWB to consider wider system implications.

Accountability

11. The CEHWB carries no formal delegated authority from any of the individual statutory bodies.
12. Core Members of the CEHWB have responsibility and accountability for their individual duties and their role on the CEHWB.
13. The CEHWB will discharge its responsibilities by means of recommendations to the relevant partner organisations, which will act in accordance with their respective powers and duties.
14. The Council's Core Members will ensure that they keep Policy Committee and wider Council advised of the work of the CEHWB.
15. The CEHWB may report and be accountable to Full Council and to the relevant Governing Body of the NHS Clinical Commissioning Group by ensuring access to meeting minutes and presenting papers as required.
16. The CEHWB will not exercise scrutiny duties around health or adult social care services directly. This will remain the role of the Cheshire East Scrutiny Committee. Decisions taken and work progressed by the CEHWB will be subject to scrutiny by the Scrutiny Committee.
17. The CEHWB will provide information to the public through publications, local media, and wider public activities by publishing the minutes of its meetings on the Council's website. The CEHWB is supported by an Engagement and Communications Network across HWB organisations to ensure this function can operate successfully.

Membership

18. The Core membership of the CEHWB will comprise the following:

Voting members:

- **3 councillors** from Cheshire East Council
- The Director of Adult Social Services
- The Director of Public Health

- A local Healthwatch representative
- Two representatives from the Cheshire Clinical Commissioning Group
- Two representatives from the Cheshire Integrated Care Partnership
- The Chair of the Cheshire East Place Partnership

Non-voting members:

- The Chief Executive of the Council

- The Director of Children's and Families
- A nominated representative of NHS England / NHS Improvement

The **Councillor** membership of the CEHWB (three core voting members) will be determined by the **full Council**.

19. The Core Members will keep under review the Membership of the CEHWB and if appropriate will make recommendations to **full Council** on any changes to the Core Membership.
20. The above Core Members through a majority vote have the authority to appoint individuals as Non-Voting Associate Members of the CEHWB. The length of their membership will be for up to one year and will be subject to re-selection at the next Annual General Meeting "AGM" of the CEHWB. Associate Members will assist the CEHWB in achieving the priorities agreed within the Joint Health and Wellbeing Strategy and may indeed be chairs of sub structure forums where they are not actual Core Members of the CEHWB.
21. The above Core Members through a majority vote have the authority to recommend to Council that individuals be appointed as Voting Associate Members of the CEHWB. The length of their membership will be for up to one year and will be subject to re-selection at the next Annual General Meeting "AGM" of the CEHWB.
22. Each Core Member has the power to nominate a single named substitute. If a Substitute Member be required, advance notice of not less than 2 working days should be given to the Council whenever practicable. The Substitute Members shall have the same powers and responsibilities as the Core Members.

Frequency of Meetings

23. There will be no fewer than four public meetings per year (including an AGM), usually once every three months as a formal CEHWB.
24. Additional meetings of the CEHWB may be convened with agreement of the CEHWB's Chair.

Agenda and Notice of Meetings

25. Any agenda items or reports to be tabled at the meeting should be submitted to the Council's Democratic Services no later than seven working days in advance of the next meeting. Generally, no business will be conducted that is not on the agenda.
26. Any voting member of the Board may approach the Chair of the Board to deal with an item of business which the voting member believes is urgent and under the circumstances requires a decision of the Board. The Chair's ruling

of whether the requested item is considered / tabled or not at the meeting will be recorded in the minutes of the meeting.

27. In accordance with the Access to Information legislation, Democratic Services will circulate and publish the agenda and reports prior to the next meeting. Exempt or Confidential Information shall only be circulated to Core Members.

Annual General Meeting

28. The CEHWB shall elect the Chair and Vice Chair at each AGM, the appointment will be by majority vote of all Core voting Members present at the meeting.
29. The CEHWB will approve the representative nominations by the partner organisations as Core Members.

Quorum

30. Any full meeting of the CEHWB shall be quorate if there is representation of any **three of the following statutory members**: –the relevant NHS Cheshire CCG(s), Local Health Watch, a **Councillor** and an **officer** of Cheshire East Council.
31. Failure to achieve a quorum within fifteen minutes of the scheduled start of the meeting, or should the meeting become inquorate after it has started, shall mean that the meeting will proceed as an informal meeting but that any decisions shall require appropriate ratification at the next quorate meeting.

Procedure at Meetings

32. General meetings of the CEHWB are open to the public and in accordance with the Council's Committee Procedure Rules will include a Public Question Time Session. Papers, agendas and minutes will be published on the Cheshire East Health and Wellbeing website.
33. The Council's Committee Procedure Rules will apply in respect of formal meetings subject to the following:
34. The CEHWB will also hold development/informal sessions throughout the year where all members are expected to attend and partake as the agenda suggests.
35. Core Members are entitled to speak through the Chair. Associate Members are entitled to speak at the invitation of the Chair.
36. With the agreement of the CEHWB, subgroups can be set up to consider distinct areas of work. The subgroup will be responsible for arranging the frequency and venue of their meetings. The CEHWB will approve the membership of the subgroups.

37. Any subgroup recommendations will be made to the CEHWB who will consider them in accordance with these terms of reference and their relevance to the priorities within the Joint Health and Wellbeing Strategy and its delivery plan.
38. Whenever possible decisions will be reached by consensus or failing that a simple majority vote by those members entitled to vote.

Expenses

39. The partnership organisations are responsible for meeting the expenses of their own representatives.
40. A modest CEHWB budget will be agreed annually to support engagement and communication and the business of the CEHWB.

Conflicts of Interest

41. In accordance with the Council's Committee Procedure Rules, at the commencement of all meetings all CEHWB Members shall declare disclosable pecuniary or non-pecuniary interests and any conflicts of interest.
42. In the case of non-pecuniary interests Members may remain for all or part of the meeting, participate and vote at the meeting on the item in question.
43. In the case of pecuniary matters Members must leave the meeting during consideration of that item.

Conduct of Core Members at Meetings

44. CEHWB members will agree to adhere to the seven principles of Public Life outlined in the CEHWB Code of Conduct when carrying out their duties as a CEHWB member.

Review

45. The above terms of reference will be reviewed every two years at the CEHWB AGM.
46. Any amendments shall only be included by consensus or a simple majority vote, prior to referral to the Corporate Policy Committee and Council.

Health and Wellbeing Board Principles and Behaviours

The Cheshire East Health and Wellbeing Board Partners shall work together to achieve the objectives of the Cheshire East Health and Wellbeing Strategy and The Cheshire East Place Partnership Five Year Plan. The Board shall:

- (a) Collaborate and work together on an inclusive and supportive basis, with optimal use of their individual and collective strengths and capabilities;
- (b) Engage in discussion, direction setting and, where appropriate, collective agreement, on the basis that all the Partners will participate where agreed proposals affect the strategic direction of the Health and Wellbeing Board and/or of Services, and in establishing the direction, culture and tone of the work and meetings of the Board;
- (c) Act in the spirit of partnership in discussion, direction setting and, where appropriate, collective agreement making;
- (d) Always focus upon improvement to provide excellent Services and outcomes for the Cheshire east population;
- (e) Be accountable to each other through the Board by, where appropriate, taking on, managing and accounting to each other in respect of their financial and operational performance;
- (f) Communicate openly about major concerns, issues or opportunities relating to the Board;
- (g) Act in a way that is best for the delivery of activity to drive forward the Five Year Plan, and shall do so in a timely manner and respond accordingly to requests for support promptly;
- (h) Work with stakeholders effectively, following the principles of co- design and co-production.

Joint Extra Care Housing Management Board

The Joint Extra Care Housing Management Board was established by Cheshire East Council and Cheshire West and Chester Council with the following terms of reference:

The Joint Extra Care Housing Management Board shall be responsible for providing strategic guidance, making strategic decisions, and reviewing performance in relation to extra care housing provision (except where matters are reserved to the respective authorities).

The Joint Extra Care Housing Management Board will function as a joint committee and be subject to all of the usual rules relating to public meetings.

The Constitution of the Joint Extra Care Housing Management Board states that each Council shall appoint three Members and that nominated substitutes shall be allowed to attend any meeting in the place of an appointed member, subject to prior notification being given to the Lawyer and Secretary to the Joint Extra Care Housing

Management Board. This nomination should be made to Democratic Services at Cheshire East Council.

Corporate Policy Committee

15 June 2023

Review of Outside Organisations for 2023

Report of: David Brown, Director of Governance and Compliance

Report Reference No: CP/3/23-24

Ward(s) Affected: All

Purpose of Report

- 1 To recommend to Corporate Policy Committee a revised procedure in respect of Cheshire East Council's appointments to outside organisations.

Executive Summary

- 2 The report sets out the recommendations of the Outside Organisation Panel, which was appointed by the Constitution Working Group to conduct a review of the appointments to outside organisation procedure.

RECOMMENDATIONS

The Corporate Policy Committee is recommended to agree the recommendations of the Outside Organisations Panel:

- 1 The organisations set out in the local list appended to the Outside Organisations Panel report, be removed from the formal appointments to outside organisations procedure, and that a communications plan be developed to assist with this transition.
- 2 The organisations set out in the statutory list appended to the Outside Organisations Panel report be retained as requiring a formal appointment.
- 3 The organisations set out in the retained list (of corporate importance) appended to the Outside Organisations Panel report, be retained as requiring a formal appointment.

- 4 The organisations set out in the organisations to be removed list and the alternative representation list in the Outside Organisations Panel report, be removed from the procedure for the reasons stated.
- 5 The organisation set out in the organisations to be added list in the Outside Organisations Panel report, be included in the statutory list.
- 6 Subject to each organisation's confidentiality arrangements, a communications plan be developed to enable Member nominees to feedback information to the Council, to enable issues of importance or interest to be discussed. Democratic Services officers to identify key service department officer contacts for each nominated member; officers to then determine whether this would give rise to a report on a formal decision to a service committee, action by the officer under delegated powers, or issues of wider Council importance to be brought to the attention of Members via the Members' Bulletin.
- 7 Remuneration received by Members appointed to the Peak District National Park Authority, Cheshire Fire and Rescue Authority, Cheshire Police and Crime Panel and the Council's wholly owned companies (ASDV's) be recorded as part of the published annual Record of Members' Allowances.
- 8 The Councillor's Guide to Outside Organisations, be reviewed and refreshed to i) reflect the new governance and procedural arrangements; and ii) ensure that the Council can minimise risk and protect the interests of itself and the Members who represent it on outside organisations.
- 9 To agree that, at the Annual Council meeting held in May each year, Council will formally agree the nominations to the Cheshire Police and Crime Panel, Cheshire Fire Authority, Fostering Panel and Adoption Panel for a four-year period, due to the scheduling of these meetings.
- 10 To agree that, at the Corporate Policy Committee's meeting on 6 July 2023, the Committee will formally agree the nominations to those organisations which have been retained on the Council's formal list of organisations (2 and 3 above) onto which it nominates Members, taking into account the new membership of the Council.
- 11 That, nominations made to these organisations will have a duration of 4 years from the July meeting of the Committee.

Background

- 3 At its meeting on 14 July 2022, Corporate Policy Committee resolved that the Constitution Working Group should conduct a review of the Council's outside organisations appointment procedure, the Working Group to report its findings back to the Corporate Policy Committee.
- 4 The Constitution Working Group appointed from its membership, a three-member panel (the Outside Organisations Panel) to conduct the review on its behalf and co-opted a fourth member. The Panel met on six occasions between August and December 2022 to consider a range of matters relating to the procedure, as set out in its terms of reference (Appendix 1).
- 5 Whilst the principle of making appointments remains unchanged, the Panel has made several recommendations to streamline the procedure, provide opportunities for feedback, and reduce the number of organisations to which a formal appointment would be made.

Consultation and Engagement

- 6.1 To inform the review, contact was made with all the outside organisations on the Council's current lists, to obtain information relevant to the Panel's considerations. Not all of the organisations responded.
- 6.2 Councillors were also consulted as to the added value of having a Council representative on the bodies concerned. Not all of the Council representatives responded.
- 6.3 Information was also drawn from the organisations' websites, constitutions, articles of association and memorandums of understanding.

