

Time	9.00 am	Public Meeting?	Yes	Type of meeting	Advisory group
Venue	Training Room - Ground Floor - Civic Centre, St Peter's Square, Wolverhampton WV1 1SH				

Membership

Chair Cllr Andrew Johnson (Lab)

Labour

Cllr Mary Bateman
Cllr Roger Lawrence
Cllr Rita Potter
Cllr John Reynolds
Cllr Sandra Samuels OBE
Cllr Stephen Simkins

Conservative

Cllr Paul Singh
Cllr Wendy Thompson

Quorum for this meeting is three Councillors.

Information for the Public

If you have any queries about this meeting, please contact the Democratic Services team:

Contact Dereck Francis
Tel/Email 01902 555835 or dereck.francis@wolverhampton.gov.uk
Address Democratic Services, Civic Centre, 1st floor, St Peter's Square, Wolverhampton WV1 1RL

Copies of other agendas and reports are available from:

Website <http://wolverhampton.moderngov.co.uk/>
Email democratic.services@wolverhampton.gov.uk
Tel 01902 550320

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Some items are discussed in private because of their confidential or commercial nature. These reports are not available to the public.

Agenda

Part 1 – items open to the press and public

- | <i>Item No.</i> | <i>Title</i> |
|-----------------|--|
| 1 | Apologies for absence |
| 2 | Declarations of interests |
| 3 | Minutes of the previous meeting (8 September 2017) (Pages 3 - 4)
[For approval] |
| 4 | Matters arising
[To consider any matters arising from the minutes of the previous meeting] |

DECISION ITEMS

- | | |
|---|--|
| 5 | Polling Stations (Pages 5 - 14)
[To make recommendations to Council on minor changes to the Council's polling station arrangements in two wards, in advance of the elections to be held in 2018] |
| 6 | Changes to the Constitution (Pages 15 - 30)
[To recommend to Council revisions to the Constitution] |
| 7 | Calendar of Meetings 2018-2019 (Pages 31 - 34)
[To consider a proposed timetable for Council and committee meetings for the Council Year 2018-2019] |

Special Advisory Group

Minutes - 8 September 2017

Attendance

Members of the Special Advisory Group

Cllr Andrew Johnson (Chair)
Cllr Mary Bateman
Cllr Rita Potter
Cllr John Reynolds
Cllr Sandra Samuels OBE
Cllr Stephen Simkins
Cllr Paul Singh
Cllr Wendy Thompson

Employees

Dereck Francis	Democratic Services Officer
Martyn Sargeant	Head of Democratic Services

Part 1 – items open to the press and public

Item No. *Title*

- 1 **Apologies for absence**
Apologies for absence were submitted on behalf of Councillor Roger Lawrence.
- 2 **Declarations of interests**
No declarations of interests were made.
- 3 **Minutes of the previous meeting - 7 July 2017**
Resolved:
 1. That Councillor Paul Singh be added to the list of apologies received for the meeting.
 2. That the fourth paragraph to minute no. 5 (Community Governance Review) be corrected by the substitution of the words 'a number of people are on lower incomes' with the words 'a lot of people are on low incomes'.
 3. That subject to 1 and 2 above, the minutes of the meeting held on 7 July 2017 be approved as a correct record and signed by the Chair.
- 4 **Matters arising**
There were no matters arising from the minutes of the previous meeting that were not otherwise covered on the agenda for the meeting.

5 **Community Governance Review**

Following on from the decision approved by Council on 19 July 2017 not to proceed with the implementation of a parish council for the two Tettenhall wards, Martyn Sargeant, Head of Democratic Services presented the report on progress of the community governance review in regard to the rest of the city. In doing so, he circulated a paper correcting the table at paragraph 4.3 to the report, which should read as follows:

- A majority of residents do not feel well-informed by the Council (59%), whilst over two-thirds do not feel well-informed by their local Councillor.

	North-east	South-east	South-west
Well-informed by Council	36%	30%	41%
Well-informed by Councillors	31%	21%	23%

The Head of Service reported that the principal headline from the citywide consultations was that there was no strong sense for more community governance across the city, but there was support for more informal methods of community governance. The results from online surveys conducted by Ipsos indicated that there was scope for the Council to engage more effectively with communities across the city. In light of this it was proposed to undertake further work with local communities.

Members of the Advisory Group supported exploring 'softer' community governance models in operation within the West Midlands and nationally. It was also felt that any model(s) needed to grow out of the community and that ways of assisting existing community forums in a cost effective may also needed to be identified.

Councillor Stephen Simkins commented that it would be useful if a session were arranged on how the Council communicated with local communities and how effective were those methods. The Head of Democratic Services agreed and suggested that a paper on that question could be submitted to Scrutiny Board for their consideration and comment.

The Advisory Group also discussed the level of response to the citywide community governance consultation compared to that for the Tettenhall wards, and how levels of awareness could be raised across the city. The Head of Democratic Services reported that the level of information provided for the Tettenhall community governance review meant that there were more levels of awareness in that part of the city.

Resolved:

1. That the results of the citywide community governance review consultation be noted.
2. That proposals for further work to explore how the Council can more effectively communicate with and engage local communities be noted.
3. That it be noted that the outcomes of the additional work referred to in 2 above, together with a proposal for a formal recommendation to Full Council on the citywide community governance review would be submitted to a future meeting of the Advisory Group.

