

# Council Meeting

8 November 2023

**Time** 5.45 pm **Public Meeting?** YES **Type of meeting** Full Council

**Venue** Council Chamber - Civic Centre, St Peter's Square, Wolverhampton WV1 1SH

**Membership** (Quorum for this meeting is 15 Councillors)

**Mayor** Cllr Dr Michael Hardacre (Lab)

**Deputy Mayor** Cllr Linda Leach (Lab)

## Labour

Cllr Obaida Ahmed  
Cllr Qaiser Azeem  
Cllr Mary Bateman  
Cllr Philip Bateman MBE  
Cllr Ciaran Brackenridge  
Cllr Greg Brackenridge  
Cllr Paul Brookfield  
Cllr Paula Brookfield  
Cllr Chris Burden  
Cllr Alan Butt  
Cllr Jenny Cockayne  
Cllr Craig Collingswood  
Cllr Jacqui Coogan  
Cllr Lovinyer Daley  
Cllr Claire Darke

Cllr Jasbinder Dehar  
Cllr Steve Evans  
Cllr Val Evans  
Cllr Jane Francis  
Cllr Bhupinder Gakhal  
Cllr Sally Green  
Cllr Celia Hibbert  
Cllr Jeszemma Howl  
Cllr Carol Hyatt  
Cllr Jasbir Jaspal  
Cllr Jaspreet Jaspal  
Cllr Milkinderpal Jaspal  
Cllr Rashpal Kaur  
Cllr Lamina Lloyd  
Cllr Asha Mattu

Cllr Barbara McGarrity QN  
Cllr Louise Miles  
Cllr Rohit Mistry  
Cllr Anwen Muston  
Cllr Rita Potter  
Cllr John Reynolds  
Cllr Susan Roberts MBE  
Cllr Zee Russell  
Cllr Stephen Simkins  
Cllr Harbinder Singh  
Cllr Tersaim Singh  
Cllr Paul Sweet  
Cllr Jacqueline Sweetman  
Cllr Iqra Tahir  
Cllr Gillian Wildman

## Conservative

Cllr Paul Appleby  
Cllr Simon Bennett  
Cllr Jonathan Crofts  
Cllr Wendy Dalton  
Cllr Christopher Haynes  
Cllr Stephanie Haynes  
Cllr Sohail Khan  
Cllr Bob Maddox  
Cllr Andrew McNeil  
Cllr Paul Singh  
Cllr Udey Singh  
Cllr Wendy Thompson  
Cllr Ellis Turrell

## Information for the Public

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

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# Agenda

*Item No.*     *Title*

## MEETING BUSINESS ITEMS

- 1            **Apologies for absence**
- 2            **Declarations of interest**
- 3            **Minutes of previous meeting** (Pages 5 - 20)  
[To receive minutes of the previous meetings held on 13 September 2023 and 20 September 2023 (Extraordinary and Ordinary Meeting)]
- 4            **Communications**  
[To receive the Mayor's announcements]

## DECISION ITEMS

- 5            **Report of Leader of the Council**  
[To receive a report from the Leader of the Council]
- 6            **To receive a return of the Councillor elected on 28 September by-election**  
[The Chief Operating Officer to present a return of the Councillor elected on 28 September]
- 7            **Audit and Risk Committee 2022-2023 Annual Report** (Pages 21 - 44)  
[To endorse Audit and Risk Committee Annual Report 2022-2023]
- 8            **Scrutiny Annual Report May 2022 - May 2023** (Pages 45 - 68)  
[To endorse the Annual Scrutiny Report May 2022 - May 2023]
- 9            **Families First for Children Pathfinder** (Pages 69 - 74)  
[To receive an update on the Families First for Children Pathfinder programme]
- 10           **Changes to the Constitution** (Pages 75 - 232)  
[To consider the amendments to the Constitution]
- 11           **In Year Appointments for the 2023-2024 Municipal Year** (Pages 233 - 236)  
[To approve In Year Appointments for the 2023-2024 Municipal Year]
- 12           **Written Questions by Councillors** (Pages 237 - 240)  
[That the relevant Executive Members respond to questions received]

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<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Meeting of the Council</b> <b>Minutes - 13 September 2023</b>
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## Attendance

**Mayor** Cllr Dr Michael Hardacre (Lab)  
**Deputy Mayor** Cllr Linda Leach (Lab)

### Labour

Cllr Obaida Ahmed	Cllr Val Evans	Cllr Rohit Mistry
Cllr Qaiser Azeem	Cllr Jane Francis	Cllr Anwen Muston
Cllr Mary Bateman	Cllr Bhupinder Gakhal	Cllr Rita Potter
Cllr Philip Bateman MBE	Cllr Sally Green	Cllr John Reynolds
Cllr Ciaran Brackenridge	Cllr Celia Hibbert	Cllr Susan Roberts MBE
Cllr Greg Brackenridge	Cllr Jeszemma Howl	Cllr Zee Russell
Cllr Paula Brookfield	Cllr Carol Hyatt	Cllr Stephen Simkins
Cllr Chris Burden	Cllr Jasbir Jaspal	Cllr Harbinder Singh
Cllr Jenny Cockayne	Cllr Jaspreet Jaspal	Cllr Tersaim Singh
Cllr Craig Collingswood	Cllr Milkinderpal Jaspal	Cllr Paul Sweet
Cllr Jacqui Coogan	Cllr Rashpal Kaur	Cllr Jacqueline Sweetman
Cllr Lovinyer Daley	Cllr Lamina Lloyd	Cllr Iqra Tahir
Cllr Claire Darke	Cllr Barbara McGarrity QN	Cllr Gillian Wildman
Cllr Jasbinder Dehar	Cllr Louise Miles	
Cllr Steve Evans		

### Conservative

Cllr Simon Bennett	Cllr Bob Maddox
Cllr Jonathan Crofts	Cllr Andrew McNeil
Cllr Wendy Dalton	Cllr Udey Singh
Cllr Christopher Haynes	Cllr Wendy Thompson
Cllr Stephanie Haynes	Cllr Ellis Turrell
Cllr Sohail Khan	

### Employees

Tim Johnson	Chief Executive
Mark Taylor	Deputy Chief Executive
David Pattison	Chief Operating Officer
Emma Bennett	Executive Director of Families
Charlotte Johns	Director of Strategy
Laura Phillips	Deputy Director of People and Change

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The proceedings opened with Prayers

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*Item No.*     *Title*

**1        Apologies for absence**

Apologies for absence were received from Councillor Paul Appleby, Councillor Alan Butt, Councillor Asha Mattu and Councillor Paul Singh.

**2        Declarations of interest**

There were no declarations of interest made.

**3        Minutes of previous meeting**

The Mayor proposed, the Deputy Mayor seconded, and it was resolved:

That the minutes of the previous meeting, held on 19 July 2023, be agreed as a correct record and signed accordingly by the Mayor.

**4        Election of the Leader of the Council**

It was proposed by Councillor Steve Evans, seconded by Councillor Philip Bateman, that Councillor Stephen Simkins be elected as Leader of the Council on a four year term.

Resolved:

That Councillor Stephen Simkins be elected as Leader of the Council for a four year term till from September 2023 - May 2027.

**5        Director of Children's Services Appointment**

The Leader of the Council, Councillor Stephen Simkins, presented the report on Director of Children's Services Appointment for approval.

The report sought endorsement for a twelve month secondment for the appointment of the Director of Children's Services post.

The Leader of the Council, Councillor Stephen Simkins proposed the recommendation and the Cabinet Member for Children, Young People and Education, Councillor Chris Burden seconded the recommendation. They both placed on record their thanks to the Executive Director of Families, Emma Bennett for her service to the Council and delivering on key council priorities.

The report was debated by Council. Councillor Stephen Simkins replied to the debate.

Resolved:

That the 12 months secondment appointment for the Director of Children's post with effect from 7 September 2023, as per the recommendation of the Special Appointments Committee held on 17 August 2023 be endorsed.

# Extraordinary Meeting of the Council

Minutes - 20 September 2023

## Attendance

**Mayor** Cllr Dr Michael Hardacre (Lab)  
**Deputy Mayor** Cllr Linda Leach (Lab)

## Labour

Cllr Qaiser Azeem	Cllr Val Evans	Cllr Rohit Mistry
Cllr Philip Bateman MBE	Cllr Jane Francis	Cllr Anwen Muston
Cllr Ciaran Brackenridge	Cllr Bhupinder Gakhal	Cllr Rita Potter
Cllr Greg Brackenridge	Cllr Sally Green	Cllr John Reynolds
Cllr Paula Brookfield	Cllr Celia Hibbert	Cllr Susan Roberts MBE
Cllr Chris Burden	Cllr Jeszemma Howl	Cllr Zee Russell
Cllr Alan Butt	Cllr Carol Hyatt	Cllr Stephen Simkins
Cllr Jenny Cockayne	Cllr Jasbir Jaspal	Cllr Harbinder Singh
Cllr Craig Collingswood	Cllr Jaspreet Jaspal	Cllr Tersaim Singh
Cllr Jacqui Coogan	Cllr Milkinderpal Jaspal	Cllr Paul Sweet
Cllr Lovinyer Daley	Cllr Rashpal Kaur	Cllr Jacqueline Sweetman
Cllr Claire Darke	Cllr Lamina Lloyd	Cllr Iqra Tahir
Cllr Jasbinder Dehar	Cllr Asha Mattu	Cllr Gillian Wildman
Cllr Steve Evans	Cllr Barbara McGarrity QN	

## Conservative

Cllr Paul Appleby	Cllr Sohail Khan
Cllr Simon Bennett	Cllr Bob Maddox
Cllr Jonathan Crofts	Cllr Andrew McNeil
Cllr Wendy Dalton	Cllr Wendy Thompson
Cllr Christopher Haynes	Cllr Ellis Turrell
Cllr Stephanie Haynes	

## Employees

Tim Johnson	Chief Executive
David Pattison	Chief Operating Officer
Emma Bennett	Executive Director of Families
Ian Fegan	Director of Communications and Visitor Experience
Charlotte Johns	Director of Strategy
Richard Lawrence	Director of Regeneration

*Item No.*     *Title*

**1        Apologies for absence**

Apologies for absence were received from Councillor Obaida Ahmed, Councillor Mary Bateman, Councillor Louise Miles and Councillor Paul Singh.

**2        Declarations of interest**

There were no declarations of interest made.

**3        Conferring the Title of Honorary Alderman**

The Leader of the Council, Councillor Stephen Simkins presented the report on Conferring the Title of Honorary Alderman. He requested that pursuant to the powers contained in Section 249 of the Local Government Act 1972, the Council confer the title of Honorary Alderman to former Councillors Phillip Page and Jonathan Yardley.

The Leader of the Council, Councillor Stephen Simkins added Mr Page had a total of 20 years' distinguished service. He had served the residents of Bilston North Ward but also held many important positions within the Council impacting on the lives of the citizens of our whole City. He was the Mayor of the City of Wolverhampton in 2018-2019 and served on many committees.

The Leader of the Council, Councillor Stephen Simkins proposed the recommendation, The Leader of the Opposition Group, Councillor Wendy Thompson seconded the recommendation. They paid tribute to the contribution of former Councillors Phillip Page and Jonathan Yardley.

The Leader of the Opposition Group, Councillor Wendy Thompson added Mr Yardley had a total of 20 years' distinguished service. He had served the residents of Tettenhall Regis Ward, but also held many important positions within the Council impacting on the lives of the citizens of our whole City and served on many committees.

Resolved:

That the title of Honorary Alderman be conferred on former Councillors Phillip Page and Jonathan Yardley.

The Mayor, on behalf of the City Council, presented Mr Phillip Page with a badge to commemorate his appointment. Honorary Alderman Phillip Page then gave an acceptance speech.

The Mayor, on behalf of the City Council, presented Mr Jonathan Yardley with a badge to commemorate his appointment. Honorary Alderman Jonathan Yardley then gave an acceptance speech.

## Attendance

**Mayor** Cllr Dr Michael Hardacre (Lab)  
**Deputy Mayor** Cllr Linda Leach (Lab)

## Labour

Cllr Qaiser Azeem	Cllr Val Evans	Cllr Rohit Mistry
Cllr Philip Bateman MBE	Cllr Jane Francis	Cllr Anwen Muston
Cllr Ciaran Brackenridge	Cllr Bhupinder Gakhal	Cllr Rita Potter
Cllr Greg Brackenridge	Cllr Sally Green	Cllr John Reynolds
Cllr Paula Brookfield	Cllr Celia Hibbert	Cllr Susan Roberts MBE
Cllr Chris Burden	Cllr Jeszemma Howl	Cllr Zee Russell
Cllr Alan Butt	Cllr Carol Hyatt	Cllr Stephen Simkins
Cllr Jenny Cockayne	Cllr Jasbir Jaspal	Cllr Harbinder Singh
Cllr Craig Collingswood	Cllr Jaspreet Jaspal	Cllr Tersaim Singh
Cllr Jacqui Coogan	Cllr Milkinderpal Jaspal	Cllr Paul Sweet
Cllr Lovinyer Daley	Cllr Rashpal Kaur	Cllr Jacqueline Sweetman
Cllr Claire Darke	Cllr Lamina Lloyd	Cllr Iqra Tahir
Cllr Jasbinder Dehar	Cllr Asha Mattu	Cllr Gillian Wildman
Cllr Steve Evans	Cllr Barbara McGarrity QN	

## Conservative

Cllr Paul Appleby	Cllr Sohail Khan
Cllr Simon Bennett	Cllr Bob Maddox
Cllr Jonathan Crofts	Cllr Andrew McNeil
Cllr Wendy Dalton	Cllr Udey Singh
Cllr Christopher Haynes	Cllr Wendy Thompson
Cllr Stephanie Haynes	Cllr Ellis Turrell

## Employees

Tim Johnson	Chief Executive
David Pattison	Chief Operating Officer
Emma Bennett	Executive Director of Families
Ian Fegan	Director of Communications and Visitor Experience
Charlotte Johns	Director of Strategy
Richard Lawrence	Director of Regeneration

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The proceedings opened with Prayers

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Item No. Title

1 **Apologies for absence**

Apologies for absence were received from Councillor Obaida Ahmed, Councillor Mary Bateman, Councillor Louise Miles and Councillor Paul Singh.

2 **Declarations of interest**

There were no declarations of interest made.

3 **Communications**

**1. Mayoral Engagements**

The Mayor attended three memorial services recently, for our Korean War veterans on 27<sup>th</sup> July, Victory in Japan Day on 15<sup>th</sup> August and the Battle of Britain anniversary last Sunday. It was most important that we continued to remember our fallen servicemen and women in the hope that their memory would help to prevent further conflict.

Since the last council meeting in July, the Mayoress and Mayor had completed 40 engagements and attended four British Citizenship Ceremonies. The Mayor also attended two flag raising ceremonies.

**2. Young Citizen of the Year**

The Mayor hosted the annual Young Citizen of the Year Awards, run by the City's Rotary Clubs, on Thursday 7th September in the City Suite.

The Mayor reported there were joint winners in the 13 – 18 age group. They were Imane Sbihi and Eva Abley. Imane, originally from Morocco, had settled in Wolverhampton and had immersed herself in voluntary work. Eva, who has cerebral palsy, came fifth in Britain's Got Talent last year and uses comedy to inspire others to cope with disability.

The Mayor reported the winner of the 18 – 25 year old category was Alethea Parsons, who was nominated by a teacher from the Wolverhampton Music School for her outstanding contribution to music and the arts in the city.

**3. Shimla Disaster**

The Mayor was saddened to hear of the natural disaster that befell the Shimla area on 14<sup>th</sup> August, when heavy rains caused landslides leading to huge loss of life and property.

The Mayor has written to Mr Surinder Chohan, Mayor of Shimla, on behalf of Wolverhampton to express our sorrow for what had happened.

Mayor Chohan had written back to thank the citizens of Wolverhampton for their support.

**4. Visit of the President and First Lady of Shri Lanka**

The Mayor reported the University of Wolverhampton was holding a ceremony to award the First Lady of Shri Lanka, Professor Maithree Wickramasinghe,

with an Honorary Professorship, in recognition of her contributions to academia.

Also in attendance will be the President of Shri Lanka, Mr Ranil Wickramasinghe, the High Commissioner of Shri Lanka to the UK, Her Excellency Mrs Saroja Sirisena and other representatives.

The Mayor placed on record thanks to the University for organising the event and inviting the Mayor to attend.

#### **5. Mayor's Charity Fundraising**

The Mayor placed on record, his thanks to Dr Paul Hampton and the University of Wolverhampton for holding a charity golf day on 1<sup>st</sup> September. This event raised £3,000 for the Mayor's charities. Pin badges featuring the city crest were also available to purchase for a minimum donation of £3 to the mayoral charitable fund.

#### **6. British Empire Medal Presentation Ceremony**

The Mayor shall be travelling to Birmingham Council House on Thursday 28<sup>th</sup> September to witness the investiture ceremony for recipients of the British Empire Medal. This prestigious event was to be hosted by His Majesty's representative for the West Midlands, the Lord Lieutenant Sir John Crabtree.

#### **7. Dutch War Graves**

The Mayor reported representatives of the Dutch Armed Forces, Princess Irene Brigade, will be visiting Wolverhampton in November for the annual memorial service to remember their fallen comrades buried in Jeffcock Road Cemetery.

The Mayor had organised a clean up of the headstones and tidying of the graves, to ensure the site looked its best ahead of the service.

#### **8. Emma Bennett**

The Mayor, reported the Executive Director of Families, Emma Bennett was leaving the Council to take on a new role as Chief Executive of Walsall Council. Emma had been with Wolverhampton in a variety of roles for 16 years. The Mayor thanked Emma for her service to the Council and wished Emma all the very best. Council stood and gave applause to Emma.

#### **4 Education, Skills and Employment Strategy**

In the absence of Councillor Louise Miles, the Cabinet Member for Children, Young People and Education, Councillor Chris Burden presented the report on Education, Skills and Employment Strategy for approval.

The report detailed the new Education, Skills and Employment (ESE) Strategy which sets out the Council's approach to supporting local people into good quality careers and work.

The report detailed the strategy would focus on five overarching priorities; Children have the best start in life, High quality education which prepares young people for work, Post 16 provision which meets the needs of city employers, Lifelong learning and employment pathways to good quality work.

The report detailed the strategy had been developed through regular, continued engagement with key stakeholders and communities. Formal consultation had also been undertaken between 27 June and 18 August 2023. This included focus groups with young people, city partners, equality groups education and training providers.

The Cabinet Member for Children, Young People and Education, Councillor Chris Burden proposed the recommendations and the Leader of the Council, Councillor Stephen Simkins seconded the recommendations.

The report was debated by Council. Councillor Chris Burden responded to the debate.

Resolved:

1. That the Education, Skills and Employment Strategy to deliver a whole life approach to learning and work which support children, young people and adults to thrive be approved.
2. That the budget from the remaining uncommitted balance of £1.2 million, from the original £3 million programme reserve budget approved by Cabinet on 20 October 2021 for the Wolves at Work 18-24 programme to deliver Wolves at Work Transformation programme be approved.
3. That authority be delegated to the relevant Director to approve targeted interventions and the allocation of the associated budget (from the £1.2 million available).

## 5 **In Year Appointments for the 2023 - 2024 Municipal Year**

The Leader of the Council, Councillor Stephen Simkins, presented the report on In Year Appointments for the 2023-2024 Municipal Year for approval.

The report detailed changes to in year appointments for the 2023- 2024 municipal year.

The Leader of the Council, Councillor Stephen Simkins proposed the recommendations. Councillor Milkinder Jaspal seconded the recommendations.

The report was debated by Council. Councillor Stephen Simkins responded to the debate.

Resolved:

1. That the appointment, by the Leader of the Council, of Councillors to the Cabinet, the specified lead Cabinet Member roles and Cabinet Panels set out in Appendix 1 be noted.
2. That the removal of Councillor Jacqui Coogan from the Scrutiny Board for the remainder of the Municipal year 2023/2024 be approved.
3. That the appointment of Councillor Jas Dehar to the Scrutiny Board for the remainder of the Municipal year 2023/2024 be approved.
4. The removal of Councillor Jacqui Coogan from the Governance and Ethics Committee as member and Vice Chair for the remainder of the Municipal year 2023/2024 be approved.



5. That the appointment of Councillor Rohit Mistry as Vice Chair to the Governance and Ethics Committee for the remainder of the Municipal year 2023/2024 be approved.
6. That the removal of Councillor Jacqui Coogan from the West Midlands Combined Authority – Overview and Scrutiny Committee as a substitute for the remainder of the Municipal year 2023/2024 be approved.
7. That the appointment of Councillor Rita Potter to the West Midlands Combined Authority – Overview and Scrutiny Committee as a substitute for the remainder of the Municipal year 2023/2024 be approved.
8. That the removal of the Leader from the West Midlands Rail Ltd as Principal Director for the remainder of the Municipal year 2023/2024 be approved.
9. That the appointment of the Deputy Leader as Principal Director to the West Midlands Rail Ltd for the remainder of the Municipal year 2023/2024 be approved.
10. That the appointment of the Cabinet Member for Environment and Climate Change as substitute director to the West Midlands Rail Ltd for the remainder of the Municipal year 2023/2024 be approved.
11. That the removal of Cabinet Member for Children, Young People and Education from the Wolverhampton Standing Advisory Council on Religious Education for the remainder of the Municipal year 2023/2024 be approved.
12. That the appointment of Cabinet Member for Jobs, Skills and Education to the Wolverhampton Standing Advisory Council on Religious Education for the remainder of the Municipal year 2023/2024 be approved.

## 6 **Written Questions by Councillors**

The Cabinet Member for Visitor City, Councillor Bhupinder Gakhil responded to a question put to him by Councillor Jacqueline Sweetman on The Halls. He also responded to a supplementary question on the same subject matter.

The Cabinet Member for Children, Young People and Education, Councillor Chris Burden responded to questions put to him by Councillor Jacqui Coogan on Cost of Living Crisis and Councillor Barbara McGarrity QN on Reinforced Autoclaved Aerated Concrete (RAAC). He also responded to a supplementary question on the same subject matter.

The Cabinet Member for Adults and Wellbeing, Councillor Jasbir Jaspal responded to questions put to her by Councillor Christopher Haynes on Local Police Stations and Councillor Stephanie Haynes on Life Expectancy. She also responded to supplementary questions on the same subject matter.

The Leader of the Council, Councillor Stephen Simkins responded to a question put to him by Councillor Wendy Thompson on Beatties. He also responded to a supplementary question on the same subject matter.

Resolved:

That the responses to written questions be noted.

## 7 **Motions on Notice**

Councillor Chris Burden, moved the motion on Care Leavers Protected Characteristic Motion:

*“Every Councillor, employee of this Council and our partner agencies is a Corporate Parent to the children in our care and our care experienced young*

people. We are all responsible for providing the best possible care, safeguarding and educational outcomes for the children and young people who are and have been in the care of the City of Wolverhampton Council. Our young people in care and our care experienced young people have the right to expect everything from a good corporate parent that would be expected from a responsible and good parent. This includes how families continue their support, care, and ambition for their children long after they leave home and gain independence. The City of Wolverhampton Council in partnership with the Care Leavers Independent Collective Forum and our partner agencies are proud that together we have been able to achieve, :-

- Wolverhampton Care Leavers being exempt from all Council Tax charges up to the age of 25.
- Wolverhampton Care Leavers up to the age of 25 having free access to leisure facilities at WV Active sites.
- Care Leavers bidding for Wolverhampton Homes properties are entitled to Band 1 Housing allocation.
- Care Leavers living in a Wolverhampton Homes property will never be made intentionally homeless.
- Care Leavers up to 25 years have access to free prescriptions.
- Wolverhampton Care Leavers have access to a variety of apprenticeships within the City of Wolverhampton Council and are able to apply for positions as the two-week internal application stage.
- Care Leavers have dedicated advice and support from an Education, Employment and Training Advisor to help them make their next steps into work or education.

However, as fantastic as these achievements are, we know as a good corporate parent that we can always do more. We are determined that every decision made by this Council and every policy set here considers the impact on our care experienced young people.

This motion proposes including “care experienced”, regardless of age, as a protected characteristic in all our Equality Impact Assessments. This will give these people formal recognition and make sure that all decisions that are made and policies that are set consider their specific needs and the impact on them.

The Government commissioned independent review into children’s social care highlighted the recommendation that care experience should be made a protected characteristic as part of the Equalities Act 2010. As yet, the Government have not progressed this recommendation.

Therefore, we propose to take steps here in Wolverhampton to be the best corporate parents we can be and to recognise care experience, regardless of a person’s age, be defined as a protected characteristic till such a time as it may be introduced by legislation.

The City of Wolverhampton Council, by recognising care experience as a protected characteristic would resolve:

- a. That when making any decisions in relation to its policies or formulating its Council plan that it recognises that care experienced people of all ages are an oppressed group who face discrimination.

- b. That it recognises that the Council has a duty to put the needs of oppressed people at the heart of decision-making through co-production and collaboration.*
- c. That in the delivery of the Public Sector Equality Duty the Council includes care experience in the publication and review of Equality Objectives and the annual publication of information relating to people who share a Protected Characteristic in services and employment in so far as available data allows for meaningful monitoring.*
- d. To formally adopt and call upon all other bodies to treat care experience as a protected characteristic until such time as it may be introduced by legislation.*
- e. To formally call upon all other bodies and partnership agencies working with the City of Wolverhampton Council to adopt the principal that care experience be a protected characteristic until such time as it may be introduced by legislation.*
- f. For the Council to continue to proactively seek out and listen to the voices of care experienced people, regardless of age, when developing new policies based on their views.*
- g. As a Local Authority, this would commit us to acknowledging and addressing the challenges faced by those with care experience across everything we do, from breaking down barriers to work, including transport and digital poverty to ensuring fair access to housing, education, and employment within the City.*

*However, we recognise that as a Council, we can only implement so much alone. Thus, we call upon our civic and regional partners to follow the Council's lead in developing their own initiatives to support our care leavers.*

*We believe as a Council that the West Midlands Combined Authority (WMCA) and Transport for West Midlands (TfWM) should recognise the request of Care Leavers to provide transport to our Care Experienced Young People in the region.*

*Furthermore, this Council believes that the Minister for Children and Families should follow the example of the Council and seek to promote the status of Care Leavers as a protected minority characteristic."*

Councillor Chris Burden outlined the rationale for the motion. Councillor Qaiser Azeem seconded the motion and outlined the rationale for supporting the motion.

The Mayor proposed that in accordance with the Constitution, Full Council Meetings Procedure Rules, Council Procedure Rule 22.1 the usual procedure rules of debate be suspended to allow the Youth Council to speak.

The Deputy Mayor seconded the motion.

Resolved: That in accordance with Full Council Meetings Procedure Rules of the Constitution and Council Procedure Rule 22.1 the procedure rules be suspended.

Kye Barton from The Youth Council made a speech in support of the motion. Council stood and gave applause to Kye.

Following the speech from the Youth Council the Mayor re-instated standing orders.

The motion was debated by Council.

Resolved:

1. That the motion on Care Leavers Protected Characteristic Motion be agreed.

Councillor Wendy Dalton, moved the motion on Leisure Membership Concessions and made a verbal addendum:

*“I would like to move a motion calling on the Cabinet Member for Adults and Wellbeing to extend the concession for leisure membership rates to all retired Emergency service personnel, retired NHS workers and Veterans living in Wolverhampton to demonstrate our continued gratitude and support for their years of public service and dedication to our City.”*

Councillor Wendy Dalton outlined the rationale for the motion. Councillor Greg Brackenridge seconded the motion and outlined the rationale for supporting the motion.

The motion was debated by Council.

Resolved:

2. That the amended motion on Leisure Membership Concessions be agreed.

Councillor Simon Bennett moved the motion JCB Pothole Pro Vehicle Purchase:

*“Over the last 10 years, the state of Wolverhampton’s roads has remained largely unmaintained, allowing new cracks and potholes to form regularly resulting in insurance claims against the Council, damage to vehicles, and reduced safety for road users.*

*This Council therefore agrees to take urgent action, and procure a JCB Pothole Pro vehicle, using funds from the Highway Management Reserve - that is there specifically to fund projects to improve roads and pavements in the City.”*

Councillor Simon Bennett outlined the rationale for the motion. Councillor Andrew McNeil seconded the motion and outlined the rationale for supporting the motion.

Councillor Craig Collingswood moved the following amendment to the motion:

Delete the first paragraph and add the following wording:

*‘This Council recognises that there has been a national underinvestment in the road network across our country by Government and asks that they provide adequate funding to allow this Council to maintain its roads at the standard our residents would expect’.*

In the second paragraph, delete wording after “agrees” and up to “projects” and replace with the words:

*“to urge the Government to provide adequate funding to enable the City’s roads to be well maintained”*

In the second paragraph, wording after “city” add

“and consider the purchase or lease of JCB Pothole Pro Vehicle.”

Councillor Craig Collingswood outlined the rationale for the amendment to the motion. Councillor Steve Evans seconded the amended motion and outlined the rationale for supporting the motion.

The amended motion was debated by Council.

Resolved:

3. That the amended substantive motion on JCB Pothole Pro Vehicle Purchase be agreed.

Councillor Ellis Turrell moved the motion on Business Relationships:

*“The relationship between the Council and businesses in the city centre is crucial to the future success of the whole city. However, this relationship has reached a new low, with allegations in the press of bullying and harassment. Sadly, the new Leader of the Council, in his previous position as Cabinet Member for City Economy, made the relationship far worse rather than better.*

*This Council therefore commits to immediately improving this relationship, using every lever at its disposal to prevent any further harm and disruption, and pledges its full support for any business that operates in the city. The success of our economy and our residents depends on this vital relationship being restored.”*

Councillor Ellis Turrell outlined the rationale for the motion. Councillor Simon Bennett seconded the motion and outlined the rationale for supporting the motion.

The motion was debated by Council.

Upon being put to the meeting, and a division having been demanded and taken voting thereon was as follows:

<b>Business Relationships (Motion)</b>	
Councillor Dr Michael Hardacre	Against
Councillor Linda Leach	Against
Councillor Paul Appleby	For
Councillor Qaiser Azeem	Against
Councillor Philip Bateman MBE	Against
Councillor Simon Bennett	For
Councillor Ciaran Brackenridge	Against
Councillor Greg Brackenridge	Against
Councillor Paula Brookfield	Against
Councillor Chris Burden	Against
Councillor Alan Butt	Against
Councillor Jennifer Cockayne	Against

Councillor Craig Collingswood	Against
Councillor Jacqui Coogan	Against
Councillor Jonathan Crofts	For
Councillor Lovinyer Daley	Against
Councillor Wendy Dalton	For
Councillor Claire Darke	No vote recorded
Councillor Jasbinder Dehar	Against
Councillor Steve Evans	Against
Councillor Valerie Evans	Against
Councillor Jane Francis	Against
Councillor Bhupinder Gakhal	Against
Councillor Sally Green	Against
Councillor Christopher Haynes	For
Councillor Stephanie Haynes	For
Councillor Celia (CeeCee) Hibbert	Against
Councillor Jeszema Howl	Against
Councillor Carol Hyatt	Against
Councillor Jasbir Jaspal	Against
Councillor Jaspreet Jaspal	Against
Councillor Milkinderpal Jaspal	Against
Councillor Rashpal Kaur	Against
Councillor Sohail Khan	For
Councillor Lamina Lloyd	Against
Councillor Robert Maddox	For
Councillor Asha Mattu	Against
Councillor Barbara McGarrity QN	Against
Councillor Andrew McNeil	For
Councillor Rohit Mistry	Against
Councillor Anwen Muston	Against
Councillor Rita Potter	Against
Councillor John C Reynolds	Against
Councillor Susan Roberts MBE	Against
Councillor Zee Russell	Against
Councillor Stephen Simkins	Against
Councillor Harbinder Singh	Against
Councillor Tersaim Singh	Against
Councillor Udey Singh	For
Councillor Paul Sweet	Against
Councillor Jacqueline Sweetman	Against
Councillor Iqra Tahir	Against
Councillor Wendy Thompson	For
Councillor Ellis Turrell	For
Councillor Gillian (Jill) Wildman	Against
<b>Rejected</b>	

The amended motion was LOST by 43 votes.

Resolved:

4. That the motion on Business Relationships be lost.

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<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Meeting of the City Council</b> <b>8 November 2023</b>
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<b>Report title</b>	Audit and Risk Committee Annual Report 2022-2023	
<b>Referring body</b>	Audit and Risk Committee – 25 September 2023	
<b>Councillor to present report</b>	Councillor Jaspreet Jaspal Chair of Audit and Risk Committee	
<b>Wards affected</b>	All Wards	
<b>Cabinet Member with lead responsibility</b>	Councillor Louise Miles, Cabinet Member for Resources	
<b>Accountable director</b>	Claire Nye, Director of Finance	
<b>Originating service</b>	Audit	
<b>Accountable employee</b>	Ian Cotterill Tel Email	Head of internal Audit 01902 554475 <a href="mailto:ian.cotterill@wolverhampton.gov.uk">ian.cotterill@wolverhampton.gov.uk</a>
<b>Report has been considered by</b>	Audit and Risk Committee	25 September 2023

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**Recommendations for decision:**

The Council is recommended to:

1. Endorse the Audit and Risk Committee Annual Report for 2022-2023.

## **1.0 Purpose**

- 1.1 This report summarises the main areas of work undertaken by the Audit and Risk Committee during 2022-2023.