Reasons for Recommendations

- 7.1 Until the introduction of the committee system, appointments to outside organisations were made by Cabinet (top level strategic organisations at national, regional, and local level), Constitution Committee (organisations of a local nature) and full Council (statutory appointments). The appointments procedure needed to be reviewed before the local elections in May 2023, after which appointments to outside organisations will be made from the Council's new membership.

- 7.2 The Panel was of the view that, where an organisation had a presumption but not a legal requirement within its own constitution/terms of reference that an appointment would be made, this should not automatically guarantee that a formal appointment would be made.
- 7.3 The Constitution states that Corporate Policy Committee will appoint representatives to serve on outside bodies and organisations. To ensure that nominations to Cheshire Police and Crime Panel, Cheshire Fire Authority, Fostering Panel and Adoption Panel can be made in line with the organisations' scheduled meetings, the initial appointments will continue to be made at the Annual Council meeting, following the local elections.

Other Options Considered

- 8.1 The decision-making powers under which appointments were made previously have changed. Therefore, the procedure must be reviewed to ensure that, when making appointments, the new governance arrangements are applied and that no conflicts of interest arise.
- 8.2 In theory, Council could agree not to adopt the recommendations, but this would not align with the wishes of the Corporate Policy Committee and would leave an administrative challenge in terms of how appointments to outside organisations should be made, given that the previous decision-making bodies are no longer in place.
- 8.3 All appointments could be made by Council at the first Annual General meeting of each term, but these appointments have been specifically delegated to the Corporate Policy Committee as set out in the Council's Constitution:

Corporate Policy Committee Functions, paragraph 2.16

appointing representatives to serve on outside bodies and organisations (including education bodies and establishments) and reviewing the process for considering appointments to outside organisations.

Implications and Comments

Monitoring Officer/Legal

- 9.1 Whilst membership of outside organisations carries with it the potential for personal liability for elected Members undertaking such roles as ancillary to their status as a Councillor, particularly in respect of trusteeships, Cheshire East Borough Council's Cabinet resolved on 9 February 2016 to put in place for elected Members the maximum indemnity which is allowed by law (Minute 105 refers).
- 9.2 Section 111 of the Local Government Act 1972 empowers local authorities to do anything which is calculated to facilitate or is conducive or incidental to the discharge of any of their functions, and Section 2 of the Local Government Act 2000 empowers them to do anything they consider likely to achieve the object of the promotion of the economic, social, or environmental well-being of their area. In addition, there is now the general power of competence under the Localism Act 2011. These are the main provisions which the Council would rely on to appoint members to outside organisations or to select those bodies to which they are appointed.
- 9.3 Legal advice has been provided in respect of those organisations on the local list, in respect of their nomination requirements, which was considered as part of the report.

Section 151 Officer/Finance

- 10 There are no direct financial implications.

Policy

- 11 Adoption of the Panel's recommendations would result in a new policy for making appointments to outside organisations. This is in line with the corporate plan aim of a council which empowers and cares about people and works together with residents and partners to support people and communities to be strong and resilient.

Equality, Diversity and Inclusion

- 12 There are no direct equality implications.

Human Resources

- 13 There are no direct Human Resource implications.

Risk Management

- 14 The failure to appoint Members to outside organisations could have a direct or indirect impact on the organisations, which can be mitigated by the operations of a procedure for making timely appointments to ensure Council representation.

Rural Communities

- 15 There are no direct implications for rural communities.

Children and Young People including Cared for Children, care leavers and Children with special educational needs and disabilities (SEND)

- 16 There are no direct implications for children and young people.

Public Health

- 17 There are no direct implications for public health.

Climate Change

- 18 The aims and objectives of the outside organisations reflect the Council's commitment to becoming carbon neutral by 2025.

Access to Information	
Contact Officer:	Brian Reed Head of Democratic Services and Governance brian.reed@cheshireeast.gov.uk
Appendices:	Appendix 1: Outside Organisation Panel Terms of Reference Appendix 2: Report of the Outside Organisation Panel: Review of Outside Organisation Appointments for 2023
Background Papers:	1) Survey of outside organisations 2) Survey of Members appointed to outside organisations 3) Websites, constitutions, articles of association, memorandums of understanding from the organisations which were the subject of the review 4) Historical data previously provided by the organisations which were the subject of the review

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Appendix 1

Outside Organisations Panel Terms of Reference - REVISED

Consultation

- ☐ To take place with members appointed to outside organisations, Group Leaders, Whips and elected members to understand the role of Councillors in these organisations and the time commitment.
- ☐ With organisations to establish the role they see for Councillors in their organisation and the time they would expect Councillors to devote to that role.

List of organisations

- ☐ Review Council representation on the organisations set out in paragraph 6.2
- ☐ Assess which of the current organisations' purposes align with the Council's aims and objectives as outlined in the Corporate Plan.
- ☐ Assess the role a councillor has in each organisation and assess its value to the Councillor and the Council.
- ☐ Provide a revised list of outside organisations to which councillors should be appointed.

Openness and Transparency

- ☐ To consider how a member appointed to an outside organisation reports back on the activity of that body to Council and what mechanism should be used, how frequently reports should be made and to where/ whom.
- ☐ To consider an appropriate method for the publication of remuneration received by members from outside organisations.

Legal Obligations

- ☐ Review the guidance to members appointed to outside organisations.
- ☐ Consider how the Council can minimise risk and protect the interests of itself and the members who represent it on outside bodies.

Appointment Process

- ☐ In the light of the change to a new governance model, review the procedure for making appointments to outside organisations (excluding statutory and constitutional appointments).
- ☐ Review the procedure for dealing with casual vacancies.

Appendix 2

Report of the Outside Organisation Panel:

Review of Outside Organisation Appointments for 2023

1. INTRODUCTION

- 1.1 The Council's appointments procedure was agreed by the Governance and Constitution Committee in 2009. The Constitution Working Group had been tasked with conducting a review in time for the next round of appointments, due to be made after the local elections in 2023. A Panel of three Members (Councillor Mick Warren Chair, Councillor Marc Asquith, and Councillor Laura Crane) was appointed to conduct the review, Councillor Amanda Stott being co-opted onto the Panel.
- 1.2 The Panel met on six occasions between August and December 2022, the primary focus being to review the Council's representation on the organisations previously appointed to, by Council, Cabinet and Constitution Committee and provide a revised list to which formal appointments should be made.
- 1.3 The Panel was also asked to:
 - review the procedure for dealing with casual vacancies
 - consider arrangements for Members appointed to an outside organisation to report back to Council on the activities of that body, and what mechanism should be used
 - Identify an appropriate method for the publication of remuneration received by Members from outside organisations
 - Review the legal obligations of Members appointed to an outside organisation

2. SUMMARY OF RECOMMENDATIONS

- 2.1 The organisations set out in the Local List appended to the report, be removed from the formal appointments to outside organisations procedure, and that a communications plan be developed to assist with this transition.
- 2.2 The organisations set out in the Statutory List appended to the report be retained as requiring a formal appointment.
- 2.3 The organisations set out in the Retention List appended to the report, be retained as requiring a formal appointment.
- 2.4 The organisations set out in the Organisations to be Removed List appended to the report, be removed from the procedure for the reasons stated.

- 2.5 The organisations set out in the Organisations to be Added List appended to the report, be removed from the procedure for the reasons stated.
- 2.6 Appointments to outside organisations to be made every four years (quadrennially), following the local elections.
- 2.7 The draft casual vacancy procedure (Appendix 3) be adopted for determining casual vacancies and the addition/removal of organisations from the lists.
- 2.8 Subject to each organisation's confidentiality arrangements, a communications plan be developed to enable Member nominees to feedback information to the Council, to enable issues of importance or interest to be discussed i.e., Democratic Services officers to identify key service department officer contacts for each nominated member; officers to then determine whether this would then give rise to a report on a formal decision to a service committee, action by the officer under delegated powers, or issues of wider Council importance to be brought to the attention of Members via the Members' Bulletin.
- 2.9 Remuneration received by Members appointed to the Peak District National Park Authority, Cheshire Fire and Rescue Authority, Cheshire Police and Crime Panel and the Council's wholly owned companies (ASDV's) be recorded as part of the published annual Record of Members' Allowances.
- 2.10 The Councillor's Guide to Outside Organisations, be reviewed and refreshed to i) reflect the new governance and procedural arrangements; and ii) ensure that the Council can minimise risk and protect the interests of itself and the Members who represent it on outside organisations.

3. REVIEW METHODOLOGY

- 3.1 To inform its review, the Panel sent out a survey to all the organisations on the current appointments list, seeking information as to their aims and objectives, their legal status, the value to the organisation of the appointment and the benefits to the Council (i.e., borough wide or local). A corresponding survey was also sent to all elected Members, which asked similar questions, particularly in respect of the benefits of representation and whether this should continue.
- 3.2 The survey feedback was submitted to the Panel. Where a response had not been received, follow up correspondence was sent to the organisation and/or the Member appointee. The survey data was supplemented with information taken from the organisations' websites (which included subscription fees), constitutions, articles of association and memorandums of understanding, and from historical data held by Democratic Services.

4. CATEGORISATION OF ORGANISATIONS

- 4.1 At the start of the review, the Panel concluded that the organisations could be regarded as belonging to one of four categories:

Organisations considered to be local in nature i.e., of importance to a specific locality
Statutory organisations required to be retained
Organisation of corporate importance which should be retained
Organisations that were inactive, no longer existed or the appointment should be made by another body

- 4.2.1 Local organisations: The Panel recognised and was strongly supportive of the beneficial relationship between local organisations (i.e., those of importance to a specific locality) and the Council through elected Member representation and it wished to develop this further. The Panel considered that local organisations would be best served by allowing them to approach who they believed would best contribute to their work, which might be the local ward member or a Councillor with specific expertise or interest in the organisation's work, rather than the Council determine who the representative should be by way of a formal appointment.
- 4.2.2 In practice this would mean that, when an organisation not on the formal appointment list, approaches the Council to nominate a Member to it, based upon a presumption in that organisation's own constitution/terms of reference that this will be the case, it would become the responsibility of that organisation to approach such Member or Members as it saw fit, to seek to secure their participation in the activities of that organisation.
- 4.2.3 In making its recommendation, the Panel wished to stress that it was not seeking to devalue the representational role of the Member, rather to strengthen that local connection, as in most cases, it was anticipated that the organisation would approach the local ward Member.
- 4.2.4 The Panel therefore recommends that the organisations set out in the Local List appended to the report, be removed from the formal appointments to outside organisations procedure, and that a communications plan be developed to assist with this transition.
- 4.3.1. Statutory bodies: The Panel considered the statutory list which was made up of two elements: those bodies where there was a statutory obligation placed on the Council to make appointments to it (such as Cheshire Fire Authority or the Adoptions Panel) or organisations and bodies defined by a formal law or statute at a national or regional level.

- 4.3.2 The Panel reviewed the list to ensure that those bodies designated as such, still met this criterion. For those which did, the Panel recommends that the organisations set out in the Statutory List appended to the report be retained as requiring a formal appointment.
- 4.4.1 Organisations of corporate importance: To ensure the interests of both the Council and the wider community were well represented, a significant number of organisations had been added to the list since the Council was formed in 2009. Since that time, the strategic objectives of the authority had changed.
- 4.4.2 Going forward, the Panel considered that the organisational objectives of a body to which a formal appointment would be made, should reflect the authority's strategic aims and objectives. Accordingly, when evaluating organisations for retention, the Panel gave weight to those bodies whose aims and objectives supported the Council's Corporate Plan or were aligned to the work of the service committees, or where the Member had voting rights and could influence the organisation on the Council's behalf.
- 4.4.3 The list of organisations recommended by the Panel includes those organisations which meet this criterion, and therefore should be retained as requiring a formal appointment.
- 4.5.1 Organisations to be removed: During the course of the review, several organisations were found to be inactive, no longer required representation or had ceased to exist. Others were identified which the Panel considered, should have alternative representation Cheshire Local History Association or the Council was no longer a member.
- 4.5.2 Accordingly, the Panel recommends that the organisations set out in the Organisations to be Removed List or alternative representation list, be removed from the procedure for the reasons stated.
- 4.6.1 Organisations to be added: As well as seeking to rationalise the current list of appointments, the Panel was mindful that there may be new organisations
- on which the Council was required to be represented
 - who may wish to seek representation from the Council
 - on which the Council would wish to be represented
- 4.6.2 The Panel considered that priority should be given to statutory appointments; and added the Cheshire East Health & Care Partnership Board to the statutory list. With regards to other nominations, the Panel considered that this should be carried out under the new procedure, assuming that Corporate Policy Committee endorsed its recommendations.
- 4.7 The recommendations of the Panel were based on the information provided at the time of the review, and legal advice relating to the organisations' nomination requirements, where known. Where limited information was available, the Panel applied a 'best fit' approach, preferring to retain the organisation until further information became available.
- 4.8 If subsequent information comes forward, which might be worthy of consideration after the meeting of the July 2023, a further report will be submitted to Corporate Policy Committee.