CITY OF WOLVERHAMPTON COUNCIL	Special Advisory Group 24 November 2017
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Report title	Polling stations	
Cabinet member with lead responsibility	Councillor Andrew Johnson Resources	
Key decision	No	
In forward plan	No	
Wards affected	Graiseley; Wednesfield North	
Accountable director	Kevin O'Keefe, Governance	
Originating service	Democratic Services	
Accountable employee(s)	Martyn Sargeant	Head of Democratic Services
	Tel	01902 555045
	Email	martyn.sargeant@wolverhampton.gov.uk
Report to be/has been considered by	Council	13 December 2017

Recommendation(s) for action or decision:

The Advisory Group is recommended to:

1. Recommend to Council that:
 - (a) Two polling stations in Wednesfield North ward should be merged to be one double station.
 - (b) The number of polling stations in Graiseley ward should be reduced from seven to six.
2. Recommend that the Council delegate to the Returning Officer authority to make such changes to polling stations arrangements as may be operationally necessary to ensure the smooth and efficient delivery of the elections in 2018.

1.0 Purpose

- 1.1 This report proposes minor changes to the Council's polling station arrangements in two wards, in advance of the elections to be held in 2018.

2.0 Background

- 2.1 Under the Electoral Registration and Administration Act 2013, the Council has a duty to conduct a complete review of polling places and districts every five years. The next such review is due in the period after 1 October 2018. The Council conducted the first such review in 2014, with some follow-up work taking place in 2015 after the general election.
- 2.2 Following those reviews, the Council normally uses 130 polling stations across the city. The current arrangements have been in place for four polls in 2016 and 2017 – the local/Police and Crime Commissioner elections (May 2016), the EU Referendum (June 2017), the West Midlands Mayoral election (May 2017) and the general election (June 2017).

3.0 2018: proposals for change

- 3.1 Although there is not a statutory requirement to review polling stations, the Council routinely evaluates its arrangements after each election. This has highlighted two opportunities to improve the existing provision.

Wednesfield North

- 3.2 The map attached as appendix one shows the current polling stations for the Wednesfield North ward, of which there are six. In the centre of the ward, there is a cluster of three stations, serving polling districts FBA, FCA and FHA. This group was highlighted by the polling station inspector after the 2017 polls because of their proximity (they are each two to three hundred metres apart). The three stations are:
- Ashmore Park Baptist Church (FCA).
 - St Alban's Church (FBA).
 - Ashmore Park Community Hub (FHA).
- 3.3 It is proposed that the stations at the community hub and St Alban's be co-located at the community hub, which is a modern building with a spacious hall and good facilities, that can easily accommodate a double station. This would yield a small financial saving (by not paying rent) and would have the advantage of creating a double station, which is helpful for training new Presiding Officers (by co-locating them with a more experienced colleague).
- 3.4 Inevitably the change would have an impact on some voters, who would have to travel slightly further to the new polling station. The exact distance between St Alban's and the community hub is 207 metres, so this would be the maximum additional distance that any voter would have to travel.

3.5 Consultation with ward Councillors has identified understandable concerns about inconveniencing voters. However, despite the additional distance, all voters within district FBA are well within the recommended maximum of one mile, albeit slightly over the Council's notional target of half a mile. Councillors also highlighted concerns about the absence of a station in the north of the ward and therefore the distances to be travelled by some voters. It has unfortunately not been possible to identify an alternative permanent station (e.g. a church, community building, school, etc.). Although it might be possible to use a temporary station (i.e. a portacabin), the Council's approach in recent years has been to avoid this option because of the associated costs and constrained space, unless not doing so would require voters to travel unreasonable distances. The table below highlights the maximum distances for those voters living in the roads in the north of the ward that are furthest from a polling station:

Road	Distance to station
Thornley Rd	0.4 miles
Millbank Street	0.5 miles
Cleveland Close	0.5 miles
Kitchen Lane (FCA)	0.6 miles
Wolmer Rd (FCA)	0.6 miles
Wolmer Rd (FHA)	0.6 miles
Drummond Close	0.6 miles
Rogers Close	0.6 miles
Kitchen Lane (FHA)	0.7 miles
Snape Rd (FHA)	0.5 miles

3.6 In light of this, it is not considered that a temporary station is required.

3.7 If the proposed change was implemented, there would still be six polling stations in Wednesfield North, but spread across five locations instead of six.

Graiseley

3.8 The map attached as appendix two shows the current polling stations for the Graiseley ward, of which there are seven. This includes two primary schools – Bantock and Merridale. The electorate in the polling districts in the northern part of the ward (based on the 2017 general election) was:

- NAA: 1,013
- NCA: 518
- NDA: 1,827
- NGA: 1,205

- 3.9 In terms of making best use of resources, the Council's aim is to have an electorate for each station of 1,000 – 2,000 and, ideally, 1,500-1,800. On a turnout of 30%, this ensures a regular flow of voters throughout the day, averaging one every two to three minutes. In some areas, due to local geography, it can be necessary to have a smaller electorate but that is not the case in Graiseley. Polling district NCA is therefore below the optimum electorate level, with a voter presenting once every six minutes on average (based on a 30% turnout).
- 3.10 Although neither school has made any objections about being a polling station, there is an inevitable educational cost of disrupting children's time in school. This is particularly the case on the first Thursday in May (traditionally election day in the UK), when schools will usually have to close on the bank holiday, reopen on Tuesday/Wednesday, close again on Thursday, and open for Friday. The impact of this is exacerbated by the proximity of the national SATs. The Council's aim in using schools is to appropriately balance the cost effectiveness of using its own premises, whilst minimising the disruption to schools.
- 3.11 It is proposed to reallocate the electorate in the northern districts of Graiseley ward, in order to achieve a more even distribution of voters and remove district NCA. This will reduce the number of schools being used as polling stations and offer the possibility of alternating between the two schools, so each would normally only have to be used once every two years. This will generate a small financial saving (by not paying for the school premises and negating the need for polling staff at one location).
- 3.12 Consultation with ward Councillors has highlighted the importance of communicating effectively with voters about any changes to be made.
- 3.13 If the proposed change was implemented, the number of polling stations in Graiseley would be reduced from seven to six, in six locations.