## **2.0 Background**

- 2.1 On 25 September 2023 the Audit and Risk Committee considered a report on Audit and Risk Committee Annual Report 2022-2023.

- 2.2 Audit and Risk Committee recommended to Council that it endorses:

1. The Audit and Risk Committee Annual Report for 2022-2023 and refer it to Full Council for approval.

## **3.0 Financial implications**

- 3.1 The financial implications are detailed in the Audit and Risk Committee report of 25 September 2023.

## **4.0 Legal implications**

- 4.1 The legal implications are detailed in the Audit and Risk Committee report of 25 September 2023.

## **5.0 Equalities implications**

- 5.1 Equalities issues are implicit within the work of the Audit and Risk Committee throughout the year. Specific equality issues may also be addressed within individual activities undertaken by both the internal and external auditors, and where appropriate will be reported back to the committee.

## **6.0 All other Implications**

- 6.1 All other implications are detailed in the Audit and Risk Committee report of 25 September 2023.

## **7.0 Schedule of background papers**

- 7.1 Audit and Risk Committee – Annual Report 2022-2023, Audit and Risk Committee 25 September 2023.

<b>Report title</b>	Audit and Risk Committee Annual Report 2022-2023	
<b>Accountable director</b>	Claire Nye, Finance	
<b>Accountable employee</b>	Ian Cotterill Tel Email	Head of Internal Audit 01902 554475 <a href="mailto:ian.cotterill@wolverhampton.gov.uk">ian.cotterill@wolverhampton.gov.uk</a>
<b>Report to be/has been considered by</b>	Not applicable	

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**Recommendations for noting:**

The Audit and Risk Committee is asked to note:

1. Endorse the Audit and Risk Committee Annual Report for 2022-2023 and refer it to Full Council for approval.

## **1.0 Purpose**

1.1 This report summarises the main areas of work undertaken by the Audit and Risk Committee during 2022-2023.

## **2.0 Background**

2.1 The purpose of the Audit and Risk Committee is to provide independent assurance on the adequacy of the risk management framework and the internal control environment. It provides an independent review of the governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

## **3.0 Progress, options, discussion, etc.**

3.1 The Audit and Risk Committee will continue to receive regular assurance reports throughout the year.

## **4.0 Financial implications**

4.1 There are no financial implications arising from the recommendation in this report. (AS/15092023/R)

## **5.0 Legal implications**

5.1 There are no legal implications arising from the recommendation in this report. (SZ/12092023/P)

## **6.0 Equalities implications**

6.1 Equalities issues are implicit within the work of the Audit and Risk Committee throughout the year. Specific equality issues may also be addressed within individual activities undertaken by both the internal and external auditors, and where appropriate will be reported back to the committee.

## **7.0 All other implications**

7.1 There are no other implications arising from the recommendations in this report.

## **8.0 Schedule of background papers**

8.1 Audit and Risk Committee – Annual Report

# Audit and Risk Committee Annual Report 2022 - 2023



# 1

## The Audit and Risk Committee at Wolverhampton



### **Councillor Jaspreet Jaspal**

*New Chair of the Audit and Risk Committee*

“The Audit and Risk Committee is responsible for providing independent and effective scrutiny of the audit, assurance and reporting arrangements at the Council. The focused and thorough scrutiny it undertakes is essential for good corporate governance and ensures financial standards are adhered to”.



### **Councillor Craig Collingswood**

*Former Chair of the Audit and Risk Committee*

“The Audit and Risk Committee is a key component of the Council’s corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards”.

One of the key roles of Audit and Risk Committee is to provide independent assurance to the Council on the adequacy of the risk management framework and the internal control environment. It provides independent review of the governance, risk management and control frameworks and oversees the financial reporting and annual governance processes.

By overseeing the operational work of both the internal and external auditors, the Committee helps to ensure that efficient and effective assurance arrangements are in place. The key benefits of the Committee can be seen as:

- increasing public confidence in the accuracy objectivity and fairness of financial and other reporting;
- reinforcing the importance and independence of internal and external audit and similar review processes;
- providing additional assurance through a process of independent review; and
- ensuring that the Council is underpinned by robust internal controls; and ensuring the implementation of audit recommendations.

The Audit and Risk Committee has a cycle of work for each year. It is based on (but not limited to) the following main sources of assurance:

- Annual Governance Statement - this is the statutory report which the Committee approves in relation to the council's Statement of Accounts. It also incorporates a Council wide review of the effectiveness of governance and has been strengthened over the last 12 months to incorporate additional information on the Council's linked bodies.
- Strategic Risk Register - a regular review of the key risks the Council faces, and how the Committee can gain assurance that they are being well managed.
- Internal Audit - the ongoing work of, and reports from the Council's internal auditors.
- External Audit - the reports submitted to the Committee by the Council's external auditors Grant Thornton, including their annual audit of the Statement of Accounts and Annual Report.
- The Council's compliance with the CIPFA Financial Management Code.
- The work of the Council's Counter Fraud team.

From our examination of the Council's Risk Register and where control issues are raised by our internal and external auditors, we can summon senior Council officers to justify and answer questions on what actions are being taken to improve matters and how risks are being managed. Our ability to have access to all Council activities is a powerful tool and the committee intends to continue to 'call-in' key risks at various points throughout the year. During the year we held more detailed discussions around specific risks contained within the Council's strategic risk register:

- Civic Halls
- Financial wellbeing and resilience
- Climate Change
- Adults Safeguarding
- Adults Social Care Providers
- Charging Reform and Fair Cost of Care

In addition, detailed discussions also took place around the following audit reports contained within Internal Audit's update reports:

- Community Occupation Therapy Service
- SEND and Post 16 Provision in Schools
- Payroll Payments – Collective Agreement Compliance
- Adoption Support Fund – Special Guardianship Awards
- Council Linked Bodies – WV Living
- Continuing Healthcare
- IT Asset Management Review
- Climate Change: 2028 Net Zero Action Plan

As a committee we were once again pleased with the findings in the latest External Auditors Annual Report, which overall was a very positive one for the Council. Following completion of their audit of the Council's financial statements, Grant Thornton **anticipated it would issue an unqualified opinion**, and they reflected positively on the financial governance of the Council.

*In their annual report to the Council's Audit and Risk Committee on 23 January 2023 they concluded:*

Although it has continued to be an extraordinary year for Local Authority finances, with the impact of COVID-19 being felt throughout, the Council has continued perform strongly in terms of its financial planning.

Overall, we found no evidence of significant weaknesses in the Council's arrangements for ensuring that it makes informed decisions and properly manages its risks.

Overall, we are satisfied that the Council has appropriate arrangements in place to ensure it can deliver economy, efficiency and effectiveness with good processes in place for performance monitoring, procurement and contract management and partnership working. Also in regards to the Civic Halls Refurbishment Programme they concluded that there were no significant weaknesses in the Council's value for money arrangements associated with the delivery of the project.

I believe it was another successful year for the Audit and Risk Committee and we look forward to building on this during 2023 - 2024. Finally, as the new Chair of the Audit and Risk Committee I would like to thank the members both past and present, along with our internal and external auditors and all of the other officers who have contributed towards its success.

***Councillor Jaspreet Jaspal***



## Membership of our Committee

- Councillor **Jaspreet Jaspal** (Chair)
- Councillor **Mary Bateman** (Vice-Chair)
- Councillor **Phil Bateman MBE**
- Councillor **Claire Darke**
- Councillor **Andrew McNeil**
- Councillor **Paul Appleby**
- Councillor **Barbara McGarrity QN**
- Councillor **Jeszeema Howl**

The following members also served on the Committee during 2022-2023:

- Councillor **Craig Collingswood** (Former Chair)
- Councillor **John Reynolds**
- Councillor **Tersaim Singh**
- Councillor **Jonathan Yardley**

We are also delighted that we also have two highly experienced Independent Members who bring a level of independent challenge and outside perspective to the Committee, and we particularly thank them for volunteering their time:

- **Mr Mike Ager**
- **Mr Armstrong Ngoh**



## 2

## Key business

Our key business during the year, by meeting, was:

MEETING	ACTIVITY
<b>26 September 2022</b>	Strategic Risk Register
	Internal Audit Update Report
	External Audit Progress Report
	Audit and Risk Committee Annual Report 2021-2022
	CIPFA Financial Management Code – Action Plan
	Payment Transparency
	CIPFA Audit Committee Update
<b>28 November 2022</b>	Internal Audit Charter
	Internal Audit Update Report
	Counter Fraud Update
	External Audit Findings Report and Management Letter of Representation
	Strategic Risk Register
	Strategic Risk Register – Review of Civic Halls Risk
<b>23 January 2023</b>	Annual Governance Statement – Mid Year Update
	Appointment of External Auditors
	Audited Statement of Accounts and Auditors Annual Report
	External Audit’s Final Audit Findings Report
	External Audit’s Annual Report
	Management Letter of Representation
	Final Statement of Accounts

MEETING	ACTIVITY
<b>6 March 2023</b>	Audit and Risk Committee Terms of Reference – Annual Review
	Strategic Risk Register
	Internal Audit Plan 2023-2024
	Counter Fraud Update
	External Audit Update
	Update on External Audit Improvement Recommendations for the Civic Halls Refurbishment
	Internal Audit Update Report
<b>24 July 2023</b>	Strategic Risk Register
	Annual Internal Audit Report 2022-2023
	Assessment of Going Concern Status
	External Audit Update
	Counter Fraud Update
	Annual Governance Statement

As can be seen from the above, we are responsible for reviewing and approving the formal publication of the Annual Statement of Accounts, as required by the Accounts and Audit Regulations. These are a very complex and comprehensive set of accounts, and as stated above we appreciate the time and support of both the External Auditors and the Council's Finance Officers in this task, who also during the year provided training to the Committee in order to ensure that we have the skills required.

# 3

## We play a key role in helping to prevent and detect fraud

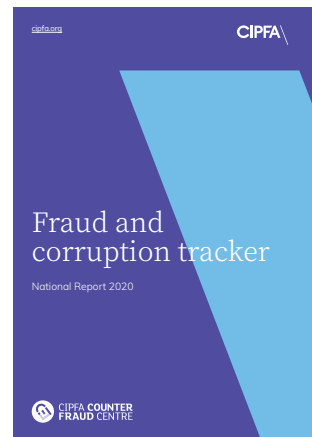
The Council is committed to creating and maintaining an environment where fraud, corruption and bribery will not be tolerated. This message is made clear within our Anti-Fraud and Corruption Policy, which states: “The Council operates a zero tolerance on fraud, corruption and bribery whereby all instances will be investigated, and the perpetrator(s) will be dealt with in accordance with established policies. Action will be taken to recover all monies stolen from the Council.” The counter fraud agenda is one that continues to also hold significant prominence from Central Government who continue to promote a wide range of counter fraud activities and initiatives.

One of the roles of the Committee, and one in which it places a great deal of importance, is to review the assessment of fraud risks and potential harm to the Council from fraud and corruption along with monitoring the counter-fraud strategy, actions and resources. We receive regular reports from the Counter Fraud team which provide us with updates on a range of fraud related activities including:

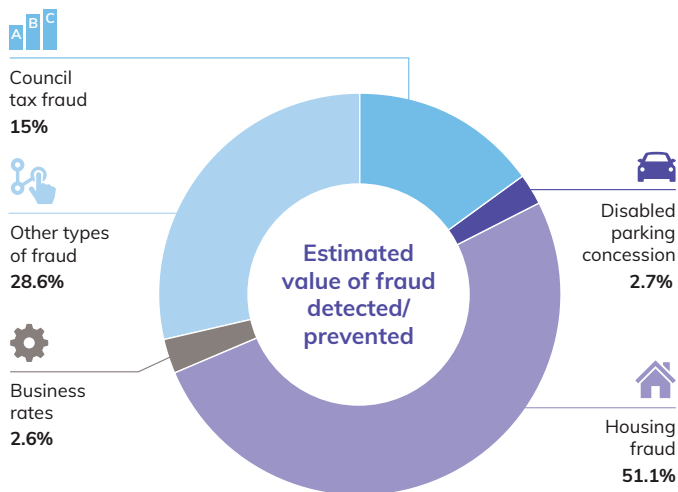
- Results from the Cabinet Offices National Fraud Initiative
- Latest national fraud benchmarking reports and how the Council responds to them
- Progress made against the fraud action plan
- Review of the Council’s Fraud Risk Register
- Outcomes from tenancy fraud, subletting and right to buy investigations

We use our time at the committee to consider all of the above, and to provide the appropriate challenge where necessary in order to ensure ourselves and the wider Council that we are doing everything we can to prevent and detect fraud.

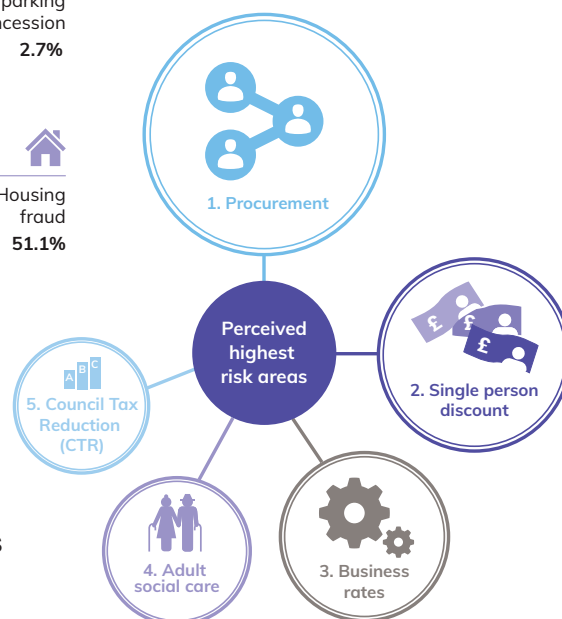
As part of previous Audit Committees members received the results of CIPFA's latest Fraud and Corruption Tracker (National Report 2020). The survey takes place with the aim of creating a national picture of the types and volume of fraud detected and prevented in local authorities. The results were collated from local authorities in all regions in the UK, allowing CIPFA to estimate the total figures for fraud across England, Scotland, Wales and Northern Ireland.



This highlighted that the largest growing fraud area was housing tenancy, with an estimated £60.1m lost nationally in 2019-2020 compared to £47.7m in 2018-2019. This was followed by council tax single person discount which has an estimated increase of £9.6m to an estimated value of £29.0m for cases detected/prevented in 2018-2019. The two highest perceived fraud risk areas for 2019-2020 were the same as last year: procurement and council tax single person discount. This shows these are the areas that require strict controls and support. The perceived third, fourth and fifth highest fraud risk areas were business rates, adult social care and council tax reduction respectively.



Highlight results from the latest national fraud tracker exercise



The Committee will receive further updates once CIPFA publish their latest report.

## Midlands Audit Committee Seminar

Back in March 2023 the City of Wolverhampton Council Audit and Risk Committee organised, and hosted, a well-attended seminar for Audit Committee Chairs from across the region. The event was held at the City's prestigious Art Gallery and was kindly co-hosted by the Council's external auditors, Grant Thornton.

The event was chaired by Councillor Craig Collingswood, Chair of City of Wolverhampton Council's Audit and Risk Committee, who said:

*"We were delighted to bring audit committee members from across the Midlands to Wolverhampton for this productive networking event. We heard from a number of expert speakers on a range of topics that are particularly relevant for local authority audit committees, including Climate Change and risk management. It also demonstrates our commitment as a council to having a first class modern and effective audit committee in place that exceeds industry standards."*



## 4

## Key principles

### We also continued with the following principles during the year

- Focussing our work on high-risk areas and helping to inspire public confidence in the Council. Our meetings are open to the public so they are able to witness in person the challenge we bring.
- Continuing to focus on the Council's risk management arrangements, gaining an increased assurance that the Council is managing its risks well and retaining the option of 'calling-in' risks and their risk owners.
- Continuing to maintain a strong working relationship, through regular progress meetings, with the Council's External Auditors Grant Thornton, our Internal Auditors and Senior Officers.



# 5

## Audit and Risk Committee Training Sessions

Throughout the year members of the Committee will continue to receive training from both Audit Services and the Finance team on various matters associated with finance, audit and counter fraud. Members of the Committee will also be signposted to external training events.





## 6

## Our conclusion for 2022-2023

*As a result of our work throughout the year, we were able to confirm:*

- That the system of internal control, governance and risk management in the Council was adequate in identifying risks and allowing the Council to understand the appropriate management of these risks.
- That there were no areas of significant duplication or omission in the systems of internal control, governance and risk management that had come to the Committee's attention, and had not been adequately resolved.

*We believe that our key achievements during the year were:*

- Continuing to provide assurance through a process of independent review and challenge.
- Raising the profile of internal control issues across the Council and of the need to ensure that audit recommendations are implemented.
- Regular consideration and review of the risks that the Council faces, through consideration of the Strategic Risk Register.
- Continuing to maintain a good working relationship with the Council's internal and external auditors.
- Building the skills and knowledge of Committee members through regular technical updates, training and the consideration of related guidance issued by CIPFA.
- The presence of two independent members serving on the Committee in order to broaden the Committee's experience and independent viewpoint.
- Maintaining a detailed focus on the actions being taken to combat fraud.
- Reviewing and updating the Committee's Terms of Reference in order to ensure they remain fit for purpose. Please see Appendix A of this report.

## 7

## Appendix A Terms of Reference

### Statement of purpose

Our Audit and Risk Committee is a key component of the Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

The purpose of our Audit and Risk Committee is to provide independent assurance to the members of the adequacy of the risk management framework and the internal control environment. It provides independent review of the governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.



## Governance, risk and control

To review the Council's corporate governance arrangements against the good governance framework and consider annual governance reports and assurances.

To review the annual governance statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.

To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.

To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.

To monitor the effective development and operation of risk management in the Council.

To monitor progress in addressing risk-related issues reported to the committee.

To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.

To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.

To monitor the counter-fraud strategy, actions and resources.

To review the governance and assurance arrangements for significant partnerships or collaborations.

## Internal Audit

To approve the internal audit charter.

To review proposals made in relation to the appointment of external providers of internal audit services and to make recommendations.

To approve the risk based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.

To approve significant interim changes to the risk-based internal audit plan and resource requirements.

To make appropriate enquiries of both management and the Head of Internal Audit to determine if there are any inappropriate scope or resource limitations.

To consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the Head of Internal audit. To approve and periodically review safeguards to limit such impairments.

To consider reports from the Head of Internal Audit on internal audit's performance during the year, including the performance of external providers of internal audit services. *These will include:*

- Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work;
- Regular reports on the results of the quality assurance and improvement programme;
- Reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards and Local Government Application Note, considering whether the non-conformance is significant enough that it must be included in the annual governance statement.

*To consider the Head of Internal Audit's annual report:*

- The statement of the level of conformance with the Public Sector Internal Audit Standards and Local Government Application Note and the results of the quality assurance and improvement programme that supports the statement - these will indicate the reliability of the conclusions of internal audit.

- The opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control together with the summary of the work supporting the opinion - these will assist the committee in reviewing the annual governance statement.

To consider summaries of specific internal audit reports as requested.

To receive reports outlining the action taken where the Head of Internal Audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.

To contribute to the quality assurance and improvement programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years.

To consider a report on the effectiveness of internal audit to support the annual governance statement, where required to do so by the Accounts and Audit Regulations.

To provide free and unfettered access to the audit committee chair for the Head of Internal Audit, including the opportunity for a private meeting with the committee.

## External Audit

To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised by Public Sector Audit Appointments authority or the authority's auditor panel as appropriate.

To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.

To consider specific reports as agreed with the external auditor.

To comment on the scope and depth of external audit work and to ensure it gives value for money.

To commission work from internal and external audit.

To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

## Financial reporting

To receive detailed training in respect of the process associated with the preparation, sign off, audit and publication of the Council's annual statement of accounts.

To monitor the on-going progress towards publication of the Council's annual statement of accounts, ensuring the statutory deadlines are achieved.

To obtain explanations for all significant variances between planned and actual expenditure to the extent that it impacts on the annual statement of accounts.

To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed, appropriate accounting estimates have been included in the Council's financial statements and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.

To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

## Accountability arrangements

To report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.

To report to full Council on a regular basis on the committee's performance in relation to the terms of reference, and the effectiveness of the committee in meeting its purpose.

To publish an annual report on the work of the Committee.



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**wolverhampton.gov.uk 01902 551155**

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Wolverhampton WV1 1SH

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## Meeting of the City Council

### 8 November 2023

<b>Report title</b>	Scrutiny Annual Report May 2022 - May 2023	
<b>Referring body</b>	Scrutiny Board – 23 October 2023	
<b>Councillor to present report</b>	Councillor Philip Bateman MBE – Chair of Scrutiny Board	
<b>Wards affected</b>	All Wards	
<b>Cabinet Member with lead responsibility</b>	Councillor Paula Brookfield - Cabinet Member for Governance and Equalities,	
<b>Accountable director</b>	David Pattison, Chief Operating Officer	
<b>Originating service</b>	Scrutiny (Governance)	
<b>Accountable employee</b>	Martin Stevens DL	Scrutiny Team Leader
	Tel	Tel: 01902 550947
	Email	martin.stevens@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	Scrutiny Board	23 October 2023

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#### Recommendation for decision:

The Council is recommended to:

1. Endorse the Scrutiny Annual Report, May 2022 – May 2023.

## **1.0 Purpose**

- 1.1 The Annual Report highlights some of the key achievements of the Scrutiny function over the 2022 – 2023 Municipal year including details of the progress and outcomes from a selection of meetings.

## **2.0 Background**

- 2.1 Scrutiny Board considered the Annual Scrutiny Report May 2022 – May 2023 on 23 October 2023.
- 2.2 The Chair of Scrutiny Board recommended to Council that it endorses the Annual Scrutiny Report, May 2022 – May 2023.

## **3.0 Scrutiny**

- 3.1 Scrutiny is a vital component of good governance, and the work carried out by Councillors through scrutiny has been invaluable in influencing policy. This has been through representing the concerns and interests of the public and by providing challenge to the Cabinet. Scrutiny also undertakes reviews of partners working with the Council through detailed and critical analysis of their plans and reports.

## **4.0 Financial implications**

- 4.1 There are no financial implications associated with the recommendations in this report as Councillors are requested to endorse the Annual Scrutiny Report for 2022-2023. Any financial implications emerging as work undertaken in pursuit of Scrutiny recommendations will continue to be incorporated in reports to the Scrutiny Board and Panels. Ongoing Scrutiny function developments will be implemented utilising current budgeted Scrutiny Team resources. [SR/25102023/A]

## **5.0 Legal implications**

- 5.1 This report provides an overview of the scrutiny which has taken place during the Municipal Year May 2022 - May 2023. For legal implications, specific to each project please refer to the reports taken to Scrutiny Board and Panels during the year. [TC/26102023]

## **6.0 Equalities implications**

- 6.1 In scrutinising issues, the members of the Board, Panel or group are required to consider the need to eliminate discrimination, advance equality of opportunity and foster good relations between different groups of people in order to meet the requirements of the Equality Act 2010. The Resources and Equality Scrutiny Panel regularly receives reports on Equalities matters.
- 6.2 For equalities implications relating to each issue considered, please refer to the reports taken to Scrutiny Board and the Panels during the year.

## **7.0 All other Implications**

- 7.1 For all other implications refer to the reports and minutes from the Scrutiny meetings during the time frame the Annual Report covers.

## **8.0 Schedule of background papers**

- 8.1 Copies of all agendas and minutes for Scrutiny meetings can be found on the Council's website.

## **9.0 Appendices**

- 9.1 Appendix 1: Scrutiny Annual Report May 2022 – May 2023

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# SCRUTINY

## Annual Report May 2022 - May 2023

### A Year in Scrutiny



#### **Cllr Phil Bateman MBE**

Chair of Scrutiny Board from 17 May 2023

Following the City council elections in May 2023, I was elected by the new administration into the role as Chair of Scrutiny Board. I am very much looking forward to the Municipal year ahead. I am a long serving member of the City of Wolverhampton Council. I see great value in looking back, and this is why the Annual Report is such an important document

for our Council. As Chair of Scrutiny Board there will be issues which I will be putting forward for consideration, which have been scrutinised in the past. History gives us a very clear picture of how various aspects of society- such as technology, governmental systems, society as a whole changes. I want to make it clear that some of these topics may again need to be evaluated. Like in the past where services the Council had made progress on in areas such as flooding prevention, and the recommendations from the Select Committee on the Wolverhampton Pound. My aim is to get Scrutiny involved in a couple of specialist review groups this year.

I would like to thank Cllr Paul Sweet, the Chair of the Scrutiny Board for his dedication and for his contribution as the Chair. Last year was a particular busy year for Scrutiny Board with it meeting a total of ten times, with often full agendas. This report reflects on the year May 2022 – May 2023 and it shows the clear breadth and quantity of topics covered by Scrutiny.

I am keen to enhance Scrutiny Board's coordination role of the Work Programme across the Scrutiny Panels. I want to promote the work of Scrutiny across the organisation and work effectively with opposition Members in a collaborative approach to improve the lives of our residents and people working and visiting the City. I also want to see the work of the 2023 Scrutiny Committee to be of good quality and standard which improves the performance of government here in our great City of Wolverhampton.



**David Pattison**  
Chief Operating Officer

The Council are committed to the continuous improvement of the Scrutiny. This is in line with our duty as a Best Value Council, to secure continuous improvement in the way in which the Council functions are exercised, having regard to a combination of economy, efficiency and effectiveness. The Statutory Scrutiny Guidance was issued in 2019 and is still in force. This acts as an exceptionally good framework to help ensure that Local Authorities are implementing good governance in relation to the Scrutiny function.

Culture plays an important part within any Local Authority, to ensure that scrutiny plays an effective role. Our Strategic Executive Board value the role of Scrutiny in providing that critical friend challenge to drive service improvement, and it's a culture that is continuing to cascade to all officers throughout the authority. One of the key areas for improvement I have strived to achieve is to bring a performance management culture and framework to the authority. This is why Scrutiny Board, with the support of

Councillors, now regularly considers Performance and Budget reports, which has proved most effective.

There have been many great examples of excellent Scrutiny at the authority during the last Municipal year. It is my endeavour and desire to build on the successes of last year, working with Councillors and Officers of the Council to further enhance the effectiveness of Scrutiny within the overall Governance framework of the Council. It is a fundamental truth that effective Scrutiny leads to better decision making and this is clear on a local, national and regional level. It is sometimes those difficult questions and debates which help reveal the best path ahead and often at a strategic policy level.

Recommendations are part of effective scrutiny and I am pleased that the recommendations from the Wolverhampton Pound Select Committee were evaluated on their progress in the Municipal year. The Health Scrutiny Panel has made some excellent recommendations on Primary Care, which have made a real difference to the lives of Wolverhampton residents. As a Council with an overall principle of "Driven by Digital" within Our City, Our Plan, I am proud of the fact that every Scrutiny Panel and Board meeting was livestreamed and recorded. This is excellent for Democracy and has enhanced Scrutiny's profile within the City and the authority.

There were some special extra meetings added within the Municipal year when needed to look at important matters. This was most prominent in the case for Scrutiny Board and shows the flexibility and adaptability of the Scrutiny function to react to matters of great local interest. Some of these meetings were requested by Councillors, demonstrating how in Wolverhampton, scrutiny is "Member led", supported by the expertise of Officers within the Council.

I know that in the Municipal year 2023/24 Scrutiny will continue to strive to improve performance and to hold the Executive of the Council and our key partners to account.



**Laura Gittos**  
Head of Governance

Scrutiny is a necessary part of a democratic process, where checks and balances are required to ensure all forms of government, from elected officials through to the administrative bureaucracy and those partners who deliver vital services on behalf of the Council, continue to operate efficiently and transparently.

The scrutiny function has continued to transform over the municipal year, we have had a renewed focus on the Scrutiny Work Programme, ensuring that all items have a clear purpose, and the programme is led by Councillors.

This municipal year we introduced an internal tracking and monitoring system for Officer use. The system ensures all actions from meetings are documented and this has helped reassure Panel Members of the ongoing work to follow up on decisions made in Scrutiny meetings.

The Council ensure that all meetings are transparent, and that all members of the public could attend in person or watch the live webcast at home.



**Laura Noonan**  
Electoral Services and Scrutiny Manager

I joined the Scrutiny Team part way through the Municipal year May 2022 – May 2023 and I have enjoyed learning about the Scrutiny function in Wolverhampton. It's been a busy year for Scrutiny with 43 official Public Scrutiny meetings held. Scrutiny Board accounted for nearly a quarter of these meetings, with a total of 10 held. All Board and Panel meetings were live streamed and recorded, and these are available to view on the Council's website up to 12 months after the meeting. I am particularly pleased that we can now livestream meetings in high definition from Committee Room 3 as well as within the Council Chamber.

I would like to place on record my thanks to Martin, Earl and Lee for their dedication and support to Scrutiny. I look forward to contributing to the development of the Scrutiny function over the next municipal year.





**Martin Stevens DL**  
Scrutiny Team Leader

What makes good Scrutiny? A simple question which Councillors and Officers should continue to ask themselves throughout any Municipal year. Choosing a topic area which can make a real difference to people's lives, I would argue is crucial. Receiving the right information at the right time, in a format which is accessible would also feature on my list. Challenging and meaningful questions is additionally of high importance. Making recommendations for improvement and monitoring how these are being implemented is also a vital part of the function.

In the background, research by Officers and Councillors all help to contribute to the tapestry of exceptional scrutiny. Everyone has their part to play in contributing to the Scrutiny function and you should never underestimate how you or anyone else's input can help build the foundations of its success. How other Local Authorities and Partners conduct scrutiny should also be of interest and indeed what the Council has completed in the past. It was after all Sir Isaac Newton that said, he had only seen further by "Standing on the Shoulders of Giants". Collectively Councillors and Officers can achieve great things by

embracing the Scrutiny function. Imagination and innovation are just as important in Scrutiny as in the Arts.

I see one of the key functions of Scrutiny as being able to inspire innovation in policy and strategy, to be able to look at issues with a new lens, bringing clarity and ideas to long standing problems the City faces.



**Earl Piggott-Smith**  
Scrutiny Officer

The work of scrutiny continues to have a positive impact on supporting the work being done across the Council during the year to achieve the priorities set out in Our City, Our Plan. The topics for scrutiny that have been selected during the year have been chosen to recognise and celebrate the successful work of areas of Council business and where appropriate, shine a scrutiny light on areas of poor performance to better understand the plans to respond to the challenges.

The topics selected have provided the opportunity to look more deeply into topics and to obtain more knowledge about the achievements. Councillors have been able to make positive contributions during meetings with the aims of getting better outcomes for the residents of Wolverhampton.



The work of scrutiny continues to provide the right balance between challenge and support, with Councillors focused on cross cutting topics which contribute to improving the impact of Council policies.

The importance of Panel Member site visits was again highlighted in helping Councillors to better understand issues which sometimes is not always captured in reports and presentations. The feedback from Panel Members has been very positive to the idea of visits and hopefully these will continue into next year.

There have been many examples of good scrutiny during the year which has helped increase Councillor engagement and the opportunity to further raise the profile of the important work that it does across the Council.



**Lee Booker**  
Scrutiny Officer

Since joining the Scrutiny team in January 2023, I have taken part in several Scrutiny Panel meetings. Specific to the 2022 – 2023 Municipal year, I attended Economy & Growth, Health, and the Residents, Housing and Communities Scrutiny Panel meetings. These Scrutiny meetings provided valuable critical oversight to key areas in the Council and partners' operations and contributed important

scrutiny to areas which impact ordinary people's lives across Wolverhampton; it is those people, who we serve.

I look forward to Clerking in the coming Municipal year and working with our Councillors and Officers to ensure good governance is in place in the City of Wolverhampton Council. I will be working on the following Panels, Health, Economy and Growth, Resources and Equality. Scrutiny is set to look at a wide variety of items across these Panels and I am pleased to add some thoughts on some of these below.

Following on from a site visit with Councillors who were part of the Economy & Growth Panel earlier in 2023 to the National Brownfield Institute, I look forward to representatives from the National Brownfield Institute attending the Panel with the City Regeneration Team to present their report on their business case. The Green Economy is another pressing issue, where Scrutiny will be able to look at the progress the Council is making towards its climate commitments, as well as looking at the establishment of a Green Partner Board, an important step in this on-going work.

In Health, the Panel has many important items to scrutinise in the next Municipal year. The Health Scrutiny Panel will be working with Public Health and Adult Social Care, The Royal Wolverhampton NHS Trust (RWT), West Midlands Ambulance Service, NHS England, The Black Country Healthcare NHS Foundation Trust, The Black Country Integrated Care Board and Partnership, and Healthwatch to ensure that the Healthcare services are providing the quality healthcare citizens need.