5. FREQUENCY OF APPOINTMENT

- 5.1 Appointments to outside organisations are currently made every four years (quadrennially), following the local elections and the Panel recommends that this arrangement should continue.

6. CASUAL VACANCY PROCEDURE/ADDING NEW ORGANISATIONS TO THE PROCESS

- 6.1 Where vacancies arose during the quadrennial, a casual vacancy procedure was employed. The existing procedure was submitted for consideration, having been modified to reflect the committee governance model.
- 6.3 As there would also be a need for decisions to be made on the addition of a new outside organisation, or the removal of an existing one, during the quadrennial, where an appropriate business case is made for its inclusion or removal from the formal list, the Panel recommends that the modified procedure be used for both. The suggested procedure is set out at the end of the Panel's report.

7. FEEDBACK ARRANGEMENTS

- 7.1 The Panel was asked to consider how a Member appointed to an outside organisation could report back on the activity of that body to Council, and what mechanism should be used.
- 7.2 Different options were discussed, one of which was to require Member representatives to submit an annual report, but the Panel considered that a formal mechanism would be too onerous and did not lend itself to time sensitive issues.
- 7.3 Instead, it was suggested that an arrangement be put in place which would allow Members to provide feedback to a nominated officer, so that appropriate action could be taken on matters which would have an impact on the Council e.g., a report to a committee or a briefing for Councillors.
- 7.4 Subject to each organisation's confidentiality arrangements, it was recommended that a communications plan be developed to enable Member nominees to feedback information to the Council, to enable issues of importance or interest to be discussed i.e., Democratic Services officers to identify key service department officer contacts for each nominated member; officers to then determine whether this would then give rise to a report on a formal decision to a service committee, action by the officer under delegated powers, or issues of wider Council importance to be brought to the attention of Members via the Members' Bulletin.

8. RECORDING OF REMUNERATION

- 8.1 Within its terms of reference, the Panel was tasked with considering an appropriate method for the publication of remuneration, received by a Member from an outside organisation. Although the number of organisations which did so was limited, the Panel was in favour of reporting this information, in the interests of openness and transparency, as part of the annual Record of Members' Allowances.

- 7.2 The Panel recommends that remuneration received by Members appointed to the Peak District National Park Authority, Cheshire Fire and Rescue Authority, Cheshire Police and Crime Panel and the Council's wholly owned companies (ASDV's) be recorded as part of the published annual Record of Members' Allowances.

8. LEGAL OBLIGATIONS

- 8.1 In 2011, the Council produced a Councillor's Guide to Outside Organisations, which provided advice and guidance to Members on their different roles and obligations, which included information relating to indemnities.
- 8.2 Given the age of the document, the Panel recommends that the Councillor's Guide to Outside Organisations be reviewed and refreshed to i) reflect the new governance and procedural arrangements; and ii) ensure that the Council can minimise risk and protect the interests of itself and the Members who represent it on outside organisations.
- 8.3 The Head of Democratic Services and Governance confirmed that, in response to a request at a previous Panel meeting, a summary document, to include a brief resume of each organisation, the number of places available, voting rights, remuneration etc, would be created to assist the Groups following consideration and approval of the revised arrangements.

Outside Organisations appointments: Revised lists

Statutory organisations to be retained for a formal member appointment to be made:

Adoption Panel, Cheshire Fire Authority, Cheshire Pension Fund, Cheshire Police and Crime Panel, Cheshire East Countryside Access Forum, Cheshire East Health and Care Partnership Board, Federation of Burial and Cremation Authorities, Fostering Panel, Peak District National Park Authority, LGA (General Assembly, People and Places Board, Public Transport Consortium, Councillors Forum), SACRE, Transport for the North (Partnership Board/General Purposes Committee/Rail Committee/Scrutiny Committee).

Organisations of corporate importance to be **Retained** for a formal member appointment to be made:

Alderley Park Ltd, Alsager Partnership, Association for Public Service Excellence (APSE), Charitable Trust for the Assets of the Former Over Alderley Primary School, Cheshire Association of Local Councils, Cheshire Brine Subsistence Compensation Board, Cheshire and Warrington LEP, Cheshire and Wirral Partnership NHS Foundation Trust, County Councils Network, Crewe Town Board, Environment Agency, Holmes Chapel Partnership, iESE Ltd, Marketing Cheshire (CWTB), Mersey Forest Partnership, Mid Cheshire Hospitals Foundation Trust, Nantwich Partnership, Northern Transport Acceleration Council, North West Employers, PATROL, Sandbach Partnership, South Cheshire Chamber of Commerce, Tatton Park Board, Unitary County Network, West and Wales Transport Forum, West Coast Rail 250, White Moss Sand Quarry Local Liaison Group.

Organisations designated as **Local** to be withdrawn from the formal member appointments process:

Alderley Park Liaison Committee, Alms-houses Charity of Sir Edmund Wright, Crewe and other Trusts, Alsager Educational Foundation, Astbury Mere Country Park, Audlem Education Foundation, Brent Sand Quarry Liaison Committee, Citizens Advice Cheshire North, Chelford Sand Quarry Liaison Group, Cheshire Agricultural Society, Crewe and Nantwich Twinning Association (CANTA), Eaton Hall Sand Quarry Liaison Committee, Fence Trust/Stanley and Brocklehurst Alms-houses Trust, Kings School Macclesfield, Linden Bank Community Liaison Group, Lindow Education Trust (Wilmslow), Macclesfield College of Further Education, Malbank School Prize Fund and the Nantwich & Acton Grammar School Foundation, Manchester Airport Consultative Committee, Maw Green Landfill Site Community Liaison Committee, Mere Farm Sand Quarry Liaison Committee, Nantwich Museum Trust Ltd, Rudheath Quarry Liaison Committee, Sandbach School (Boys School), Silk Heritage Trust, Sir John Dean's College Foundation, Sir Thomas Delves Foundation Wybunbury, University of Manchester, Wybunbury United Charities.

Organisations to be **Removed** from the formal process (reason in brackets):

- a. Bridgewater Canal Trust (no engagement with the authority)
- b. Cheshire Association of Local Councils [Quality Accreditation Panel] (no longer exists)
- c. Groundwork Cheshire, Lancaster and Merseyside (engagement is limited with the authority)
- d. LGiU (no longer a member)
- e. Manchester Airport Future Airspace Stakeholder Reference Group (CEC is not authorised to make an appointment)
- f. Peaks and Plains Housing Trust (no longer exists)
- g. Transport Futures (no longer exists).

Organisations to be **Added** to the process (reasons in brackets):

Cheshire East Health & Care Partnership Board (statutory)

Organisations where **Alternative Representation** should be sought:

Cheshire Local History Association (officers from the Archives Team)

Draft Procedure for Dealing with Casual Vacancies on Outside Organisations

The following procedure would apply for dealing with casual vacancies on Outside Organisations or where a change to the statutory or retained list needed to be made.

- (i) When a place becomes vacant/a change was required, the Democratic Services Manager, as the appropriate Officer, would be notified.
- (ii) In respect of a vacancy, the Group Administrator from the appropriate group would be invited to nominate a replacement.
- (iii) A report would be submitted to Corporate Policy Committee to approve the appointment/change to the list; the replacement Councillor would take up the vacancy; the outside organisation would be notified of the change; the outside bodies list would be updated on the website.
- (iv) In cases where a group is unable to make a nomination (or chooses not to appoint, for whatever reason), Corporate Policy Committee may choose to offer the place to one of the other political groups.

Corporate Policy Committee**15 June 2023****Targeted Review of Members' Allowances**

Report of: David Brown, Director of Governance and Compliance**Report Reference No: CP/67/22-23****Ward(s) Affected: All****Purpose of Report**

- 1 To consider the recommendations of the Independent Remuneration Panel in respect of a targeted review of Members' Allowances undertaken in 2022.
- 2 For Council to invite the Panel to undertake a full review of allowances in 2023/2024.

Executive Summary

- 3 On 22 June 2021, the Independent Remuneration Panel ('the Panel') was asked by full Council to undertake a targeted review during 2023/2024 in respect of the following specific allowances i) civic (mayoral) payments, ii) scrutiny committee chair special responsibility allowance; iii) parental leave payments for Councillors.
- 4 Taking into account the NJC Officer pay award for 2022/2023, the Panel was also asked to consider whether there should be an uplift to allowances for 2022/2023. This report sets out the Panel's recommendations in both regards.
- 5 In respect of the issues raised in paragraph five of the Panel's report (Appendix 1), Council is asked to invite the Panel to carry out a full review of the scheme in 2023/2024.

RECOMMENDATIONS

Taking into account the recommendations of the Panel, Corporate Policy Committee is invited to consider, and make a recommendation to Council on, whether:

1. Civic payments should remain at their current levels (Mayor £14,000 and Deputy Mayor £5,600)
2. From 2023, civic payments should be subjected to the same uprating which may be applied to members' allowances.
3. Special responsibility allowance (SRA) for the Chair of scrutiny committee should remain at £7,650.
4. In respect of the draft Parental Leave Policy for Councillors; basic allowance should continue to be paid to an elected Member during any period of parental leave.
5. In respect of the draft Parental Leave Policy for Councillors; special responsibility allowance payable to the elected Member during any period of parental leave should be discontinued and transferred to the Councillor who is undertaking the special responsibility in question.
6. Basic allowance should be increased by a flat rate of £500 and applied retrospectively for 2022-2023.
7. Special Responsibility Allowances (to include Mayor, Deputy Mayor and Scrutiny Chair) should be increased by 4.04% and applied retrospectively for 2022-2023.
8. A full review of the Members' Scheme of Allowances should be undertaken by the new Independent Remuneration Panel, following its appointment by Council on 16 October 2023.

Background

- 6 On 22 June 2021, Council agreed a new Scheme of Members' Allowances, to reflect the change in Cheshire East's governance model from Leader/Cabinet to committee system.
- 7 As part of its decision at that meeting, Council agreed that the allowances set out below, should continue to be paid as per the Members' Scheme of Allowances for 2021/2022 (Minute 21 refers) but that this be reviewed in 2022/23; in light of the Council's experience of operating a committee system, the changing workload of the scrutiny committee, and changes to the Mayoralty Code of Practice.