4.0 Financial implications

- 4.1 The proposed changes will reduce costs by around £1,000 for each election, of benefit to the Council for local elections and reducing grant claimed for those national or regional elections funded by central government.
[GE/10102017/W]

5.0 Legal implications

- 5.1 Under the Electoral Registration and Administration Act 2013, the Council has a duty to conduct a statutory review of polling places and districts every five years. In between such reviews, the Council has to ensure the adequate and appropriate provision of polling stations for each election or referendum.
[TS/09102017/Q]

6.0 Equalities implications

- 6.1 An equalities analysis has identified that there would be some potential negative impacts for disabled and elderly residents, who might have to travel further to vote. The mitigating action is to contact all affected residents and offer them a postal vote as an alternative.

7.0 Environmental implications

- 7.1 There are minimal environmental implications arising from the proposals.

8.0 Human resources implications

- 8.1 There are no human resources implications arising from the report.

9.0 Corporate landlord implications

- 9.1 There are no corporate landlord implications arising from the report.

10.0 Schedule of background papers

Review of polling districts, polling places and polling stations, Special Advisory Group, 20 October 2015

<http://wolverhampton.moderngov.co.uk/ieListDocuments.aspx?CId=165&MId=4829&Ver=4>

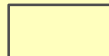

Review of polling districts, polling places and polling stations, Special Advisory Group, 21 October 2014

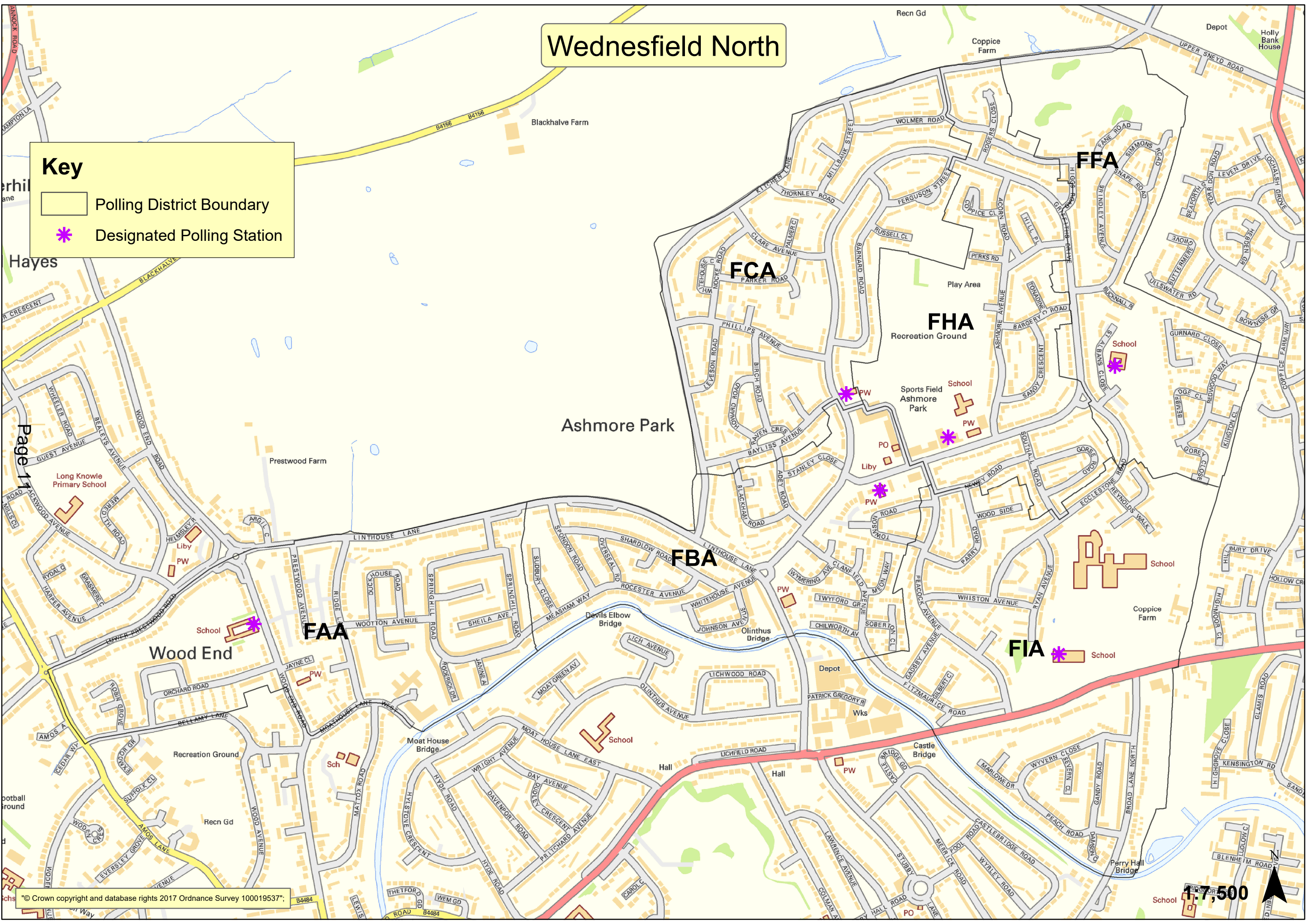
<http://wolverhampton.moderngov.co.uk/ieListDocuments.aspx?CId=165&MId=4350&Ver=4>