For Resources and Equality, the Panel will be able to scrutinise employment equality statistics and policy performance with updates on the Council's Equality, Diversity and Inclusion Strategy as well as Council Resource Management which includes Council Assets. The LGA Resident Satisfaction Polling will be considered by the Panel, which will be an important window into the views of the residents.

# Scrutiny Board

**Chair:** Cllr Paul Sweet

**Vice-Chair:** Cllr Ellis Turrell



The first meeting of the Municipal year was held in June 2022. The Panel received a report on Social Care, Public Health, Corporate Complaints and Compliments. They also reviewed a report on the recommendations from the Select Committee which had been held on the Wolverhampton Pound.

At the meeting in July, Scrutiny Board considered a report on the Blue Badge Service. At this meeting they also received a report on the Performance and Budget Outturn 2021-2022. Scrutiny Board has continued to monitor the performance of the Council. The report brought together the performance and financial position for the Council until the end of March 2022. The Council had strengthened links last year between performance and budget to ensure they were robustly monitoring delivery of Council priorities under pinned by the budget. The report revealed that 18 out of 29 indicators showed an improvement, a further 10 indicators were showing similar performance and one indicator saw a decrease in performance during the last 12 months.

In October, the Board considered the Performance and Budget monitoring position, as had been reported to Cabinet in September. The report set out the performance against the Our City: Our Plan indicators for Quarter 1, 2022-2023. Some of the indicators were the specific responsibility of the Council whereas others linked more

broadly into wider systemic issues which the City were facing. There were 61 performance indicators within the Our City: Our Plan framework. Three Quarters of the 57 of the indicators which could be updated in quarter 1, showed improvement or sustained strong performance. There were also some areas where performance could be improved such as youth employment and Wolves at Work 18-24. A key part of the approach was to link performance with key financial and budget information. Councillors gave robust questions to Officers.

At the October meeting there was a special item on City Regeneration and the Civic Halls. The Panel resolved that a further report be brought on the Civic Halls at an appropriate time.

In November, Board considered the item which had been Called-in on the Wolverhampton Local Development Scheme. The item had been called in by the Vice-Chair of Scrutiny Board, Cllr Turrell. A number of options were available to Scrutiny Board constitutionally for a Call-in item. Ultimately after a lengthy discussion, the Board resolved that “the decision of Cabinet be noted and implemented immediately.” Additional items considered at the meeting were on City Centre Regeneration, Visitor Experience Strategy/Plan and Budget and a report reviewing progress on the Wolverhampton Pound Select Committee recommendations. The Chair complimented Officers on the speed of work in implementing the recommendations from the Wolverhampton Pound Select Committee. A link to the report reviewing the recommendations and the minutes can be found here, [Wolverhampton Pound Review of Recommendations - Scrutiny Board](#)

The December meeting was a comprehensive agenda with items on, WMCA (West Midlands Combined Authority) Annual Scrutiny Report, Performance and Budget Monitoring, Levelling up including investment zones, Graffiti, and Grass verges. It was reported that in total there were 56 KPI's in the Our City: Our Plan performance framework. 33 had shown improvement or had seen similar performance. Six had seen a decrease in performance.

In January, the Board received a detailed report on the Housing Revenue Account Business Plan 2023/24 including rent and service charges. At this meeting they also had a report on the City Realm Public Improvements Programme.

The February meeting was dedicated to two items, one on the Draft Budget and Medium-Term Financial Strategy and the second was on the Our City: Our Plan Refresh. Scrutiny Board resolved to endorse the Our City: Our Plan Refresh.

There were two meetings of Scrutiny Board held in March this Municipal year. The meeting on the 7 March considered items on the improvement work taking place in the Blue Badge Service and Levelling Up funding. The meeting on the 14 March included items on the Wolverhampton Investment Prospectus – First Phase Delivery Plan, Public Realm – Support for Businesses, and the Home Office Asylum Policy.

An extraordinary meeting of the Board was held on 2 May 2023 in the week of the all-out election. This meeting focused on the City West Grant Relaunch Scheme Payments.



Cllr Paul Sweet (Chair for Municipal year May 2022- May 2023) said, “It has definitely been my busiest year as Chair. For the item on the WMCA Annual Scrutiny Report we invited the Chair of the Panel, Cllr

Cathryn Bayton, into the meeting via MS Teams. Technology is truly transforming the way we work.

There have been significant improvements in the Blue Badge Service following Scrutiny Board’s consideration. This has been a great example of Scrutiny making a real difference to services of the Council. I was also very pleased with the meeting in February which brought together all the Scrutiny Panel’s comments on the Draft Budget and Medium-Term Financial Strategy for Board to consider. This really highlighted Scrutiny Board’s role as

a coordinator and on a very important subject area.

Scrutiny Board considered a diverse range of topics this year and was effective in holding the Executive to account.”



Cllr Ellis Turrell (Vice-Chair) stated, “Scrutiny is a vitally important function of any local authority, and when used effectively it can lead to improved performance and delivery of services to local residents. In my first year as Vice-Chair,

I have been pleased to help lead the way in expanding the remit of scrutiny and the topics that Scrutiny Board and the Scrutiny Panels have looked into.

The Scrutiny Work Programme was constantly being updated to add new agenda items, and there were a significant number of additional meetings held throughout the Municipal year scrutinising hugely important topics including the Civic Halls project, tree maintenance services, customer service response times and the installation of new cycle lanes across the city.

It is right that the work of Scrutiny Board and all Scrutiny Panels at the Council are Member-led, and that Cabinet Members and Senior Officers are held to account and challenged over their decision-making. There is always room for improving the scrutiny process, and it is the responsibility of all Councillors to consider where changes may be needed to enhance the independent mindset that effective scrutiny needs. I look forward to continuing our work in scrutinising key issues as Vice-Chair in the 2023-24 Municipal year”.



# Economy and Growth

**Chair:** Cllr Jacqueline Sweetman

**Vice-Chair:** Cllr Sohail Khan



The first meeting of the Municipal year for the Panel was a question and answer session with the Portfolio Holder for Inclusive City Economy.

The meeting in September saw a comprehensive agenda with items on Inward Investment, Visitor Experience, Culture and Leisure Offer, and City Public Realm Works. When Inward Investment was discussed one of the recurring points was in relation to the importance of the City attracting hotel development. Praise was also given to the Inward Investment Prospectus. When the item on Visitor experience was discussed, it was outlined that research by IPW Consultants had identified 3 objectives,

- Change perceptions of the City – by enhancing profile and reputation nationally and internationally.
- Increase the social benefit and value from events – by creating opportunities for employment and skills development.
- Increase the economic benefit and return from events – by generating significant new direct and indirect spend.

The November meeting received items on Performance, Budget Monitoring and the Medium-Term Financial Strategy, Business Support at Place Level, Heath Town Baths and i54 new businesses. A report on the progress on the Heath Town Baths development is expected later in 2023.

The final meeting of the year, the Panel considered items on the Green Economy. Business support activity within the City Council Wards, and Public Realm – Support Package to Businesses.



Cllr Jacqueline Sweetman (Chair) said, “I am very pleased that the Panel has had good engagement with the Cabinet Member for Inclusive City Economy, throughout the year and I am sure this will continue into the next Municipal

year. A good working relationship with the Cabinet Member can help to ensure effective scrutiny in the Local Authority and is recommended as good practice in the Statutory Scrutiny guidance issued by the Government.

Inward Investment is a critical component to the success of the City and this is why I called for this to come to the September meeting of the Panel. We also need to increase visitors to the City to help stimulate economic growth, which in turn will encourage investment into the City. It was for this reason that the Panel asked for an item on Visitor Experience, Culture and Leisure Offer. I am keen for the Council to explore how other Cities in the UK and internationally, have transformed their economies into ones that can be described with confidence, as secure, thriving and expanding. It is only by looking to the future that the City will be able to adapt to modernity and fulfil our Council priorities of residents living fulfilled lives in a thriving economy and with local people having good jobs and training.

In the new Municipal year I would like the Panel to build on the item they considered on the Green Economy this year. It is important there is exploration of the challenges and opportunities in the emerging Green Economy I would like to thank everyone who has had a positive impact on the work of the Panel this year.”



Cllr Sohail Khan (Vice-Chair) reflecting on the year commented, “During my year as Vice-Chair, I was pleased to be able to scrutinise many pertinent issues that are key to the long-term development of our City and its residents.

Along with the Chair and Members we looked at, Business support for City Traders, Public Realm works, City centre economy and visitor experience, Heath town baths and the Eye Infirmary to name but a few.

Furthermore, I had the opportunity to Chair a meeting for the first time in my tenure which gave me beneficial experience that I very much appreciated and relished.

On a personal level, I’m excited to see the report on the City Centre hotels finally coming to the Panel this year. It was something I had requested to be kept on the Work Plan since it had been pushed back several times from the Scrutiny Panel over the last couple of years”.

## Resources and Equality

**Chair:** Cllr Zee Russell

**Vice-Chair:** Cllr Udey Singh



The first meeting of the year was in June and the Panel received reports on the following items, Linked Bodies and Ethnicity Pay Gap. The Panel has responsibility for the scrutiny of organisation and performance of the human,

financial, technical, and material resources that support the delivery of Council services. The Panel had a detailed presentation from the Chief Operating Officer on the Council’s arrangements for monitoring linked commercial trading bodies, for example Wolverhampton Homes and Yoo Recruit, that it either owns or controls and their performance.

The presentation explained the different types of legal bodies, the rules for setting them up and the process for reviewing them. In response to a number of recent high-profile national cases about how other Councils have managed their commercial enterprises it was considered both timely and important for the Panel to scrutinise the strength of the current governance and oversight arrangements of the different linked bodies. The Panel discussed the lessons learnt nationally from the finding from external auditors who reviewed the governance arrangements in the highlighted examples.

The Panel queried the rationale for setting up linked bodies, the financial benefits to the Council and the level of financial risk. The Panel discussed in detail the current and future plans to ensure continuing compliance with good practice and the recommendations from external auditors about how the Council manages its relationship with linked bodies.

The Panel were supportive of the approach taken by the Council and agreed to look in detail at the governance arrangements for Yoo Recruit and the strength of the business case, and the extent to which the actions of the Board can be properly scrutinised to ensure best value at a future meeting. A private company manages Yoo Recruit on behalf of the Council. The contract ends in 2024. The Panel will be involved in reviewing any proposed changes being considered to the linked bodies in the future.

The meeting in October considered the following topics, EDI strategy, Treasury Management and the Reserves Working Group, Customer Services performance and future strategy and Contract Management and Procurement Update.

For the item on the Customer Services performance and future strategy, the Panel had a presentation from the Head of Customer Engagement and Registrars about key achievements of the service, and the improvements made during the year to better meet the needs of internal and external customers. The Head of Customer Engagement and Registrars gave an overview of the performance of the service against key indicators based on an analysis of public enquiries received by telephone, email, and face-to face, services delivered. The service handled 592,922 customer contacts in 2021-2022.

The Panel discussed how the service was meeting the needs of different customers and what further action was being planned to reduce the call abandonment rate figures and to provide a better overall experience to residents.

The Panel discussed the demands on the service and welcomed the plans for introducing a new customer service system which will address the concerns highlighted during the meeting. The Panel have a much better understanding of the challenges in providing an effective and efficient customer service. The Panel agreed to review and scrutinise the performance of the service at a future meeting.

At the December meeting the Panel considered the following topics, Land and Property Disposal Policy, Reserves Working Group report, External Grant Funding, Performance, Budget Monitoring and Medium-Term Financial Strategy. For the External Grant Funding item, The Head of External Funding gave a detailed presentation of the national and local context for submitting a bid. For example, highlighting that the average cost of the Council submitting a competitive grant funding bid has been estimated at around £30,000.

The Panel discussed the recommendations of Wolverhampton Pound that a minimum of two of the bids submitted should be from local suppliers. The Head of External Funding highlighted the success of funding bid

applications to date, and the work done to work with local suppliers.

The Head of External Funding advised the Panel that it is a competitive process, and it is estimated that only 1 in 3 bids for external funding are successful.

The meeting in February considered the following topics, Customer Experience Strategy Consultation Update, Digital Wolves Strategy Update and the Treasury Management Strategy.

In March the Panel considered the following topics, Equality Diversity and Inclusion Strategy Update – Objective 3 (Develop an inclusive workplace culture, where targeted professional training, development and support is provided and to get comments from members), Race equality code and Ethnicity Pay Gap Update, Yoo Recruit Review, and Review of Council and Staff Subscription to other bodies – Governance Directorate.

An important part of good scrutiny is to follow up an issue from a previous meeting in more detail to either respond to concerns raised at the time or to get reassurance about progress made in achieving the stated policy objectives. The Panel asked for report on the findings of 'deep dive' review of the governance arrangements of YOO Recruit to be presented for discussion to a future meeting. The Chief Operating Officer had agreed at the time to present a report to update the Panel on any proposed changes to the future management of YOO Recruit.

The Chief Operating Officer outlined the main findings from the Annual Governance Statement (AGS) and reassured the Panel about the level of confidence in arrangements for overseeing the performance of Council owned bodies.

The Panel had a wide-ranging discussion about the governance, membership structure, and financial performance of YOO Recruit and welcomed the opportunity to consider possible alternatives options to address the challenges in recruiting temporary employees, particularly in procurement and planning services.



The Panel supported the ideas from the Chief Operating Officer to invite a member of YOO Recruit board to talk about their work to help Councillors to scrutinise and challenge the decisions and to reassure themselves about the arrangements for monitoring and reviewing performance of the organisation.

The discussion resulted in a much better understanding of the how the Council is responding to major changes in the way people now search for jobs and the competition to fill vacancies where employees now have much wider choice of job opportunities with the ability to work remotely.



Cllr Zee Russell (Chair) said, "the Panel agreed to add the topic of EDI strategy to the Panel programme and that it should be a standing item given the importance of the issue to the Council. The valuable support and contributions of David

Pattison, Chief Operating Officer, and Jin Takhar Head of Equalities and representatives of staff equality forum members was helpful in understanding the issue.

I think it was a good decision to make this issue a standing item and the excellent example of good scrutiny in action. The Panel were able to look across a range of related topics such as, progress against the Race at Work Charter Standards, and the Gender Equality and Rainbow City Plans and work being done to increase diversity representation at senior management level.

I think that there is clear evidence that the Council is moving in the right direction and the Panel welcomes the efforts to build on good progress made in all areas on equalities to have its work externally assessed. I was also pleased with the scrutiny of the governance arrangements of Yoo Recruit and the success of efforts to secure external grant funding to support the wider strategic goals of the Council and better meet the needs of Wolverhampton. The discussions were a useful reminder of the importance of putting principals of good governance into practice

and being open to challenge about how Council resources are used to support the wider strategic goals and provide reassurance to Councillors that effective systems are in place."



Cllr Udey Singh (Vice-Chair) said, "I've thoroughly enjoyed my tenure as Vice-Chair for the Panel. It's truly heartening to observe the Council's commitment to promoting equality. With the Equality Diversity and Inclusion (EDI) Strategy

firmly in place, this commitment will progressively permeate the organisation and resonate with its essential stakeholders and partners.

Undoubtedly, a crucial aspect of our role has been the diligent examination of the Gender Pay Gap. Through this, our Panel has gained valuable insights into how this disparity impacts the organisation. Personally, a standout experience for me has been the comprehensive evaluation of the efficacy of Yoo Recruit, gauging its ongoing benefits for the organization. Additionally, it remains imperative to consistently assess various facets of the Council to ensure optimal value for the City's residents. This ongoing scrutiny ensures the delivery of the utmost cost-effective services."

## Strong Families, Children and Young People

**Chair:** Cllr Rita Potter

**Vice-Chair:** Cllr Adam Collinge



The first meeting of the year was in June and the Panel received reports on the following items, Children's Residential Provision Phase 2 – Business Case and the SEND Cross-Party Scrutiny Review Group - Written Statement of Action. The meeting in July, Councillors focused on children's social care - Draft Ofsted inspection of Local Authority Children's Services (ILACS) Action Plan, Principal Social Worker Annual Report 2021 – 2022 and the Children and Young People Social Work Self Evaluation.

The Panel had a presentation from the Deputy Director of Children's Social Care about the ILACS action plan and process for monitoring progress following the recent Ofsted inspection of the City of Wolverhampton Local Authority Children's Service. The inspection covered the following areas - services for children and families needing help and protection and children and young people in care and care leavers.

The Panel welcomed the achievements and the progress made by the service since the previous Ofsted inspection and supported the action plan drafted in response to the inspection. The Panel discussed the issue of the school transport costs for parents who do not get a preferred school place. This conversation led to a wider discussion of the challenges facing schools wanting to expand capacity to meet demand at a time when the level of Government funding for building has reduced. The Panel had a helpful discussion about the support help available in situations where children are homeless or where a family has no recourse to public funds.

The meeting in October considered the following topics, Youth and Holiday Offer in the City, SEND Cross Party Scrutiny Review Group - Written Statement of Action and the Children's Services Transformation Programme Annual Report. On the item on the Youth and Holiday offer, the Panel had a joint presentation from the Deputy Director of Commissioning and Transformation of Children Services and from Jackie Redding, Chief Executive, The Way Youth Zone to talk about the current universal and holiday offer in Wolverhampton. The Panel discussed the numbers of young people attending Summer

Programme activities this year when compared to the same period in the previous year and asked for more details to better understand take up levels.

The Panel talked about the impact of poverty on parents and wanted reassurance that information sent to explain that young people are welcome to attend even if they don't have the money to pay the entrance fee to, The Way. The Panel wanted more opportunities for community and voluntary organisations to get involved in delivering activities and supported to make funding bids. There was a good discussion around both the quality of the current offer from, The Way, but also the challenges it faces in trying to reassure parents and young people with concerns about local gangs. The Panel welcomed the plans to promote message about what is acceptable behaviour at the centre and to improve the information on the website for parents and young people.

The meeting in November considered the following topics, Update from SEND Cross Party Scrutiny Review Group: Written Statement of Action, Performance, Budget Monitoring and Medium-Term Financial Strategy, Education Excellence: Update and monitoring and the Virtual School Head Annual Report. On the Virtual School Head item, the Panel had a detailed briefing on the draft Virtual School Annual report before it was presented to Cabinet for approval. The Virtual School Head highlighted the educational outcomes and achievements of children and young people in care and care leavers from September 2021 to July 2022 in Wolverhampton. The Panel were very encouraged by the progress made, highlighting the work being done to reduce the number of children recorded as being persistently absent.

The Panel have a much better understanding of the factors behind the issue and welcomed plans to develop smart educational targets for young people when drafting their Personal Education Plans to improve the situation. The Panel will continue to monitor progress of work to track the educational progress of looked after children to meet its corporate parenting responsibilities.



The final meeting of the year the following topics were discussed, Social Work and Workforce Health Check, Family Hubs, School Appeals and School Exclusion and Suspension (Equalities).



Cllr Rita Potter (Chair) said, "I was very happy with the range of topics covered during the year and the contributions by Panel Members. The Panel's Work Programme considered many important and cross cutting topics that impact directly on the

lives and welfare of children and families in Wolverhampton. The work has been supplemented by site visits to The Way and MASH 24 office in Priory Green.

The findings from an external review of SEND provision led to the setting up of a small scrutiny review group to review the progress of the action plan to address areas of concern. The work of the group provided Councillors with assurance about the progress made.

The Work Programme topics have ranged from School Exclusion Policy and Practice, the provision of youth activities, School Appeals, the quality of SEND provision and educational achievements of Looked after Children. The Panel has considered the impact of the Covid pandemic on young people, and the work done to support those with needing help with mental health issues to re-engage positively with education after an extended break. The increase in numbers of children being home educated or lacking digital connectivity to learn remotely have also been reviewed as well as the contribution of the cost-of-living financial pressures on families.

The review of annual reports such as the Principal Social Worker Annual report and Virtual Head Teacher all have helped the Members of the Panel to get a much better understanding of the impact of different policies and the opportunity celebrate the success of efforts being made to improve outcomes for children and families.

I would like to add my personal congratulations and those of the Panel to the report detailing the work led by Darren Martindale, Virtual School Head, and his team. This rightly received a round of applause on the excellent work done to support looked after children, to achieve such excellent education results. The contributions from Members of Wolverhampton Youth Council have been another highlight of the year. The contributions and questions have been well considered and helped give Panel members a much better understanding of the impact of the policies being presented.

The Panel's Work Programme has included several pre-decision scrutiny items, for example, plans to develop two children's residential care homes in Wolverhampton. The impact of the financial challenges facing families and the range of support offered was a regular theme raised during the year.

The Panel welcomed plans for opening a network of Family Hubs which is a good example of a successful bid to a nationally funded programme to provide early support and advice to families. The Panel will review their impact on the lives of local families of this programme and other projects later in 2023.

I would like to add my personal thanks to the Scrutiny Officer and Wolverhampton Youth Council for their contributions and support to SFCYP Scrutiny Panel."



Adam Collinge (Vice Chair) said, "As Vice-Chair, I believed it important to encourage the Panel to query and challenge what is presented, striving for the very best for children, young people and families across Wolverhampton. In particular, the Panel has

sought to work collaboratively to address weaknesses in SEND provision through the Written Statement of Action. The Panel has also scrutinised educational attainment, access and standards, transitions to adulthood, youth activities and HAF provision,

youth justice, implementation of Family Hubs and many other items.

The Panel is not the Executive, but rather a critical friend, a voice for what children, young people and families are telling us and a forum to drive improvements. Challenging areas for improvement is as equally as important as building on successes”.

## Fulfilled Adult Lives

**Chair:** Cllr Val Evans

**Vice-Chair:** Cllr Stephanie Haynes



The first meeting of the year was in July and the Panel received reports on the following items, Update on Health and Social Care Act - Fair Funding, Adult Services Transformation Programme, and the Principal Social Worker Annual Report.

For the item on the Health and Social Care Act, Members of the Panel had been advised earlier of plans to accept an invitation from the Department of Health and Social Care to participate in the Adult Social Care Reform Trailblazer. The aim of the plan was to test out how the introduction of fair cost of care reforms would work in practice. The local authorities involved would be required to share best practice and learning ahead a planned of a national roll out of the scheme.

The Panel questioned the benefits, financial risks to the Council and the challenges in getting the information from care providers needed to meet the timetable set by Government. A key discussion was the risk of possible legal challenge from existing care home residents who could be financially worse

off as a result of the scheme and the reluctance of care homes to share details about their costings.

The Panel wanted to continue monitoring progress to provide reassurance about how risks were being managed and asked that a meeting be arranged if a key project task or milestone in the plan was likely to be missed.

The meeting in October considered the following topics, Our Commitment to All Age Carers 2022, Adult Social Care Winter Planning 2022-23, and the Transforming Adult Services Programme 2021-22 Annual report.

The meeting in January considered the following topics Performance, Budget Monitoring and Medium-Term Financial Strategy and the City of Wolverhampton Council's Local Account.

On the Adult Social Care Annual Report: The Local Account 2021 -2022 item, the Panel discussed the findings and recommendations. The Panel discussion focused on the changes made to the service to better respond to a range of challenges and the performance against four areas of adult social care practice. The Panel welcomed the progress made and changes made to the layout and content of report in response to previous comments, for example, less use of jargon.

The Panel made a specific request for reference to progress against priorities for 2020 – 2021 separately in the next report. There was support for the proposed priorities for 2022-2023 and to continue to review progress against key priorities and to make the report as accessible to the public as possible.

The meeting in February considered the following topics, Care and Support Provider Fee Review 2023-2024 and Market Sustainability.

The final meeting of the year in March 2023 considered the following topics, Implementation of Carer Commitment and ambition for carers going forward and the Adults Social Work and Workforce Health Check 2022.



Cllr Val Evans said, “The Panel has considered a range of big topics during the year, such as Adult Social Care Winter Planning 2022-23 preparation, DHSC Health and Care Reform – Trailblazer programme, Social

Work and Workforce Health Checks. The Panel have contributed well to all the discussions and the recommendations have had a positive effect on policies aimed at better meeting the current and future needs of local people.

The Panel welcomed the progress made to deliver better care and support to the people of Wolverhampton and to challenge the negative headlines of the adult social care sector. The Panel support efforts of the Director of Adult Services to raise the profile of sector and to attract people to join the sector despite the challenges it faces.

The Panel have seen the impact of Covid 19 pandemic on these and other areas of policy and practice. We will continue to review policies and plans of the Council and how well they are responding to the challenges and opportunities this will present in the future. A highlight of the year for me was the Principal Social Worker Annual Report. This report celebrates the success of social workers and other staff who have continued to maintain such high standards service, despite the challenges. They deserve our thanks and appreciation.

I would like to finally thank Panel members for all their valuable contributions to the meetings and look forward to building on the achievements of this year.”



Cllr Stephanie Haynes (Vice-Chair) said, “It has been a challenging year in the Adult Social Care Sector, as the sector evolves following years of Covid. The Panel has learnt a great deal about the changing nature of the sector and the difficulties it faces. This

will need to continue into the next Municipal year. I have worked well with the Chair, the Director of Adult Services and the Officers supporting Scrutiny throughout the year.

## Residents, Housing & Communities

**Chair:** Cllr Barbara McGarrity QN

**Vice-Chair:** Cllr Christopher Haynes



At the first meeting of the Municipal year, Councillors considered an item on WV Living Governance and Linked companies. Council owned companies is an area which the Centre for Governance and Scrutiny has highlighted nationally where Scrutiny should be taking more of an interest and so this item was most timely. In addition to this item, they considered the Heath Town Regeneration Project.

The September meeting saw the Panel consider an item on Community Safety. Superintendent Simon Inglis attended this meeting and answered questions from Councillors. Due to positive feedback



regarding the item, in the forthcoming Municipal year there will be two sessions focussing on Community Safety to which the Police will be expected to attend to answer questions. A pertinent item the Panel considered, given the increasing costs of energy, was on the energy efficiency of the housing stock and fuel poverty.

In November the Panel considered items on Performance Monitoring, Budget and the Medium-Term Financial Strategy, the new Housing Allocations Policy Impact, Active Travel, and the Public Realm. Housing enquiries is one of the most common areas which Councillors receive and so Councillors found great value in considering the Housing Allocations Policy. This meeting also received the most views from the webcast in the Municipal year.

At the last meeting of the Municipal year, the Panel received a report on the expanded Arboriculture Project, Gambling related harm in Wolverhampton, and Alcohol harm in Wolverhampton. Gambling was an area which the Centre for Governance and Scrutiny have been encouraging Councils to scrutinise, given its increasing impact on individuals, families and wider society. They have even produced a publication on the issue, which is available on their website. Officers from Public Health gave a presentation on gambling and alcohol at the meeting. There was an extensive and valuable debate on both of these issues. Arboriculture is another area which Councillors receive extensive enquiries from residents. The item certainly increased Panel Members knowledge about how the service is operating and how it has to operate within the law and guidance.



Cllr Barbara McGarrity (Chair) said, "We have covered a lot of issues in the Residents, Housing and Communities Scrutiny Panel. I felt that the item on trees brought about a very

helpful discussion as most of the Councillors do have casework about this issue. We now know what the Arboriculture Team will look at

in terms of actioning work on the trees. I feel that this came from the Panel. Lots of useful discussion about how to help residents with their energy took place and all very topical with the cost of living crisis and the implications for residents. Throughout, my perception is that there has been a good contribution from Councillors, and it has added to the improvement of the residents of Wolverhampton lives".



Cllr Christopher Haynes (Vice-Chair) said, "Many topics covered during Municipal year 22-23. From the Heath Town regeneration Project to Gambling and Alcohol related harm, the Panel has

scrutinised an array of topics. Some good news, some not so.

Gambling & Alcohol related harm in Wolverhampton is the highest rated in the UK. We had a report outlining what we have, as a Council, in place to confront these problems and how we will combat the root causes. Heath Town Regeneration Project brings great improvement to the local area and its residents. However, the true measure of success will be how these improvements and how they were done, can be run out around the rest of the City to improve the wellbeing of all residents."

## Health Scrutiny Panel

**Chair:** Cllr Susan Roberts MBE

**Vice-Chair:** Cllr Paul Singh



Health Scrutiny is a statutory function for the Council and this function is undertaken by the Health Scrutiny Panel. The Municipal year started with a very important item on Primary Care. The Black Country and West Birmingham CCG reported on the changes to Primary Care since their last report to the Panel on Access to Primary Care, which was in December 2021. As part of the same item, Healthwatch Wolverhampton presented their report on GP Appointments in Wolverhampton. This item was an excellent example of Scrutiny working in collaboration with Healthwatch and making clear recommendations.

The six recommendations were as follows:-

1. That Face-to-Face appointments with medical personnel at GP Practices should increase within the next six months across all Practices.
2. That the new Integrated Care System continues to try and increase uptake of the NHS App, with the aim to achieve uptake above the national average.
3. GP surgeries which currently do not offer the option of a video appointment with a local clinician, to be encouraged to implement this option in the future for patients who wish to use this appointment type.
4. Surgeries which do not have a clear answer phone messaging and call waiting system to be encouraged to improve their system.
5. That Healthwatch Wolverhampton be requested to complete another Primary Care Survey in approximately six months' time.
6. That Primary Care come back to the Panel as an item at the meeting scheduled to take place in January 2023.

The meeting in September 2022 saw collaborative working with Staffordshire County Council. Members of their Health and Care Overview Scrutiny Committee participated in the meeting via MS Teams on the Royal Wolverhampton NHS Trust Quality Accounts. This was an excellent example of

Scrutiny working with a neighbouring Council in a partnership approach driven by digital.

The Public Health Annual Report featured at the meeting in September along with an item on Health Checks and Cancer Screening. The item shone a light on the fact that Bowel screening, Breast screening and Cervical screening had seen a decline in uptake in Wolverhampton over the last five years and were lower than the national and regional averages. Health checks were in a much better position. In quarter 1 of 2022/2023 health checks were above both West Midlands and England respectively. Wolverhampton was above the England average over the last five years. The report highlighted where improvements could be made and the actions that would be taken to try and improve cancer screening rates in Wolverhampton and further increase health checks.

The December meeting of the Panel saw the first scrutiny session on the Integrated Care System, since it had been established on 1 July 2022. NHS England have established 42 Statutory Care Boards in line with its duty in the Health and Social Care Act 2022. A question and answer session was held on the system which included the new board, *One Wolverhampton*. Articles from the King's Fund were included as part of the agenda papers, which helped give Members of the Panel a full understanding of the national debate on Integrated Care Systems. The Health Scrutiny Panel will continue to work in partnership with the Health and Wellbeing Board, and Healthwatch within the changing health system.

In January, the Panel considered *One Wolverhampton's* priorities. They received a report on monitoring Urology Services following the merger of the service with Walsall. Importantly they received a further report on access in Primary Care, to check on the status of the Panel's recommendations from their meeting earlier in the Municipal year.

The final meeting of the year was dedicated to the Better Health Rewards Scheme, in order to help its promotion. The Better Health

Rewards pilot scheme was launched on the 17 February 2023 and was designed to last 6 months, in partnership with the Office of Health Improvement and Disparities (OHID) and Headup Systems Limited.

It was designed to test whether individuals would change their behaviours to eat healthier and exercise more in response to incentivisation. The Council applied to take part in the scheme because of its commitment and interest in Behavioural Sciences and were accepted due to their willingness to try something different in response to issues like obesity and a reduced willingness across the national population to participate in physical exercise.



Cllr Susan Roberts MBE (Chair) said, "I am pleased that in the Municipal Year May 2022 – May 2023, there was a particular focus on access to Primary Care. Primary Care is such a vital part of the

Health System which regardless of age or health status plays a critical part in the lives of all our residents. I am also pleased to report that the Panel made significant recommendations on Primary Care Access, which have been monitored effectively during meetings of the Panel throughout the Municipal year.

July 2022 saw the establishment of the Integrated Care System, this will be an area which the Health Scrutiny Panel will continue to scrutinise in order to ensure Wolverhampton gains the maximum it can from the new system of the Integrated Care Board and Integrated Care Partnership, with some devolved responsibility to the Local Board of *One Wolverhampton*.

I would like to give thanks to all the health and adult social care partners who have engaged with Scrutiny in this Municipal year. A very special thanks goes to all the Officers who have helped to facilitate the Scrutiny meetings and in particular Officers from the Scrutiny Team."



Cllr Paul Singh (Vice-Chair) said "I am passionate about the work we have carried out in Health Scrutiny across 2022 – 2023. In working as a critical friend with our partners, we aim to

make sure that the Local Authority provides the best services possible for its residents.

A highlight for me has been scrutinising and shining a light on our Patient Participation Groups (PPGs) post-covid lockdown. Working with our partners we have been ensuring that PPG's have started to be brought back into a functioning state and we are continuing our work in this area to ensure all PPGs are operational, so patients have a voice in their services. I look forward to scrutinising Gynaecology Services in the new Municipal year."

## Task and Finish Group: SEND Written Statement of Action

The Cross-Party Members of the Scrutiny Working Group started work in September 2022 in response to the findings from a SEND Local Area Ofsted inspection report in July 2022. The report highlighted areas in need of urgent improvement.

The working group wanted to review and contribute to the development of the action plan. The group also wanted to show their support for the work being done across the Council and local partner agencies to improve the quality of services to children and young people with SEND and their families. The Panel met again in December 2022 to further review progress and had an informal briefing before the Local Government elections.