Current payments are:

The Worshipful the Mayor civic allowance/payment	£14,000
The Deputy Mayor civic allowance/payment	£5,600
Scrutiny committee chair special responsibility allowance	£7,650

- 8 On 6 October 2022, Corporate Policy Committee considered a draft Parental Leave Policy for Councillors, which was recommended to Council for adoption. As the policy has implications for the payment of allowances, which may require a change to the scheme, the Panel was also asked to review any financial implications arising from the policy.
- 9 Cheshire East Council's Scheme of Members' Allowances is linked to the NJC officer pay award. Accordingly, if an increase in officer pay is agreed and implemented, the scheme is also uplifted, usually by the application of a percentage rate. In 2022-2023, the NJC award was for a flat rate of £1925 to be paid to officers, plus 4.04% across other allowances/expenses. Given the potential budgetary implications in seeking to align the officer award to the scheme, the Panel was asked to consider and compare other options.
- 10 During its review, the Panel considered comparator data from other local authorities in respect of the three allowances/payments, as well as feedback from elected Members and Group Leaders. Having considered the information before it, the Panel made the following recommendations, the rationale for which is set out in full in the Panel's report (Appendix 1).
 - 10.1. **In respect of mayoral allowances (aka civic payments):** The Panel recommends that civic payments should remain at their current level but that, from 2023, civic payments should be subject to the same uprating arrangements which may apply to the Members' Scheme of Allowances.
 - 10.2. **In respect of scrutiny chair's special responsibility allowances:** The Panel recommends that the SRA for the Chair of the scrutiny committee should remain at £7,650.
 - 10.3. **In respect of parental leave payments (basic):** The Panel supports continuing the payment of basic allowance to an elected Member over the whole period of their parental leave.
 - 10.4. **In respect of parental leave payments (special responsibility allowances):** The Panel recommends that, when taking parental leave, the payment of any SRA to the elected Member should be discontinued

and transferred to the Councillor who is carrying out the role on the Member's behalf.

- 10.5. **In respect of the uplift to allowances:** The Panel recommends that the basic allowance in Cheshire East be increased by a flat rate of £500 (an amount very close to 4.04%) for the year 2022-23 and applied retrospectively.
- 10.6. **In respect of the uplift to allowances (special responsibility allowances):** The Panel recommends that a 4.04% increase should be applied to special responsibility allowances, again backdated as appropriate. For clarification, this would include the mayoral civic payments and the scrutiny chair.
- 11 Paragraph five of the Panel's report sets out several issues which were raised by elected Members during its consultation that sat outside of the targeted review. The Panel has intimated that it would be open to considering the matters listed below, if invited to by Council.
- 11.1. **Differential SRA payments among committee chairs/the balance between the basic allowance and special responsibility allowances/responsibility vs workload:** When considering and making recommendations on special responsibility allowances, the responsibilities of the post are a key factor for the Panel, as well as ensuring parity between the same roles e.g., all service committee Chairs receive the same allowance. During the consultation, an argument was put forward that some posts could have additional responsibilities which might merit an enhanced payment e.g., a statutory role. Furthermore, prioritising responsibility over workload, did not allow any weight to be given to the amount of work each postholder was required to undertake to discharge their responsibilities or where a role was shared between individuals who currently received different allowances.
- 11.2. **Reconsideration of the indexation for uprating members allowances:** The uprating mechanism currently in place is the NJC officer award; in 2022/2023 the award had taken the form of a flat rate increase, which had budgetary implications for the authority. As the volatility of the economy would continue to be challenging, and it was possible that future NJC pay awards might also take the form of a flat rate increase, it would be in the Council's best interests to request that the Panel considers an alternative mechanism, which could be used as the default, should such circumstances arise again.

- 11.3. **Scrutiny function:** The way in which scrutiny was conducted at Cheshire East, had changed significantly under the committee system. Several views were expressed by elected Members during the consultation period about how effective the change had been; the Panel itself had previously advocated the introduction of an opposition spokesperson on each service committee and Finance Sub-Committee, a recommendation which had not been supported by Council.
- 12 In light of the above, it would be prudent for Council to request that the Panel conducts a further review of the scheme to consider the matters raised. However, the current Panel's term of office comes to an end in September 2023 and a recruitment process to re-appoint a new Panel will commence in June 2023, the new Panel to be in place by October 2023.
- 13 Should Council wish to invite the Panel to conduct another review, it could either:
- a) Invite the current Panel to conduct the review before its term of office concludes, its recommendations to be submitted to Corporate Policy Committee on 5 October 2023, or
 - b) Reappointment the Panel and task the new Panel to conduct the review, reporting back to Corporate Policy Committee on 18 January 2024.
- 14 The current Panel is familiar with the issues raised but the review would need to be time limited to meet reporting deadlines. A new Panel would bring a fresh perspective and would have more time to undertake the work. The current chairman of the Panel, Professor Steve Leach considers that, if a targeted review was required, then the current Panel would be best placed to do this. However, if a full review needed to be completed, then this would be best tasked to the new Panel.

Consultation and engagement

- 15 The Panel met on four occasions between November 2022 and February 2023 to conduct the review. It considered comparator data from the authority's CiPFA nearest neighbours, together with information pertinent to the topics under consideration.
- 16 Elected Members were invited to make representations to the Panel via a dedicated mailbox. An invitation was also extended to the Group Leaders to speak with the Panel.

- 17 Eleven email responses were received on various subjects. Discussions also took place between the Panel and two Group Leaders, a Deputy Leader and with the Mayor and the Civic and Registration Manager on 10 and 20 February 2023. The information obtained from the representations and discussions helped shape the Panel's recommendations.

Reasons for Recommendations

- 18 Before Council can consider making any changes to its Scheme of Members' Allowances, it must have regard to the recommendations of the Panel. By inviting the Panel to review the issues raised, Council will be able to make an informed decision, should it wish to make further changes to the scheme.

Other Options Considered

- 19 The actions set out in the report are necessary to fulfil the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003.

Implications and Comments

Monitoring Officer/Legal

- 20 The actions set out in the report are necessary to fulfil the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003.

Section 151 Officer/Finance

- 21 The Council may accept, amend or reject the recommendations of the Panel. However, any increase to allowance(s) will result in a permanent increase to the allowances budget. In addition, in preparation for an uplift to the scheme being accepted and backdated to the previous financial year 2022/2023, a virement has been made from the 2022/2023 budget to cover any increase.

Policy

- 22 The review has considered the draft Parental Leave Policy for Councillors, insofar as it relates to Members' allowances.
- 23 Open and enabling organisation: By fulfilling the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2002 ensures that there is transparency in all aspects of council decision making.

Equality, Diversity and Inclusion

- 24 The draft Parental Leave Policy for Councillors states that the role of the Councillor should be open to all regardless of their background. Payments in respect of parental leave would support the aim of the policy which is to encourage a wider range of people to become Councillors and encourage existing Councillors who may want to start a family to remain as Councillors.

Human Resources

- 25 No human resource implications have been identified.

Risk Management

- 26 No risk management implications have been identified.

Rural Communities

- 27 No rural communities' implications have been identified.

Children and Young People including Cared for Children, care leavers and Children with special educational needs and disabilities (SEND)

- 28 In the context of the recommendations of this report, no direct implications for children and young people/cared for children have been identified.

Public Health

- 29 No public health implications have been identified.

Climate Change

- 30 No climate change implications have been identified.

Access to Information	
Contact Officer:	Brian Reed, Head of Democratic Services and Governance brian.reed@cheshireeast.gov.uk
Appendices:	Report of the Independent Review Panel: February 2023
Background Papers:	a) The Local Authorities (Members' Allowances) (England) Regulations 2003 (legislation.gov.uk)

	<ul style="list-style-type: none">b) Council Minutes: 22 July 2021 minute extract.pdf (cheshireeast.gov.uk)c) Comparator data on mayoral, SRA and parental leave allowances from CIPFA nearest neighbour authoritiesd) First Annual Review of Committee System: Council 27th April 2022 Minute Extract - Committee System Review.pdf (cheshireeast.gov.uk)e) Forum Posts from the Association of Democratic Services Officers website relating to the application of the NJC award to other authorities scheme of allowances.f) <u>Feedback from Elected Members submitted to the IRP mailbox</u>
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Appendix 1

Targeted Review of Members' Allowances: Cheshire East Council

Report of the Independent Review Panel: February 2023

Introduction

In October 2022, Cheshire East Members' Allowances Independent Review Panel (IRP) was requested by the Council to carry out a targeted review of four aspects of the Members' Allowances Scheme, namely:

- The allowances paid to the Mayor and Deputy Mayor.
- The special responsibility allowance paid to the Chair of the Scrutiny Committee.
- Payment of allowances to Members taking parental leave.
- The criterion to be used for uprating Members' allowances in 2022-23.

The Panel consists of the Chair, Steve Leach (Emeritus Professor of Local Government, De Montfort University), Mandy Ramsden (former local government officer and local resident and Jacquie Grinham (former CEO of Cheshire North Citizens Advice Bureau).

The work of the Panel was carried out in two stages. It was clear from the briefing document that the Panel was expected to carry out consultation with council members in undertaking its task and to take account of this consultation process in reaching its conclusions. The Panel was in full agreement that this was an essential part of the exercise. However due to a range of pressing problems facing the Council, which emerged late in 2022, it became necessary to delay the consultation process until February 2023.

Stage One

It was agreed that the Panel should in December 2022 consider the four issues identified on the basis of the content of its 2021 report, its 2022 note on parental leave payments and briefings from Cheshire East Democratic Services. The Panel held two virtual meetings on November 25th and December 12th respectively and submitted an interim report to the council on December 14th.

Stage Two

It then held two further virtual meetings on February 10th and 20th respectively, when it interviewed the group leaders of the Labour and Conservative groups, the deputy leader of the Liberal Democrat group, the current Mayor and the Head of Civic Affairs. Written representations were also received from eleven Councillors.

The Panel took into account all this evidence in revisiting the conclusions and recommendations in its interim report, making changes where appropriate.

During the consultation process, the Panel's attention was drawn to certain aspects of the members' allowances scheme about which Councillors had concerns. Whilst it would not have been appropriate for the Panel to make recommendations on these issues, as they were outside the scope of its brief, it felt that it would be helpful to note them in this report, with a view to ensuring that they were considered in depth when the Panel was next asked to carry out a comprehensive review of Cheshire East's allowances system. These issues are referred to in paragraph 5 below.

The Panel is grateful to all the Councillors who took the trouble to respond to the consultation process, either by interview or written representation; to Diane Moulson for setting up and facilitating the Panel's meetings and servicing its information requirements so efficiently; and to Brian Reed and Martin Smith for their helpful contributions at different stages of the process.

1 Mayoral and Deputy Mayoral allowances

1.1 Technically, mayoral allowances are not part of the Council's Members' Allowances Scheme per se. But IRPs are often asked to make recommendations on this topic, as was the case with Cheshire East IRP in 2020-21. Having received no representations regarding the allowances then paid to the Mayor and the Deputy Mayor, the Panel could see no justification for recommending changes to the status quo (Mayoral allowance £14,000; Deputy Mayoral allowance £5,600).

1.2 The Panel was told that there were two key aspects to the mayor's role: a public relations element involving attendance at various events throughout the authority area; and the challenging job of chairing meetings of the Council. The former role involves considerable expenditure over the course of the year on items such as purchasing one's own and one's partner's clothing for events; donations to charity; contributions to collections; raffle tickets/flag days/poppy appeals; sending flowers; mayoral hospitality; and purchasing tickets for events.

1.3 In Cheshire East's CipFA comparator group of authorities, the mayoral allowance paid varies from £6,000 (Trafford) to £15,012 (Warrington). Cheshire East's Mayor's figure is £3,000 above the average for the group and the Deputy Mayor's £2,800 above the average for the group. However, these variations do not in themselves constitute a case for reductions. The expectations attached to the mayoral role vary significantly between different authorities and indeed the role is often interpreted differently between incumbents of the office in the same authority.

1.4 The Panel was clear from the evidence presented to it (not least from a sight of the mayoral diary) that the mayoral role was being carried conscientiously and effectively by the current incumbent, as had been the case with previous mayors, two of whose activities had been restricted by the Covid pandemic. It felt that in an authority as large and diverse as Cheshire East, the demands on a mayor's time may well be greater than in a more compact authority such as Trafford or Warrington. No consultation respondent made the case for any reduction in the

current level of the mayoral and deputy mayoral allowances, a view which was endorsed by the Panel.

1.5 Its recommendation is that these allowances remain at their current levels, but be subjected to the same uprating subsequently agreed by the Council on Members' allowances.

2 The Chair of the Scrutiny Committee

2.1 It is important to recall that the Panel's recommendations on the scrutiny function in its 2021 report were not fully accepted by the Council. The Panel recommended that an opposition spokesperson should be identified on each of the six service committees, and each should receive an SRA of £4,200. This recommendation was rejected.