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Wednesfield North

Key

-  Polling District Boundary
-  Designated Polling Station





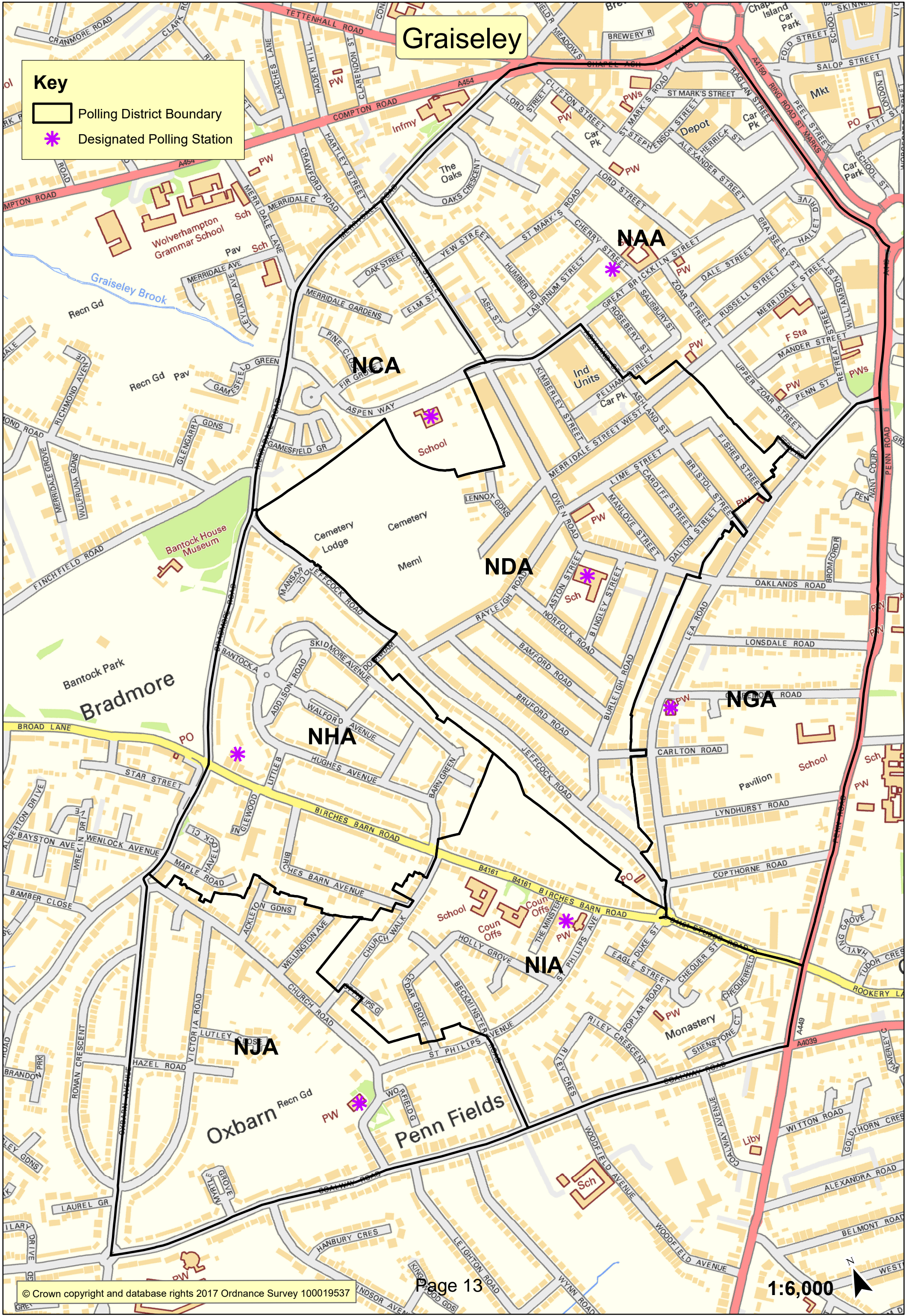
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Graiseley

Key

-  Polling District Boundary
-  Designated Polling Station



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CITY OF WOLVERHAMPTON COUNCIL	Special Advisory Group 24 November 2017
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Report title	Changes to the Constitution	
Cabinet member with lead responsibility	Councillor Milkinder Jaspal Governance	
Key decision	No	
In forward plan	No	
Wards affected	All	
Accountable director	Kevin O'Keefe, Governance	
Originating service	Governance	
Accountable employee(s)	Colin Parr	Head of Governance
	Tel	01902 550105
	Email	Colin.parr@wolverhampton.gov.uk
Report to be/has been considered by	Council, 13 December 2017	

Recommendation(s) for action or decision:

The Special Advisory Group recommends that Council:

1. Adopts the new format of the Council's Constitution.
2. Adopts the changes to the current content as summarised in the report and detailed in Appendix 1 to this report.
3. Authorises the Director of Governance to implement the new format and the changes set out in Appendix 1 with immediate effect.
4. Note that further amendments to the Constitution will be presented in May 2018.

1.0 Purpose

- 1.1 This report outlines the changes made to the constitution for approval by the Council. It is recommended that the Council agrees and adopts the revised Council's Constitution to ensure continuing lawfulness and effectiveness and that further amendments to the Constitution will be presented to Council in due course.

2.0 Background

- 2.1 The Special Advisory Group received a report on the 17 March 2017 advising that the Constitution needed to be refreshed so that it was a logical and ordered document that accurately reflected the practices of the Council, supports the better governance of the Council and incorporates best practice.
- 2.2 As part of the iterative approach to maintaining the Constitution, the Constitution Review Group has highlighted a number of changes that need to be made. Some of these are in relation to operational changes within the Council's structures; others reflect changes in regulations and guidance. The Director of Governance is authorised in the Constitution to make amendments where it is administratively convenient to do so to reflect changes in legislation or organisational restructures.
- 2.3 The Constitution Review was an inclusive process, engaging Councillors and employees with the aim of producing a Constitution which is accessible, easy to use and fit for purpose and in appropriate formats.
- 2.4 Copies of the revised Constitution were deposited in the Members Rooms and Councillors were provided with an opportunity to comment on the revised Constitution from the 30 October to 10 November 2017.