The group met in July 2023 to discuss progress and were very pleased with work being done to get the rights processes in place and have already seen evidence of this

improved performance. The service is achieving a target 85% of EHC (Education, Health and Care) plans being reviewed within the target date compared to only 19% when the service was inspected.

The group has had its final meeting and the feedback from the Deputy Director of Education has been very positive about the value of getting Councillors involved in such an important area of policy. A report on the work of the group is expected in October 2023 to the Children and Young People Scrutiny Panel. Scrutiny of the very important area of SEND will continue through the Scrutiny Panel. The working group recommended to the Scrutiny Panel continued monitoring of progress of actions detailed in the Written Statement of Action (WSOA) arising from the SEND review to be a priority in 2024

year for the Art Gallery because they have recently hosted the British Art Show 9.

## Useful Links

Wolverhampton Webcast Library

<https://wolverhampton.public-tv/core/portal/home>

Modern.Gov (Reports and Agendas)

<https://wolverhampton.moderngov.co.uk/mgListCommittees.aspx?bcr=1>

Centre for Governance and Scrutiny

<https://www.cfgs.org.uk/>

Local Government Association

<https://www.local.gov.uk/>

## Site Visits



On 11 October 2022 Scrutiny Board Members undertook a site visit to the Civic Halls. On 30 November 2022,

Economy and Growth Scrutiny Panel Members went on their own site visit to see the progress on the Civic Halls refurbishment.

Economy and Growth Scrutiny Panel Members visited the National Brownfield Institute on 8 March 2023 to hear all about their work.

On 13 March 2023, MASH 24 Priory Green Offices were visited by some of the Members from the Strong Families, Children and Young People Scrutiny Panel.

The Chair and Vice-Chair of Health Scrutiny Panel visited Parkfield Medical Centre in December 2023.



Many Councillors in their own time have visited the new restaurant space in the Art Gallery. It was a particularly special

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<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Meeting of the City Council</b> <b>8 November 2023</b>
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<b>Report title</b>	Families First for Children Pathfinder Update	
<b>Referring body</b>	Cabinet – 18 October 2023	
<b>Councillor to present report</b>	Councillor Chris Burden	
<b>Wards affected</b>	All Wards	
<b>Cabinet Member with lead responsibility</b>	Councillor Chris Burden, Children and Young People	
<b>Accountable director</b>	Alison Hinds, Director of Children's Services	
<b>Originating service</b>	Children's Services	
<b>Accountable employee</b>	Alison Hinds	Director of Children's Services
	Tel	01902 553035
	Email	Alison.hinds@wolverhampton.gov.uk
<b>Report has been considered by</b>	Cabinet	18 October 2023

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**Recommendation for decision:**

The Council is recommended to approve:

1. The creation of a Deputy Director for Families First post with immediate effect to strategically lead the implementation and delivery of the Families First Programme. The post will be fully funded by grant from the Department for Education.

## **1.0 Purpose**

- 1.1 The purpose of this report is to provide an update on the progress made with the Council's participation of Children's Services in the Stable Homes, Built on Love, Families First for Children Pathfinder Programme (FFCP).
- 1.2 To confirm that a further update on the new delivery model will be presented to Cabinet in November and Full Council in December 2023.
- 1.3 To seek approval for the creation of a Deputy Director for Families First post within Children's Services to develop and implement the Programme.

## **2.0 Background**

- 2.1 On 18 October 2023, Cabinet considered a report on Families First for Children Pathfinder Update.
- 2.2 Cabinet recommended to Council that it approves:
  1. The creation of a Deputy Director for Families First post with immediate effect to strategically lead the implementation and delivery of the Families First Programme. The post will be fully funded by grant from the Department for Education.

## **3.0 Financial implications**

- 3.1 The financial implications are detailed in the Cabinet report of 18 October 2023.

## **4.0 Legal implications**

- 4.1 The legal implications are detailed in the Cabinet report of 18 October 2023.

## **5.0 Equalities implications**

- 5.1 The equalities implications are detailed in the Cabinet report of 18 October 2023.

## **6.0 All other implications**

- 6.1 All other implications are detailed in the Cabinet report of 18 October 2023.

## **7.0 Schedule of background papers**

- 7.1 Families First for Children Pathfinder Update, Cabinet, 18 October 2023.

<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Cabinet</b> <b>18 October 2023</b>
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<b>Report title</b>	Families First for Children Pathfinder Update	
<b>Decision designation</b>	RED	
<b>Cabinet member with lead responsibility</b>	Councillor Chris Burden Children & Young People	
<b>Key decision</b>	Yes	
<b>In forward plan</b>	No	
<b>Wards affected</b>	All Wards	
<b>Accountable Director</b>	Alison Hinds, Director of Children's Services	
<b>Originating service</b>	Children's Services	
<b>Accountable employee</b>	Alison Hinds Tel Email	Director of Children's Services 01902 553035 Alison.hinds@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	Children Social Care Leadership	12 October 2023

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### Recommendation for decision:

That Cabinet recommends that Council approves:

1. The creation of a Deputy Director for Families First post with immediate effect to strategically lead the implementation and delivery of the Families First Programme. The post will be fully funded by grant from the Department for Education.

### Recommendations to noting:

That Cabinet notes:

1. The progress made with our participation in the Department for Education (DfE) Stable Homes, Built on Love: Families First for Children Pathfinder Programme (FFCP).
2. That the new delivery model will be presented to Cabinet in November and Full Council in December 2023.

## 1.0 Purpose

- 1.1 The purpose of this report is to update Cabinet on the progress made with our participation of Children's Services in the Stable Homes, Built on Love, Families First for Children Pathfinder Programme (FFCP).
- 1.2 To confirm that a further update on the new delivery model will be presented to Cabinet in November and Full Council in December 2023.
- 1.3 To seek approval for the creation of a Deputy Director for Families First post within Children's Services to develop and implement the Programme.

## 2.0 Background

- 2.1 In May 2022, the Independent Review of Children's Social Care (Care Review) published its final report, calling for bold reforms across the whole of the children's social care system. In the same month The Child Safeguarding Practice Review Panel (the Panel) published *Child Protection in England* - a national review into the murders of Arthur Labinjo-Hughes and Star Hobson. The Care Review made radical recommendations on how we improve support for children and their families throughout the early help system and children's social care, including kinship care, and both the Care Review and the Panel made major recommendations for Child Protection and Safeguarding Partners.
- 2.2 The Government published *Stable Homes, Built on Love* in February 2023 - an implementation strategy and consultation to respond to the national reviews. This sets out the plans to transform children's social care.
- 2.3 The Families First for Children pathfinder is a key commitment made in the strategy.
- 2.4 Wolverhampton along with Lincolnshire and Dorset Councils were approached by the DfE to be one of the three wave one local authorities for the Families First for Children pathfinder programme.
- 2.5 The programme is the delivery mechanism for implementing some of the most significant reforms to family help, child protection, kinship care and the safeguarding partnership. Children's services along with statutory partners and children and young people and their parents and carers have been co-designing a proposed service delivery model which will be adapted through a test and learn approach. This will provide the basis to better understand how the reforms can be delivered and influence future policy and national reform.
- 2.6 The first phase of the programme began in July 2023 and will run until March 2025. As is set out later in the report in section 6, financial implications, the DfE is providing grant to support the pathfinder programme.
- 2.7 While we continue our co-design phase it is clear that there is a requirement to have a strategic lead entirely focused on the Programme. There needs to be consistent leadership and oversight, with representation at a national level, leading and managing

implementing the required changes in line with the DfE Service Specification to deliver the policy intent.

- 2.8 The other two Pathfinder local authorities have committed Director level leads to head the programme delivery.

### **3.0 Progress made Families First for Children's Pathfinder (FFCP)**

- 3.1 The City of Wolverhampton Children's Services has worked alongside the DfE and the delivery partner, Mutual Ventures, to agree the scope of the requirements of the programme.

- 3.2 Since the beginning of September 2023, the focus has been on working with the wider partnership to co-design the delivery model in all areas of delivery: family help, child protection, family networks and establishing education as a fourth statutory partner. The proposed model will be drafted and considered by the Programme Board at the end of October 2023 .

- 3.3 It is proposed to create a Deputy Director for Families First to lead on this Council priority, the Deputy Director will report to the Director of Children's Services, this will ensure we have strategic capacity to deliver the programme whilst ensuring the proposed model aligns with the Council and Children's services vision.

- 3.4 The Deputy Director for Families First will be a fixed term position until March 2025 in line with the external funding received for this programme and will be recruited to in line with Human Resource policies.

### **4.0 Evaluation of alternative options**

- 4.1 Initially the Programme has been led by a Head of Service while retaining their substantive role. This has proved difficult to balance due to the range of reforms required across the system within the timescales driven by the DfE.

### **5.0 Reasons for decisions**

- 5.1 A dedicated strategic role is required given the scale of change and interface required to maintain local partnership engagement and national body influence to implement sustainable change.

### **6.0 Financial implications**

- 6.1 The Council has been advised that it will receive grant funding from the DfE as part of the Families First for Children Pathfinder programme. At present the final amount of funding is unconfirmed, however indications are that the allocation will be in the region of £1.9 million for 2023-2024, with indications that there will be a year 2 allocation in the region of £2.5 million.

- 6.2 The Deputy Director post will be fixed term until 31 March 2025, and would lead to a cost of between £126,000 and £139,000 (including “on-costs” in addition to salary). All costs related to the Pathfinder project, including the Deputy Director post, will be fully funded by the FFCP grant.  
[JB/10102023/L]

## **7.0 Legal implications**

- 7.1 There are no direct legal implications arising from the report.  
[TC/10102023/B]

## **8.0 Equalities implications**

- 8.1 Considering equalities is a mandatory requirement. An equality analysis has been completed. The pathfinder programme is an opportunity for CWC to deliver its services to families in a different way, emphasising the need for family help to be responsive and delivered at the earliest opportunity, removing barriers, and improving accessibility to all services. A key feature of the pathfinder programme will be the co-production of service delivery with children, young people and their families. Listening and responding to lived experience of children young people and families will continue to form a pivotal part of future service delivery in our city and influence national reform.

## **9.0 All other implications**

- 9.1 The human resources implications, including the job evaluation of the Deputy Director post and all recruitment activities will be dealt with in line the Council’s policies.

## **10.0 Schedule of background papers**

- 10.1 [Children’s Social Care National Reform](#) – Cabinet, 24 May 2023.

<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Meeting of the City Council</b> <b>8 November 2023</b>
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<b>Report title</b>	Changes to the Constitution	
<b>Referring body</b>	Governance and Ethics Committee – 26 October 2023	
<b>Councillor to present report</b>	Councillor Rita Potter, Chair of Governance and Ethics Committee	
<b>Wards affected</b>	All Wards	
<b>Cabinet Member with lead responsibility</b>	Councillor Paula Brookfield, Cabinet Member for Governance and Equalities	
<b>Accountable director</b>	David Pattison, Chief Operating Officer	
<b>Originating service</b>	Governance	
<b>Accountable employee</b>	David Pattison	Chief Operating Officer
	Tel	01902 550320
	Email	David.Pattison@wolverhampton.gov.uk
<b>Report has been considered by</b>	Governance and Ethics Committee	26 October 2023

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**Recommendation for decision:**

The Council is recommended to:

1. Approve the amendments to the Constitution.
2. Authorise the Monitoring Officer to implement the changes.

## **1.0 Purpose**

- 1.1 To approve the amendments to the Constitution and authorise the Monitoring Officer to implement the changes.

## **2.0 Background**

- 2.1 On 26 October 2023, Governance and Ethics Committee considered a report on Changes to the Constitution.

- 2.2 Governance and Ethics Committee recommended to Council that it:

1. Approves the amendments to the Constitution.
2. Authorises the Monitoring Officer to implement the changes.

- 2.3 Governance and Ethics Committee noted:

Further work was required to the Officer Delegations and these were not to be submitted to Council for approval.

## **3.0 Financial implications**

- 3.1 The financial implications are detailed in the Governance and Ethics Committee report of 26 October 2023.

## **4.0 Legal implications**

- 4.1 The legal implications are detailed in the Governance and Ethics Committee report of 26 October 2023.

## **5.0 Equalities implications**

- 5.1 The equalities implications are detailed in the Governance and Ethics Committee report of 26 October 2023.

## **6.0 All other Implications**

- 6.1 All other implications are detailed in the Governance and Ethics Committee report of 26 October 2023.

## **7.0 Schedule of background papers**

- 7.1 Changes to the Constitution, Governance and Ethics Committee, 26 October 2023.



# Governance and Ethics Committee

26 October 2023

**Report title**

Changes to the Constitution

**Cabinet member with lead responsibility**

Councillor Paula Brookfield,  
Cabinet Member for Governance and Equalities

**Accountable director**

David Pattison, Chief Operating Officer.

**Originating service**

Various

**Accountable employee**

Michelle Rowe  
Email

Solicitor and Deputy Monitoring Officer  
Michelle.Rowe@wolverhampton.gov.uk

**Report to be considered by**

Council, on 8 November 2023.

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**Recommendations or action or decision:**

The Governance and Ethics Committee recommends that Council:

1. Approves the amendments to the Constitution as detailed in this report.
2. Authorises the Monitoring Officer to implement the changes.

## 1.0 Purpose

- 1.1 This report provides an update in relation to the changes proposed to the Constitution and discussed at the special meeting of Governance and Ethics Committee on 5 October 2023, for approval by the Council.
- 1.2 It is recommended that Council agrees to the proposals to ensure continuing lawfulness and effectiveness.

## 2.0 Background

- 2.1 Changes to the Constitution are brought in accordance with Part 2, Article 14 of the Constitution which places a duty on the Monitoring Officer *“to be aware of the strengths and weaknesses of the Constitution... and to make recommendations for ways in which it could be amended in order to better achieve the purpose [set out in Article 1]”* and to *“review the operation of the Constitution to ensure that its aims and principles are given full effect.”*
- 2.2 It is important that changes take place as and when needed, and the Governance and Ethics Committee regularly receives reports seeking to update the Constitution where it is necessary. The last such report was on 5 October 2023.
- 2.3 At a special meeting of Governance and Ethics Committee that day, proposed changes were put forward to ensure the Constitution remains up to date and reflects current laws, rules and preferred or best practice. The rationale and details of the changes is repeated at **Appendices 1-7a**. In discussion, members asked a number of supplemental questions and for further information to be obtained in relation to the proposals. This report provides responses to those questions as explained below and set out in **Appendices 8-10**.
- 2.4 Members are asked to consider this report, and the original proposals.
- 2.5 Members are also asked to note that these changes are part of a series of updates, and it is anticipated that there will be additional reports brought forward in 2023 or early 2024 to review other parts of the Constitution which reflect forthcoming changes in legislation, such as in relation to Contract Procedure Rules.

## 3.0 Changes to the Constitution

- 3.1 The changes proposed at the 5 October 2023 meeting related to the following areas:
  - a. Scrutiny Board and Call-in (including new form)
  - b. Electronic sealing and signing
  - c. Health and Wellbeing Together Board Terms of Reference
  - d. Full Council meeting procedure rules (including draft informal protocol for member behaviour)

- e. IEDNs (including draft guidance for members and officers) and Call-in.
- f. Miscellaneous – Disclosure and Barring Scheme (including new policy), Councillor Allowance Service, Planning Committee decisions
- g. Officer delegations.

3.2 At that meeting, members raised the following supplemental questions:

a. Call-in – Substitutions

Proposals were put forward to ensure the clerk received notification of substitutes in good time in order to make arrangements for the meeting. Concerns were raised by members about the need for substitutions generally at Scrutiny Board/Scrutiny Panel or Select Committee and the Monitoring Officer agreed to provide information on the position at other local and national Councils. This is shown in the benchmarking spreadsheet at **Appendix 8** in column C.

The recommendation is that we retain the current position on substitutes, this is very similar to that in other authorities and has been working well. Where the specific Committee requires training the substitute must also have had that training to be eligible to be a substitute.

b. Call-in – Who can call-in a decision

Proposals were put forward to change the persons who have the power to call-in a decision, to include at least three members who are not members of the Council.

Members questioned this number and had differing views about whether three was appropriate and practical. The Monitoring Officer explained that his professional opinion three was an appropriate and usual number. He agreed to provide information on the position at other local and national Councils. This is shown in the benchmarking spreadsheet at **Appendix 8** in column B.

The recommendation is that we retain the proposed number on call-ins and that if this proves to cause problems then a further report is brought back to vary that number or provide other checks and balances but that the presumption should be in favour of a wider call-in ability, as proposed in the suggested change.

c. Full Council Meeting Procedure Rules – Questions from members of the public

Minor updates were proposed in relation to questions from members of the public which were not in issue. Members did however raise questions about the process generally, including how arrangements would be communicated to members of the public. The Monitoring Officer explained that there was a protocol which can be updated and shared with members. This is attached as **Appendix 9**.

The recommendation is that we adopt this process from the next Council meeting (namely that in December).

d. Full Council Meeting Procedure Rules – Public questions

Members also enquired whether the definition of those persons entitled to raise questions at Council meetings could be expanded to include persons who own businesses in the City, or who invest in the City, but who are not residents. Members also asked to see the protocol of

The Monitoring Officer was of the view that it would be unusual to have such a wide definition and agreed to provide information on the position at other local and national Councils before the matter is discussed further. This information is shown in the benchmarking spreadsheet at **Appendix 8** in column E.

The recommendation is that we focus questions on members of the public who are residents, as the time allowed for questions is limited to 15 minutes under the constitution and to broaden the scope to more than just residents would potentially restrict the number of residents of the City able to ask questions.

e. Full Council Meeting Procedure Rules – Right of Reply

No changes were proposed in relation to the right of reply, but the Monitoring Officer was asked to consider the position at other Councils on this point for further consideration. Relevant information is attached at **Appendix 8** in column D. It was suggested that a having a right of reply on questions (as there are on motions, reports, and the Leader's report) could help bring good order to meetings.

The recommendation is that we retain the current position, as no other authority currently has the ability to challenge the answer to a question given by another councillor other than the process already in our rules of asking a supplementary question. Questions are intended to be restricted to questions and answers and introducing a further right of reply from the person posing the question would lead to a debate (with the Councillor giving the answer no doubt wishing to reply back to the right of reply).

f. Disclosure and Barring Service

Proposals were put forward to remove from the Code of Conduct for Members all reference to DBS and criminal records checks, and to replace it with a separate document. There was concern that the new document did not require an Enhanced check to be carried out on all members, as this was considered necessary in light of the work undertaken within the community. The Monitoring Officer explained that this

arrangement was in accordance with the law and guidance and he was asked by members to write to the Secretary of State to ask for the position to be changed. A briefing note for members which outlines the rules, as well as proposed letter, are attached as **Appendix 10**.

The recommendation is that we note the current legal position as set out in appendix 10 and therefore adopt the current proposed policy but at the same time ask the Cabinet Member to write the proposed letter on behalf of the Council seeking a change to the law.

g. Planning Committee decisions

Members were asked to consider a change to the functions delegated to Planning Committee, to remove the requirement for then to consider a Certificate of Lawfulness that relate to land in (or proposed to be in) the ownership of the Council. Instead, it is proposed that such decisions are considered instead by the Monitoring Officer in consultation with the Chair of the Planning Committee.

Members asked for information to help them understand the number of cases that would be dealt with under this new procedure, and the Head of City Planning Stephen has confirmed that he knows of only one such application over a period of many years that would fall within this category.

It was further asked that there be reporting through to Planning Committee on the numbers and broad locations of Lawful Development Certificates made, and the types of applications.

The recommendation is that we proceed with the proposed change and also ensure that regular reports are taken to the Planning Committee on issuing of Lawful Development Certificates.

3.3 Minor drafting recommendations were made by members (relating to terminology used) a which have been incorporated into **Appendix 7a**.

**4.0 Financial implications**

4.1 There are no direct financial implications arising from this report.

[CN/18102023/A]

**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. As noted above, Part 2, Article 14 of the Constitution authorises the Monitoring Officer to make amendments which more accurately reflect legislative and other changes. The proposed changes ensures that the Council meets its duties.

[DP/27092023/A]

## **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.

## **7.0 All other Implications**

- 7.1 There are no other implications arising from the recommendations in this report.

## **8.0 Appendices**

- 8.1 The Appendices attached show the proposed amendments and/or the final proposed version of relevant parts of the revised Constitution.

### **Relating to original proposals at the meeting on 5 October 2023**

- Appendix 1:** Scrutiny Board and Call-in (including new form)
- Appendix 2:** Electronic sealing and signing
- Appendix 3:** Health and Wellbeing Together Board Terms of Reference  
**Appendix 3a:** Proposed amended version of Health and Wellbeing Together Board Terms of Reference
- Appendix 4:** Full Council meeting Procedure Rules  
**Appendix 4a:** DRAFT informal protocol – member behaviour at meetings
- Appendix 5:** Individual Executive Decision Notices (IEDNs) and call-in  
**Appendix 5a:** DRAFT guidance for members and officers - IEDNs

- Appendix 6:** Miscellaneous (Disclosure and Barring Service (DBS) for members, Councillors' Allowance Scheme, Planning Committee decisions.)
- Appendix 6a:** Councillor DBS policy
- Appendix 7:** Officer delegations
- Appendix 7a:** Part 3 delegations – proposed amended version

**Relating to additional information in response to members' questions**

- Appendix 8:** Spreadsheet showing relevant arrangements in other Councils
- Appendix 9:** Protocol for Full Council Meeting public questions
- Appendix 10:** Briefing Note – Councillor DBS checks

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**Appendix 1****Scrutiny Board including Call-in (and new form)**

<b>Section</b>	<b>Proposed changes</b> (Additional wording is shown <u>underlined</u> , deleted wording is shown in <del>strikethrough</del> )	<b>Rationale</b>
Article 7 – Overview and Scrutiny Arrangements – Diagram	Replace the diagram with the version at the end of this table below.	To ensure the group’s remit is fully covered, and to correct errors in the current version.
Article 7 – Overview and Scrutiny Arrangements - 7.4 Specific Responsibilities of Scrutiny Board	<p>Add the following parts underlined to the Board’s remit:</p> <p>“</p> <ul style="list-style-type: none"> <li>• <u>Co-ordinate the Scrutiny Work Programme</u></li> <li>• <u>Major infrastructure projects that crosscut Scrutiny Panels</u></li> <li>• <u>West Midlands Combined Authority interface and the work of their Scrutiny Committee. Interface for the purposes of Scrutiny Board is defined, as including the relationship and interactions the Council has with the Combined Authority, particularly strategy and policy impacting on Wolverhampton.</u> <ul style="list-style-type: none"> <li>○ <u>MTFS</u></li> <li>○ <u>Overall performance</u></li> <li>○ <u>Our City, Our Plan, the council’s strategic framework for levelling up</u></li> <li>○ <u>Pre-Decision – If an item needs to come for pre-decision, which cannot go to the relevant Scrutiny Panel for logistical reasons such as timing or the agenda already being at capacity, then Scrutiny Board can instead consider the item. Some pre-decision items may always need to come to Scrutiny Board such as the MTFS.</u></li> <li>○ <u>Call In</u></li> <li>○ <u>Petitions</u></li> <li>○ <u>Wolverhampton Pound</u></li> <li>○ <u>Oversight of Select Committee Work – reporting on outcomes. Scrutiny Review Groups and Select Committees should clearly state in their terms of reference if</u></li> </ul> </li> </ul> <p>”</p>	<p>To better reflect the group’s remit of co-ordinating the work of all Scrutiny Panels, having an overarching oversight and ensuring there is no duplication.</p> <p>To add major infrastructure projects that crosscut a number of Scrutiny Panels which helps to avoid duplication of work.</p> <p>Further explanation to provide further clarity.</p>

	<i><u>they should report to the parent Scrutiny Panel or Scrutiny Board. To avoid duplication, it should not be both.</u></i>	
Article 7	Add the following bullet point to the specific responsibilities of Economy and Growth Scrutiny panel: “ <ul style="list-style-type: none"> <li>• <i>To measure progress against the Strategic Economic Plan.</i>”</li> </ul>	On the recommendation of Deputy Chief Executive
Article 7 – Overview and Scrutiny Arrangements - 7.10 Substitutes	Add the following:  <i>“The leaders of the political groups may notify the Monitoring Officer <u>and the Clerk to the meeting</u> of substitutes of Councillors from their party, to attend Scrutiny Board/Scrutiny Panel/ Select Committee in place of members of their party where the relevant member is unable to attend.”</i>	To ensure that the clerk receives the notification in good time and can make arrangements for the meeting.
Article 7 – Overview and Scrutiny Arrangements - 7.8 Designation of Scrutiny Officer	The Electoral Services and Scrutiny Manager is designated as the Council’s Statutory Scrutiny Officer.	Updated to reflect change in line manager for the service
Part 4 – Overview and Scrutiny Procedure Rules - 7.1 Agenda items	To make the following amendments:  <i>“Any scrutiny member is entitled to give notice to the <u>Scrutiny Team Head of Paid Service</u> that they wish an item relevant to the functions of the Panel <del>to be included on the agenda for the next available meeting of the Board or Panel.</del> <u>To be considered for inclusion on an agenda for a meeting of the Board or Panel</u> <del>On receipt of such a request the Head of Paid Service will ensure that it is included on the next available agenda.</del> <u>A discussion will then take place between the Lead Officer for the Panel or Board, the Scrutiny Officer and the Chair / Vice-Chair of the Panel or Board to determine if the request</u></i>	Based on the Statutory Scrutiny Guidance on prioritisation because It is not always practical to consider every requested agenda item within the scrutiny work programme. This will also help to ensure agenda items are not duplicated across the panels and board.

	<p><u>for an additional item is a priority for scrutiny and to give time to consider the value scrutiny can bring to the item. This would ideally take place at an informal preparation meeting. If agreement cannot be reached, it will go to the Scrutiny Panel/Board for decision. The Chair will have due regard for all the points raised in making the decision. Where it is not considered appropriate for the Board or Panel to deal with the item(s), at the next meeting, the Chair will give the reasons for this decision to the member requesting the item.”</u></p>	
Part 4 – Overview and Scrutiny Procedure Rules - 10. Councillors and employees giving account	<p>Insert at the end of paragraph 10. Councillors and employees giving account</p> <p><i>Cabinet Members should only attend Board/Panel meetings at the request of the Chair of the Scrutiny Board/Relevant Panel</i></p>	Cabinet Members should attend only at the request of the Chair of the Scrutiny Board/Relevant Panel – the Board/Panels have the ability to require the relevant Cabinet Member to attend, but they should not attend at other times unless requested to do so by the relevant Chair
Part 4 – Overview and Scrutiny Procedure Rules - 13.3 Call-in	<p>Currently the decision to call-in can be made by any of the following:</p> <ol style="list-style-type: none"> <li>the Chair of the Scrutiny Board</li> <li>the Vice-Chair of the Scrutiny Board</li> <li>the Leader or Deputy Leader of the main opposition group</li> </ol> <p>This should be changed to:</p> <ol style="list-style-type: none"> <li>The Leader or Deputy Leader of the main opposition</li> <li>At least three members who are not members of the Cabinet.</li> </ol>	For consistency of approach across the region - the majority of councils require at least 3 members to call-in a decision.
Part 4 – Overview and Scrutiny	To add a new section 13.4:	To assist members with preparing all of the necessary

<p>Procedure Rules - 13.4 Call-in</p>	<p><u><i>“Every call-in request should be made on the relevant online form.”</i></u></p> <p>See proposed call in form at the end of this table.</p>	<p>information for call in, and to assist with preparation for the call-in meeting. The call in form will be available to access on the Councillor portal.</p>
<p>Whole Constitution</p>	<p>To make such other minor amendments which are incidental to the changes above.</p>	<p>Necessary for consistency and ease of reading.</p>

**Table 1.1 - Article 7 – Overview and Scrutiny Arrangements – Proposed replacement diagram**

<b>Scrutiny Board</b>					
<b>Strategic oversight</b> <ul style="list-style-type: none"> <li>• WMCA interface</li> <li>• MTFS (overall oversight on Revenue/Capital/Assets)</li> <li>• Overall performance (including Our City: Our Plan)</li> <li>• Levelling Up</li> <li>• Pre-Decision</li> <li>• Call in.</li> <li>• Petitions</li> <li>• Oversight of Select Committee work – reporting on outcomes.</li> </ul>					
<b>Scrutiny Panels</b>					
<b>Adults</b>	<b>Children and Young People</b>	<b>Economy and Growth</b>	<b>Climate Change, Housing and Communities</b>	<b>Resources and Equalities</b>	<b>Health</b>
<ul style="list-style-type: none"> <li>• Support the Health and Social Care system to respond to and recover from Covid-19</li> <li>• Maximise independence for people with care and support needs</li> <li>• Work as a system to make sure that people get the right support at the right time</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring that children have the best start in life and good early development</li> <li>• Ensuring high quality education that closes the attainment gap</li> <li>• Ensuring that children and young people grow up</li> </ul>	<ul style="list-style-type: none"> <li>• Help create good quality local jobs</li> <li>• Working in partnership to support local people into work and better jobs</li> <li>• Ensuring flexible skills systems which support local businesses to grow and</li> </ul>	<ul style="list-style-type: none"> <li>• Work together to deliver more new homes</li> <li>• Ensuring safe and healthy homes for all</li> <li>• Ensuring access to a secure home</li> <li>• Ensuring clean, green neighbourhoods and public space</li> </ul>	<ul style="list-style-type: none"> <li>• Measuring Success</li> <li>• Our City Our Plan – Our Council Programme</li> <li>• Our Assets</li> <li>• Our Data</li> <li>• Our Digital</li> <li>• Our Money</li> <li>• Our People</li> </ul>	<ul style="list-style-type: none"> <li>• Keep residents safe by containing and reducing the spread of Covid-19</li> <li>• Close the gap on healthy life expectancy</li> <li>• Help people live happier more active lives</li> </ul>

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<ul style="list-style-type: none"> <li>• % of older people (aged 65 and older) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services</li> <li>• % of adults with learning disabilities in paid employment</li> <li>• % of social care users supported to remain in their own homes</li> <li>• % of adults who use services who say social care services help them to feel safe and secure</li> <li>• % of adults in receipt of long-term services who are in control of their own lives</li> </ul>	<p>happy with good physical, social and mental health, and wellbeing</p> <ul style="list-style-type: none"> <li>• Ensuring that every young person in the city is equipped for adulthood with life skills and ready for work</li> <li>• Ensuring that families are strengthened where children are vulnerable or at risk</li> <li>• % of Early Years and Childcare settings rated Good or Outstanding</li> <li>• % of take up of 2-year-olds benefitting from early education</li> <li>• % of schools in the city that are rated Good or Outstanding</li> <li>• Average Attainment 8 score per pupil</li> <li>• % gap in Attainment 8 score gap between advantaged and disadvantaged children</li> <li>• % of 16 and 17 year-olds with SEND in education, employment, or training</li> </ul>	<p>residents to access good jobs</p> <ul style="list-style-type: none"> <li>• Supporting local businesses to start up, scale up and thrive</li> <li>• Attracting new investment which brings social and economic benefit to all</li> <li>• Creating vibrant high streets with quality culture and leisure offers</li> <li>• Growing the low carbon and circular economy</li> <li>• Number of working age adults (16-64) claiming unemployment benefits</li> <li>• Number of young adults (18-24) claiming unemployment benefits</li> <li>• Level of 16 &amp; 17 year old NEETS</li> <li>• Number of jobs created / safeguarded in the city through the Investment Team</li> <li>• % Local Authority spend on</li> </ul>	<ul style="list-style-type: none"> <li>• Well-connected businesses and residents</li> <li>• Number of new builds completed in the city</li> <li>• Net additional dwellings in the city</li> <li>• % of dwelling stock that is vacant in the city</li> <li>• Housing affordability ratio</li> <li>• Total crime recorded per 1000 population</li> <li>• % of planning application decisions made with 13 weeks or agreed timescales</li> <li>• Number of homeless families moved into secure housing</li> <li>• Energy efficiency of housing stock</li> <li>• % fly tipping incidents resolved in 5 working days</li> <li>• % of trees on public land serviced every two years</li> </ul>	<ul style="list-style-type: none"> <li>• Our City: Our Plan – PRIDE values</li> <li>• Wolverhampton Pound</li> <li>• Gender pay gap of council employees</li> <li>• Ethnicity pay gap of council employees</li> <li>• Customer Service call wait times</li> <li>• Sickness absence rates</li> <li>• Employee turnover rate</li> <li>• Spend with local businesses</li> <li>• Overall, how well informed do you think your council keeps residents about the services and benefits it provides? (LGA Resident Satisfaction Survey)</li> </ul>	<ul style="list-style-type: none"> <li>• Protect vulnerable people at risk of harm and exploitation</li> <li>• Inclusive, welcoming communities where people feel safe and look out for each other</li> <li>• Alcohol specific mortality per 100,000</li> <li>• % of physically inactive adults (Public Health Outcomes Framework)</li> <li>• % of less active children (Active Lives Survey)</li> <li>• Suicide rate (all persons) per 100,000</li> <li>• % of 40-74 year olds attending offered health checks</li> <li>• Number of individuals in treatment for alcohol (increase)</li> <li>• Number of successful completions of alcohol treatment (no</li> </ul>
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	<ul style="list-style-type: none"> <li>• % of care leavers in education, employment, or training</li> <li>• First time entrants into the Youth Justice System per 10,000 population</li> <li>• Rate of children open to social care per 10,000 population under 18</li> <li>• % of repeat referrals into Childrens Social Care with 12 months</li> <li>• % of children and young people in care who have had 3 or more placements in the year</li> <li>• % of EHC plans issued within 20 weeks</li> </ul>	<p>apprenticeship levy</p> <ul style="list-style-type: none"> <li>• Number of apprentices and graduate placements within the council</li> <li>• Empty properties in the city centre</li> <li>• Business that survive one year in city</li> <li>• Businesses that survive five years in the city</li> <li>• % of premises in the city with full fibre coverage</li> <li>• Number of rapid charging electric car points in the city</li> <li>• Wolverhampton based businesses supported by the Council</li> <li>• New investment opportunities generated by the Council</li> </ul>	<ul style="list-style-type: none"> <li>• % of carriageways in city assessed as high quality</li> <li>• Number of people receiving specialist domestic abuse support in the community to prevent further harm</li> <li>• Number of domestic abuse cases referred to Multi Agency Risk Assessment Conference (MARAC)</li> <li>• WV Active membership numbers with breakdown by-long term health conditions, disabilities, low socioeconomic groups, minority ethnic groups</li> <li>• % Domestic Abuse related incidents and crimes</li> </ul>		<p>representation - increase)</p> <ul style="list-style-type: none"> <li>• Number of alcohol detoxes (increase in referred, initiated, and completed)</li> <li>• Narrowing the gap in % of adult residents in the city who have received their Covid-19 vaccination</li> <li>• Number of 'free' activities for CYP in the city and uptake by-long term health conditions, disabilities, low socioeconomic groups, minority ethnic groups</li> <li>• Number of referrals to physical activity opportunities by a health professional</li> </ul>
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**Table 1.2 - Article 7 – Overview and Scrutiny Arrangements – Proposed call-in form****City of Wolverhampton Council – Call-in Form**