2.2 In its 2021 report (see paras 2.14-2.17), the Panel emphasised its view of the importance of the scrutiny function, in contributing to the democratic viability of a council, no less so in one such as Cheshire East which operates a committee system as in one operating the leader and cabinet model. It accepted the view that, in the former, much of the scrutiny function (including 'holding the administration to account') would take place within the service committees. Moreover, it was clear that in other authorities which operated a committee system (include Brighton and Hove and Nottinghamshire), SRAs for opposition spokespersons on scrutiny committees had been introduced to strengthen the effectiveness of the scrutiny function. The Panel's view about the desirability of introducing this measure remains unchanged.

2.3 One or two respondents questioned whether there was a need for a scrutiny committee at all in Cheshire East. The Panel was clear that there was such a need. The external scrutiny function with regard to health and crime and disorder issues (and others of a council's choosing, such as flood prevention) has become increasingly important over the past decade and is crucial for a council which wishes to play a proactive 'community governance' role. That, in itself, justifies the existence of a scrutiny committee.

2.4 The Panel sensed a degree of confusion among members over the role and purpose of the Scrutiny Committee. This perception is supported by the critical comments regarding the organisation of the scrutiny function highlighted in the peer review. The Panel was informed that scrutiny takes place within the six service committees (there are quarterly reports to Corporate Policy Committee and all service committees on performance, finance and risk), but the respondents provided no clear evidence that the joint administration was being held to account in these settings, which is one of the key functions of scrutiny. Compared with other authorities, including those which operate a committee system, scrutiny is significantly under-resourced in Cheshire East in terms of member allowances, the sole allowance paid being that of the Chair of the Scrutiny Committee. This was a source of considerable concern to the Panel.

2.5 Its initial conclusion during Stage One of the review was to increase the Scrutiny Chair's SRA to £10,000. However, none of those respondents who expressed a view about the topic advocated any increase and the Panel's limited level of knowledge about the operation of this Committee was such that it would have found it hard to justify an increase, in these circumstances.

2.6 Its recommendation is that the SRA for the Chair of Scrutiny should remain at £7,650. But the Panel is clear that it would wish to revisit the whole issue of scrutiny in Cheshire East in its next review (see para 5 below).

3 Parental Leave Payments

3.1 The Panel was asked to produce a short report on this matter in 2019/20, when its attention was drawn to a Labour Party advisory document which recommended that any member taking parental leave and hence absent from the council for a period of six months to a year should continue to receive the basic allowance and also receive any SRA payment attached to a position of responsibility held before parental leave commenced for a period of (at least) six months. Since the Panel produced its report, at least two authorities (Stockport, Gloucester City) have adopted both those recommendations.

3.2 All the Councillors who responded to this issue were of the view that the basic allowance should continue to be paid over the whole period of parental leave. This view is consistent with that of the Panel.

3.3 With regard to whether or not a member taking parental leave should continue to receive an SRA for a position they could not at the time fill, one group held the view that SRAs should continue to be paid in these circumstances; other party groups and several individual Councillors were opposed to the continuation of such payments.

3.4 The argument made by the party group which supported the continuation of SRA payments was that to do so would facilitate the attraction and retention of younger Councillors and those on lower incomes, who might otherwise not come forward or stay on as Councillors. The Panel has always been supportive of the case for seeking to improve the diversity of council membership on the criteria of age, sex, and ethnic background. However, in these particular circumstances, it would find it hard to justify a 'dual payment' system of this nature. In the absence of the position holder, a replacement councillor would need to be identified, to chair the committee concerned (or whatever). It would be difficult, in the Panel's view, to justify paying two identical SRAs for the same position, one for someone actually carrying out the responsibilities involved, and the other to the parental leave absentee. It thinks it likely that public opinion would be critical of such a move. No officer in a local authority would expect this kind of privileged treatment.

3.5 The Panel's recommendation is therefore that the basic allowance should continue to be paid during a period of parental leave, but that the payment of any SRAs should be discontinued and transferred to the Councillor who is carrying out the role involved.

4 Uprating of allowances 2022-23.

4.1 In its 2021 report, the Panel recommended that the criterion which should be used for the annual uprating of members' allowances was the NJC officer pay award for that year. This choice of criterion has been widely recommended and adopted since 2010. In normal circumstances, this would continue to be the Panel's recommendation. However, the officer pay award which has just been agreed for 2022-23 involves a flat rate payment of £1,925 to all council employees, rather than the usual percentage increase.

4.2 There are three ways in which parity with the NJC award could be achieved.

- The award of the above flat rate increase to all Councillors. In Cheshire East, to do so would result in an increase in the basic allowance of 19%, which would be hard to justify, given that it is well above the rate of inflation for the year.
- The application of the median (mid- point) figure for the officers pay award increases, which vary considerably between grades. To do so would result in a members allowances uplift of 7%.
- The application of the 4.04% increase specified in the pay award for a wide range of officers' allowances (such as travel and subsistence).

4.3 The Panel's view was that realistically, the choice was between the 7% and 4.04% figures. The Panel was provided with an ADSO paper which argued that, although these types of allowances do not equate with members allowances per se, it was still viable to interpret the 4.04% figure as 'in line with the officers pay award', thus retaining the link between the award and a proposed increase in members allowances.

4.4 The ADSO paper identified an emerging view amongst its membership that this was an appropriate percentage increase to apply to members allowances. The IRP which covers all the 32 London boroughs has recently recommended this level of increase. Many other authorities have adopted a similar position.

4.5 The responses to this issue in the consultation process in Cheshire East were varied. Some thought a relatively modest increase would be appropriate. One respondent was in favour of an inflation-linked increase. Several were of the view that there should be no increase in members allowances in 2022-23.

4.6 Although the Panel was sympathetic to the idea of a 7% increase, which would be closer to the current rate of inflation than the 4.04% figure, it sensed that such a recommendation would prove unacceptable to the Council. It wished to put forward a recommendation that stood a reasonable chance of being accepted.

4.7 Its recommendation is therefore that members allowances in Cheshire East be increased by a flat rate of £500 (an amount very close to 4.04%) for the year 2022-23 and applied retrospectively. This is in line with the recommendation made by other IRP's in an increasing numbers of authorities. **In relation to SRAs its recommendation is that a 4.04% increase should be applied, again backdated as appropriate.**

4.8 The Panel is of the view that although this does not equate to a cost- of- living increase, it represents a reasonable response in a difficult time, when many families are experiencing considerable financial hardship.

4.9 The Panel did consider whether the 4.04% figure should be applied to all members allowances, or only to the basic allowance and not SRAs. It concluded that in the interests of consistency and fairness, it should be applied to both categories.

4.10 The overall cost to the Council would be in the region of £52,661, which is higher than the 2% figure included in the draft budget. However, as the sums involved are relatively small, the Panel does not see why this should pose a problem.

5 Issues for future Consideration

The following issues were raised with Panel and are felt to justify detailed consideration in the next comprehensive members allowances review:

- The case for differential SRA payments among committee chairs.

There were references to the legal responsibilities of the Children and Families Committee and the above average workload of the Highways and Transport Committee, both of which, it was argued, merited enhanced SRAs for the Chair.

- A reconsideration of the criterion for the annual uprating of members allowances.

In the light of the importance of seeking to attract a greater diversity of Councillors and the fact that the real value of the basic allowance had diminished significantly over the past few years, the possible use of a cost-of-living criterion is worth exploring.

- Given the uncertainties attached to the scrutiny role and the concerns regarding the effectiveness of the scrutiny function, the Panel would wish to explore this issue in depth at the next review.

- The balance between the basic allowance and special responsibility allowances.

In an authority such as Cheshire East which operates a committee system, the formal responsibility for decision making rests with the committee as a collectivity and not with the Chair, whose role is basically different from a

cabinet member in the cabinet and leader model, who does enjoy formal decision-making responsibilities. The implications of this distinction for members allowances are worth exploring. Some authorities have already made adjustments in favour of the basic allowance, in these circumstances.

- The Panel was informed that the Council was considering the introduction of ‘councillor observers’ on the ASDVs operated by the Council. If this idea is implemented, the case for an allowance for such positions should be considered.
- The justification for the provision that members can claim only one SRA, in circumstances where they hold two posts to which SRAs are attached should be reconsidered.
{In relation to this issue it should be noted that in 2016 the (then) IRP recommended the following in relation to SRA’s :-
“(8) The stipulation that only one SRA can be claimed by any one councillor should be discontinued, and replaced by a maximum of two.”
At that time the Authority did not accept the panel’s recommendation and decided to continue to only allow 1 SRA per member.}

6.0 SUMMARY OF RECOMMENDATIONS

- The Mayoral Allowance should remain at £14,000 and that of the Deputy Mayor at £5,600. Both should be subject to a 2022/23 annual uprating on the same basis as members’ allowances.
- The SRA of the Chair of the Scrutiny Committee should remain at £7,650 (subject to the 4.04% uplift.)
- Any Councillor taking parental leave should continue to receive the basic allowance, but not any SRA attached to a position of responsibility he or she held prior to going on leave. This SRA should be transferred to the Councillor now carrying out the role.
- Members’ basic allowance should be increased by a flat rate of £500 and SRAs increased by 4.04% for the year 2022-23 and paid retrospectively.
- The Panel has highlighted a number of issues raised by Councillors, but outside the scope of the brief for this limited review, which it would wish to consider in depth at its next review.

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Corporate Policy Committee**15 June 2023****Annual Review of the Committee System and
Medium-Term Financial Strategy Savings**

Report of: David Brown – Director of Governance and Compliance**Report Reference No: CP/5/23-24****Ward(s) Affected: All****Purpose of Report**

- 1 This report makes recommendations for changes to the Constitution and recommendations for Council to consider as improvements to the future functionality of the committee system.
- 2 To note the Medium-Term Financial Strategy savings, in relation to printing and postage of agendas and venues for meetings.

Executive Summary

- 3 By the time Council considers this report, the committee system of governance will have been in place for two municipal years. No changes to the Council's governance arrangements were implemented following the first year of its operation but the experience of the two years of its operation now presents an opportunity to bring improvements and efficiencies to the Council's decision-making arrangements.
- 4 The change in the Council's governance arrangements took place on 4 May 2021. Improvements and alignments of internal and external policies, procedures, internal and external protocols will be reflected in continuing governance and constitutional improvements as a journey of learning and development. This journey is similar to continuous improvement which took place under the Cabinet system, and the description used during the 2018 review that the Constitution was a 'living document' remains apt.

- 5 The policy parameters relating to the adoption of the committee system were set by Council on [19 November 2020](#). The approach to those parameters reflected the design principles agreed in Appendix G of the 19 November 2020 report. A summary review of the agreed design principles, against delivery, is set out below. The ability of the Council to make timely, lawful decisions during the period of change of governance to a committee system has been achieved.
- **Openness:** Virtually all Members are engaged in the committee process either by membership of a service committee or in an oversight function. Proportional committees allow decisions to benefit from input from most political groups.
 - **Quick Decision Making:** The committee cycle is two-monthly. As will be seen from the content of this report, there is now an opportunity to streamline the Council's decision-making structure, which will produce more efficient decision-making arrangements.
 - **Affordability:** The cost of a committee system will be kept to a minimum by providing value for money and an efficient decision-making process. If the recommendations of this report are agreed by Council, the cost of the Council's decision-making arrangements will reduce.
 - **Legal Requirements:** The Council must comply with all legal requirements, and legal advice will be available to all meetings.
 - **A Modern Committee System:** The system provides for equivalent public engagement to that which previously applied.
- 6 In light of the continuous need for improvement and current budget constraints, it is necessary to review the decision-making structure, and terms of reference of the Council's Committees to ensure that these still meet the design principles, particularly in relation to affordability. This proposal would contribute to the budget efficiency saving in the MTFS which was agreed by Council In February 2023. This is an expected part of a process aimed at establishing whether current arrangements are fit for purpose, when measured against the original policy parameters, and it is timely to do so with the benefit of two years' experience of the Council's decision-making arrangements.
- 7 This report has been considered by the previous Constitution Working Group and is divided into two parts. Part 1 makes recommendations for changes to the Constitution attached (Appendix 1). Part 2 (Appendix 2) set out the proposed changes to the committee structure.