3.0 Changes to the Constitution

- 3.1 The Constitution has been split into the following six parts to ensure the Constitution is ordered into a logical format:
- Part 1 – Summary and explanation
 - Part 2 – The Constitution
 - Part 3 – Responsibility for functions
 - Part 4 – Rules for Procedure
 - Part 5 – Codes of Conduct and Protocols
 - Part 6 – Councillors' Allowances Scheme.
- 3.2 The Constitution has been refreshed to remove repetition, update terminology and where possible simplify the wording to make it clearer. The primary references remain in the Constitution and repetition has been removed to ensure the Constitution is succinct and information is contained in the relevant section.

3.3 The table below details the Articles/Sections to be changed:

Section	Proposed	Rationale
Part 2 - Articles 1-16	The articles have been amended as detailed in the appendix 1.	To accurately reflect the practices of the Council, remove repetition and make the language clearer.
Part 2 - Article 9	That the article on standards of conduct be deleted.	To remove repetition from the Constitution, relevant information is contained within the Terms of Reference for the Standards Committee in Part 3.
Part 2 - Article 10	That the article on the local partnership and local neighbourhood partnerships be deleted.	The Local Neighbourhood Partnerships have ceased to operate. There remains an overarching commitment for the City Council to engage with all Voluntary Community Sector and faith sector organisations.
Part 3 – Responsibility for functions	That the Cabinet portfolios be updated.	To ensure they reflect the current responsibilities of each portfolio area.
Part 3 – Delegations to Cabinet	That the following delegation be updated to: 9.2. To prepare, implement and review the operation of policies relating to recruitment and resourcing, disciplinary and grievance procedures, management of attendance, early retirement and redundancy.	That Health and Safety be removed as the function does not sit under People and Performance.

Section	Proposed	Rationale
<p>Part 3 – Delegations to Cabinet</p>	<p>That following delegations be updated to:</p> <p>9.3 To prepare, implement and review the operation of the Council’s Equal Opportunities in Employment policy with particular reference to the needs of the minority ethnic community, minority groups, women and people with disabilities.</p> <p>9.4 To review and maintain the Council’s pay and grading structure and collective agreement. Ensure Pay Strategy Board oversee all pay and grading issues.</p>	<p>To ensure that minority groups are also captured at 9.3.</p> <p>Single status has been implemented, the Council now needs review and maintain.</p>
<p>Part 3 – Delegations to Cabinet (Resources Panel)</p>	<p>To delete point 8:</p> <p>To determine staffing restructures, changes to vacant posts or the establishment of new posts and to receive reports on those Human Resources matters set out in the Schedule of Human Resources Delegations.</p>	<p>The new SMR process takes out reporting to cabinet on staffing (as per schedule of HR delegations).</p>
<p>Part 3 – Delegations to the West Midlands Joint Committee</p>	<p>That the delegations for the West Midlands Joint Committee be deleted.</p>	<p>The West Midlands Joint Committee is an outside body to which appointments are made at Annual Full Council delegations are not required to be listed within the Constitution.</p>

Section	Proposed	Rationale
Part 3 – Terms of Reference Health and Wellbeing Board.	That the Terms of Reference for the Health and Wellbeing Board be amended.	To reflect the changes agreed by the Health and Wellbeing Board at their meeting on 30 November 2016.
Part 3 – Terms of Reference Equalities Councillor Champion	That the Terms of Reference be updated to reflect the creation of the Councillor Champion for Councillor Development and ICT.	To reflect the creation of Councillor Champion for Councillor Development and ICT as agreed by Council at their meeting on 20 July 2016.
Part 3 – Delegations to Local Neighbourhood Partnerships	That the delegations to the Local Neighbourhood Partnerships be deleted from the Constitution.	The Local Neighbourhood Partnerships have ceased to operate.
Part 3 - Delegations to employees	The explanatory notes for the use of the delegations at the beginning have been slightly expanded.	To serve as a reminder as to the limits of the delegations and to ensure decision making is carried out lawfully.
Part 3 – Delegations to the Managing Director	That the delegations to the Head of Paid Service be updated and amalgamated with the delegations to the Managing Director.	To reflect the changes in responsibilities in line with the new management structure.
Part 3 – Delegations to Director of Finance	That the delegations to the Director of Finance be updated.	To reflect the changes in responsibilities in line with the new management structure.
Part 3 – Delegations to the Director of Governance	That the delegations to the Director of Governance be updated.	To reflect the changes in responsibilities in line with the new management structure.
Part 3 – Delegations to the Strategic Director of People	That delegations to the Strategic Director of People be updated.	To reflect the changes in responsibilities in line with the new management structure.

Section	Proposed	Rationale
		with the new management structure.
Part 3 – Delegations to the Director of Children’s Services	That Delegations for the Director of Children’s Services be created as the post holder will hold the statutory responsibility for Children’s Services.	To reflect the changes in responsibilities in line with the new management structure.
Part 3 – Delegations to the Director of Adult Services	That Delegations for the Director of Adult Services be created as the post holder will hold the statutory responsibility for Adult Social Care.	To reflect the changes in responsibilities in line with the new management structure.
Part 3 – Delegations to the Director of Education	That the delegations to the Director of Education be updated.	To reflect the changes in responsibilities in line with the new management structure.
Part 3 – Delegations to the Strategic Director of Place	<p>That delegations to the Strategic Director of Place be updated.</p> <p>That the following additional delegations be added:</p> <p>K58 - To enter into an adoption agreement with a developer under section 38 of the Highways Act 1980.</p> <p>K59 - To confirm the adoption of the roads once the development is complete.</p> <p>K60 - To enter into agreements with developers under section 278 of the Highways Act 1980.</p>	<p>To reflect the changes in responsibilities in line with the new management structure.</p> <p>These are operational issues and by delegating to an officer these can be dealt with in a timely manner.</p>