*Please submit this form to the Monitoring Officer and the Democratic Services Manager*

<b>Name</b>	
<b>Date of Decision</b>	
<b>Who took the Decision (i.e. Cabinet, Cabinet Resources Panel or Individual Member of the Cabinet)</b>	
<b>Decision you request to be Called-in</b>	
<b>Reasons for your Call-in request (Please state in as much detail as possible the reasons why you wish to Call-in the Decision)</b>	
<b>Date of Submission</b>	



**Appendix 2****Electronic sealing and signing**

<b>Section</b>	<b>Proposed changes</b> (Additional wording is shown <u>underlined</u> , deleted wording is shown in <del>strikethrough</del> -)	<b>Rationale</b>
<b>References to “sealing”</b>		
Article 13 - Finance, Contracts and Legal Matters	<p>To make the following amendments:</p> <p><i>“13.5 <u>Common Seal of the Council</u></i></p> <p><i>The <u>Common seal of the council (which includes its electronic equivalent)</u> will be kept in a safe place in the custody of the <u>monitoring officer</u>. a decision of the council, or of any properly constituted body of the council, will be sufficient authority for sealing any document necessary to give effect to the decision. the common seal will be affixed to those documents which in the opinion of the <u>monitoring officer</u> should be sealed. the affixing of the common seal will be attested by the <u>monitoring officer</u>, or some other person authorised by them.</i></p> <p><i>13.6 <u>Record of sealing of documents</u></i></p> <p><i>Any entry of the sealing of every deed or document to which the common seal has been affixed shall be made by the <u>monitoring officer</u> or some other person authorised by them and consecutively numbered in a book <u>or electronic register</u> to be provided for the purpose.”</i></p>	To make clear that references to sealing include sealing electronically.
Glossary	<p>To make the following amendments:</p> <p><i>“<u>Common seal</u></i></p> <p><i>The common seal is the council’s mark of authentication and is attached <u>by hand or electronic means</u> to documents which are decisions of the council or any properly constituted body of the council or to documents which in the opinion of the monitoring officer should be sealed or as required by the contract procedure rules. the common seal is kept in the safe custody of the monitoring officer.”</i></p>	As above.
<b>References to “signatory/signatory/sign”</b>		
Overview and Scrutiny	<p>To make the following amendments:</p> <p><i>“22.3 <u>Issues excluded from referral as a CCfA.</u></i></p>	To correct an error in the

Procedure Rules	<i>(vi) ccfa which do not follow these guidelines will be considered inadmissible, in which case <u>the councillor who referred the matter</u> will be informed in writing of the reasons why.”</i>	original wording.
Responsibility for Functions	To make the following amendments:  <i>“Health and Wellbeing Together governance and reporting relationships:  The primary focus of the executive group is to <u>approve</u> statutory documents <u>relating to health and wellbeing</u> and provide a strategic forum for the Council and health partners to drive health and social care integration.”</i>	To correct an error in the original wording.
Full Council Meetings Procedure Rules	No change to words but numbering needs correcting.	To correct an error in the original wording.
Overview and Scrutiny Procedure Rules	To make the following amendments:  <i>“2. Who may serve on the Scrutiny Board and Scrutiny Panels.  2.2 It is a requirement of accepting a position as a Co-opted Member that those persons should <u>hand sign</u> and abide by the Councillors’ Code of Conduct.”</i>	To make clear this is one of the few times that hand signing is necessary.
As above	To make the following amendments:  <i>“21. Arrangements for the appointment of parent governor representatives...  g. <u>hand sign</u> and abide by the Councillor Code of Conduct.”</i>	As above.
Code of Conduct Councillors	To make the following amendments:  <i>“Application of the Code of Conduct  This Code of Conduct applies to you as soon as you <u>hand sign</u> your declaration of acceptance of the office of councillor.”</i>	As above.
Code of Conduct for Employees	To make the following amendments:  <i>“7.4 Spouses, partners and close personal friends.</i>	To correct an error in the

	<p><i>Employees who are in, or embark on, a close personal relationship within the same service or department must declare the relationship to their manager and may voluntarily sign the protocol <del>at Appendix 1</del> to help ensure probity and appropriate behaviours. Dependent on the working arrangements, the nature of the post(s) held and an assessment of the potential risk to the organisation, the relevant Director or senior officer may require employees to sign the relationship protocol.”</i></p>	original wording.
Glossary	<p>To make the following amendments:</p> <p><u>“Signature (or any reference to signing) – The authorisation of a relevant officer which may be made by hand, or electronic means in a form approved by the Monitoring Officer.”</u></p>	Adding this widens the meaning of signature to include electronic signature.
Whole Constitution	<p>To make such other minor amendments which are incidental to the changes above.</p>	Necessary for consistency and ease of reading.

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**Appendix 3****Health & Wellbeing Together Board**

Changes to Part 3: Responsibility for Functions – Health & Wellbeing Together are necessary to reflect the changes to the health and care system brought about by the Health and Care Act 2022 and bring arrangements in line with Guidance on Health and Wellbeing Boards issued by the Department of Health & Social Care.

The individual changes proposed to are too numerous to show separately, but an overview of the main changes is outlined below. **Members are asked to consider the proposed final version of this amended Part which is shown at Appendix 4a.**

<b>Section</b>	<b>Proposed changes</b>	<b>Rationale</b>
Part 3: Health & Wellbeing Together	To replace the “ <i>Health &amp; Wellbeing Together will:...</i> ” section, with new “ <i>Working Principles</i> ”.	To include additional aims and intentions of the group.
Part 3: Health & Wellbeing Together	To replace the list of the group’s responsibilities.	To reword current responsibilities, for clarity. To add additional responsibilities such as in relation to collaborative working and having oversight of certain strategies. To reference the availability of a document outlining the role of individual group members including personal qualities and expectations of that member.
Part 3: Health & Wellbeing Together	To replace the section headed “ <i>Health and Wellbeing Together governance and Reporting relationships</i> ” with a new part, including a new diagram showing reporting lines.	To capture revised reporting lines. The accompanying wording is reduced to reflect the simplified arrangements.

Part 3: Health & Wellbeing Together	To update the section headed "...membership".	To make minor changes in relation to Board make-up description. To change the list of Board Members.
Part 3: Health & Wellbeing Together	To update the sections headed "...decision-making".	To make minor changes about how to add items to the agenda.
Part 3: Scheme of Delegations to Officers – Additional Schedules	Adding the following Schedules: “ <ul style="list-style-type: none"> <li>- <i>Schedule of Statutory and Proper Officer Roles and Functions.</i></li> <li>- <i>Schedule of Licensing Delegations.</i></li> <li>- <i>Schedule of Regulatory Delegations.</i></li> </ul> ”	To enable Officers to better identify delegations falling within particular categories, and to update, delete and clarify specific delegations.
Whole Constitution	To make such other minor amendments which are incidental to the changes above.	Necessary for consistency and ease of reading.

## **Appendix 3a**

### **Health & Wellbeing Together Board – proposed amended version**

#### **Health & Wellbeing Together**

##### **Terms of Reference: Health and Wellbeing Together Broad**

Health and Wellbeing Together is the forum where key leaders from the health and care system come together to improve the health and wellbeing of the local community, work towards reducing health inequalities and support the development of improved and joined up health and social care services. It is the name given to the City of Wolverhampton Health and Wellbeing Board, a statutory Board established under the Health and Social Care Act 2012.

##### **Our working principles:**

- Provide strong local leadership based on evidence, focusing on those areas where the Board can make the biggest difference to health and well-being.
- Encourage integrated working, promoting an ethos of integration and partnership in the planning, commissioning, and delivery of services.
- Demonstrate transparent decision making so that local people can understand the decisions being taken and the rationale behind them.
- Involve local people in decision making by enabling residents to have their say through community engagement and co-production opportunities.
- Work in partnership to identify shared priorities and appropriately coordinate activity, informed by a commitment to a place-based approach to health.
- Take action to tackle health inequalities using a consistent approach across partners with a firm view that health inequalities are not inevitable.
- Act with courage and conviction seizing the opportunities presented by being part of the Black Country Integrated Care System to work in new and innovative ways in the long-term interests of the whole population of Wolverhampton.

##### **Our responsibilities:**

- Assess the health and wellbeing needs of the population and publish a joint strategic needs assessment (JSNA) utilising a shared approach at place to turning data into actionable intelligence.
- Publish a joint local health and wellbeing strategy (JLHWS), which sets out the priorities for improving the health and wellbeing of the local population and how identified needs in the JSNA and other needs assessments will be addressed, including reducing health inequalities.
- Promote the integration of health and social care services through the coordination of joint commissioning to meet local need in line with section 75 of the National Health Service Act 2006.
- Coordinate and lead action at place level working effectively with the OneWolverhampton place-based partnership, with OneWolverhampton acting as a delivery vehicle for driving forward shared priorities.

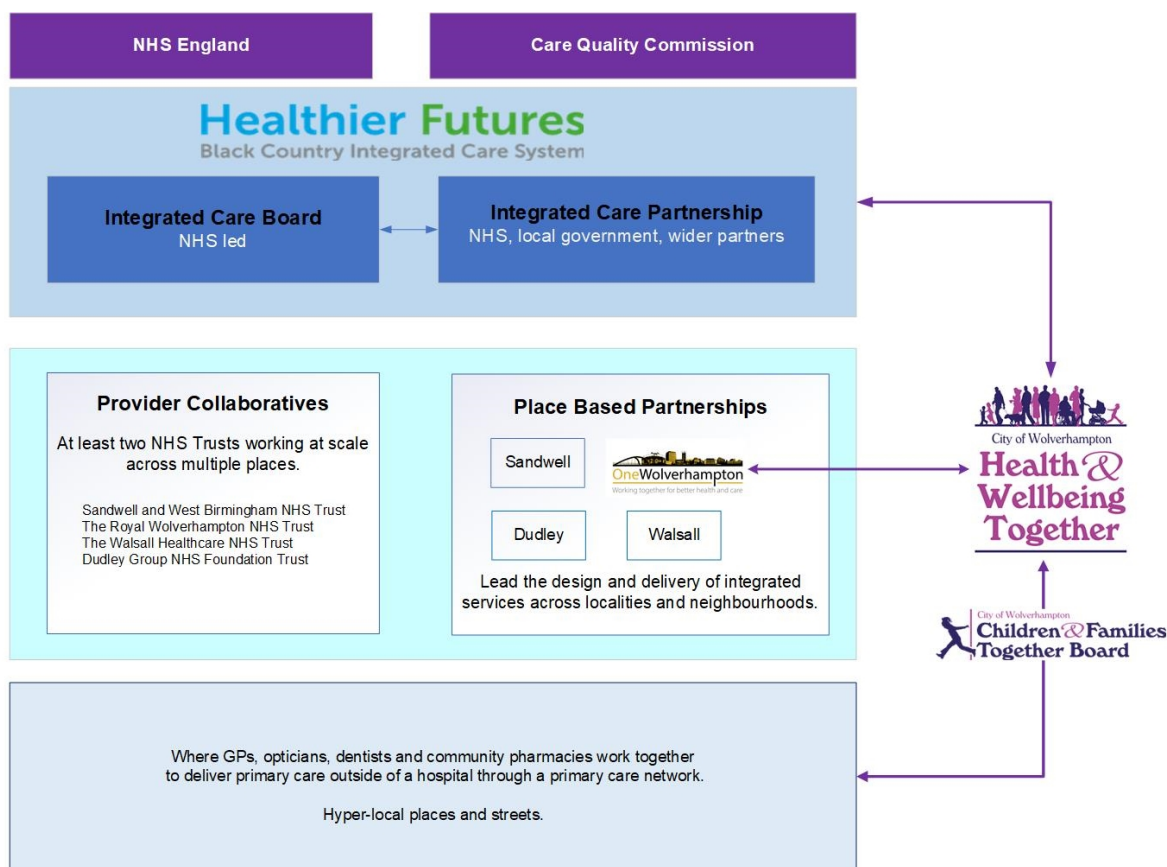
**Appendix 3a**

**Health & Wellbeing Together Board – proposed amended version**

- Work collaboratively and iteratively with the Integrated Care Partnership, including being an active participant in the development of the Black Country Integrated Care Strategy and taking this into account when preparing local health and wellbeing strategies.
- Receive and feedback on all relevant documentation from the Black Country Integrated Care Board, for example the rolling five-year joint forward plan and annual report, ensuring proper account is taken of Wolverhampton’s JLHWS.
- Receive the Black Country Integrated Care Board and partner NHS trusts joint capital resource use plan and any revisions for comment.
- Prepare a Pharmaceutical Needs Assessment (PNA) to ensure pharmaceutical services in Wolverhampton meet local needs.
- Ensure the work of Health and Wellbeing Together is aligned with policy developments and strategic aims locally, regionally and nationally, including the Black Country Integrated Care System.
- Have strategic oversight of the Public Mental Health Strategy and Suicide Prevention Strategy for Wolverhampton.

A Health and Wellbeing Together member role description is available upon request..

**Health and Wellbeing Together governance and reporting relationships**





## **Appendix 3a**

### **Health & Wellbeing Together Board – proposed amended version**

- The Black Country Integrated Care Systems is a statutory body comprised of an Integrated Care Board and an Integrated Care Partnership.
- OneWolverhampton is our local place-based partnership enabling partners to meaningfully collaborate between health care services to deliver improvements in health and care outcomes for citizens.
- The Children and Families Together Board is responsible for strategic planning of services for children and young people in the city. It reports into Health and Wellbeing Together on shared priorities and key performance indicators in relation to children, young people and families.
- Local people's voices and lived experience should help inform priorities at every level.

In addition to the above, Health and Wellbeing Together is committed to working collaboratively with the Safer Wolverhampton Partnership and Wolverhampton Safeguarding Together, to remove duplication, ensure consistency of approach on cross cutting themes and achieve greater impact across the whole system.

### **Health and Wellbeing Together membership**

In line with the Health and Social Care Act 2012 membership of the Health and Wellbeing Together Board will consist of:

- at least one councillor of the local authority
- the director of adult social services for the local authority,
- the director of children's services for the local authority,
- the director of public health for the local authority,
- a representative of the Local Healthwatch organisation for the area of the local authority,
- a representative of each relevant clinical commissioning group (now replaced by the Integrated Care Board for place)
- such other persons, or representatives of such other persons, as the local authority thinks appropriate.

Health and Wellbeing Together is comprised of a Full Board and an Executive. Full Board meetings are structured to shift focus from service silos to system outcomes by adopting a thematic approach to addressing the priorities identified in the Local Joint Health and Wellbeing Strategy. Additional stakeholders may therefore be invited to attend specific meetings at the discretion of the Board.

The primary focus of the Executive group is to sign off statutory documents and provide a strategic forum for the Council and health partners to drive health and social care integration.

Members may allocate a named substitute to attend on their behalf by notifying the Chair of the Board and Democratic Services in advance of the meeting.

<b>Agency</b>	<b>Role</b>
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**Appendix 3a****Health & Wellbeing Together Board – proposed amended version**

City of Wolverhampton Council	Leader of the Council+
	Cabinet Member for Adults and Wellbeing+
	Cabinet Member for Children, Young People and Education
	Opposition representative
	Executive Director of Families+
	Director of Adult Services+
	Director of Public Health+
	Head of Communities, Public Health
Integrated Care Board	Wolverhampton Managing Director+
OneWolverhampton	Partnership Director+
Royal Wolverhampton NHS Trust	Chief Executive+
Black Country Healthcare NHS Foundation Trust	Chief Executive+
Wolverhampton Healthwatch	Designated representative
Wolverhampton University	Designated representative
West Midlands Police	Designated representative
West Midlands Fire Service	Designated representative
Wolverhampton VCSE Alliance	Designated representative
Wolverhampton Voluntary Community Action	Chief Executive
Wolverhampton Safeguarding Together	Chair
Better Homes Board	Deputy Director of City Housing
<i>Observer status</i>	Chair of Health Scrutiny
	Representative Local Pharmaceutical Committee
	Representative West Midlands Care Association
+ Executive Group member	

The Chair will be appointed by the City of Wolverhampton Council. The Vice-chair will be appointed by the Black Country Integrated Care Board.

Should neither Chair of Vice Chair be able to attend a meeting of Health and Wellbeing

Together, the Chair shall designate another statutory member of the Board as Chair for this meeting. Where this is not possible, a Chair shall be elected at the start of the meeting.

**Health and Wellbeing Together voting and decision-making**

Reports to Health and Wellbeing Together Board meetings should be prepared in a way that enables effective decision making. Decisions, recommendations, declarations of interest and reservations will be recorded in the minutes.

All meeting papers will be published on the Council website at least five clear working days before the meeting concerned.

## **Appendix 3a**

### **Health & Wellbeing Together Board – proposed amended version**

There will be sovereignty around decision making processes. Members will be accountable through their own organisation's decision-making processes for the decisions they take. It is expected that members of Health and Wellbeing Together will have delegated authority from their organisations to take decisions within the terms of reference.

Decisions taken by Health and Wellbeing Together are generally done so by consensus. If a Board decision should require a vote, then all members may participate having one vote each; in the event of a tie then the Chair will have the casting vote. Observers do not have a vote.

No business will be conducted that is not on the agenda.

A thematic Forward Plan of activity will be reviewed at each full meeting of Health and Wellbeing Together to ensure agenda items are strategic and timely.

#### **Health and Wellbeing Together frequency of meetings and quorum**

A full meeting of Health and Wellbeing Together will take place four times a year. The Executive will meet approximately six weeks prior to each Full Board meeting.

Full meetings of Health and Together will be conducted in public unless confidential information is to be disclosed. There will be the opportunity for members of the public to ask questions in line with the protocol outlined in the guide to speaking at meetings.

Items that are of a confidential nature will be discussed within the Private section of the agenda (i.e., contains exempt information as defined in Schedule 12A to the Local Government Act 1972).

An extraordinary meeting can be called when the Chair considers this necessary and or/ in the circumstances where the Chair receives a request in writing from 50% of the membership of the whole membership.

An annual informal focus day / session on specific issues of interest will take place and all members will be encouraged to attend.

Agendas and papers for Board meetings will be made publicly available via the website unless covered by exempt information procedures.

The quorum for meetings will be a quarter of the membership, with at least one Elected Member and one external partner in attendance.

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**Appendix 4****Full Council Meeting Procedure Rules**

The changes proposed in this table were discussed and requested by a special meeting of the Governance and Ethics Committee on March 2023.

<b>Section</b>	<b>Proposed changes</b> (Additional wording is shown <u>underlined</u> , deleted wording is shown in <del>strikethrough</del> -)	<b>Rationale</b>
Full Council Meeting Procedure Rules	<p>To make the following changes:</p> <p><i>“1.0 Annual Meetings of the Council. The annual meeting will...</i></p> <p><i><u>o. be considerate of any informal protocol for member behaviour at meetings which may be in force from time to time</u></i></p> <p><i>3.0 Ordinary Meetings of the Council. Ordinary Meetings will...</i></p> <p><i><u>l. be considerate of any informal protocol for member behaviour at meetings which may be in force from time to time”</u></i></p>	<p>To make reference to a new informal protocol for member behaviour at council meeting (see Appendix 5a), which is intended to provide guidance and reassurance to members as well as setting out expectations on such matters as:</p> <ul style="list-style-type: none"> <li>- Training on debate for key members.</li> <li>- Security at meetings.</li> <li>- Behaviours.</li> <li>- Motions.</li> <li>- Member-to-member engagement.</li> <li>- The need to give 48 hours’ notice of “substantive” amendments to motions/reports.</li> </ul>
Full Council Meeting Procedure Rules – 5.0 Time and Place of Meetings	<p>The order of proceedings is currently:</p> <ol style="list-style-type: none"> <li>1. <i>Standard items</i></li> <li>2. <i>Minutes, Mayor’s Communications</i></li> <li>3. <i>Report of the Leader of the Council</i></li> <li>4. <i>Reports</i></li> <li>5. <i>Questions from members of the public</i></li> <li>6. <i>Questions from a Councillor</i></li> <li>7. <i>Motions</i></li> </ol>	<p>To ensure the public are not waiting too long to raise their questions.</p>

	<p><b>8. Petitions</b></p> <p>It is proposed that questions from members of the public is moved to 4 and dealt with before reports.</p>	
Full Council Meeting Procedure Rules – 5.0 Time and Place of Meetings	Add new <u>“5.4 Reports on which a decision is needed will be timetabled before other reports.”</u>	It is necessary to prioritise reports to minimise the risk of decisions not being made in the event that a meeting overruns.
Full Council Meeting Procedure Rules – 8.0 Duration of Meetings	To make the following amendments:  <i>“8.1 Unless the majority of the Councillors present vote for the meeting to continue, any meeting that has lasted for 3.5 hours will adjourn immediately. A motion to continue the meeting shall be moved immediately before or immediately after the expiration of 3.5 hours and before the person presiding declares the meeting closed. <u>Only 1 extension should be permitted unless there are exceptional circumstances.</u>”</i>	To cap the time spent in a single session.
Full Council Meeting Procedure Rules – 10.0 Report of the Leader of the Council	To add the following:  <i>“10.1 The Leader of the Council, or a Councillor nominated by them at each ordinary meeting of the Council, , shall, when there are matters to report on, make a statement on an issue or matter of significant importance to the City. The statement will last no more than 10 minutes.</i>  <i>10.2 A Councillor from each of the other Groups represented on the Council will be entitled to respond to</i>	To give the Leader the opportunity to provide advance notice of significant matters and to give more time for consideration prior to discussion.

	<p><i>the statement. The response will last no more than 5 minutes.</i></p> <p><u><i>10.3 The Leader shall be entitled to respond back to the relevant opposition leader and that response shall last no more than 2 minutes</i></u></p> <p><u><i>10.4 The subject matter of the Leader’s Report shall be published at least 24 hours before the meeting.”</i></u></p>	
Full Council Meeting Procedure Rules – 11. Questions by Members of the Public	<p>To add the following:</p> <p><i>“11.2 Any person who wishes to ask a question shall give written notice of the question to the Monitoring Officer by noon on the seventh working day prior to the meeting and shall attend the meeting to ask their question if they so choose. Each question must give the name and address of the questioner.”</i></p>	To require the attendance of members of the public.
Full Council Meeting Procedure Rules – 11. Questions by Members of the Public	<p>To add the following:</p> <p><i>“11.3 The Monitoring Officer has the power to reject questions for the following reasons:</i></p> <p>...</p> <p><u><i>h. if in their opinion the matter should be considered by a relevant Committee (in which case the question will be sent to that Committee and the questioner notified.”</i></u></p>	To make clear the Monitoring Officer’s role in ensuring questions are dealt with by the most appropriate group.
Whole Constitution	To make such other minor amendments which are incidental to the changes above.	Necessary for consistency and ease of reading.

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## Informal protocol – Conduct of members during meeting

Council meetings and committees are formal events, not social occasions. They have a clear purpose – to make decisions – and can be observed by members of the public and the press. Inappropriate or unprofessional behaviour by members, or perceived conflict between individuals or political parties, can damage the council’s reputation and all the good work it does.

Members are subject to the following relevant provisions of the Members' Code of Conduct whilst attending meetings and committees of the Council.

*“1.1 I treat other councillors and members of the public with respect.”*

*“2.1 I do not bully any person”*

*“5.1 I do not bring my role or local authority into disrepute”*

This informal protocol has been requested by and agreed between the political parties in 2023 and covers particular points they believe need addressing. It provides some practical guidance on how councillors engage with each other to help them observe the Code of Conduct.

### **1. General behaviour**

- 1.1 Members should always conduct themselves in a business-like manner. They should not try and score points off fellow councillors and must never engage in personal attacks.
- 1.2 Members should not need to raise their voices in order to make their point. They should also refrain from interrupting others, making noises or gesticulating, as a way to show their disagreement with what is being said.
- 1.3 Where members of the public have taken the time and trouble to contribute to a meeting, members should be particularly respectful towards them.
- 1.4 In order to avoid disrupting a meeting the Chair will remind members that all electronic devices (such as mobile phones, laptops and ipads) must be switched to silent or vibrate during meetings, and if there are exempt agenda items that the use of social media is not permitted during those items.

### **2. Respecting the Chair (the Mayor)**

- 2.1 The office of Chair is created by legislation, and the person in that role is in charge during council meetings. Chairs have a duty to ensure that council meetings run smoothly, that all business is properly understood and considered, and all councillors who wish to speak can do so. It is good practice for the Chair to refer to the Clerk for advice.

2.2 Where councillors, the clerk and Chair work together as a team they can combine knowledge and skills to deliver real benefits to the community they serve. Good working relationships, mutual respect and an understanding of their different roles are vital. Apparent conflict between these key roles, especially during meetings in front of the press or public, rarely goes unnoticed and is unprofessional.

### **3. Member contributions**

3.1 Council meetings should be formal and dignified. Councillors wishing to speak should catch the Chair's eye or raise their hand.

3.2 The expectation of the public is that members will concentrate on the business in hand at meetings. It is therefore important that Members listen to debates and comments and are not distracted by other non-work-related activities, or by the task of accessing electronic papers. Members may be disrespecting others or considered to be bringing their office or authority into disrepute by their behaviour if they do not pay proper attention. This applies whether or not the meeting is being webcast.

3.3 During debate, members should ensure they:

- Are mindful of the number of motions on the agenda and the amount of time allocated to the meeting
- Ensure that their contributions are concise and to the point, and always make them via the Chair.
- Use closure motions when necessary.
- Only raise well thought out questions.

3.4 The expectation is that "Substantive" amendments to motions/reports are to be provided at least 48 hours in advance to each political party, and longer where advance time is needed to consider the potential impact of the proposed amendment eg in relation to an alternative budget. It is for the political parties to determine what they consider to be substantial, and they should keep this under review and raise any concerns with the Monitoring Officer. In any event the Mayor will have the discretion to allow amendments at shorter notice where the circumstances so require.

### **4.0 Ongoing improvement and monitoring**

4.1 The Chair and Vice-Chair will undertake mandatory training in relation to rules of debate and application of the rules, to help support them in their pivotal role. Training and support to other members will also be available on request.

4.2 Arrangements for security at meetings will be kept under review.

4.3 The behaviour of members is to be a permanent agenda item for political group meetings and any ongoing issues must be reported to the Monitoring Officer.

4.4 As respect for fellow councillors extends beyond the duration of meetings, consideration will be given by the Monitoring Officer to keep cameras on after the webcast has ended, for the purpose of local recording.

- 4.5 The need for and content of this protocol will be kept under review by the Monitoring Officer.

September 2023

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## **Appendix 5**

### **IEDNs and Call-In**

At the request of a special meeting of the Governance & Ethics Committee on 23 March 2023, improvements to the Constitution in respect of its explanation of IEDNs was considered necessary. In addition, a new separate guidance document for officers has been prepared (**see draft for consideration at Appendix 6a**) which aims to:

- Bring all rules and information about IEDNs into one place
- Ensure the language used to describe this type of decision is made clearer and consistent, and which reflects that commonly used by officers and members.
- To embed terminology (which may potentially lead to more or less use of the traffic light system in place of the words “Individual Executive Decision Notice” in future. At present, no changes have been made to traffic light system references).

<b>Individual Executive Decision Notices (IEDNs) and Call-In</b>		
<b>Section</b>	<b>Proposed changes</b> (Additional wording is shown <u>underlined</u> , deleted wording is shown in <del>strikethrough</del> )	<b>Rationale</b>
Part 2 - Article 12 – Decision Making	To add the following paragraph as new 12.8:  <i><u>“Decision making by individual Cabinet Members Individual Executive Decision Notices (IEDNs) are Executive decisions taken by nominated individual Cabinet members (or the Leader in certain cases), within their area of responsibility/portfolio, in consultation or together with relevant officers. Member and Democratic Services can provide Guidance to Members and Officers in relation to IEDNs, as well as a note setting out the process to be followed within Mod.gov.”</u></i>	To better explain IEDNs and signpost to useful documents.
Part 2 - Article 12 – Decision Making	Amend the “Decision tree for Council functions” to include within the relevant grey box <i><u>“Cabinet/Cabinet Member makes individual decision (IEDN)...”</u></i>	To better identify and describe IEDNs.

<p>Part 3 – Responsibility for functions. 1. Executive Functions</p>	<p>To add:</p> <p><i>“The Leader of the Council may determine to exercise any of the “executive” functions of the Council personally, or may arrange for the exercise of any of the Council’s “executive” functions by:</i></p> <p>...</p> <p><i>b. another member of the Executive (this type of decision is called an Individual Executive Decision Notices (IEDN).”</i></p>	<p>As above.</p>
<p>Part 3 – Responsibility for Functions - Functions of Cabinet</p>	<p>To add within this section the following new paragraphs:</p> <p><i>“Cabinet Portfolios and Individual Member Decisions:</i></p> <p>...</p> <p><i><u>The Cabinet Member responsible for each portfolio will take decisions on behalf of the Council which are relevant to their portfolio and within the Council this type of decision is referred to as an Individual Executive Notice, or IEDN.</u></i></p> <p><i><u>Cabinet Members cannot make decisions on matters which...</u></i></p> <p>In addition:</p> <p><i>“In making a decision, a Cabinet Member must take into account professional, legal and financial implications, and any advice given by the senior officer. <u>The Cabinet Member and relevant officers involved must also have regard to separate guidance in relation to IEDNs, as well a policy document setting out how IEDNs should be processed through Mod.gov. Both documents are available via Democratic Services can provide copies of both documents”.</u></i></p>	

<p>Part 3 – Responsibility for Functions - Functions of Cabinet – Cabinet Portfolios</p>	<p>To make the following amendments:  <i>“Decisions of the Cabinet <del>and Cabinet Members</del> are subject to Call-in arrangements except where urgent.”</i></p>	<p>To make clearer the types of decision that can be called in.</p>
<p>Call-In</p>	<p>To delete the current definition of Call-In and replace it with:  <i>“Call-in” is a statutory right for Members of the Council to call in a decision made by Cabinet or any key decision made by an officer with delegated authority from the Cabinet.”</i></p>	<p>As above.</p>
<p>Overview and Scrutiny Procedure - 12. Scrutiny and Call-In</p>	<p>To replace the existing wording with the following:  <i><u>“Members have a statutory right to call in a decision made by Cabinet or any key decision made by an officer with delegated authority from the Cabinet. It has two principal elements:”</u></i></p>	<p>As above</p>
<p>Whole document</p>	<p>To make numerous minor changes which reflect the new guidance including in relation to the language used to describe IEDNs and Call-In, and to introduce a diagram in relation to the former if that is considered helpful.</p>	<p>As above.</p>
<p>Whole Constitution</p>	<p>To make such other minor amendments which are incidental to the changes above.</p>	<p>Necessary for consistency and ease of reading.</p>

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## DRAFT guidance for members and officers – Individual Executive Decision Notices (IEDNs)

### 1. Purpose

1.1. This guidance has been adopted by the Council to help it achieve the following aims:

- To protect the financial and proprietary interest of the Council.
- To ensure that decisions are based upon thorough and accurate information and advice from appropriate officers.
- To ensure that decisions are made in accordance with the Council's agreed processes and standards.