- 8 It should be noted that due to the impending restructure of senior management, the Monitoring Officer will also be required to make any consequential amendments to the Constitution as he deems necessary to reflect the wishes of the Council.

RECOMMENDATIONS

That Council be recommended to:

1. Approve the amendments to the Constitution, attached at Appendix 1.
2. Agree that the Public Rights of Way Sub-Committee functions be incorporated into the functions of the Highways and Transport Committee, as shown in Appendix 2.
3. Agree to realign the Planning Committees from 3 to 2, with responsibilities as set out in Appendix 2.
4. Delegate to the Monitoring Officer, the power to make such consequential changes to the Council's Constitution as he deems necessary to give effect to the wishes of Council.
5. Note the savings in relation to venues for meetings and printing and postage of agendas.

Background

- 9 Since the introduction of the committee system form of governance on 4 May 2021, its operation has been kept under review by the Constitution Working Group, and the Corporate Policy Committee.
- 10 On [22 June 2021](#), following review, Council approved revisions to the following parts of the Constitution: the Introduction, Summary and Explanation in Chapter 1, the Responsibilities for Functions in Chapter 2, the Procedural Rules in Chapter 3 and the Member Allowances Scheme in Chapter 5. Amendments were made to the Constitution to

reflect the management structure of the Council. Delegated authority was given to the Monitoring Officer to make consequential amendments to the Constitution to give effect to the new management structure.

- 11 On [15 December 2021](#) Council considered an Interim Review of the Committee System and approved a revised consolidated text for the Constitution.
- 12 On [27 April 2022](#), Council gave consideration to the first Annual Review of the Committee System and approved revised text to the Constitution. Council agreed that a further annual review would be considered in 2023.
- 13 **PART 1 Recommended changes to the Constitution**
- 14 Since the first Annual Review of the Committee System report, the Constitution Working Group has met on four occasions. The Working Group has focussed upon, and recommends as follows:
 - Public and Member Questions at Council and Committee Meetings - Whilst acknowledging that improvements could be made to the rules, the Working Group's view was that no changes should be made to them at this time, rather operation of the Rules should be allowed a further year to "bed-in".
 - Rules of Debate and Notices of Motion proposed changes attached at Appendix 1.
 - Following the Corporate Policy Committee meeting on 10 February 2022, the Working Group gave consideration to the question of whether some formal meetings should be "twilight" or evening meetings and to the introduction of a standard commencement time of 10.00 am for all morning meetings of formal bodies. It was agreed that a standard commencement time of 10.00 am for all morning meetings of formal bodies be introduced and that following the elections in May 2023, a survey should be circulated to all Members of the Council, about the potential introduction of twilight/evening meetings. This was ratified by Corporate Policy Committee on 23 March 2023.
- 15 **PART 2 - Proposed future changes to the Constitution.**
- 16 The Constitution Working Group will continue to review and make recommendations upon further constitutional changes. Proposed future work of the Constitution Working Group includes:
 - Financial scheme of delegation
 - Conflicts of Interest

- Officer scheme of delegation
- Improvements to the Scrutiny function to ensure it aligns with the decision-making structure of the Council, meeting legal requirements and needs of residents and partners.
- Improvements to self-scrutiny of the service committees.
- Review of the committee structure.

17 Public Rights of Way Sub Committee

- 18 Members are asked to consider the inclusion of the functions of the Public Rights of Way Sub Committee, within the functions of the Highways and Transport Committee.
- 19 The Financial Implications section of this report details the Special Responsibility Allowance which applies to the Chair of the Public Rights of Way Sub Committee, together with other meeting-related costs.
- 20 During the period between May 2021 and May 2023, the Sub Committee was scheduled to meet on eight occasions. Of the eight scheduled meetings, two were cancelled. During this period, 30 reports were presented to the Sub Committee, 13 of which being reports for information or “noting”. If reports for information or noting had been circulated to Members electronically, there would have been only 17 reports for formal decision during the two-year period. If an assumption can be made that the pattern above will continue, the Highways and Transport Committee could take-on the responsibilities of the Public Rights of Way Sub Committee, as detailed in Appendix 2 to the report.

21 Planning Committees

- 22 The Council currently has three committees which discharge planning functions, primarily relating to determining planning applications. There are two “area committees” (Northern and Southern Planning Committees), which both have the same functions and responsibilities, but which generally deal with planning matters on a broadly geographical basis. There is also a Strategic Planning Board, which deals with planning proposals relating to major developments. In addition, the Environment and Communities Committee also has responsibility, in summary, for the development and delivery of matters relating to strategic planning policy and the oversight, scrutiny and performance and other monitoring of the planning service.
- 23 The financial implications section of this report details the Special Responsibility Allowance which applies to the Chairs of the Planning Committees, together with other meeting-related costs.

- 24 Having three planning committees' places great demand upon the planning officers and support officers who service them. Merging the functions of the planning committees would release officer resource, which would allow officers more time to focus on delivering the various demands within the service, as well supporting the implementation Planning Modernisation Plan agreed by Members.
- 25 There would also be a benefit in terms of potential conflicts of interest and overlaps between the planning committees and service committees. With three service committees, having a total membership of 39 members, and three planning committees, with a total membership of 36 members, there may be overlaps and conflicts. Such conflicts could occur if a member of a planning committee has taken part in the determination of a planning matter, and where there is subsequently a related item on the agenda of a service committee, or vice versa. Merging the committees would proportionately reduce the potential number of conflicts.
- 26 This report recommends a reduction in the number of planning committees from 3 to 2, retaining the two area committees, which would also deal with planning proposals relating to major developments in their areas and other matters currently covered by the Strategic Planning Board. This proposal would result in the dissolution of the Strategic Planning Board. The relevant service committee (the Environment and Communities Committee), would oversee the development and delivery of planning policy, including the Local Plan, and the performance of the Planning service as it currently does in order to ensure timely and consistent decision-making at the most appropriate level. The detail is shown in Appendix 2.
- 27 **Further Savings**
- 28 Further efficiency savings of £40,000-£50,000 can be delivered through reductions in print and postage by not routinely printing committee agenda packs, using internal venues and pursuing other efficiencies. All Members have been provided with new laptops to facilitate a digital approach.

Consultation and Engagement

- 29 Throughout the year, feedback from Members has been considered by the Constitution Working Group, as it has arisen.
- 30 The consultation on the 2023/2024 budget and MTFS had a high degree of public support for reducing the costs of democracy.

Reasons for Recommendations

- 31 To ensure that the committee system remains fit for purpose, meeting the requirements of Cheshire East Council, partners, and residents.
- 32 To meet the savings identified in the Medium-Term Financial Strategy.
- 33 It is best practice to regularly review the Council's Constitution.

Other Options Considered

Option	Impact	Risk
Approve some of the recommendations of this report.	The approval of only some of the recommendations would impact on the proposed MTFS savings.	Negative impact on the proposed MTFS savings
Do nothing	The Constitution is a living document, which needs to be kept under review to ensure that it is fit for purpose and that it meets the needs of the Council. Doing nothing is not appropriate, as this would not result in the Council learning from experience and improving.	That the Council will not implement changes to its decision-making structure in response to what it has learned from the experience of the last two years. Failure to meet Corporate Plan Priorities

Implications and Comments

Monitoring Officer/Legal

- 34 The proposed amendments to the Constitution are part of the continuing development of the committee system. Although predominately to ensure consistency with a committee style of governance, changes

require approval of full Council such as the editorial amendments to terms of reference.

- 35 The Constitution is the functioning rule book used by all officers and Members in driving forward the business of the Council. Like any set of rules, it needs to remain current and consistent with the intent of Council and practicable in the delivery of the Council's objectives.
- 36 The core elements of the Constitution are set through various legislative regimes and the current Constitution appears to meet the substantive legal requirements. The areas in which the Council has a discretion, the constitution must also remain broadly reasonable and consistent with the objectives of the council.
- 37 Failure to keep the Constitution under review and adapt to the changing needs of the organisation will build in levels of risk into the decision-making process. Those risks may manifest themselves as delay, poor quality decisions or ultimately a challenge to the decision itself.

Section 151 Officer/Finance

- 38 The Public Rights of Way Sub Committee has 7 Members meeting 4 times a year. The Chair receives an SRA of £4,200 (subject to the established rule of no more than one SRA being paid to any Member). There are also meeting-related costs associated with travel, subsistence, and officer time.
- 39 Each Planning Committee has 12 Members and meets on a 3-weekly basis. The Chair receives an SRA of £7,650, (subject to the established rule of no more than one SRA being paid to any Member). There are also meeting-related costs associated with travel, subsistence, and officer time.
- 40 The reduction in number of committees would have direct impact on the budget in relation to Member allowances, Member and officer time and travel etc. In allowances terms, if all of the proposals were agreed, that would equate to a saving of approximately £11,850 (subject to the established rule of no more than one SRA being paid to any Member).
- 41 The proposals make a contribution to the proposed savings highlighted in the MTFS. Further efficiency savings will be pursued in terms of reducing costs of printing and postage and costs associated with external venues. This is estimated at £40,000 - £50,000. If Members do not agree the proposals contained in this report, consideration would need to be given to additional changes to the MTFS to ensure that its proposals balance.
- 42 There are no direct cost implications of the Constitutional updates.

Policy

- 43 The recommended changes to the Constitution will, if agreed by Council, result in constitutional change.

An open and enabling organisation

Ensure that there is transparency in all aspects of council decision making

Equality, Diversity and Inclusion

- 44 An Equality Impact Assessment was completed for the original decision to change governance. The accessibility and intelligibility of the Constitution has remained at the forefront of the drafting process. Accessibility and transparency are core design principles and additional learning has been incorporated through the changes to and the review of remote meetings.

Human Resources

- 45 There are direct implications for human resources. Staff (and Members) have requested additional training. Training requests include process training on how decisions are made, and practical issues such as additional training on report writing given the change in audience from Cabinet to committee. Members have sought better understanding of how to obtain best results from officers who present reports, consistency in style of recommendations, to process and procedural issues.

Risk Management

- 46 The risks of changing systems of governance were set out in paragraph 1.6 onwards of the November 2020 [report](#). The Council has continued to effectively manage the strategic risks related to the wider pandemic, changes in legislation on meetings, resource constraints and the fixed time frame set by the November decision. At present these risks appear to have been successfully mitigated.
- 47 The review of the operational effectiveness of the committee system and supporting Constitution is an essential component of ensuring the efficacy of corporate decision making which is a key element of continuing risk mitigation.

Rural Communities

- 48 There are direct implications for rural communities, specifically in relation to the proposed retention and bolstering of the responsibilities of the two area planning committees. These committees would, essentially, retain their local focus, but would have enhanced powers, thereby enabling them to exercise those powers with local needs in mind.

Children and Young People including Cared for Children, care leavers and Children with special educational needs and disabilities (SEND)

- 49 There are no direct implications for children and young people.

Public Health

- 50 The direct implications for public health are set out in the ICS paper previously decided on this agenda.

Climate Change

- 51 There are no direct implications for climate change, although the Council would continue to pursue its climate change response by promoting paperless options to its approach to decision-making. Fewer committees would contribute to this.

Access to Information	
Contact Officer:	Brian Reed, Head of Democratic Services and Governance Brian.reed@cheshireeast.gov.uk
Appendices:	Changes to the Constitution - Appendix 1 Proposed changes to the committee structure - Appendix 2
Background Papers:	Previous Full Council reports (as hyperlinked throughout this report)

Recommendations of the Constitution Working Group: Rules of Debate

Introduction

The Constitution Working Group has given consideration to a number of key provisions of the Council's Rules of Debate, including the rules relating to Notices of Motion, time allowed for Members to speak, amendments proposed during debate, points of order, points of personal explanation etc.

In general, the Working Group was content with the Council's existing rules, but did wish to see changes in respect of some specific matters:

- Notices of Motion
- Amendments
- Closure motions

This report brings forward the Constitution Working Group's recommendations upon the above matters.