Section	Proposed	Rationale
Part 3 – Delegations to Service Director – City Services	That the delegations be deleted.	To reflect the changes in responsibilities in line with the new management structure.
Part 3 – Delegations to the Service Director of Public Health	That delegations to the Service Director of Public Health be updated.	To reflect changes in responsibilities.
Part 3 – schedule of Human Resources delegations	<p>That the delegations be updated as amended in the appendix.</p> <p>Changed format to remove reports to members and combine delegations and controls.</p> <p>Updated terminology to reflect current structures – i.e. JNC Chief Officer to Senior Management and Head of HR Operations to Head of HR.</p> <p>Updated all controls to state in accordance with HR policies and procedures.</p> <p>Included approval of VR in excess of current scheme criteria in consultation with portfolio holder.</p> <p>Included flexible retirement approvals where the strain on the pension fund is in excess of 2 years in consultation with portfolio holder.</p> <p>Included grievances from employees.</p>	To reflect delegations that currently sit with Human Resources and removed those that no longer relevant or managed under Human Resources – i.e. Car User Allowances and Long Service Awards

Section	Proposed	Rationale
	<p>Removed extension of lodging allowances up to 12 months in special cases.</p> <p>Removed agreeing new essential car user allowances.</p> <p>Removed Management of the Long Service Awards.</p>	
<p>Part 4 - The Forward Plan</p>	<p>That the Forward Plan section be amended as detailed in the appendix and amalgamated into the Full Council Meetings Procedure Rules.</p> <p>The key decision criteria be increased from £200,000 to £250,000.</p>	<p>To ensure requirements of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and to ensure the Constitution is ordered in a logical format.</p> <p>To ensure decisions can be made in a timely manner.</p>
<p>Part 4 – Employee Employment Procedure Rules</p>	<p>Clarified the appointment of Head of Paid Service, Monitoring Officer, Section 151 Officer and Strategic Directors.</p> <p>The makeup of Special Appointments Committee (SAC) and the decision going to full council for approval (no longer needed for Full Council to establish a SAC).</p> <p>Clarified the appointment of Directors and Service Director. The makeup of the SAC.</p>	<p>To provide clarification on the employment procedure rules.</p> <p>Ensured it is in line with the current senior manager terms and conditions.</p> <p>To ensure that SACs can be established in a timely manner.</p> <p>In line with the current senior manager terms and conditions.</p>

Section	Proposed	Rationale
	<p>Added that SAC must have completed the unconscious biased training.</p> <p>Clarified the disciplinary action for the Head of Paid Service, Monitoring Officer and Section 151 Officer.</p> <p>Clarified the position on dismissal of the Head of Paid Service, Monitoring Officer and Section 151 Officer following</p> <p>The removal of designated independent persons to an Independent Panel.</p> <p>Only dismissals of the 3 officers can be made Full Council.</p> <p>Added a table showing the appointments and conditions for different posts.</p> <p>Added a table showing disciplinary investigations and conditions for different posts.</p> <p>Added Disciplinary Procedure for Head of Paid Service, Monitoring Officer and Section 151 Officer.</p>	<p>In line with the Council's recruitment practices.</p> <p>In line with the Local Government (Standing Orders) Regulations 2015 amendments.</p> <p>In line with the Local Government (Standing Orders) Regulations 2015 amendments.</p> <p>In line with the Local Government (Standing Orders) Regulations 2015 amendments.</p> <p>In line with the Local Government (Standing Orders) Regulations 2015 amendments.</p> <p>Tables and Procedure included to add further clarity to the different conditions for appointing and dismissing in light of the 2015 amendments.</p>
Part 4 - Financial Procedure Rules	Capital Budgets: the approved budget is the most recent budget over the period of the capital programme that has	To recognise that capital budgets, span multiple years.

Section	Proposed	Rationale
	<p>been approved by the relevant person in accordance with the Financial Procedure Rules.</p> <p>If it appears that a Budget Manager is likely to exceed the annual or total budget of one of his/her capital schemes he/she shall raise this with the Section 151 Officer (or his/her deputy) and take corrective action at the earliest opportunity.</p> <p>Where all of the following apply, an overall increase or decrease in the Council's total budget may be approved by Cabinet and not require the approval of Council:</p> <ul style="list-style-type: none"> (i) There is no increase or decrease in the net budget; (ii) New or additional external income has been identified which was not included in the approved budget; (iii) Such income has conditions attached by the person providing the income that constrain its possible range of uses; (iv) The Section 151 Officer agrees that approval may be granted by Cabinet. <p>Where approval to a supplementary budget is sought for the purpose of grant payment to an outside organisation or individual, this</p>	<p>To recognise that capital budgets span multiple years and that variances on capital budgets need to be considered over the life of the project and also in relation to the phasing of expenditure.</p> <p>To enable timely decisions in relation to new external funding received by the council.</p> <p>When the Council is in receipt of new external funding which is in turn passed on to third parties, the process to secure a supplementary budget and also to gain approval to pay grant over to a third party has been confusing and time consuming.</p> <p>The changes proposed are designed to bring clarity about the process and to enable decisions to be made in</p>

Section	Proposed	Rationale
	<p>should be explicitly identified in the Cabinet report and approval.</p> <p>No person shall commit the Council to expenditure on grants to any outside organisation or individual not individually identified in the approved budget.</p> <p>Where a payment of grant is not individually identified in the approved budget, the Cabinet (Resources) Panel shall have delegated authority to approve the payment of grants to individual recipients, only where all of the following apply:</p> <p>(a) there is an appropriate heading in the approved budget;</p> <p>(b) such heading clearly refers to payment of grants, but not to specific recipients.</p> <p>Where new external funding is received for the purpose of payment of grant to an outside organisation or individual, approval should be sought to this payment through the supplementary budget process.</p>	<p>a timely fashion in order to maximise the opportunity provided through external funding.</p>
<p>Part 4 - Contract Procedure Rules</p>	<p>Head of Procurement changed to Service Director Commercial Services.</p> <p>Clarified who in the Procurement team should be contacted i.e. relevant</p>	<p>Various responsibilities clarified to roles to reflect current structures.</p>