### 2. Scope

2.1. This guidance does not purport to be a complete guide to decision-making under Executive Arrangements and members and officers will also need to be aware of and be guided by the relevant provisions set out in:

- The Constitution – Part 3 – Responsibility for Functions
- Part 2 – Article 12 – Decision-making
- The Code of Conduct for Councillors
- The Code of Conduct for Employees
- Protocol for Councillor/Employee relations

### 3. Executive (Cabinet) decisions

3.1. The Council has adopted executive arrangements described in the Constitution<sup>1</sup>.

3.2. The effect of these arrangements is that Members of the Executive (Cabinet) can set policy priorities and strategies to reflect local interest and needs, and they are responsible for allocating funding between priority areas. Directors and their staff implement these strategies and policies by delivering services and major initiatives within the Council's policy and budgetary framework.

**3.3.** The Leader may decide to exercise any of the "executive" functions of the Council in a number of ways, including by authorising individual Executive Members to make decisions within their areas of responsibility as set out in the Member's Portfolio<sup>2</sup>. **Within the Council, this type of decision is referred to as an Individual Executive Notice or IEDN.**

3.4. Until the Leader has determined that such authority should be given to individual Executive Members, the position remains that those individuals cannot take executive decisions.

3.5. An Executive Member must not make decisions on a matter in exercise of their executive function where they have an interest in the matter as defined in the Code of Conduct for Councillors.

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<sup>1</sup> Constitution, Part 3 – Responsibility for Functions, 1. Executive Functions

<sup>2</sup> Constitution, Part 3 – Functions of Cabinet, Cabinet Portfolios

#### **4. What type of decision cannot be an IEDN**

4.1. The Cabinet Member responsible for each portfolio will take decisions on behalf of the Council relevant to their portfolio other than those matters which:

- By law or the Council's Constitution require approval by full Council or full Cabinet (or their Committees or sub-Committees).
- Where appropriate, should be determined by the Council due to its significance or importance following consultation with the Leader.
- The Executive Member responsible for the relevant portfolio believes the matter should be considered by Cabinet because of its significant importance.
- Are reserved to Scrutiny, Planning, Licensing, Governance and Ethics Committee or to the Cabinet.
- Are delegated to other Council Committees or to Employees.
- Are significant in financial terms as specified in the Financial Procedure Rules.
- Are Key Decisions.
- Are decisions which have an impact on any other Cabinet portfolio or portfolios and should be taken by Cabinet collectively or by the relevant Cabinet Members jointly.

#### **5. Where an IEDN may be appropriate**

5.1. Subject to the exclusions noted above, a Director may request a decision from an individual Executive Member where there:

- Are significant new policy issues or changes.
- Is significant public interest.
- Is significant member interest.
- Is public interest.
- Is member interest.

#### **6. How long does and IEDN remain valid**

6.1. Officers who are acting on an IEDN, or Directors considering whether to seek a fresh decision, must be mindful of:

- the length of time that has passed since the original decision was made. On occasion, the passing of a significant amount of time may itself be reason to seek a fresh decision.
- Whether the facts on which the original decision were based, have altered.
- Whether there is additional relevant information which would be provided if a fresh decision were being requested.
- Whether the political or national policy position remains the same.
- What impact the Council's recent financial position, or change in priorities, might have on the original decision.
- If any changes of the type noted above were anticipated and specifically addressed within the decision paperwork.

6.2. The validity of an IEDN can only be determined on the facts of each case and consideration of the decision papers. The Monitoring Officer ([monitoring.officer@wolverhampton.gov.uk](mailto:monitoring.officer@wolverhampton.gov.uk)) should be approached for advice if officers or members are in any doubt.

#### **7. Process for decision-making for IEDNs**

7.1. A request for an IEDN may be prepared by a Director on his or her own initiative or at the request of an Executive Member. The process for IEDNs shall be as follows:

- The Executive Member shall make his or her decision at a meeting with the Director. Before doing so an Executive Member must take into account professional, legal and financial implications.
- If the relevant Executive Member is unavailable the Leader can make a decision in their place.
- The law requires the Executive Member to then instruct the relevant officer to produce a written statement of the executive decision. This must be created within Mod.gov.
- Detailed instructions on how to do this can be found in the Modern.Gov IEDN User Guide (September 2022) which is available from Democratic Services.
- Mod.gov will create a template report, which must set out the following:
  - o The Executive Portfolio within which the issues fall.
  - o The issue to be decided.
  - o A record of any conflict of interest declared by any Executive Member who is consulted about the decision (and in a case where there is conflict, a record of any dispensations given).
  - o Supporting information – a summary of the facts relating to the matter under consideration. This section of the report should indicate whether or not the recommended decision is in accordance with the relevant policy framework of the Council.
  - o The comments of representatives of Legal and Finance should be included, together with an impact assessment.
  - o Alternative options considered, if any.
  - o The Director’s recommendations (if any) and the reasons for that recommendations.
  - o Any consultations undertaken, the method of consultation, and a summary of responses received.
  - o If the report contains confidential or exempt information.
  - o A list of background papers considered by the decision-maker. Record of the reasons for the decision.
  - o The date on which the decision was made
  - o The date on which the decision will be implemented.
- The report will then be submitted as per the User Guide.

September 2023

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**Appendix 6****Miscellaneous (Disclosure and Barring Service for members, Councillors' Allowance Scheme, Planning Committee decisions.)**

<b>DBS</b>		
(Additional wording is shown <u>underlined</u> , deleted wording is shown in <del>strikethrough</del> .)		
Code of Conduct for Councillors – 11.0 Disclosure and Barring Service (DBS) Checks	To remove all information in paragraphs 11.1-11.5 relating to the Disclosure and barring Scheme including the Council's approach and members' responsibilities.  To add instead " <u>11.1 Councillors must comply with the Councillor Disclosure and Barring Service (DBS) policy</u> ".	To remove detailed DBS information from the Code of Conduct and put that information instead into a more detailed separate document (attached as Appendix 6a).  DBS information does not need to be part of the Code of Conduct for Councillors.
Code of Conduct for Councillors – 11.0	Introduce a new section 11 (in place of DBS information noted in the row above):  <u>"11. Other standards You should also be aware of the behaviours expected and described in any informal behaviour protocol, which may be in force from time to time and agreed between the political groups. Such protocols are not part of this Code of Conduct but provide practical guidance on how councillors conduct themselves and engage with each other, in order to help them observe their Code of Conduct obligations."</u>	At the request of a special meeting of the Governance & Ethics Committee on 23 March 2023, a new protocol will be agreed (draft attached as Appendix 6b) by the Governance & Ethics Committee which provides support to members in relation to specific behaviours required at meetings. The need for a protocol and its content will be kept under review.
<b>Councillors' Allowance Scheme</b>		

Part 6 – Councillors’ Allowance Scheme	To update the Scheme to reflect recent annual increase due in line with the review mechanism in the existing Allowance Scheme providing for annual increases in line with officer pay	To ensure the Constitution remains up to date.
Part 6 – Councillors’ Allowance Scheme	<p>To update the Scheme to reflect recent annual increase in line with the review mechanism in the existing Allowance Scheme providing for annual increases in line with officer pay:</p> <p>a. Special Responsibility Allowances</p> <p>Leader 28,634.00</p> <p>Deputy Leader of Council 21,210.00</p> <p>Opposition Leader 12,726.00</p> <p>Dep Opp Leader 5,833.00</p> <p>Cabinet Member 15,908.00</p> <p>Chair Scrutiny Board 10,605.00</p> <p>Chair Scrutiny Panel 9,014.00</p> <p>Chair Planning 11,666.00</p> <p>Chair Licensing 13,256.00</p> <p>Chair - Pensions Committee 10,605.00</p> <p>Chair - Audit Committee 10,605.00</p> <p>Chair - Governance and Ethics Committee 10,605.00</p> <p>Vice Chair - Planning Committee 5,303.00</p> <p>Vice Chair - Licensing Committee 5,303.00</p> <p>Vice Chair - Pension Committee 2,651.00</p> <p>Vice Chair - Licensing Committee 4,475.00</p> <p>Vice Chair-Pensions Committee 4,475.00</p> <p>Vice Chair Audit Committee 2,651.00</p> <p>Vice Chair - Governance and Ethics Committee 2,651.00</p> <p>Vice Chair - Scrutiny Board 4,242.00</p> <p>Ceremonial Mayor 21,210.00</p> <p>Ceremonial Deputy Mayor 5,303.00</p>	To ensure the Constitution remains up to date.
<b>Planning Committee decisions</b>		
(Additional wording is shown <u>underlined</u> , deleted wording is shown in <del>strikethrough</del> -)		
Responsibility for Functions – Part 3 – Responsibility	To add the following:  <i><u>“The Planning Committee will have responsibility for the following delegated</u></i>	To remove the requirement for Planning Committee to consider Certificate of

<p>for Functions - 1. Functions Delegated to the Planning Committee</p>	<p><i>functions except where specific functions have been delegated to an employee:</i></p> <p>a. <i>To exercise the functions of the Council as Local Planning Authority for the purposes of the control of development including the determination of applications for planning permission and other applications (<u>excluding applications for a Certificate of Lawfulness*</u>) under the Town &amp; Country planning Acts...</i></p> <p>* Decisions in relation to Certificates of Lawfulness that relate to land in (or proposed to be in) the ownership of the Council shall be reserved to the Council’s Monitoring Officer in consultation with the Chair of the Planning Committee</p>	<p>Lawfulness Planning Applications.</p>
<p>Whole Constitution</p>	<p>To make such other minor amendments which are incidental to the changes above.</p>	<p>Necessary for consistency and ease of reading.</p>

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# Councillor Disclosure and Barring Service (DBS) Policy

June 2023

Created: June 2023  
Revised: TBC

## **1.0. Policy Statement**

- 1.1** This policy covers the City of Wolverhampton Council's practice on Disclosure and Barring Service (DBS) checks for elected members.
- 1.2** The Council is responsible for ensuring that vulnerable adults and children are provided with a quality service in a safe environment. In order to ensure that the Council meets its obligations, DBS checks are made on all councillors undertaking regulated activities.
- 1.3** The Council takes seriously its responsibilities in safeguarding the welfare of children and vulnerable adults. We will ensure that all those who are appointed by the Council or its contractors, have the necessary and appropriate checks.
- 1.4** Elected Members are advised to familiarise themselves with the policy to ensure that they are aware of the expected standards relating to DBS checks.

## **2.0. Scope**

- 2.1** This policy and procedure applies to all elected members of the council. It is designed to ensure prompt, reasonable and consistent treatment for all elected members.

## **3.0. Principles**

- 3.1** The Council uses the DBS to obtain information about elected members to assess their suitability for being an elected member of the Council. The Council complies fully with the DBS Code of Practice and does not discriminate unfairly against any individual on the basis of a conviction, or any other information revealed as a result of a DBS disclosure.
- 3.2** The Council uses the DBS checking service to help to assess the suitability of elected members for positions of trust, the Council complies fully with the DBS Code of Practice. It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those wishing to see it on request.

## **4.0 Disclosure and Barring Service**

**4.1.** The DBS was established to provide a standardised delivery of information on criminal records and provides a carefully regulated service which enables organisations to gain access to important criminal and other information for selection purposes. This information helps organisations to identify elected members who may be unsuitable for certain kinds of work, thus providing protection for children and vulnerable people.

## **5.0 DBS Overseas**

**5.1** The DBS cannot access criminal records held overseas; therefore, a DBS check may not provide a complete overview of an elected members criminal record if they have lived outside of the UK for any period of time.

## **6.0 Handling of DBS Certificate Information**

**6.1** In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. The Council maintains a record of all those to whom certificates, or certificate information has been revealed, and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

## **7.0 Usage**

**7.1** Certificate information will only be used for the specific purpose for which it was requested and for which the elected members full consent has been given.

## **8.0 Retention**

**8.1** Certificate information is not kept for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints or be for the purpose of completing safeguarding audits. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail in line with GDPR.

## **9.0 Disposal**

**9.1** Once the retention period has elapsed, any DBS certificate information will be immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g., waste bin or confidential waste sack).

**9.2** No photocopy or other image of the certificate or any copy or representation of the contents of a certificate will be kept. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the

certificate was requested, the unique reference number of the certificates.

## 10.0 Duration of DBS check validity

10.1 The Council policy for those listed below applies, and a valid DBS must be in place.

Role	Standard DBS	Enhanced DBS
Leader	N/A	Yes
Deputy Leader	N/A	Yes
Cabinet Member for Children, Young People & Education	N/A	Yes
Cabinet Member for Jobs and Skills	Yes	N/A
Cabinet Member for Adults and Wellbeing	N/A	Yes
Cabinet Member for Governance and Equalities	Yes	N/A
Cabinet Member for Climate Change and Highways	Yes	N/A
Cabinet Member for City Housing	Yes	N/A
Cabinet Member for Visitor City	Yes	N/A
Cabinet Member for Digital & Resources	Yes	N/A
Opposition Leader	Yes	N/A
Deputy Opposition Leader	Yes	N/A
Mayor	N/A	Yes
Deputy Mayor	N/A	Yes
Chair of Children and Young People Scrutiny Panel	N/A	Yes
Members of Corporate Parenting Board	N/A	Yes
All other elected members	Yes	N/A

10.2 Where an elected member has a DBS standard or enhanced in date already the Council will not seek to do a new check – if the DBS is from a credible organisation (School or place of work etc.). Proof will need to be shared with the team to validate this.

## 11.0 Non-Compliance of DBS Renewal

11.1 For elected members DBS renewal check to take place **every three years**. The check needs to be completed well before the expiry date of the current DBS.

11.2 An elected members whose DBS check has lapsed will be reported to the Monitoring Officer for non-compliance.

## 12.0 Legal Framework

- Rehabilitation of Offenders Act 1974
- Childcare Act 2006
- General Data Protection Regulation (GDPR), Data Protection Act 2018
- Revised Code of Practice for DBS Registered Persons

### **13.0 Role of the Elected Member**

- To provide a prompt and timely response to requests for a new, renewals or evidence of a current of DBS.
- To be able to produce documentation when requested by Councillor Support.

### **14.0 Roles and responsibilities of Civic Support Manager and Councillor Support**

- To ensure all elected members comply with new and renewal DBS checks and will flag will non-compliance to the Monitoring Officer
- Maintain a log to review and keep track of renewal dates.

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**Appendix 7****Officer delegations**

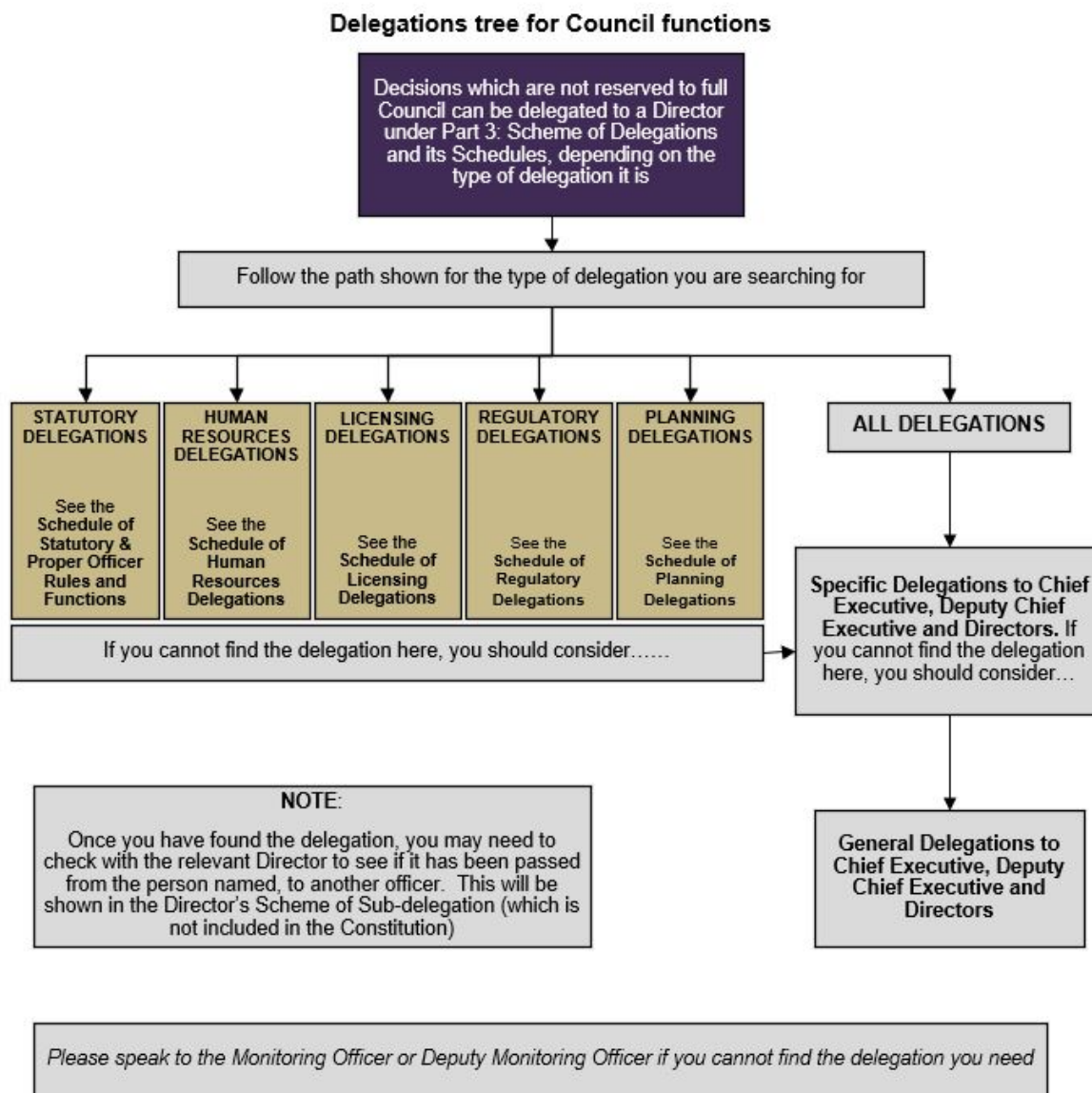
The individual changes proposed to Part 3: Officer Delegations are too numerous to show separately, but an overview of the main changes and reasons for them are outlined below. **Members are asked to consider the proposed final version of this amended Part which is shown at Appendix 2a.**

<b>Section</b>	<b>Proposed changes</b>	<b>Rationale</b>
Part 3: Scheme of Delegations to Officers	Add a new diagram.	To provide an overview of the decision-making process.
Part 3: Scheme of Delegations to Officers – A. Delegations to Employees	Deleting current wording and adding an Introduction and Principles.	To aid understanding of the rules which underpin specific delegations.
Part 3: Scheme of Delegations to Officers – B. Delegations to employees	Deleting current wording and adding expanded delegations list.	To capture in one place delegations that apply to all, to avoid repetition.
Part 3: Scheme of Delegations to Officers – C. to J. Delegations to Chief Executive, Deputy Chief Executive and each Director.	Individual delegations tables are amended to: <ul style="list-style-type: none"> <li>- Include more detail about each senior officer's area of responsibility.</li> <li>- Better describe what matters can or cannot be delegated.</li> <li>- Update, delete or amalgamate references to delegated matters.</li> <li>- Ensure delegations reflect current practice.</li> <li>- Update or delete references to legislation where it is considered not necessary to include.</li> <li>- Make update any limits or restrictions on delegations.</li> </ul>	To ensure accuracy and clarity so that decisions are less likely to be challenged, and to better guide Members and Officers in relation to decision-making responsibilities.

Part 3: Scheme of Delegations to Officers – Schedule of Human Resources Delegations.	Updating the Schedule of Human Resources Delegations: <ul style="list-style-type: none"> <li>- in relation to matters covered.</li> <li>- to add in rules relating to Special Severance Payments.</li> </ul>	To ensure accuracy and clarity, and to reflect the requirements of Statutory Guidance on the Making and Disclosure of Special Severance Payments by Local Authorities in England (published May 2022).
Part 3: Scheme of Delegations to Officers – Additional Schedules	Adding the following Schedules: <ul style="list-style-type: none"> <li>- Schedule of Statutory and Proper Officer Roles and Functions.</li> <li>- Schedule of Licensing Delegations.</li> <li>- Schedule of Regulatory Delegations.</li> </ul>	To enable Officers to better identify delegations falling within particular categories, and to update, delete and clarify specific delegations.
Whole Constitution	To make such other minor amendments which are incidental to the changes above.	Necessary for consistency and ease of reading.

## Appendix 7a

### Part 3 Officer delegations - Proposed amended version



### Introduction

1. All officers must, in the exercise of their delegated powers and in compliance with anything in this Part, act within the law and comply with the Council's rules and policies.
2. Where any statutory provision is described, referred to, or implied, in this Part it shall be deemed to include any legislative replacements or amendments, as well as any orders, directions, regulations, codes of practice, byelaws or government guidance currently in force.

3. Where a Director is referred to it shall be deemed to include any type of Council Director.
4. Delegations are to be construed in a broad and inclusive fashion and include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions.
5. This Part comprises the following which should be read together:
  - 5.1 Principles
  - 5.2 General Delegations to Chief Executive, Deputy Chief Executive and Directors
  - 5.3 Specific Delegations to Chief Executive, Deputy Chief Executive and Directors
  - 5.4 Schedule of Statutory and Proper Officer Roles and Functions
  - 5.5 Schedule of Human Resources Delegations
  - 5.6 Schedule of Regulatory Licensing Delegations
  - 5.7 Schedule of Other Regulatory Delegations
  - 5.8 Schedule of Planning Delegations

#### Principles

6. All matters which have not been reserved to Council, the Cabinet, Committees or Panels as described elsewhere within this Constitution, may be delegated to officers. The following functions are not delegated to any officer:
  - 6.1 Any matters which the Council or an elected Councillor body to which functions have been delegated has resolved shall be determined by itself.
  - 6.2 Any function which by law may not be delegated to an officer.
  - 6.3 Any matter which the relevant officer considers inappropriate to be dealt with under delegated powers.
  - 6.4 Any matter which constitutes a Key Decision under the Constitution.
7. All delegations must be exercised in accordance with this Constitution, Schemes of Sub-delegation, policies, procedures, plans, any statute or secondary law from which they derive (whether referred to or implied), Codes of Practice and similar which are adopted from time to time by the Council, as well as any specified limitations or restrictions.
8. Delegations made under this Part may be added to, amended or revoked by the Council body that has responsibility for the function that is the subject of the additional delegation, amendment or revocation.
9. Where an officer has delegated powers, the Council or relevant Committee can still exercise that power in a particular case if it considers it appropriate to do so. Equally it is always open to an Officer not to exercise delegated powers but to refer the matter up as appropriate.
10. Schemes of Sub-delegation for officers are to be prepared and maintained by the Chief Executive, their Deputy and each Director in consultation with relevant

Committees as required. Each Scheme will show the person to whom matters have been delegated and any relevant operational and financial restrictions.

11. An officer who has delegated powers may, subject to the Scheme of Sub-delegation, authorise another employee to exercise those powers on their behalf but will remain responsible for any action and decision taken.
12. Where an employee with delegated authority deems it appropriate on any matter, a report can be presented to the appropriate decision-making body.
13. Officers who are entitled to exercise delegated powers according to this Part or a Scheme of Sub-delegation should always refer a complex or sensitive matter for a decision by Cabinet, a committee of Cabinet, Individual Decision by the relevant Cabinet member, or the relevant Committee. Complex and sensitive matters are those which in the opinion of the officer:
  - 13.1 raise significant financial or legal risk;
  - 13.2 are of a significant political nature;
  - 13.3 affect the Council's reputation; or
  - 13.4 constitute a change to explicit policies.
14. In the event that an officer is unclear about what constitutes a complex or sensitive matter, whether a function has been properly delegated, or anything within this Part, advice should be sought from the Monitoring Officer or their Deputy.
15. Directors may arrange for work which falls within their responsibility to be carried out by people who are not officers of the authority and may authorise them to take delegated decisions. All such authorisations must be recorded in the relevant Scheme of Sub-delegation. This power does not permit the relevant Director to delegate power to make a decision to another authority or body.
16. Where any new power or duty is given to the Council through legislation, the exercise of that power or duty will automatically be undertaken by the relevant officer with responsibility for that area of business save that the Chief Executive may make such changes as are necessary with such changes being reported to the next full Council meeting for approval.
17. In the event that a Director, or another officer specified in this Part or in a Scheme of Sub-delegation, ceases to exist or their responsibilities are transferred to another officer (temporarily or permanently), their powers shall be exercisable by the officer whose area of responsibility includes such powers.
18. In the event of any designated officer being unable to fulfil their duties as Proper Officer as identified in the Schedule of Statutory and Proper Officer Roles and Functions, their Deputy is authorised to undertake such duties instead. A Proper Officer may also at any time delegate or authorise other officers to perform the designated duties on their behalf.

19. In the absence of the Chief Executive their functions delivered in the capacity of Head of Paid Service may be exercised by the Deputy Chief Executive if available, and if not available, by any other Director.

General Delegations to Chief Executive, Deputy Chief Executive and Directors

20. The Chief Executive, their Deputy and each Director shall be responsible for the efficient and effective management of matters falling within their own service area (subject to the limitations above and as shown in the tables below), which includes (where applicable) the power:

	Function	Limits or restrictions on delegation
<b>General</b>		
20.1	To produce, amend, review & delete all plans, policies, procedures strategies and other similar documents except those that form part of the policy framework.	
20.2	To do anything necessary, incidental or ancillary to or in consequence of the exercise of their functions and for the carrying into effect of any decision of the Council, Cabinet, Council member or Committee.	
20.3	To ensure appropriate strategic and operational policies consistent with the Council's Health and Safety policy document are adopted and followed for their service area, and to comply with their individual responsibilities.	
20.4	To be responsible for, and take any action necessary for their service area in connection with the Council's functions relating to: <ul style="list-style-type: none"> <li>(a) customer relations;</li> <li>(b) statutory social care complaints;</li> <li>public health complaints;</li> <li>(d) complaints other than those in (b) &amp; (c).</li> </ul>	Subject to Specific Delegations.
20.5	To provide services to other local authorities and organisations.	

20.6	To respond to consultations from Government departments and other public bodies.	
20.7	To take necessary action to implement decisions taken by Committees of the Council.	<p>Subject to: Keeping Members properly informed of action.</p> <p>liaising with the relevant Chair and Vice-Chair when the matter falls within the remit of that Committee.</p> <p>Consulting an appropriate Director or head of service where there are significant financial, legal, property or HR implications.</p> <p>Inform Ward Councillors when delegated powers affect their area and when the matter is likely to be politically sensitive or contentious unless legal reasons prevent this.</p>
20.8	To identify and manage strategic and operational risks associated with their service area.	
20.9	To take urgent action in respect of matters otherwise reserved to the Council or some other Council body, where that is necessary in the interests of the Council.	Only where it is impracticable to obtain authorisation from the relevant Council body with responsibility for the function, and subject to the action being reported (for information) to the next convenient meeting of that body.
20.10	To ensure officers within their service area consider and address the financial, personnel and legal implications when making operational decisions and when proposing new policy developments.	
<b>Finance, Procurement and Contracts</b>		
20.11	To ensure compliance with the Council's rules and to report to the Section 151 Officer when they become aware of a failure to comply with the rules.	Financial Procedure Rules.

20.12	To incur, vary, and withdraw expenditure, and deal with the administration of payments, fees, charges, penalties, allowances and grants.	Contract Procedure Rules. Financial Procedure Rules. Agreed budgets.
20.13	To make ex-gratia payments up to £500.	In consultation with the Director of Finance.
20.14	To set and vary as necessary: (a) fees and charges for the delivery of services or for the issue of any licence, registration, permit, consent, or approval. (b) costs in relation to Council Tax and National Non-domestic Rates Liability Orders, and other court action.	In consultation, where appropriate, with the relevant Cabinet Portfolio Member. Financial Procedure Rules. Agreed budgets.
20.15	To procure and sign contracts for works, goods and services, including to invite, open and accept tenders.	Contract Procedure Rules. Financial Procedure Rules.
<b>Human Resources</b>		
20.16	To deal with employment matters.	Schedule of Human Resources Delegations.
20.17	To designate employees under their management as “authorised officers” for the purposes of carrying out any of the Council’s functions relevant to that employee.	Schedule of Human Resources Delegations. Schedule of Statutory and Proper Officer Roles and Functions.
20.18	To deploy other resources within their control.	Schedule of Human Resources Delegations. Contract Procedure Rules. Financial Procedure Rules. Agreed budgets.
<b>Legal matters and notices etc.</b>		
20.19	To prepare, issue, serve, receive, sign and act upon notices, warrants, determinations, cautions, statutory notices, or other documents. Give or refuse consents, apply for permissions, make orders, undertake investigations	



	and assessments, grant licences in the exercise of any discretionary power, or in complying with (or doing anything incidental to) a duty of the Council.	
20.20	To request the Chief Operating Officer to enforce any bye-laws relevant to their service area.	
20.21	To institute, defend, participate in, settle, withdraw, or otherwise act as appropriate in legal proceedings in any court or tribunal including serving notices or order and doing anything incidental to or leading to the same, where they consider it necessary to protect the Council's or other interests, or where it is considered necessary to give effect to a decision of the Council.	In consultation with the Chief Operating Officer.
<b>Land and Property</b>		
20.22	To manage (including the acquisition and sale) of land and premises used for service delivery.	Financial Procedure Rules. Contract Procedure Rules.
<b>Communications</b>		
20.23	To promote the working of the Council, within the Code of Recommended Practice on Local Authority Publicity.	
20.24	To promote the Council's views as agreed by members in the relevant decision-making forum.	

Specific Delegations to Chief Executive, Deputy Chief Executive and Directors

**Chief Executive/Deputy Chief Executive**

21. In addition to the Principles and General Delegations the Chief Executive and Deputy Chief Executive shall have the following responsibilities.

	<b>Function</b>	<b>Limits or restrictions on delegation</b>
21.1	To be responsible for the: (a) service delivery, (b) strategic management,	Schedule of Human Resources Delegations.

	<p>(c) day-to-day administration and operations, and (d) discharge of functions, of matters falling within their remit as shown at Part 2, Article 11 of this Constitution, namely:</p> <p><b>Chief Executive:</b> Vision 2030 Council Plan Our Council programme Financial strategy Corporate governance Representing the Council on partnerships and other bodies Assurance framework Positioning the City Inward investment Regional and sub-regional work including work with the West Midlands Combined Authority and other local authorities/public bodies Stakeholder engagement framework Black Country transport West Midlands Pension Fund Performance management Organisational and tactical planning ICT Strategy and Resourcing</p> <p><b>Deputy Chief Executive:</b> Voluntary and community sector Officer Champion Place Based strategy Resettlement programme Wolverhampton for Everyone Corporate parenting Safer Wolverhampton Partnership WV Living Limited Housing growth &amp; development W2W housing growth City assets &amp; facilities One Public Estate Our Assets programme Sports and recreation services</p>	<p>Contract Procedure Rules.</p> <p>Financial Procedure Rules.</p> <p>Agreed budgets.</p>
21.2	<p>To fulfil the roles shown in the Schedule of Statutory and Proper Officer Roles and Functions below, and to undertake the functions delegated in the other Schedules to this Part.</p>	

21.3	To undertake, or delegate to any person, any function delegated to the Deputy Chief Executive or any other officer including Directors.	
21.4	To make donations and/or grants of up to £10,000 to local community groups.	In consultation with the Director of Finance.
21.5	To make amendments and corrections to this Constitution where in their opinion, such amendment is to correct any anomaly or ambiguity, is purely technical, to correct a clear typographical or other error, to reflect any change in law or following a review (to include changes of officer or directorate descriptions), and such amendment does not materially alter the terms or practical operation of the Constitution.	Where an amendment follows a change in legislation or will alter delegations to Members or employees, the Group Leaders should be notified in advance of any change being effected.
21.6	To deal with any matters requiring the consent of the Council as a shareholder in Birmingham Airport, or in relation to matters falling under the Shareholders' Agreement, which have been recommended by the West Midlands Joint Committee, or the financial and legal advisors to the Joint Committee, and which have no adverse financial impact on the Council or do not prejudice the value of its shareholding in the Airport.	<p>In consultation with the Section 151 Officer.</p> <p>Reports on any action taken are to be submitted to Cabinet.</p> <p>The leader, relevant portfolio holder and the shadow leader shall be consulted where necessary.</p> <p>Decisions will be guided by advice from the Airport Advisors which generally accompany such requests.</p>

### Chief Operating Officer

22. In addition to the Principles and General Delegations the Chief Operating Officer shall have the following responsibilities.