Notices of Motion

The Working Group took the view that, in the majority of cases, Notices of Motion should not be introduced by the proposer and seconder at Council meetings, but that Notices of Motion should simply appear on the Council agenda with a supporting written submission. In the view of the Working Group, the Council's existing arrangements, which allow the proposer and seconder to speak for two minutes, do not provide for the best use of Council time.

The Working Group also held the view that, when the Mayor determines whether a Notice of Motion should be debated in full at a Council meeting, he or she should consult the Monitoring Officer before making that determination.

The Constitution Working Group therefore recommends the following amendments to the existing Council Procedure Rules 1.31&1.37:

"Notice of every motion (other than a motion which may be moved without notice) including such supporting information as might be necessary to enable the Mayor to support the reference of the notice of motion to the appropriate committee, or to enable the Mayor to determine that it should be debated in full and determined at the Council meeting, shall be given in writing, signed by the Member(s) of the Council giving the notice, and delivered, at least 7 clear working days before the next meeting of the Council, to the Monitoring Officer or the Head of Governance and Democratic Services by whom it shall be dated, in the order in which it is received.

“When a Motion has been moved and seconded the mover and seconder shall not be permitted to speak in support of the Motion, nor shall there be any debate or vote upon it. The Mayor may then decide that the motion ~~shall~~ould stand referred without discussion to ~~such of those bodies as the Mayor may determine~~the appropriate committee, for determination. However, if the Mayor, having consulted the Monitoring Officer, considers it conducive to the despatch of business, the motion may be dealt with at the meeting at which it is initially considered.”

Amendments

The Working Group formed the view that, except where exceptional, amendments proposed at Council meetings should be submitted in advance of the meeting, in writing, to the Monitoring Officer.

The Constitution Working Group therefore recommends that the existing Council Procedure Rule 1.41 be replaced as follows:

“Motions and Amendments

~~*“1.41 No motion or amendment shall be discussed unless it has been proposed and seconded. Where required by the Mayor, motions or amendments shall be put in writing and handed to the Mayor before they are further discussed or put to the meeting. The Mayor may, at his/her discretion, allow a motion or amendment to be put which is not in writing, provided that the Mayor has concluded that the wording of the motion or amendment is understood by all members of the body concerned*~~

“1.41 No motion or amendment shall be discussed unless it has been proposed and seconded. Except where the Mayor determines that a proposed amendment is exceptional (for example, where the proposer of the amendment could not reasonably have foreseen that they would wish to propose the amendment until after the deadline set for submission), motions or amendments shall be put in writing and submitted to the Monitoring Officer not less than three clear working days before the Council meeting. The Monitoring Officer will be responsible for validating the amendment as lawful, in which case the amendment may be proposed and seconded as part of the debate upon the agenda item in question. The Monitoring Officer may only disallow an amendment on the grounds that it is unlawful.

“Where the Mayor determines that a proposed amendment is exceptional, it may be proposed at the Council meeting and, if seconded, will be debated and voted upon at the Council meeting. The Mayor may require the amendment to be submitted in writing to him or her during the meeting unless the Mayor has concluded that the wording of the amendment is understood by all members of the meeting.”

Motions which may be moved during debate

Rule 1.52 (c), as currently drafted, creates uncertainty, as it simply states that a Member may propose a motion to adjourn a debate. This could leave the matter unresolved, with no prospect of resolution. The Working Group took the view that this should be amended to read:

1.52 When a motion is under debate no other motion shall be moved except the following; (C) A Member may propose a motion to adjourn the debate or motion to a future date, the proposer of the motion to provide a reasoned explanation to Council as to why the matter should be adjourned

Closure motions

Closure motions are motions which may be proposed by any Member following which, if they succeed, the debate on the substantive matter will be brought to an end. The current rules anticipate three scenarios:

- That the meeting should proceed to the next item of business on the agenda (1.53 (a) below)
- That the meeting should immediately vote upon the substantive matter (1.53 (b) below-that the question be now put)
- That the debate or the meeting be adjourned (1.53 (c) below)

The Constitution Working Group took the view that the Rules should be amended to make it clear that there would be no debate upon any of the closure motions unless the Mayor determined that the matter had been insufficiently discussed. The Working Group also concluded that some additional clarification should be added to the Rules and therefore recommends the following amendments to Council Procedure Rule 1.53:

“1.53 A Councillor may move, without comment, at the conclusion of a speech of another Member, “That the Council proceed to the next business”, “That the question be now put”, “That the debate be now adjourned”, or “That the Council do now adjourn”. When one of these Motions has been seconded the Mayor shall proceed as follows:

“(a) on a motion to proceed to next business - unless in his/her opinion the matter before the meeting has been insufficiently discussed, he/she shall first give the mover of the original motion the right of reply. ~~There shall be no debate., and then put to the vote~~ The motion to proceed to next business will then be put to the vote and if passed, there shall be no further debate nor vote on the original motion and it shall lie undetermined.

“(b) on a motion that the question be now put - unless in his/her opinion the matter before the meeting has been insufficiently discussed, he/she shall put to the vote the motion that the question be now put. ~~There shall be no debate. If the motion-and, if it~~

is passed, *the Mayor shall* give the mover of the original motion the right of reply before putting the *original* motion to the vote

“(c) on a motion to adjourn the debate or the meeting — *unless* if in his/her opinion the matter before the meeting has been insufficiently discussed on that occasion he/she shall put the adjournment motion to the vote without giving the mover of the original motion the right of reply on that occasion. *There shall be no debate and the adjourned matter will then normally be considered at the next Council meeting*”

Highways and Transport Committee - Incorporating the Terms of Reference of the Public Rights of Way Committee

Membership: 13 Councillors

Functions

- 1 The Highways and Transport Committee shall be responsible for developing policies and making decisions on matters relating to highways and transport as they affect the area of the Council taking into account regional and national influences.
- 2 The Committee's responsibilities include:
 - 2.1 formulation, co-ordination and implementation of corporate policies and strategies in connection with all car parking, transport and accessibility matters;
 - 2.2 determination of any matter affecting the Council's interests in relation to national infrastructure matters, for example HS2, Northern Powerhouse Rail and the National Road Network;
 - 2.3 discharge of the Council's responsibilities as Highway Authority; local transport authority; parking authority; and lead local flood authority
 - 2.4 determination of policies and making decisions in relation to flooding and accessibility, in co-ordination with the Scrutiny Committee;
 - 2.5 compulsory purchase of land to support the delivery of schemes and projects promoted by the Committee; and
 - 2.6 *In respect of public rights of way:*
 - 2.7 *discharge all the functions of the Council in relation to public rights of way (except the determination of non-contentious Public Path Order applications 2.9 which has been delegated to the Executive Director Place);*
 - 2.8 *discharge of Commons and Town and Village Greens functions;*
 - 2.9 *being apprised of, approve, and comment on a range of policies,*
 - 2.10 *programmes and practices relating to Rights of Way, Commons, Town and Village Greens and countryside matters including:*
 - 2.11 *progress reports on implementation of the Rights of Way improvement Plan (part of the Annual Progress Review for the Local Transport Plan);*
 - 2.12 *Statements of Priorities;*
 - 2.13 *Enforcement Protocols;*
 - 2.14 *Charging Policy for Public Path Order applications*
- 3 Oversight, scrutiny, reviewing outcomes, performance, budget monitoring and risk management of the Directorate of Highways and Infrastructure including: Transport Policy; Transport Commissioning; Car-parking; Highways; Infrastructure and HS2.

Northern and Southern Planning Committees – Revised Terms of Reference

1. *To exercise the Council's functions relating to town and country planning and development control, the protection of important hedgerows, preservation of trees, regulation of high hedges and any relevant applications pursuant to Schedule 17 of the High Speed Rail Acts. Some of these functions are delegated on to the Head of Planning: the following are retained for the Planning Committees.*
2. *Applications for major development for:*
 - 2.1.1. *residential developments of 20 dwellings or more, or 1 ha or more.*
 - 2.1.2. *retail, commercial, industrial, or other floor space of 5,000 square metres or more, or 2 ha or more.*
 - 2.1.3. *This does not include re-applications for extant schemes or detailed applications where outline consent has been given or removal/variation of conditions.*
 - 2.2. *Applications for major minerals or waste development other than small scale works which are ancillary to an existing mineral working or waste disposal facility.*
 - 2.3. *The Applicant is either a Councillor, a senior Council officer (Grade 12 or above) or is an immediate family member, or the application is in respect of land within their ownership or control, and where representations objecting to the application have been received.
(Where objections have been received, applications recommended for refusal can be dealt with by officers under delegated powers Senior Council Officer is defined as Grade 12 or above and all officers within the Planning service with delegated responsibility to determine planning applications; immediate family is defined as spouse, partner, sibling, parent, or offspring. The definition of the Applicant does not include the agent for the application.*
 - 2.4. *Applications considered to be significant applications by the Council either as applicant or landowner. This category will not normally include minor developments which accord with planning policy and to which no objection has been made.*
 - 2.5. *Applications that have been approved to be referred to the Committee by a Councillor in accordance with the Committees' Referral procedure. However, any request must be received within 15 working days of the issue of the electronic notification of the application, and meet the material planning consideration(s) criteria which warrant the application going before*

committee (except for a request to review a Schedule 17 application, where a 7-day time frame will apply);

2.6. Applications advertised as a departure which the Head of Planning is minded approving.

2.7. Any other matters referred up to it at the discretion of the Head of Planning, including major development of less than the thresholds set out in paragraph 1.1 above which have wider strategic implications.

- 3. To exercise a consultation and advisory role, commenting upon the content of proposed planning policy, any document which forms part of or linked to the Local Plan and upon the effectiveness of existing policies employed in development control decisions.*
- 4. Applications for householder development, listed building consents to alter/extend and conservation area consents will normally be dealt with under delegated powers.*
- 5. Applications for advertisements, tree work, prior approvals, Certificates of Lawfulness and notifications will normally be dealt with under delegated powers.*
- 6. Where the application is to vary or remove a condition that was imposed by the Planning Committee it will not be delegated.*
- 7. There will be a presumption that a Referral request by a local ward Member will be agreed where applications are for the renewal (or extension of time) of extant, unimplemented permissions.*
- 8. To adopt working protocols and procedures: e.g. public speaking rights, Referral procedure and others.*

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Work Programme – Corporate Policy Committee – 2022/23