Section	Proposed	Rationale
	<p>Procurement Category Manager.</p> <p>Chief Accountant changed to Director of Finance. Replaced Head of HR with HR Business Partner.</p> <p>2.1 & 2.2 - Pecuniary Interests section updated to clarify this is applicable to agency, interim and temporary staff.</p> <p>Value of on-going contracts should be considered over four years</p> <p>3.4 – Requirement to gain approval from Cabinet (Resources) Panel to commence a procurement has been amended to requesting delegated approval.</p> <p>3.6.1 – The prequalification questionnaire has been replaced with the Standard Selection Questionnaire.</p> <p>3.10 - Removed requirement for Cabinet Member for Governance approving agency staff above a day rate of £350 and replaced by approval by Human Resources Business Partner for engagements with a day rate above £500.</p>	<p>Reinforcement of the process for advising of Pecuniary interests.</p> <p>Clarification of valuing on-going contracts added.</p> <p>Practically the requirement to gain approval to commence a procurement can result in delay to progressing a project. Delegated authority will ensure that a contract requires Portfolio holder approval prior to award.</p> <p>Crown Commercial Service have replaced the mandatory pre-qualification questionnaire with the Standard Selection Questionnaire.</p> <p>Obtaining Cabinet Member approval prior to engaging agency staff has provided practical difficulties. Also due to tax legislation changes the</p>

Section	Proposed	Rationale
	<p>A report will be provided quarterly to the Cabinet Member for Governance</p> <p>3.10.6 – Requirement for HR Business Partner approval for permanent employment of temporary staff.</p> <p>4.3.2 –Responses to requests for quotations can be received by email.</p> <p>7 - New section added “Exclusion of Providers from contracts” which gives power to exclude organisations that are bankrupt, in administration, failed to pay taxes, business rates or in breach of other agreements with the Council.</p> <p>8.8 – Actions to be taken in the event of repeated non-compliances.</p> <p>10 - Social Care Contracts section changed to relevant Director or nominee giving approval to make placements outside of contracted/usual arrangements.</p> <p>12 - New section added “Loans, advance payments and similar arrangements” reiterating that these types of arrangements should not be entered into without Director of Finance/Section 151 Officer authorisation.</p>	<p>use of agency staff has decreased significantly.</p> <p>This will establish a control for the appointment of staff where fees from agencies may be payable.</p> <p>Clarification that it is acceptable to receive quotations by email.</p> <p>This will ensure that contracts are not awarded when the provider or associated organisations or people have failed to comply with appropriate agreements.</p> <p>A recent audit report identified that there was a need for greater clarity on actions to be taken.</p> <p>Updated to reflect current structure.</p> <p>Clarifies the controls and process for obtaining approval in advance for these types of arrangements.</p>

Section	Proposed	Rationale
<p>Part 5 – Employee Code of Conduct</p>	<p>The employee code of conduct has been updated as detailed in Appendix 1.</p> <p>Reiterated that failure to follow the code of conduct could result in disciplinary action.</p> <p>Added section on principles and the core behaviours – PRIDE.</p> <p>Added to the standards section to include customer care standards (every contact counts) and dress code.</p> <p>Added section on avoiding personal familiarity with service users and customers.</p> <p>Added section on Use of Council Assets – complying with the council’s Use of IT and Social Media Policy and Information Governance Framework.</p> <p>Added section on Whistleblowing.</p>	<p>To reflect best practice and future practice of the council.</p> <p>To reinforce the importance of the Code of Conduct</p> <p>In line with Corporate Plan:</p> <ul style="list-style-type: none"> • reinforce PRIDE and what is expected of employees • reinforce the importance of customer service <p>To reinforce the requirement of professionalism</p> <p>To ensure employees are directed to other important policies and procedures, such as whistleblowing, ICTS and Information Governance.</p>
<p>Safeguarding Adults: Roles and Responsibilities</p>	<p>That the Safeguarding Adults: Roles and Responsibilities be deleted.</p>	<p>The Head of Safeguarding advised it would be inappropriate to include this information in the Constitution as practice and expectations change.</p>
<p>Protocol on use for the Mayor’s casting vote</p>	<p>That the protocol be amalgamated into the Full</p>	<p>To ensure the Constitution is ordered in a logical format.</p>

Section	Proposed	Rationale
	Council Meetings Procedure Rules.	
Management Structure	That the management structure be deleted, Article 12 has been amended to ensure the relevant information is contained within the article.	To remove repetition and the relevant information is contained within Article 12.
The approach to dealing with petitions at Council	That the approach be amalgamated into the Full Council Meetings Procedure Rules.	To ensure the Constitution is ordered in a logical format.

4.0 Financial implications

- 4.1 There are no costs associated with the recommendations in this report. The proposals do include small changes to financial procedure rules regarding the timely approval of supplementary budgets to respond to emerging funding opportunities and the payment of grant to outside organisations and individuals.

[GE/06102017/X]

5.0 Legal implications

- 5.1 The Council is required by Section 37 of the Local Government Act 2000 to prepare and publish a Constitution which contains its standing orders relating to decision-making, finance and contracts. The Council is also required to keep its Constitution updated. The Director of Governance is authorised under the constitution to make amendments which more accurately reflect legislative and organisational changes.

[RB/06102017/J]

6.0 Equalities implications

- 6.1 The Council must, in the exercise of its functions, have due regard to the need to:
- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act;
 - b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

- c. foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

6.2 The Constitution seeks to ensure that, in its decision-making and its operations, the Council fully complies with the public-sector equality duty.

6.3 An equalities assessment has been carried out on the Constitution, having due regard for equalities implications and there were no specific implications linked to the recommendations in this report.

7.0 Environmental implications

7.1 There are no environmental implications arising from this report.

8.0 Human resources implications

8.1 There are no human resources implications arising from this report.

9.0 Corporate landlord implications

9.1 There are no corporate landlord implications arising from this report.

10.0 Schedule of background papers

10.1 Please click onto the following link to access an electronic copy of the tracked changes Constitution and proposed final version of the Constitution [link to access appendices](#).