	<b>Function</b>	<b>Limits or restrictions on delegation</b>
22.1	<p>To be responsible for the:</p> <ul style="list-style-type: none"> <li>(a) service delivery,</li> <li>(b) strategic management,</li> <li>(c) day-to-day administration and operations, and</li> <li>(d) discharge of functions,</li> </ul> <p>of matters falling within their remit as shown at Part 2, Article 11 of this Constitution, namely:</p> <p>Democracy  Legal Services  Equality and diversity  Democratic and Member Services  Electoral registration  Elections and referenda  Information governance  Councillor support  Mayoral support  Business support programme  Projects &amp; programmes  Business improvement  Executive support  Health and Safety, and Wellbeing strategic lead  Human Resources  Maladministration, including liaison with the Local Government and Social Care Ombudsman.</p>	<p>Schedule of Human Resources Delegations.</p> <p>Contract Procedure Rules.</p> <p>Financial Procedure Rules.</p>
22.2	To fulfil the roles shown in the Schedule of Statutory and Proper Officer Roles and Functions below, and to undertake the functions delegated in the other Schedules to this Part.	
22.3	To keep the Roll of Freemen and Honorary Aldermen.	
22.4	To certificate byelaws.	
22.5	To make any minor or technical changes to the Code of Corporate Governance to ensure that it is kept up to date.	
22.6	To oversee the selection process by which Independent Persons are recommended to the Council for appointment.	

22.7	To affix the Common Seal of the Council and to execute by any other means any deed or document on behalf of the Council.	Contract Procedure Rules.
22.8	To instruct Counsel and external lawyers and engage professional experts and witnesses.	
22.9	To authorise arrangements for the appointment of Education Appeals Panel Members and Chairs and make arrangements for appeal hearings.	In consultation with the relevant Director.
22.10	To deal with breaches of the Code of Conduct for Councillors.	Arrangements for Dealing with Code of Conduct Complaints.
22.11	To serve requisitions for information in connection with any of the functions of the Council.	
22.12	To monitor use of the general power of competence and compliance with the Localism Act 2011.	
22.13	To make amendments and corrections to this Constitution where in their opinion, such amendment is to correct any anomaly or ambiguity, is purely technical, to correct a clear typographical or other error, to reflect any change in law or following a review (to include changes of officer or directorate descriptions), and such amendment does not materially alter the terms or practical operation of the Constitution.	Where an amendment follows a change in legislation or will alter delegations to Members or employees, the Group Leaders should be notified in advance of any change being effected.
22.14	To maintain and operate the Local Land Charges Register.	
22.15	To maintain the Schedule of Statutory and Proper Officer Roles and Functions.	

### Director of Finance (“Section 151 Officer”)

23. In addition to the Principles and General Delegations the Director of Finance shall have the following responsibilities.

	<b>Function</b>	<b>Limits or restrictions on delegation</b>
23.1	<p>To be responsible for the:</p> <ul style="list-style-type: none"> <li>(a) service delivery,</li> <li>(b) strategic management,</li> <li>(c) day-to-day administration and operations, and</li> <li>(d) discharge of functions,</li> </ul> <p>of matters falling within their remit as shown at Part 2, Article 11 of this Constitution, namely:</p> <p>Audit services Strategic financial advice and support Revenues and benefits Taxation The Hub – payment and payroll systems Financial and Investment Strategy Procurement services Commercial (traded) services Banking arrangements</p>	<p>Schedule of Human Resources Delegations.</p> <p>Contract Procedure Rules.</p> <p>Financial Procedure Rules.</p>
23.2	To fulfil the roles shown in the Schedule of Statutory and Proper Officer Roles and Functions below, and to undertake the functions delegated in the other Schedules to this Part.	
23.3	<p>To ensure that the financial management of the Council is adequate and effective and that it has a sound system of internal control which is regularly reviewed and in particular to:</p> <ul style="list-style-type: none"> <li>(a) determine accounting records and control systems;</li> <li>(b) undertake an adequate internal audit of the Council's accounting records and system of internal control; and</li> <li>(c) prepare, sign and arrange public inspection of the Council's Statement of Accounts.</li> </ul>	
23.4	To opt to tax land and property transactions not affected by policy considerations.	
23.5	To take such steps in relation to non-domestic rates and Council Tax as the Billing Authority are authorised or required to take and in particular, to collect, reduce or remit liability and protect the Council's interests in connection with bankruptcies, receiverships and liquidations.	

23.6	To review annually the Council's Local Council Tax Support Scheme subject to the proviso that if such a review results in proposals to revise or amend the Scheme, these must be approved by the Council.	
23.7	To approve exceptional hardship payments.	
23.8	To create Local Authority companies, designate employees as directors of the company for trading purposes and provide a Council indemnity to employees for the director role.	
23.9	To create trust companies, designate employees as trustees and provide a Council indemnity to employees for the trustee role.	
23.10	To set interest rates for mortgage advances for house purchases, improvements and conversions.	
23.11	To manage, administer, monitor and report on day-to-day borrowing, investment or financing, in accordance with the CIPFA Code of Practice for Treasury Management in Local Authorities and to review and report on the Treasury Management Policy.	
23.12	To deal with all risk management and insurance matters and settle all insurance claims in accordance with terms agreed from time to time with the Council's insurers.	
23.13	To make loans for vehicle purchase and to arrange leasing or contract hire as appropriate.	
23.14	To provide or approve the arrangements for financial advice and services on all matters relating to: - (a) the financial affairs of joint ventures, partnerships, companies and other arrangements in which the Council has an interest; (b) delegations of a financial nature to other bodies e.g., School Governors.	
23.15	To agree to the application of monies recovered under the Proceeds of Crime Act 2002 to a maximum of £30,000.	In consultation with the relevant Director.
23.16	To maintain a counter fraud service in order to promote raising fraud awareness and to investigate suspected cases of fraudulent activity, in partnership with the West Midland Police.	

23.17	To deliver a full risk based internal audit service, based on the CIPFA Code of Practice for internal Audit in Local Government.	
23.18	To undertake functions that support the financial management of the West Midlands Metropolitan Authorities Pension Fund.	
23.19	To delegate budgets to Schools.	

### Executive Director of Families

24. In addition to the Principles and General Delegations the Executive Director of Families shall have the following responsibilities.

	Function	Limits or restrictions on delegation
24.1	<p>To be responsible for the:</p> <ul style="list-style-type: none"> <li>(a) service delivery,</li> <li>(b) strategic management,</li> <li>(c) day-to-day administration and operations, and</li> <li>(d) discharge of functions,</li> </ul> <p>of matters falling within their remit as shown at Part 2, Article 11 of this Constitution, namely:</p> <p>Children in Need &amp; Child Protection  Disabled Children &amp; Young People  Multi Agency Safeguarding Hub and Duty Team  Children &amp; Young People looked after  Child protection  Childcare  Adoption services  Disabled Children and Young People  Youth Offending  Early Intervention  Education Psychology  Specialist Support  Safeguarding  Children's services commissioning  Child Transformation  Children's Partnership Boards  School Improvement  School organisation and admissions  School attendance and exclusions  Special educational needs and disabilities  Home to school transport</p>	<p>Schedule of Human Resources Delegations.</p> <p>Contract Procedure Rules.</p> <p>Financial Procedure Rules.</p>



	<p>Free school meals  Early Years  Inclusion Support  Post 16 Education  Better Care/integrated working with health  Carer support  Care services including registration  Child employment  Cemeteries and crematoria  Youth Offending</p>	
24.2	To fulfil the roles shown in the Schedule of Statutory and Proper Officer Roles and Functions below, and to undertake the functions delegated in the other Schedules to this Part.	
24.3	To place and keep a child in secure accommodation.	
24.4	To write the annual report of the Principal Social Worker.	
24.5	To provide support and facilities in relation to education and inclusion from Early Years to post-16 stages, and to maintain oversight (and secure the availability of and access to) suitable provision within the Council's area.	
24.6	To exercise powers of intervention or instruction to those schools which are subject to a formal warning, which have serious weaknesses, require special measures or for any other reason would benefit from support.	
24.7	To undertake functions under the Crime and Disorder Act 1998 in relation to youth offending, Youth Offending Service management and the prevention of crime and disorder.	
24.8	To pay appropriate fees, grants, allowances, or charges in respect of children Looked After by the Council.	Financial Procedure Rules.
24.9	The provision of financial assistance under the Children Act 1989.	Financial Procedure Rules.
24.10	To determine awards to pupils, students and parents.	

24.11	To approve grants to voluntary bodies relating to Education and Skills.	In consultation with the Director of Finance
24.12	To manage the arrangements for the payment of grants, loans and allowances to or in respect of pupils and students.	Financial Procedure Rules
24.13	To give any necessary consent, including consent to medical treatment, holidays abroad etc. in respect of children looked after by the Council.	
24.14	To instruct lawyers to act on behalf of children Looked After by the Council.	In consultation with the Chief Operating Officer.
24.15	To maintain a register of childcare providers.	
24.16	To grant licences for the employment of children and children taking part in public performances.	
24.17	To manage the delegation arrangements for Schools' Budgets.	In consultation with the Section 151 Officer.
24.18	To approve and make school instruments of Government and any subsequent changes prepared by governing bodies.	
24.19	To determine statutory proposals for schools where no objections have been received to the proposals contained in the publicised Statutory Notice.	
24.20	To approve placements in and out of city schools and colleges.	
24.21	To provide and pay for transport, board and lodging, tuition fees and expenses and other assistance if it is necessary for special education provision in accordance with Council policy	
24.22	To represent the Authority at statutory appeal tribunals in connection with the assessment of special educational needs.	
24.23	To prepare disability statements relating to further education.	
24.24	To co-ordinate community development support and partnerships.	In accordance with inter-agency plans and priorities.

24.25	To arrange improvements and adaptations under the Chronically Sick and Disabled Persons Act 1970.	Financial Procedure Rules.
24.26	To take action and operate all legislative and administrative procedures in relation to the regulation of cemeteries and crematoria including: (a) to extinguish rights of interment; and (b) to approve and sign grave grants and extinguish rights in respect of graves	
24.27	To make arrangements for the burial or cremation of any person found dead in their area where no suitable arrangements have been made under Part III of Public Health (Control of Diseases) Act 1984.	
24.28	To discharge any functions exercisable by the council under Section 75 of the National Health Service Act 2006 and have the responsibility for any functions integrated with an NHS body.	

### Director of Adult Services

25. In addition to the Principles and General Delegations the Director of Adult Services shall have the following responsibilities.

	Function	Limits or restrictions on delegation
25.1	<p>To be responsible for the:</p> <ul style="list-style-type: none"> <li>(a) service delivery,</li> <li>(b) strategic management,</li> <li>(c) day-to-day administration and operations, and</li> <li>(d) discharge of functions,</li> </ul> <p>of matters falling within their remit as shown at Part 2, Article 11 of this Constitution, namely:</p> <ul style="list-style-type: none"> <li>Adult services and health partnerships</li> <li>Adult services and communities</li> <li>Adult Mental Health</li> <li>Adult safeguarding</li> <li>Adult improvement including education</li> <li>Community financial support</li> <li>Strategic commissioning for Adult Social Care</li> <li>Deputyships and Appointeeships</li> <li>Deprivation of Liberty Safeguards</li> <li>Approved Mental Health Practitioners and assessments</li> </ul>	<p>Schedule of Human Resources Delegations.</p> <p>Contract Procedure Rules.</p> <p>Financial Procedure Rules.</p> <p>Agreed budgets.</p>

	<p>Support planning Safeguarding/Multi-Agency Safeguarding Hub Better Care/Integrated Working with Health Community Financial Support Adult services commissioning Independent Living Services Carers Support Adults Improvement</p>	
25.2	To fulfil the roles shown in the Schedule of Statutory and Proper Officer Roles and Functions below, and to undertake the functions delegated in the other Schedules to this Part.	
25.3	To undertake assessments, provide services and approve expenditure relating to the Council's functions, powers and duties under adult social care, mental capacity and mental health legislation and to take such action to recover appropriate charges from those with a duty to pay.	
25.4	To exercise the statutory functions powers and duties of the Council in relation to vulnerable adults and adults at risk.	
25.5	To exercise the functions and duties of nearest relative in respect of persons with mental health problems where the nearest relative has been displaced.	
25.6	To exercise the Council's functions, powers and duties, except those in relation to the discharge of guardianship, in connection with guardianship under mental health legislation.	
25.7	To make applications for the admission to hospital of persons with mental health problems for the purposes of assessment, detention and treatment and to make decisions in connection with deprivation of liberty safeguards. Council's functions, powers and duties under adult social care and mental capacity and mental health legislation	
25.8	To provide after-care services, in conjunction with the NHS, to persons with mental health problems who have ceased to be detained and have left hospital.	
25.9	To appoint approved mental health professionals.	

25.10	To maintain the appropriate registration for internally provided care services.	
25.11	To arrange improvements and adaptations under the Chronically Sick and Disabled Persons Act 1970.	Financial Procedure Rules.
25.12	To make arrangements for the temporary protection of the property of persons admitted to hospital or other accommodation.	
25.13	To be the responsible person for statutory and other complaints in relation to adult social services and to ensure compliance with relevant statutory procedures where applicable.	

### Director for Public Health

26. In addition to the Principles and General Delegations the Director for Public Health shall have the following responsibilities.

	Function	Limits or restrictions on delegation
26.1	<p>To be responsible for the:</p> <ul style="list-style-type: none"> <li>(a) service delivery,</li> <li>(b) strategic management,</li> <li>(c) day-to-day administration and operations, and</li> <li>(d) discharge of functions,</li> </ul> <p>of matters falling within their remit as shown at Part 2, Article 11 of this Constitution, namely:</p> <p>Community safety &amp; cohesion  Health improvement  Health protection  Intelligence &amp; evidence  WV Active &amp; sports health partnerships  Emergency planning and preparedness  Workforce wellbeing  Public health commissioning  Personal, social, health &amp; economic education  Outdoor education  Wolverhampton for everyone  Homelessness prevention strategy  Housing and Homelessness  Outbreaks of Diseases  Libraries Service  Asylum Seekers and refugees</p>	<p>Schedule of Human Resources Delegations.</p> <p>Contract Procedure Rules.</p> <p>Financial Procedure Rules.</p> <p>Agreed budgets.</p>

	Anti-social behaviour Unauthorised encampments Adventure Playgrounds and Developmental Play	
26.2	To exercise the Council's functions in planning for, and responding to, emergencies that present a risk to public health.	
26.3	To ensure the reinstatement of services as a result of a major disaster and to be responsible for emergency planning and business continuity generally.	
26.4	To support and assist the network of adopted Wolverhampton sport specific development groups.	
26.5	To represent the Council on partnership, external bodies such as the Health and Wellbeing Together and the Child Death Overview Panel.	
26.6	To contribute to and influence the work of NHS Commissioners, ensuring a whole system approach across the public sector and ensuring NHS Commissioners receive the public health advice they need.	
26.7	To exercise any of the Secretary of State's public health protection or health improvement functions that may be delegated to local authorities by arrangement or under regulations.	
26.8	To write the annual report on the health of the local population.	
26.9	To be responsible for tackling health inequalities, improving health care quality and for strengthening the capacity across the whole public sector to improve the health of the population.	
26.10	To oversee the NHS screening programmes, both cancer and non-cancer, ante-natal and children's screening programmes, ensuring the health of the population is adequately protected and raising issues and concerns appropriately at the Health and Wellbeing Together committee.	
26.11	To oversee the National Health Service immunisation programmes including children 0-5 years, HPV and seasonal flu and any other issues that the Secretary of State instructs, including catch up programmes, raising issues and concerns appropriately.	

26.12	To work with local Criminal Justice Partners and the Police and Crime Commissioner to promote safer communities, including cooperating with the police, the probation service, and the prison service to assess the risk posed by violent or sexual offenders.	
26.13	To implement and determine, subject to any rights of review or appeal which may apply, all matters concerning the Statutory Public Health Complaints Procedure.	
26.14	To exercise the Council's powers as landowner or landlord in relation to taking action for Summary Possession against unauthorised encampments and other unlawful occupiers of Council-owned land.	
26.15	To prepare, revise, monitor and implement a Homelessness Prevention Strategy.	
26.16	To act as Caldicott Guardian for the Council.	
26.17	To manage the Anti-Social Behaviour Unit.	In consultation with the Director of Education.

### Director of Regeneration

27. In addition to the Principles and General Delegations the Director of Regeneration shall have the following responsibilities.

	Function	Limits or restrictions on delegation
27.1	<p>To be responsible for the:</p> <ul style="list-style-type: none"> <li>(a) service delivery,</li> <li>(b) strategic management,</li> <li>(c) day-to-day administration and operations, and</li> <li>(d) discharge of functions,</li> </ul> <p>of matters falling within their remit as shown at Part 2, Article 11 of this Constitution, namely:</p> <p>City Development            Planning            City regeneration projects            Management of non-operational investment property            City Skills and Employability            Enterprise</p>	<p>Schedule of Human Resources Delegations.</p> <p>Contract Procedure Rules.</p> <p>Financial Procedure Rules.</p> <p>Agreed budgets.</p>

	Black Country Impact Wolves at Work Connexions Service Adult Education Civic Halls Youth Service War memorials	
27.2	To fulfil the roles shown in the Schedule of Statutory and Proper Officer Roles and Functions below, and to undertake the functions delegated in the other Schedules to this Part.	
27.3	Authorise appropriately qualified and experienced employees to act as Inspectors, and other duly authorised employees to undertake inspections, investigations, interviews, sampling, prohibitions, seizures, detentions, recording service of notices (including suspension and compliance notices), notifications, waivers, transfer, authorisations, licensing functions and registration, legal proceedings, cautions under applicable legislation, and to exercise all other relevant powers including powers of entry and authorisation of work in default.	On matters falling within the general remit of the role or work of their Directorate.
27.4	To carry out minor development on Council owned land, for which a specific planning permission is not required and provided the specific expenditure is authorized.	

### Director of Resident Services

28. In addition to the Principles and General Delegations the Director of Resident Services shall have the following responsibilities.

	Function	Limits or restrictions on delegation
28.1	To be responsible for the: (a) service delivery, (b) strategic management, (c) day-to-day administration and operations, and (d) discharge of functions, of matters falling within their remit as shown at Part 2, Article 11 of this Constitution, namely:  City Transport Strategic Housing and Neighbourhood Renewal	Schedule of Human Resources Delegations.  Contract Procedure Rules.  Financial Procedure Rules.



	<p>Private Sector Housing  Environmental services  Environmental crime  Environmental health  Vehicle Operating Centres  Trading Standards  Street Trading  Waste &amp; recycling  Refuse Collection and Litter Control  Corporate Transport Service  Markets Service  Roads, paths and street works  Road and Traffic Management  Highways  Licensing  Taxi licensing  Climate change  Sustainability &amp; energy  Coroner</p>	Agreed budgets.
28.2	To fulfil the roles shown in the Schedule of Statutory and Proper Officer Roles and Functions below, and to undertake the functions delegated in the other Schedules to this Part.	
28.3	<p>In respect of the Construction (Design and Management) Regulations 1994 (made under the Health and Safety at Work Act 1974):</p> <p>(a) to act as Agent for in-house clients in respect of duties defined for clients and undertaking highways and civil engineering projects; and</p> <p>(b) to carry out Planning Supervision in respect of duties defined for clients undertaking highways and civil engineering projects.</p>	
28.4	To serve notice and subsequent action to make trees safe and to recover costs from owners/occupiers.	
28.5	<p>To take action and operate all legislative, enforcement and administrative procedures in relation to (but not limited to) air quality, contaminated land and private water supplies, environmental health and protection. Specifically, but not exclusively to:</p> <p>(a) maintain a register of remediation notices in relation to contaminated land;</p> <p>(b) authorise specified burning processes;</p>	

	<p>carry out Part IIA contaminated land investigations and identify remedial requirements;</p> <p>(c) environmental permitting;</p> <p>(d) review and monitor air quality; and</p> <p>(e) environmental management of construction sites.</p>	
28.6	<p>To take action and operate all legislative, enforcement and administrative procedures in relation to:</p> <p>(a) environmental amenity and crime;</p> <p>(b) parks;</p> <p>(c) open spaces and sports;</p> <p>(d) recreational and cultural facilities;</p> <p>(e) regulation of waste management and cleansing of streets;</p> <p>(f) fair-trading, trading standards, weights &amp; measures and consumer protection.</p>	
28.7	<p>To issue or amend certificates and carry out all associated functions and to authorise emergency action in connection with sports grounds and places of sport.</p>	
28.8	<p>To make, and where unopposed (or where objections have been withdrawn), to confirm any order in relation to the Council's functions as Highways Authority including but not limited to orders in relation to:</p> <p>(a) public paths;</p> <p>(b) footpaths and gating;</p> <p>(c) trees;</p> <p>(d) traffic regulation, parking and cycle tracks;</p> <p>(e) the Definitive Map;</p> <p>(f) determination of village green / open spaces ;</p> <p>(g) conservation areas.</p>	
28.9	<p>To direct unauthorised campers to leave highway land and to apply for court order to remove vehicles off highway.</p>	
28.10	<p>To take action and operate all legislative, enforcement and administrative procedures in relation to environmental amenity and crime. Specifically, but not exclusively in relation to:</p> <p>(a) enforcement of the Smoke Free legislation;</p> <p>(b) littering, street litter control notices, free distribution of material fly posting and fly tipping;</p>	

	<ul style="list-style-type: none"> <li>(c) authority to transport waste and failing to furnish waste documentation;</li> <li>(d) control of dogs;</li> <li>(e) land and property affecting amenity including graffiti, abandoned vehicles and nuisance parking;</li> <li>(f) waste offences in relation to commercial and domestic receptacles.</li> </ul>	
28.11	To undertake functions of the Council as "responsible authority" under the Licensing Act 2003 in relation to: <ul style="list-style-type: none"> <li>(a) Health and Safety;</li> <li>(b) Pollution Control/Environmental Health;</li> <li>(c) Weights and Measures; and</li> <li>(d) Licensing authority.</li> </ul>	
28.12	To prepare, revise, monitor and implement a Housing and Homelessness Strategy.	In consultation with the Director of Health, as necessary.
28.13	To take action and operate all legislative and administrative procedures and to exercise all of the powers of the Council in relation to the assessment of applicant's housing need and priority for housing.	
28.14	To arrange statutory returns to government departments in connection with the Council's functions relating to housing including homelessness.	In consultation with the Director of Health, as necessary.
28.15	To exercise all of the powers and duties of the Council in relation to housing and private land, including, but not limited to: <ul style="list-style-type: none"> <li>(a) enforcing housing legislation, but excluding demolition and closing orders;</li> <li>(b) overcrowded premises and houses in multiple occupation.</li> </ul>	
28.16	To provide housing advice and information including nominations to registered social landlords.	
28.17	To recover costs incurred in putting Neighbourhood Development Plans or orders in place.	
28.18	To take action and operate all legislative, enforcement and administrative procedures in relation to noise and other nuisances.	

28.19	To take action and operate all legislative, enforcement and administrative procedures in pursuit of food safety and food hygiene and in relation to food export certificates and training fees for food hygiene, food safety courses and health and safety courses (discharged in the authority's capacity as an employer).	
28.20	To support and assist the Wolverhampton Leisure Gardens Association and comply with duties under the Smallholdings & Allotments Act 1908.	
28.21	To implement the Council's functions in relation to the West Midlands Metro.	
28.22	To monitor the performance and effective delivery of housing management services by Wolverhampton Homes and any Tenant Management Organisations and Estate Management Boards.	
28.23	To agree capital expenditure and operational decisions regarding investment in the Council's housing stock.	In consultation with the Asset Management Group.
28.24	To implement the Approved Development Programme for Housing Association newbuild.	In accordance with the Programme.
28.25	To enter into an agreement regulating development or use of land and approve the negotiation, completion and subsequent variation of legal agreements in accordance with the development plan and adopted guidelines.	
28.26	To implement the annual investment programme identified for housing under the Implement Stock Investment as approved in the Housing Revenue Account business plan (as per Social Housing (Regulation) Act 2023).	In accordance with the Programme.
28.27	The provision of markets.	
28.28	Authorise appropriately qualified and experienced employees to act as Inspectors or market officers, and other duly authorised employees to undertake inspections, investigations, interviews, sampling, prohibitions, seizures, detentions, recording service of notices (including suspension and compliance notices), notifications, waivers, transfer, authorisations, licensing functions and registration, legal proceedings, cautions under applicable	On matters falling within the general remit of the role or work of their Directorate.

	legislation, and to exercise all other relevant powers including powers of entry and authorisation of work in default.	
28.29	To exercise the Council's powers and carry out the operational management of the licensing and regulatory functions detailed in the Schedules to this part.	
28.30	To administer a 24-Hour Control Centre and the Carelink alarm system.	
28.31	To manage the Council's functions relating to Strategic Housing and Neighbourhood Renewal, housing stock and Housing Support Services.	
28.32	To provide an effective Coroner Service.	

### Director of Communications and Visitor Experience

29. In addition to the Principles and General Delegations the Director of Communications and Visitor Experience shall have the following responsibilities.

	Function	Limits or restrictions on delegation
29.1	<p>To be responsible for the:</p> <ul style="list-style-type: none"> <li>(a) service delivery,</li> <li>(b) strategic management,</li> <li>(c) day-to-day administration and operations, and</li> <li>(d) discharge of functions,</li> </ul> <p>of matters falling within their remit as shown at Part 2, Article 11 of this Constitution, namely:</p> <ul style="list-style-type: none"> <li>Corporate Relationship Management</li> <li>Media enquiries</li> <li>Promoting the City</li> <li>City and outdoor events</li> <li>Digital engagement &amp; Social Media</li> <li>Internal communication &amp; engagement</li> <li>Corporate campaign planning</li> <li>Events strategy &amp; delivery</li> <li>City marketing</li> <li>Web services</li> <li>Arts and Museums Service</li> <li>Archives Service</li> <li>Tourism</li> </ul>	<p>Schedule of Human Resources Delegations.</p> <p>Contract Procedure Rules.</p> <p>Financial Procedure Rules.</p>

29.2	To fulfil the roles shown in the Schedule of Statutory and Proper Officer Roles and Functions below, and to undertake the functions delegated in the other Schedules to this Part.	
29.3	To issue statements to the press on behalf of the Council if the public standing of the Council could be affected.	Agreed with the Cabinet Member or committee chairman concerned, where possible.
29.4	To collect and commission works of art for the Arts and Museums Service.	Wolverhampton Arts and Museums Service Acquisition and Disposal Policy (1999).
29.5	To accept items on deposit and provide for the safekeeping of the City Council's documentary heritage and make it available for public consultation in accordance with the Local Government (Records) Act 1962.	Wolverhampton Archives and Local Studies Acquisition and Disposal Policy (2000).
29.6	To grant aid to a number of projects, companies and individuals in the furtherance and provision of cultural development in the City.	Wolverhampton Archives and Local Studies Acquisition and Disposal Policy (2000).  Financial Procedure Rules.
29.7	To provide information and services with regard to local places of interest, events, accommodation and travel in accordance with the Development of Tourism Act, 1969.	
29.8	To administer heritage grants, including the making of grant offers and authorisation of grant payments made pursuant to such offers, in accordance with codes of practice and terms and conditions for grants as determined by the Cabinet (Resources) Panel.	
29.9	To be responsible for the strategic and operational management of sporting or outdoor events being held within, or affecting, the City.	
29.10	To undertake the management of bars and licensed premises attached to Aldersley Leisure Village, in compliance with licensing and food safety legislation.	

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### Director of Strategy

30. In addition to the Principles and General Delegations the Director of Strategy shall have the following responsibilities.

	Function	Limits or restrictions on delegation
30.1	<p>To be responsible for the:</p> <ul style="list-style-type: none"> <li>(a) service delivery,</li> <li>(b) strategic management,</li> <li>(c) day-to-day administration and operations, and</li> <li>(d) discharge of functions,</li> </ul> <p>of matters falling within their remit as shown at Part 2, Article 11 of this Constitution, namely:</p> <p>Strategy and policy development Regional and sub-regional partnerships Relighting Our Council Data driven Decision making, insight, performance and analytics Customer Services and engagement Organisational Development Digital Champion Digital Infrastructure and transformation</p>	<p>Schedule of Human Resources Delegations.</p> <p>Contract Procedure Rules.</p> <p>Financial Procedure Rules.</p>
30.2	<p>To fulfil the roles shown in the Schedule of Statutory and Proper Officer Roles and Functions below, and to undertake the functions delegated in the other Schedules to this Part.</p>	

### Executive Director of Pensions

31. In addition to the Principles and General Delegations the Executive Director of Pensions shall have the following responsibilities.

	Function – general	Limits or restrictions on delegation
31.1	<p>To be responsible for the administration and management of matters in connection with the Council's role as administering authority for the West Midlands Pension Fund (WMPF) (as required by the Public Service Pensions Act 2013, the Local</p>	As per below.

	Government Pension Scheme Regulations 2013 and associated legislation).	
31.2	To fulfil the roles shown in the Schedule of Statutory and Proper Officer Roles and Functions below.	
31.3	To operate and manage the operating budget of WMPF in accordance with the requirements of The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (Separation of accounts).	Pensions Committee (annual decision).  WMPF Financial Procedure Rules.  WMPF Contract Management Rules.
31.5	To authorise the affixing of the Common Seal of the Council and to execute by any other means any deed or document on behalf of the Council where such relates to the management and administration of WMPF.	
31.6	To provide services to other local authorities and organisations in connection with their role as an administering authority or service provider for the Local Government Pension Scheme.	
31.7	The creation of separate entity companies together with the designation of employees as directors of those companies in line with their designated roles as officers of the council.	
31.8	To respond to consultations from Government departments and other public bodies, as relevant to the role of administering authority for the Local Government Pension Scheme.	
31.9	To manage premises used for WMPF service delivery and ensure appropriate strategic operational health and safety policies consistent with the Councils H&S policy document are adopted and followed.	
	<b>Function – management of pension fund assets</b>	<b>Limits or restrictions on delegation</b>
31.10	The investment and general management of WMPF assets in line with the Local Government Pension Scheme Investment Regulations 2016.	In accordance with WMPF's approved Investment



		Strategy Statement.
31.11	The creation of trust companies/structures and/or partnerships relevant and required for the purpose of general management of pension fund assets	
31.12	To hold the role of Shareholder in WMPF's Investment Pooling Company.	
31.13	To agree and determine the tax status of fund assets, including the application of tax on rents and investment income.	
	<b>Function – human resources</b>	<b>Limits or restrictions on delegation</b>
31.14	To manage and employ officers/employees and to authorise restructures and reviews, ensuring appropriate knowledge, skill and competency to meet statutory and regulatory requirements (including MIFID II).	In accordance with WMPF policies.
31.15	To deal with employment matters including those relating to dismissals, disciplinary, and grievance actions.	Appeals against dismissals to be heard by an officer panel from City of Wolverhampton Council.
31.16	To designate employees under their management as "authorised officers" for the purposes of carrying out any of the WMPF functions relevant to that employee.	
31.17	To deploy other resources within their control.	WMPF Financial procedure Rules  WMPF Contract management rules.
31.18	To appoint and dismiss JNC (Senior Management) Officers within the officer structure of WMPF, including the approval of settlement agreements and payment of severance payments.	Payments below £20,000 – Chief Executive, Deputy Chief Executive or Director in consultation with the Deputy Director of People and Change and

		<p>Section 151 Officer, Monitoring Officer.</p> <p>Payments of £20,000 and above but below £100,000 – personally approved by the Head of Paid Service with a clear record of the Leaders approval and that of any others who have signed off the payment through an Individual Executive Decision Notice.</p> <p>Payments of £100,000 and above – recommendation from the Special Appointments Committee for vote at full council.</p>
31.19	To determine the grade for posts below JNC for Senior Management grading levels.	In consultation with WMPF Head of Finance/Deputy S151 officer.
31.20	To approve redundancies (compulsory and voluntary) including retirements on grounds of business efficiency.	In consultation with WMPF Head of Finance/Deputy s151 and WMPF Head of People and Corporate Services.
31.21	To approve accelerated salary increments.	
31.22	To approve applications for discretionary added years for pension purposes with a maximum financial impact of £20,000 together with Flexible retirement approvals (less or greater than 2 years).	In consultation with WMPF Head of Finance/Deputy s151.

31.23	To develop and maintain an employee training and development policy, including the payment and time support for employee study.	In line with WMPF People Strategy.
31.24	To approval overseas trips by employees.	
31.25	To approve "continuous service in the public sector" to be recognised for the purposes of annual leave entitlement.	

### Schedule of Statutory and Proper Officer Roles and Functions

32. The following officers are appointed Statutory chief officers and Proper Officers and shall carry out functions in relation to the statutory provisions specified. The list is not exhaustive, and any omission shall not affect the validity of any action or decision taken by the Proper Officer.

	Function and enabling power	Enabling power	Delegations and controls
<b>Officers</b>			
32.1	Statutory Chief Officer - Head of Paid Service.	Local Government & Housing Act 1989, s4.	Chief Executive.
32.2	Statutory Chief Officer responsible for Financial Administration.	Local Government Act 1972, s151.	Director of Finance.
32.3	Statutory Chief Officer - Monitoring Officer.	Local Government & Housing Act 1989, s5(1).	Chief Operating Officer.
32.3	Act in the absence of the Monitoring Officer.	Local Government and Housing Act 1989, s5(7).	Deputy Monitoring Officer.
32.4	Statutory Chief Officer - Director of Children's Services.	Children Act 2004, s18.	Executive Director of Families.
32.5	Statutory Chief Officer - Director of Adult Social Services.	Local Authority Social Services and Adults' Services Act 1970.	Executive Director of Families.
32.5	Statutory Chief Officer - Director of Public Health.	National Health Service Act 2006, s73A.	Director of Public Health.