A Report title in Bold indicates that this is a significant decision

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CP/43/23-24	15 Jun 2023	Service Budgets 2023-24	To set out the allocation of approved budgets for 2023-24 for services under the Committee's remit, as determined by the Finance Sub-Committee.	Director of Finance and Customer Services (s151 Officer)	No	No	Yes	Open	No
CP/2/23-24	15 Jun 2023	Appointments to Sub-Committees, Working Groups, Joint Committees and Boards	To appoint a number of sub-committees and working groups, and to appoint to joint committees and boards, for the 2023-24 municipal year.	Director of Governance and Compliance (Monitoring Officer)	Discussions with Group Leaders and administrators	No	Yes	Open	No
CP/3/23-24	15 Jun 2023	Review of Outside Organisations	To consider the outcome of a member working group review of the arrangements around outside organisations to ensure that they remain fit for purpose and in line with the aims and objectives of the Corporate Plan.	Director of Governance and Compliance (Monitoring Officer)	No	No	No	Open	No
CP/4/23-24	15 Jun 2023	Targeted Review of Members' Allowances	To recommend to Council member allowances for the new Council.	Director of Governance and Compliance (Monitoring Officer)	Discussions with Group Leaders in January-February 2023.	No	Yes	Open	No
CP/5/23-24	15 Jun 2023	Annual Review of the Committee System	To give effect to the MTFS proposal agreed by Council in February 2023 to reduce the number of committees and to recommend to Council the consequent changes to the Constitution.	Director of Governance and Compliance (Monitoring Officer)	No	No	Yes	Open	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CP/6/23-24	6 Jul 2023	Integrated Health Care Partnership	TBC	Executive Director Adults, Health and Integration	TBC	TBC	TBC	Open	TBC
CP/47/23-24	6 Jul 2023	Health and Safety Update 2022/23	To ensure Members of the Corporate Policy Committee are briefed on the health, safety and wellbeing of the organisation and understand how the Council's responsibilities as an employer and to members of the public are met.	Executive Director Corporate Services	No	No	No	Open	No
CP/1/23-24	6 Jul 2023	Office Estate Rationalisation Project	Report seeking authority to commence consultation with staff that may be impacted through reducing the number of buildings in the Corporate Estate.	Director of Finance and Customer Services (s151 Officer)	To include formal consultation with staff and Trade Unions. Timeline TBC	Yes	Yes	Open	No
CP/8/23-24	6 Jul 2023	Appointments to Outside Organisations	Following the review of Outside Organisations, to appoint to those bodies.	Director of Governance and Compliance (Monitoring Officer)	No	No	No	Open	No
CP/9/23-24	6 Jul 2023	Final Outturn 2022-23	The report will outline how the Council managed its resources to achieve positive outcomes and value for money in the delivery of services in the 2022-23 financial year. The purpose of the report will be to invite the Committee to note and comment on the final financial and performance outturn positions and, if necessary, approve supplementary estimates and virements.	Director of Finance and Customer Services (s151 Officer)	No	No	Yes	Open	No
CP/10/23-24	6 Jul 2023	Strategic Risk Register Assurance Report Q4 2022-23	To provide an update on the activity of the Council's strategic risk register for Quarter 4 2022-23.	Executive Director Corporate Services	No	No	Yes	Open	No
CP/11/23-24	6 Jul 2023	Performance Outturn Report Q4 2022-23	To provide an update on performance against the Corporate Plan.	Director of Policy and Change	No	No	No	Open	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CP/12/23-24	6 Jul 2023	Communications Strategy for Residents 2022-25 - Progress Update	To report progress towards the aims and priorities set out in the Communications Strategy for Residents 2022-25.	Executive Director Corporate Services	No	No	No	Open	No
CP/13/23-24	6 Jul 2023	Cyber Security Update	To provide a six-monthly update on cyber security, outlining key aspects and ongoing measures to protect against threats to CEC.	Executive Director Corporate Services	No	No	No	Open	No
CP/14/23-24	6 Jul 2023	Developing a New Corporate Plan	To approve a process and timeline for the development of a new Corporate Plan.	Chief Executive	Yes	Yes	No	Open	No
CP/15/23-24	6 Jul 2023	The Medium Term Financial Strategy	To approve a process and timeline for the development of the Medium Term Financial Strategy.	Director of Finance and Customer Services (s151 Officer)	Details to be confirmed	Yes	Yes	Open	No
CP/50/23-24	6 Jul 2023	Complaints Annual Report 2022-23	To provide an update on complaints and customer contact for the period 1 April 2022 to 31 March 2023, and to provide assurance that actions arising from complaints, and improvements identified, are actioned.	Director of Finance and Customer Services (s151 Officer)	No	No	Yes	Open	No
CP/49/23-24	6 Jul 2023	Health and Wellbeing Board Terms of Reference Review	To seek approval of changes to the terms of reference of the Health and Wellbeing Board. The terms of reference form part of the Constitution and will therefore require Council approval following consideration by the Corporate Policy Committee.	Executive Director Adults, Health and Integration	No	No	No	Open	No
CP/44/23-24	6 Jul 2023	Business Travel Study	The report will contain the findings of a study into the current business travel impacts of Cheshire East Council and recommend approaches that can be taken to minimise the carbon impact of these journeys.	Executive Director Corporate Services	No	Yes	Yes	Green	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CP/46/23-24	6 Jul 2023	Central Crewe Business Improvement District (BID) Proposal	To provide information on the emerging draft Crewe Central BID proposal, and the anticipated implications of the notification. The report will seek approval to enable officers to respond appropriately to the notification.	Director of Growth and Enterprise	No	No	No	Green	No
CP/16/23-24	5 Oct 2023	First Financial Review 2023-24	To note and comment on the first financial review and performance position of 2023-24, including progress on policy proposals and material variances from the MTFS and, if necessary, approve supplementary estimates and virements.	Director of Finance and Customer Services (s151 Officer)	No	No	Yes	Open	No
CP/17/23-24	5 Oct 2023	Performance Report for Quarter 1 2023-24	To provide an update on performance against the Corporate Plan.	Executive Director Corporate Services	No	No	No	Open	No
CP/18/23-24	5 Oct 2023	Strategic Risk Register Assurance Report Q1 2023-24	To provide an update on the activity of the Council's strategic risk register for Quarter 1 2023-24.	Executive Director Corporate Services	No	No	No	Open	No
CP/19/23-24	5 Oct 2023	Customer Experience Strategy Update	To provide an update on achievements in relation to the Council's Customer Experience Strategy.	Director of Finance and Customer Services (s151 Officer)	No	No	Yes	Open	No
CP/20/23-24	5 Oct 2023	Digital Strategy Update	To provide an update on achievements in relation to the Council's Digital Strategy.	Director of Finance and Customer Services (s151 Officer)	No	No	No	Open	No
CP/21/23-24	5 Oct 2023	Medium Term Financial Strategy Consultation for 2024/25-2027/28	To approve the pre-budget consultation survey and material for the four years 2024-28. The consultation will run from October to December 2023 and will enable stakeholders and residents to engage in the budget for the coming four years.	Director of Finance and Customer Services (s151 Officer)	No	No	Yes	Open	No
CP/22/23-24	5 Oct 2023	Developing a New Corporate Plan - Update	To provide an update on progress against the development of the new Corporate Plan.	Chief Executive	Yes	Yes	Yes	Open	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CP/23/23-24	5 Oct 2023	ICT Hybrid Programme Implementation Update	To provide an update on progress with the mobilisation of the ICT Hybrid Programme.	Executive Director Corporate Services	No	No	Yes	Open	No
CP/24/23-24	5 Oct 2023	Procurement of Contract to Secure Temporary/Agency Staff	To approve the procurement of a contract to replace the current Comensura contract.	Executive Director Corporate Services	TBC	TBC	TBC	Open	TBC
CP/25/23-24	30 Nov 2023	Workforce Strategy Update Report	To provide an update on achievements in relation to the Council's Workforce Strategy.	Executive Director Corporate Services	No	No	No	Open	No
CP/26/23-24	30 Nov 2023	ICT Strategy Annual Update	To provide an update on achievements in relation to the Council's ICT Strategy.	Executive Director Corporate Services	No	No	No	Open	No
CP/28/23-24	30 Nov 2023	Second Financial Review of 2023-24	The report will outline how the Council is managing its resources to provide value for money services in the 2023-24 financial year.	Director of Finance and Customer Services (s151 Officer)	No	No	Yes	Open	No
CP/29/23-24	30 Nov 2023	Strategic Risk Register Assurance Report Q2 2023-24	To provide an update on the activity of the Council's strategic risk register for Quarter 2 2023-24.	Executive Director Corporate Services	No	No	No	Open	No
CP/30/23-24	30 Nov 2023	Performance Report Quarter 2 2023-24	To provide an update on performance against the Corporate Plan.	Executive Director Corporate Services	No	No	No	Open	No
CP/31/23-24	30 Nov 2023	Equality, Diversity and Inclusion - Annual Report	To provide an update on Equality, Diversity and Inclusion in line with the statutory duty to report annually.	Executive Director Corporate Services	No	No	No	Open	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CP/32/23-24	30 Nov 2023	Medium Term Financial Strategy Consultation 2024/25-2027/28	All committees are being asked to provide feedback in relation to their financial responsibilities as identified within the Constitution and linked to the budget alignment approved by the Finance Sub-Committee in March 2023. Responses to the consultation will be reported to the Corporate Policy Committee to support the Committee in making recommendations to Council on changes to the current financial strategy.	Director of Finance and Customer Services (s151 Officer)	Yes	No	Yes	Open	No
CP/33/23-24	30 Nov 2023	Council Tax Base 2024-25	The report will notify the Council Tax base for Cheshire East, and identify any changes to the calculation of the tax base for 2024-25, and will recommend the amount calculated to Council. In accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the Council is required to agree its tax base before 31 st January 2024.	Director of Finance and Customer Services (s151 Officer)	No	No	Yes	Open	No
CP/34/23-24	30 Nov 2023	Annual Review of Committee Decisions 2022-23	To report on the decisions made by service committees in 2022-23.	Director of Policy and Change	No	No	No	Open	No
CP/48/23-24	30 Nov 2023	Health and Safety Update 2023/24 Mid Year	To ensure Members of the Corporate Policy Committee are briefed on the health, safety and wellbeing of the organisation and understand how the Council's responsibilities as an employer and to members of the public are met.	Executive Director Corporate Services	No	No	No	Open	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CP/51/23-24	30 Nov 2023	Six-Monthly Complaints Report (April 2023 to September 2023)	To provide an update on complaints and customer contact for the period April to September 2023, and to provide assurance that actions arising from complaints, and improvements identified, are actioned.	Director of Finance and Customer Services (s151 Officer)	No	No	Yes	Open	No
CP/35/23-24	18 Jan 2024	Medium Term Financial Strategy Consultation 2024/25-2027/28 Provisional Settlement Update	All committees are being asked to provide feedback in relation to their financial responsibilities as identified within the Constitution and linked to the budget alignment approved by the Finance Sub-Committee in March 2023. Responses to the consultation will be reported to the Corporate Policy Committee to support the Committee in making recommendations to Council on changes to the current financial strategy.	Director of Finance and Customer Services (s151 Officer)	Yes	No	Yes	Open	No
CP/36/23-24	18 Jan 2024	Pay Policy Statement 2024/25	To seek approval of the Pay Policy Statement 2024/25. The changes from the 2023/24 PPS will be highlighted in the report and a copy of the revised PPS will be enclosed once drafted.	Executive Director Corporate Services	Yes	No	No	Open	No
CP/37/23-24	18 Jan 2024	Third Financial Review 2023-24	To note and comment on the third financial review and performance position or 2023-24 and, if necessary, approve supplementary estimates and virements.	Director of Finance and Customer Services (s151 Officer)	No	No	Yes	Open	No
CP/38/23-24	8 Feb 2024	ICT Hybrid Programme Implementation Update	To provide an update on progress with the implementation of the ICT Hybrid Programme.	Executive Director Corporate Services	No	No	Yes	Open	No
CP/27/23-24	8 Feb 2024	Cyber Security Update	To provide a six-monthly update on cyber security, outlining key aspects and ongoing measures to protect against threats to the Council.	Executive Director Corporate Services	No	No	No	Open	No

Reference	Committee Date	Report title	Purpose of Report	Report Author /Senior Officer	Consultation and Engagement Process and Timeline	Equality Impact Assessment Required and Published (Y/N)	Part of Budget and Policy Framework (Y/N)	Corporate Plan Priority	Exempt Item and Paragraph Number
CP/39/23-24	8 Feb 2024	Medium Term Financial Strategy 2024/25-2027/28	To recommend the Medium Term Financial Strategy for 2024-2028 to Council for approval. The report will incorporate the Council's priorities, budget, policy proposals and capital programme. The report will also include the capital, treasury management, investment and reserves strategies.	Director of Finance and Customer Services (s151 Officer)	No	No	Yes	Open	No
CP/40/23-24	21 Mar 2024	Performance Report - Quarter 3 of 2023-24	To report on performance against the Corporate Plan.	Executive Director Corporate Services	No	No	No	Open	No
CP/41/23-24	21 Mar 2024	Strategic Risk Register Assurance Report Q3 2023-24	To provide an update on the activity of the Council's strategic risk register for Quarter 3 2023-24.	Executive Director Corporate Services	No	No	No	Open	No
CP/45/23-24	13 June 2024	Service Budgets 2024-25	To set out the allocation of approved budgets for 2024-25 for services under the Committee's remit, as determined by the Finance Sub-Committee.	Director of Finance and Customer Services (s151 Officer)	No	No	Yes	Open	No
CP/52/23-24	4 July 2024	Complaints Annual Report 2023-24	To provide an update on complaints and customer contact for the period 1 April 2023 to 31 March 2024, and to provide assurance that actions arising from complaints, and improvements identified, are actioned.	Director of Finance and Customer Services (s151 Officer)	No	No	Yes	Open	No