CITY OF WOLVERHAMPTON COUNCIL	Special Advisory Group 24 November 2017
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Report title	Calendar of Meetings 2018-2019	
Cabinet member with lead responsibility	Councillor Roger Lawrence Leader of the Council	
Key decision	No	
In forward plan	No	
Wards affected	All	
Accountable director	Kevin O'Keefe, Governance	
Originating service	Democratic Services	
Accountable employee(s)	Colin Parr	Head of Governance
	Tel	01902 550105
	Email	colin.parr@wolverhampton.gov.uk
Report to be/has been considered by	Council, 13 December 2017	

Recommendation(s) for decision:

The Special Advisory Group is recommended to:

1. Endorse the City of Wolverhampton Council Calendar of Meetings for 2018-2019 for recommendation to Full Council on the 13 December 2017.
2. Approve consultation with the political groups on the City of Wolverhampton Council Calendar of Meetings for 2018-2019.
3. Delegate any amendments to the City of Wolverhampton Council Calendar of Meetings for 2018-2019 to the Chair of Special Advisory Group in consultation with the Director of Governance following consultation with political groups.

1.0 Purpose

- 1.1 To consider a proposed timetable for Council and committee meetings for the next Council Year (2018-2019).

2.0 Background

- 2.1 The Full Council Meeting Procedure Rules set out the responsibility of Council to approve a programme of Ordinary meetings of the Full Council, the Cabinet, the Scrutiny Board and Scrutiny Panels and Regulatory or other committees for the year. Full Council is asked to agree the meeting dates for all meetings to enable the programme to be co-ordinated.
- 2.2 The proposed Calendar of Meetings for 2018-2019, which was drafted in consultation with the responsible officers for each body and addresses issues raised by Councillors and officers in relation to the current year's timetable, is attached as an Appendix.
- 2.3 At the request of the Finance Team the February 2019 Cabinet meeting has been scheduled to take place in half term week, this would allow the Finance Team sufficient time to prepare the budget report.
- 2.4 Amendments to the programme of meetings can be agreed during the year by the relevant bodies or by councillors and officers as set out in the Council's Constitution.

3. Financial implications

There are no financial implications associated with the recommendation in this report.
[GE/15112017/U]

4. Legal implications

There are no legal implications arising from this report.
[RB/15112017/R]

5. Equalities implications.

There are no equalities implications arising from this report.

6. Environmental implications.

There are no environmental implications arising from this report.

7. Human resources implications.

There are no human resources implications arising from this report.

8. Corporate landlord implications.

There are no corporate landlord implications arising from the report.

Municipal Calendar 2018 - 2019

		No. of meetings	Usual day and time	May 2018	June 2018	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019
Bank Holidays																
Council and Executive	Council	9	Wed (5:45pm)	16 a		18		19		7	12	30		6 b	3	15 a
	Cabinet	9	Wed (5:00pm)		6	11		12	17	28		23	20 d	20	10	
	Cabinet (Resources) Panel	11	Tues (5:00pm)	22	19	24		4	2	6		15	5	5	2	21
	Cabinet (Performance Management) Panel	4	Mon (5:00pm)		11			17			3			4		
	Executive Team (if required)	9	Mon (5:00pm)		4	9		10	15	26		21	11	18	8	
Scrutiny	Scrutiny Board	8	Tues (6:00pm)		5	3		11	9		11 c	8		12	9	
	Adults and Safer City	5	Tues (6:00pm)		12			25		20c		29		26		
	Children, Young People and Families	5	Wed (6:00pm)		20			5		14c		16		27		
	Confident, Capable Council	5	Wed (6:00pm)		13			26		21 c			6		10	
	Health	6	Thurs (1:30pm)	24		19		20		15 c		17		21		
	Stronger City Economy	5	Tues (6:00pm)		26			18		27 c			12		2	
	Vibrant and Sustainable City	5	Thurs (6:00pm)			12			4		6c		28		11	
Pensions	Pensions Committee	4	Wed (two part) (10am & 1:30pm)		20			5			12			27		
	Pensions Board	2	Tues (2:00pm)			3						22				

a Annual Council, 6pm

b Budget setting

c Scrutiny of the budget

d During school holidays

			No. of meetings	Usual day and time	May 2018	Jun 2018	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019
Regulatory and oversight																	
<i>Bank Holidays</i>																	
	Audit and Risk Committee	5	Mon (2:00pm)		11	23			17			10			11		
	Health and Wellbeing Board	4	Wed (12:30pm or 2:00pm)			4				10			16			3	
	Safeguarding Children Board	4	Wed (2:00pm)		20				19			19			20		
	Safeguarding Adults Board	5	Thurs (11:00am)		14				13			13			14		2
	Children's Trust Board	4	Wed (9:30am)		13				26			12			13		
	Planning Committee	6	Tues (2:00pm) (site visits 10:00am)	22		10			11		13		15		19		
	Licensing Committee	6	Wed (10:00am)		6	18			26		28		23		20		
	Licensing Sub-Committee (if required)	5	Tues (10:00am)		26					16		11		26		9	
	Standards Committee (as required)		Thurs (1:30pm) as required														
Adviosry Groups																	
	Corporate Parenting Board	6	Thurs (5:30pm)	24		19			20		22		24		28		
	Community Cohesion Forum	3	Wed (6:00pm)		27					24				27			
	Equalities Advisory Group	4	Tue (10:00am)		26				18			4			5		
	Councillor Development and IT Advisory Group	4	Fri (9:30am)		15				28			14			29		
	Special Advisory Group (if required)	7	Fri (9:00am)			6			14	19	23		11	15	15		
	Sustainability Advisory Group (if required)	3	Thurs (5:30pm)			5				25			31				