32.6	Statutory Chief Officer – Electoral Registration Officer and Returning Officer.	Representation of the People Act 1983, ss 8, 28, 35.	Chief Executive.
32.7	Designation of Statutory Scrutiny Officer.	Local Democracy, Economic Development and Construction Act 2009, s31.	Chief Operating Officer.
32.8	Appointment to Chief Education Officer.	Education Act 1996, s532.	Executive Director of Families.
32.9	Appoint Proper Officers for environmental health functions.	In accordance with the Green Decision notice dated 8 April 2003 and reported to the Developing and Supporting the Organisation Cabinet Team 25 April 2003.	Director of Resident Services.
32.10	Appoint Proper Officers for public health functions.	Public Health (Control of Diseases) Act 1984, legislation relating to Food Safety and Hygiene.	Director of Public Health
32.11	Qualified person to confirm or deny whether disclosure of information is likely to prejudice the effective conduct of public affairs.	Freedom of Information Act 2000, s36.	Chief Operating Officer.
32.12	Designation as Data Protection Officer, to discharge the associated functions.	Data Protections Act 2018 s69, 70 and 71.	Chief Operating Officer.
32.13	Appointment as Chief inspector of Weights and Measures.	Weights and Measures Act 1985, s72(1).	Director of Resident Services.
32.14	Identify “employees responsible for the management of investigations”.	Regulation of Investigatory Powers Act.	All Directors.

32.15	Appoint Proper Officers not mentioned in this Part.	Any.	Chief Executive, Deputy Chief Executive.
<b>Procedures and documents</b>			
32.16	Meetings, documents and notices.	Local Government Act 1972, ss100B(2), 100C(2), 100D(1), 100F(2), 225(1), 229(5), 232, 233, 234(1), 238, Sch. 12 Pt. 1 Para 4(2)(b) & Para 4(3).  Local Government (Miscellaneous Provisions) Act 1976, s41.  Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012/2089, r7(2), 7(7)(c), 20.	Chief Operating Officer.
32.17	Accept service on behalf of the local authority of notices, orders and other documents.	Public Health Control of Disease Act 1984.  Health Protection (Notification) Regulations 2010, r2, 3, 6.	Director of Public Health.
32.18	Give public notice of Local Governments Ombudsman reports.	Local Government Act 1974, s30(5).	Chief Executive, Deputy Chief Executive, Chief Operating Officer.
32.19	Chief Financial Officer Reports and notifications.	Local Government Finance Act 1988, ss114, 114A, 115, 115B.	Director of Finance.
32.20	Notify external auditor of meeting to consider reports from Chief Finance Officer.	Local Government Finance Act 1988, s116(1).	Chief Executive, Deputy Chief Executive.
<b>Members and elections</b>			

32.21	Acceptance and resignation of Members.	Local Government Act 1972, ss83, 84.	Chief Operating Officer.
32.22	Declarations, notices and incidental election matters.	Representation of the People Act 1983 ss 67(7)(b), 82(4), 131(1).  Local Government Act 1972, ss88(2), 89(1)(b).	Chief Operating Officer.
32.23	Publish the verification number of electors for the purpose of petitions.	Local Government Act 2000, s34  Local Authority (Referendums) (Petitions and Directions) Regulations 2000.	Chief Operating Officer.
32.24	Maintain of an up-to-date register of Members Interests, which is made available for inspection and published, and consideration of requests for exemptions.	Localism Act 2011, ss29, 31, 32, 33.	Chief Operating Officer.
<b>Political restriction</b>			
32.25	Hold the Council's list of politically restricted posts LGHA 89 s2(4).	Local Government and Housing Act 1989, s2(4).	Chief Operating Officer.
32.26	Determine applications for exemption from political restriction or for designation of posts as politically restricted.	Local Government and Housing Act 1989, s3A.	Chief Executive in consultation with the Chief Operating Officer.
32.27	Notifications regarding the formation of a political group, changes in membership, names of group leaders and deputies, and group nominations to sit on committees.	Local Government and Housing Act 1989, ss15-17.  Local Government (Committees and Political Groups) Regulations 1990, r14.	Chief Operating Officer.
<b>Functions</b>			

32.28	Registration of births, deaths and marriages and related functions under the relevant enactment including the setting of fees,	Registration Services Act 1953.  The Local Registration Scheme.  Registration of Births, Deaths and Marriages Regulations 1968 etc.  Marriage Act 1949 and subordinate legislation related to Marriage on Approved premises.  Civil Partnership Act 2004.	Chief Operating Officer.
32.29	Control of diseases, health protection and public health.	Public Health (Control of Diseases) Act 1984, ss 48, 60.  Health Protection (Local Authority) Regulations 2010.  Public Health Act 1936.  Public Health Act 1961.  Public Protection (Notification) Regulations 2010.	Director of Public Health.
32.30	Implement community safety strategy.	Crime and Disorder Act 1998.	Director of Public Health.
32.31	Receive from officers any money and property committed to their charge in connection with their office.	Local Government Act 1972, s115(2).	Director of Finance.
32.32	Exercise residual functions in relation to charities.	Local Government Act 1972, s210(6)(7).	Chief Operating Officer.
32.33	Prosecute and defend legal proceedings and to authorise employees to appear in court.	Local Government Act 1972, ss222, 223.	All, in consultation with the Chief Operating Officer.

		County Courts Act 1984, s60.	
32.34	Street Works and related matters.	Highways Act 1980, ss59(1), 193(3), 205(3)-(5), 210(2), 211(1), 212(4), 216(2)-(3), 295(1), 321, Sch. 9 Para. 4	Director of Resident Services.
32.35	Take immediate action in relation to buildings.	Building Act 1984, ss16-25, 35, 36, 55, 77, 78, 80-82, 99, 102.	Director of Regeneration.
32.36	Authorise the carrying out of directed surveillance or the conduct of a covert human intelligence source.	Regulation of Investigatory Powers Act 2000, s30.  The Regulation of Investigatory Powers (Prescription of Offices, Ranks and Positions) Order 2000.	Chief Executive, Deputy Chief Executive.
32.37	Produce Annual Assurance Statement.	Local Code of Corporate Governance.	Chief Executive, Deputy Chief Executive.
32.38	Incidental functions not mentioned.	Any.	All.

### Schedule of Human Resources Delegations

33. The following officers are permitted to undertake or delegate the Human Resources matters specified.

*Note: Nothing in this Schedule applies to the Executive Director of Pensions.*

	HR Topic/Procedure	Delegations and Controls <i>(Please note this Schedule does not apply to the Director of Pensions)</i>
33.1	Appoint all employees below director level excluding persons appointed as assistants for political groups.	Chief Executive, Deputy Chief Executive, Director.



		In accordance with Council HR policies, procedures and processes.
33.2	Appoint and dismiss JNC (Senior Management) Officers, excluding the dismissal of the Head of Paid Service, Monitoring Officer and Section 151 Officer.	Deputy Director of People & Change.  In accordance with HR policies, procedures and processes.
33.3	Dismiss all employees below director level. Excluding Head of Paid Service, Monitoring Officer and Section 151 Officer.	Chief Executive, Deputy Chief Executive, Director.  In accordance with Council HR policies, procedures and processes.
33.4	Establish new posts and approve extensions to fixed term contracts.	Chief Executive, Deputy Chief Executive, Director.  In accordance with Council HR policies, procedures and processes.
33.5	Authorise appropriately qualified and experienced employees to act as Inspectors or market officers, and other duly authorised employees to undertake inspections, investigations, interviews, sampling, prohibitions, seizures, detentions, recording service of notices (including suspension and compliance notices), notifications, waivers, transfer, authorisations, licensing functions and registration, legal proceedings, cautions under applicable legislation, and to exercise all other relevant powers including powers of entry and authorisation of work in default.	In relation to Inspectors: <ul style="list-style-type: none"> <li>- Director of Resident Services (on matters falling within the general remit of the role or work of their Directorate).</li> <li>- Director of Regeneration (on matters falling within the general remit of the role or work of their Directorate).</li> </ul> In relation to market officers: <ul style="list-style-type: none"> <li>- Director of Resident Services.</li> </ul>
33.6	Evaluation and review of job allocation and pay grade outcome for all employees.	Chief Executive, Deputy Chief Executive, in consultation with the s151 officer.  In accordance with Council HR policies, procedures and processes.

		Job Allocation Reviews are endorsed by the Pay Strategy Board.
33.7	Special Severance Payments – excluding the Head of Paid Service, the Leader or Section 151 or Monitoring Officer.	<p>As prescribed within the Council's Statutory Severance Pay guidance as follows:</p> <p>Payments below £20,000 – Chief Executive, Deputy Chief Executive or Director in consultation with the Deputy Director of People and Change and Section 151 Officer, Monitoring Officer.</p> <p>Payments of £20,000 and above but below £100,000 – personally approved by the Head of Paid Service with a clear record of the Leaders approval and that of any others who have signed off the payment through an Individual Executive Decision Notice.</p> <p>Payments of £100,000 and above – recommendation from the Special Appointments Committee for vote at full council.</p>
33.8	Special Severance Payments related to the Head of Paid Service.	Two independent persons, not connected with the SSP or dismissal circumstances, usually the Chief Executive and Deputy Chief Executive. The persons must have sufficient knowledge of HR and governance issues.
33.9	Special Severance Payments related to the Leader.	Deputy Leader.
33.10	Special Severance Payments related to Section 151 or Monitoring Officer.	Chief Executive and Deputy Chief Executive.
33.11	Redundancies (compulsory and voluntary).	Deputy Chief Executive, Director.  In accordance with Council HR policies, procedures and processes.
33.12	Approval of:	In relation to (1):

	<p>(1) voluntary redundancies in excess of the current scheme; or (2) settlements agreements where either does not constitute a Special Severance Payment.</p>	<p>- Chief Executive, Deputy Chief Executive or Director in consultation with the Deputy Director of People &amp; Change and Section 151 Officer.</p> <p>In relation to (2): - Chief Operating Officer.</p>
33.13	Submission of HR1 Redundancy Notifications to Secretary of State.	Deputy Director of People & Change, in consultation with Section 151 Officer.
33.14	Other dismissals and disciplinary action.	<p>Chief Executive, Deputy Chief Executive, Director.</p> <p>In accordance with Council HR policies, procedures and processes.</p> <p>Appeals against dismissal are heard by the Human Resources Panel.</p>
33.15	Grievances from employees, excluding Head of Paid Service, Monitoring Officer and Section 151 Officer.	<p>Chief Executive, Deputy Chief Executive, Director.</p> <p>In accordance with Council HR policies, procedures and processes.</p> <p>Appeals against grievances are heard by the Human Resources Panel.</p>
33.16	Restructures and reviews to services with staffing implications.	<p>Chief Executive, Deputy Chief Executive, Director.</p> <p>In accordance with Council HR policies, procedures and processes.</p>
33.17	Extension of full sick pay beyond the entitlement under the national agreement.	Deputy Director for People & Change.
33.18	Approval of accelerated salary increments.	Chief Executive, Deputy Chief Executive, Director.

		<p>In accordance with council HR policies, procedures and processes, collective agreement and senior manager's terms and conditions.</p> <p>Accelerated increments are delegated to the Pay Strategy Board.</p>
33.19	Approval of attendance on all training courses.	<p>Chief Executive, Deputy Chief Executive, Director.</p> <p>In accordance with Council HR policies, procedures and processes.</p>
33.20	Approval for overseas trips by employees.	<p>Chief Executive, Deputy Chief Executive, where there are associated costs.</p> <p>Relevant Director where there are no costs.</p>
33.21	To approve "continuous service in the public sector" to be recognised for the purposes of annual leave entitlement.	<p>Head of Service.</p> <p>In accordance with Council HR policies, procedures and processes.</p>
33.22	Lead Counter signatory for Disclosure Barring Service (DBS) checks.	HR Business Partner.
33.23	Terms and Conditions authorisations not mentioned elsewhere.	<p>Chief Executive, Deputy Chief Executive, Director.</p> <p>In accordance with Council HR policies, procedures and processes.</p>
33.24	Flexible retirement approvals where the strain on the pension fund is 2 years and under.	Chief Executive, Deputy Chief Executive, Director in consultation with the Deputy Director of People & Change and Section 151 Officer.
33.25	Flexible retirement approvals where the strain on the pension fund is in excess of 2 years.	Chief Executive, Deputy Chief Executive or Director in consultation with the Deputy

		Director of People & Change and Section 151 Officer.
33.26	Retirement on the grounds of efficient exercise.	Chief Executive, Deputy Chief Executive, Director, in consultation with the Deputy Director of People & Change and Section 151 Officer.
33.27	Approval of Human Resources Policies and Procedures.	Individual Executive Decision Notice.
33.28	Role of Proper Officer in respect of appointment and dismissal of JNC (Senior Management) Officers, excluding the dismissal of the Head of Paid Service, Monitoring Officer and Section 151 Officer.	Deputy Director of People & Change.

### Schedule of Regulatory Licensing Delegations

34. For all delegations in the table below 'X' indicates the lowest level to which decisions can be delegated.

	Matter to be determined	Cabinet or Full Council	Licensing Committee	Licensing Sub-Committee	Director of Resident Services
<b>Gambling Act 2005</b>					
34.1	Statement of Gambling policy.	X (Full Council)			
34.2	Policy not to permit casinos.	X (Cabinet)			
34.3	Determination of fee amount		X (up to maximum set by Secretary of State)		
34.4	Applicability of and exemption from fees.				X
34.5	Authority to inspect premises to evaluate compliance with the requirements of the Act.				X
34.6	Determinations of the Licensing Authority as				X

	Responsible Authority (in accordance with the Gambling Act).				
34.7	Act as Responsible Authority.				X
34.8	Application for, review, suspension or revocation of, premises licence.			X	
34.9	Variation or transfer of premises licence, where representations received and not withdrawn.			X	
34.10	Variation or transfer of premises licence, where no representations received or representations have been withdrawn.				X
34.11	Applications (new or variations) for a provisional statement, where representations received and not withdrawn.			X	
34.12	Applications (new or variations) for a provisional statement, where no representations received or representations withdrawn.				X
34.13	Whether representations are irrelevant, frivolous, vexatious or certain not to influence the determination.				X
34.14	Application for club gaming/club machine permits, where objections made and not withdrawn.			X	
34.15	Application for club gaming/club machine permits, where no objections made or objections withdrawn.				X
34.16	Cancellation of club gaming/club machine permits.			X	

34.17	Applications for other permits.				X
34.18	Notification for Alcohol License Premises Gaming Machine permit.				X
34.19	Cancellation of licensed premises gaming machine permits.				X
34.20	Consideration of temporary use notice (and counter notice), where there are representations.			X	
34.21	Consideration of temporary use notice (and counter notice), where there are no representations.				X
34.22	Consideration of Occasional Use Notice, where there are representations.			X	
34.23	Consideration of Occasional Use Notice, where there are no representations.				X
34.24	Applications for new or renewals of Small Society Lotteries permits.				X
<b>Licensing Act 2003</b>					
34.25	Final approval of the Licensing Authority Policy.	X			
34.26	Determination of fee amount		X (in accordance with current applicable Fee Regulations)		
34.27	Applicability of and exemption from fees.				X
34.28	Power to suspend Premises Licence/Club Premises Certificate for non-payment of annual fee.				X

34.29	Application for Personal Licence where no representations made.				X
34.30	Application for Personal Licence where representations made.			X	
34.31	Application, variation, provisional statements in relation to Premises Licence/Club Premises Certificate, where representation made (whether or no resolved by conditions added to licence).			X	
34.32	Application, variation, provisional statements in relation to Premises Licence/Club Premises Certificate, if no relevant representation made or representation has been withdrawn.				X
34.33	Application for Provisional Statement, where representation made and not withdrawn.			X	
34.34	Application for Provisional Statement, where no relevant representation made or representation has been withdrawn.				X
34.35	Application to vary or remove designation of Premises Supervisor where no representations made.				X
34.36	Variation (including removal) to designation of Premises Supervisor where representations made.			X	
34.37	Variation (including removal) to designation of Premises				X



	Supervisor where no representations made.				
34.38	Application for transfer of Premises Licence/Club Premises Licence where no representations made.				X
34.39	Application for transfer of Premises Licence/Club Premises Licence where representations made.			X	
34.40	Application for Interim Authority where no representation made.				X
34.41	Application for Interim Authority where representation made.			X	
34.42	Application for Premises Licence/Club Premises Certificate.				X
34.43	Application as Licensing Authority to initiate a review of Premises Licence/Club Premises Certificate.				X
34.44	Decision to object when Licensing Authority is a consultee and not the relevant authority considering the application.			X	
34.45	Determination of representations/service of Counter Notice in relation to Temporary Event Notice.			X	
34.46	Agree Temporary Event notice is not required where modified.				X (in consultation with Chair of Regulatory Committee)
34.47	Determination of late Temporary Event Notice.				X
34.48	Determination of minor variation application.				X

34.49	Acknowledgement of notices, applications and other documents.				X
34.50	Authority to enter and/or inspect premises in order to consider activities and compliance with the Licensing Act.				X
34.51	Determine whether a complaint is irrelevant, frivolous, vexatious etc.				X
34.52	Determinations of the Licensing Authority as Responsible Authority (in accordance with the Licensing Act).				X
34.53	In the capacity of Responsible Authority, apply to a relevant Licensing Authority for a review of Premises License or Club Premises Certificate.				X
34.54	Mediate outcome of Appeal.				X

### Schedule of Other Regulatory Delegations

35. For all delegations in the table below 'X' indicates the lowest level to which decisions can be delegated.

	Matter to be determined	Cabinet/Full Council	Regulatory Committee	Regulatory Sub-Committee	Director of Resident Services
<b>Anti-Social Behaviour Crime and Policing Act 2014</b>					
35.4	Power to issue closure notice for up to both 24 hours and 48 hours (as per sections 76 and 77).		X		
<b>Animal Welfare</b>					
35.5	Final approval of policy.		X		

35.6	Determination of fee amount.		X		
35.7	Applicability of and exemption from fees.				X
35.8	Animal Boarding Establishments/ Dog Breeding/ Performing Animals/ Pet Shops and Riding Establishments - Grant / Renewal.				X
35.9	Animal Boarding Establishments/ Dog Breeding/ Performing Animals/ Pet Shops and Riding Establishments - Variation with consent of licence holder.				X
35.10	Animal Boarding Establishments/ Dog Breeding/ Performing Animals/ Pet Shops and Riding Establishments - Variation without consent of licence holder.				X
35.11	Animal Boarding Establishments/ Dog Breeding/ Performing Animals/ Pet Shops and Riding Establishments - Variation - where written representations are received.				X
35.12	Animal Boarding Establishments/ Dog Breeding/ Performing Animals/ Pet Shops and Riding Establishments - Suspension without consent.				X
35.13	Animal Boarding Establishments/ Dog Breeding/ Performing Animals/Pet Shops and Riding Establishments – Suspension where written representations are received.				X

35.14	Animal Boarding Establishments/ Dog Breeding/ Performing Animals/ Pet Shops and Riding Establishments - Revocation of licence.				X
<b>Caravans</b>					
35.15	Final approval of Policy.		X		
35.16	Determination of fee amount.		X		
35.17	Applicability of and exemption from fees.				X
35.18	Caravan Sites Grant – Attachment of Model Conditions.				X
35.19	Caravan Sites Grant – Attachment of Conditions other than all Model Conditions.			X	
35.20	Caravan Sites Grant - On Transfer of Benefit for use of land - model conditions.				X
35.21	Caravan Sites Grant - On Transfer of Benefit for use of land - other than model conditions.			X	
35.22	Caravan Sites Refusal.			X	
35.23	Caravan Sites Alteration of Conditions - No representations.				X
35.24	Caravan Sites Alteration of Conditions – Representations.			X	
35.25	Caravan Sites Fit and Proper Person Applications, granted without condition.				X

35.26	Caravan Sites Fit and Proper Person Applications, granted with constitution, or refused.			X	
<b>General Licensing</b>					
35.27	Final approval of Policy.		X		
35.28	Determination of fee amount.		X		
35.29	Applicability of and exemption from fees.				X
35.30	House to House.				X
35.31	Free Printed Matter – Grant.				X
35.32	Free Printed Matter – Suspension, Revocation.				X
35.33	Free Printed Matter – Review of Decision.				X
35.34	Free Printed Matter – Mediate outcome of Appeal.		X		X (in consultation with Chair of Regulatory Committee)
35.35	Street Collections.				X
35.36	Registrations - Acupuncture/Tattooing/ Electrolysis/Cosmetic Piercing and Permanent Skin Colouring.				X
35.37	Hypnotism.				X
35.38	Hypnotism – review of decisions.				X
35.39	Marriage Venues.				X
35.40	Marriage Venues – Appeals.			X	
35.41	“A” Boards, where no representations.				X

35.42	"A" Boards, where representations made or where non-compliant policy.			X	
35.43	"A" Boards, appeal.				X
35.44	Table and Chairs, where no representations.				X
35.45	Table and Chairs, where representations or where non-complaint with policy.				X
35.46	Table and Chairs, appeal.				X
35.47	Goods on the Highway, where no representations.				X
35.48	Goods on the Highway, where representations made, or where non-complaint with policy.				X
35.49	Goods on the Highway, appeal.				X
35.50	Mini Bus Permits.				X
35.51	Dangerous Wild Animals.				X
35.52	Dangerous Wild Animals - Grounds for Refusal under the Act - Revocation of Licence.			X	
35.53	Zoos - No representations.				X
35.54	Zoos - Representations/Review of Licence.			X	
35.55	Pavement Licences - No representations.				X
35.56	Pavement Licences - Representations/Noncompliant with policy.				X
35.57	Review of Decision – Refusal				X

	to Grant/Revoke Licence				
Hackney Carriage & Private Hire Functions					
35.58	Final approval of Policy.		X		
35.59	Determination of fee amount.		X		
35.60	Applicability of and exemption from fees.				X
35.61	Hackney Carriage/Private Hire Vehicle Driver's Licence - New applications.				X
35.62	Private Hire Vehicle Operators Licence – New applications.				X
35.63	Determination of Renewal-Applications Hackney Carriage/Private Hire Vehicle Drivers Licences/Operators Licence.				X
35.64	Determination of Reviews/Reviews Prior to Renewal – Hackney Carriage/Private Hire Vehicle Drivers/Operators Licence.				X
35.65	Additional Conditions - Private Hire Vehicle Operators Licence.				X (in consultation with Chair of Regulatory Committee)
35.66	Additional Hackney Carriage/Private Hire Vehicle Driver's Licence Conditions.				X (in consultation with Chair of Regulatory Committee)
35.67	New/Renewal Hackney Carriage/Private Hire Vehicle Applications where applicant clear of guidelines.				X
35.68	New/Renewal Hackney Carriage/Private Hire Vehicle				X

	Applications where applicant not clear of guidelines.				
35.69	Reviews – Hackney Carriage/Private Hire Vehicle Licence.				X
35.70	Hackney Carriage Exceptional Condition Criteria.				X
35.71	Hackney Carriage/Private Hire Fees and Charges.		X		
	Advertising on/in Hackney Carriages: a. All over b. Tip up seats c. Doors d. Rear Window				X
35.72	Advertising on/in Private Hire Vehicles: a. Rear Window b. Rear Doors c. Rear Wings				X
35.73	Private Hire Vehicle Identification Plate – Exemption Policy.				X
35.74	Limousines/Applications for Private Hire Vehicles.				X
35.75	Novelty Vehicles Applications for Private Hire Vehicles, Fire Engines etc.				X
35.76	Approval of Hackney Carriage – Types.				X
35.77	Approval of Hackney Carriage Fares.		X		
35.78	Digital advertising in Hackney Carriage/Private Hire Vehicles.				X



35.79	Hackney Carriage/Private Hire Vehicles – section 68 Notices.				X
35.80	Suspension/Removal of Suspension for Non-mechanical tests.				X
35.81	VOSA MOT Testing facilities for Hackney Carriage/Private Hire vehicles – Mechanical Safety checks – Approval.				X
35.83	VOSA MOT Testing Facilities for Hackney Carriage/Private Hire Vehicles Mechanical Safety checks - Revocation/Attachment of Conditions/Refusal.				X
35.84	VOSA MOT Testing Facilities for Hackney Carriage/Private Hire Vehicles Mechanical Safety checks - Review of decision.				X
35.85	Non-Mechanical compliance check of Hackney Carriage and Private Hire Vehicles – Approval.				X
35.86	Non-Mechanical compliance check of Hackney Carriage and Private Hire Vehicles - Review of Decision.				X
35.87	Private Hire Vehicle Exceptional Condition Criteria – Approval.				X
35.88	Private Hire Vehicle Exceptional Condition Criteria - Review of Decision.				X
35.89	Hackney Carriage Replacement Vehicles – outside existing criteria.				X

35.90	Hackney Carriage replacement vehicles – review of Decision				X
35.91	Investigations into complaints.				X
35.92	Authorisations of Cautions.				X
35.93	Authorise prosecutions.				X
35.94	Investigation of offences under the Town and Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976.				X
35.95	Authorisation to conduct interviews under Police and Criminal Evidence Act 1984 (PACE).				X
<b>Safety of Sport Grounds Act 1975 and Safety of Places of Sports Act 1987</b>					
35.96	Final approval of Policy.		X		
35.97	Determination of fee amount.		X		
35.98	Applicability of and exemption from fees.				X
35.99	Variation of capacity via prohibition or restriction of all, or part of the stadium amending the safety certificate and replacement of the safety certificate.				X
35.100	Power of entry to facilitate 'periodic inspection' of the stadium.				X
35.101	Vice Chair of Safety Advisory Group.				X
<b>Scrap Metal</b>					
35.102	Final approval of Policy.	X			

35.103	Determination of fee amount.				X
35.104	Applicability of and exemption from fees.				X
35.105	Scrap metal licence, site/collectors applications, where no representations.				X
35.106	Scrap metal licence, site/collectors applications, where representations.				X
35.107	Scrap Metal Licence Site/Collectors Refusal.				X
35.108	Scrap Metal Licence Site/Collectors Review/Revocation.				X
35.109	Scrap Metal Licence Site/Collectors Variation where no representations.				X
35.110	Scrap Metal Licence Site/Collectors Variation where representations.				X
35.111	Scrap Metal Site Issue of Closure Notice - Application to Magistrates for Closure Order / Termination of Order.				X
35.112	Delegation of decision making functions under the Act.				X
<b>Sex Establishments</b>					
35.113	Final approval of the Licensing Authority Policy.		X		
35.114	Determination of fee amount.		X		
35.115	Applicability of and exemption from fees.				X
35.116	Sex Establishment Licence			X	

	Shops/Cinema/Sexual Entertainment Venues New Applications.				
35.117	Sex Establishment Licence Shops/Cinema/ Sexual Entertainment Venues Renewal Applications - No Representations.				X
35.118	Sex Establishment Licence Shops/Cinema/ Sexual Entertainment Venues Renewal Applications – Representations.			X	
35.119	Sex Establishment Shop/Cinema/ Sexual Entertainment Venues Variation Applications - No representations.				X
35.120	Sex Establishment Shop/Cinema/ Sexual Entertainment Venues Variation Applications - Representations.			X	
35.121	Sex Establishment Shop/Cinema/ Sexual Entertainment Venues Variation Applications - No representations.				X
35.122	Sex Establishment Shop/Cinema/ Sexual Entertainment Venues Variation Applications – Representations.			X	
35.123	Sex Establishment Licence Shop/Cinema/Sexual Entertainment Venues Transfer Applications – No representations.				X
35.124	Sex Establishment Licence Shops/Cinema/ Sexual Entertainment Venues Renewal Applications –			X	

	Representations.				
35.125	Sex Establishment Licence Shops/Cinema/ Sexual Entertainment Venues Renewal Applications – Representations.			X	
35.126	Sex Establishment Shop/Cinema/ Sexual Entertainment Venues Variation Applications - No representations.			X	
35.127	Sex Establishment Shop/Cinema/ Sexual Entertainment Venues Variation Applications – Representations.			X	
35.128	Sex Establishment Licence Shop/Cinema/Sexual Entertainment Venues Transfer Applications – No representations.				X
35.129	Sex Establishment Shop/Cinema/ Sexual Entertainment Venues Variation Applications - No representations.				X
35.130	Sex Establishment Licence Shops/Cinema/ Sexual Entertainment Venues Renewal Applications – Representations.			X	
35.131	Sex Establishment Shop/Cinema/ Sexual Entertainment Venues Variation Applications - No representations.				X
35.132	Sex Establishment Shop/Cinema/ Sexual Entertainment Venues Variation Applications – Representations.			X	

35.133	Sex Establishment Licence Shop/Cinema/Sexual Entertainment Venues Transfer Applications – No representations.				X
35.134	Sex Establishment Shop/Cinema/ Sexual Entertainment Venues Variation Applications – Representations.			X	
35.134	Sex Establishment Licence Shops/Cinema/ Sexual Entertainment Venues Renewal Applications – Representations.			X	
35.134	Sex Establishment Shop/Cinema/ Sexual Entertainment Venues Variation Applications - No representations.			X	
35.135	Sex Establishment Shop/Cinema/ Sexual Entertainment Venues Variation Applications – Representations.			X	
35.136	Sex Establishment Licence Shop/Cinema/Sexual Entertainment Venues Transfer Applications – No representations.			X	
35.137	Sex Establishment Licence Shop/Cinema/Sexual Entertainment Venues Transfer Applications – No representations.				X
35.138	Sex Establishment Licence Shops/Cinema/ Sexual Entertainment Venues Renewal Applications – Representations.			X	
35.140	Sex Establishment Shop/Cinema/ Sexual				X

	Entertainment Venues Variation Applications - No representations.				
35.141	Sex Establishment Shop/Cinema/ Sexual Entertainment Venues Variation Applications – Representations.			X	
35.142	Sex Establishment Licence Shop/Cinema/Sexual Entertainment Venues Transfer Applications – No representations.				X
35.143	Sex Establishment Licence Shop/Cinema/Sexual Entertainment Venues Transfer Applications – Representations.			X	
35.144	Revocation of Sex Establishment Licence.			X	
<b>Street Trading</b>					
35.145	Final approval of the Licensing Authority Policy.		X		
35.146	Determination of fee amount.		X		
35.147	Applicability of and exemption from fees.				X
35.148	Pitches – Create, Relocate or Deletion.				X
35.149	Pitches – create, relocate, delegation (including review of decision).				X
35.150	Consents – Grant, renewal, revocation (including review of decision).				X

35.151	Private land consents – Grant (including renewal of decision).				X
35.152	Private land consents – Grant and revocation of grant.				X
35.153	Temporary/street trading occasional consents.				X
35.154	Change of Tradeline.				X
35.155	Transfer of street trading consent subject to consent conditions, and review of decision.				X
35.156	Street Trading Fees and charges.		X		
35.157	Change of unit design approval, and review of decision.				X
<b>Regulation of Investigatory Powers Act 2000</b>					
35.161	Regulation of Investigatory Powers Act (RIPA) 2000 - authorisation to the Magistrates Court under Section 223 Local Government Act 1972.				X

### Schedule of Planning Delegations

**36.** For all delegations in the table below 'X' indicates the lowest level to which decisions can be delegated.

	<b>Function</b>	<b>Officer with delegation</b>
36.1	Make decisions on any planning application falling within the remit of the Planning Committee except those in respect of applications for planning permission/ listed building consent/works to a protected tree or advertisement consent where: (i) a Councillor requests that an application be referred to Planning Committee	Director of Regeneration



	<p>(ii) the application is submitted by or on behalf of the Council, or includes Council-owned land,</p> <p>(iii) the application relates to a Councillor or Officer of the Council and the application:</p> <p>(a) has been submitted by them or on their behalf; or</p> <p>(b) affects land that they own or occupy; or is one where they have made representations of support or objection and where (in respect of Councillors only) that representation would constitute a personal and prejudicial interest.</p>	
<p>36.2</p>	<p>All other functions within the remit of the Planning Committee, (subject to any exceptions or conditions stated below):</p> <p>(a) issue, vary, modify or revoke Tree Preservation Orders;</p> <p>(b) make decisions on the confirmation of Tree Preservation Orders (with or without modifications) except where objections have been received and have not been withdrawn, which are reserved for decision by the Development Management Committee;</p> <p>(c) In consultation with the Chair of the Planning Committee (or in his or her absence, the Vice-Chair of the Committee) to determine any application cases where it would not be reasonably practicable for the matter to be dealt with by the Planning Committee within any period prescribed for Decision</p> <p>(d) The authority to make screening and scoping opinions under the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 in connection with prospective or current applications;</p> <p>(e) Authority to exercise the functions of the Council under the Conservation of Habitats and Species Regulations 2010 and 2017, including in relation to appropriate assessments</p> <p>(f) Authority to make decisions on Lawful Development Certificates under Section 191 and Section 192 of the Town and Country Planning Act 1990 (see also powers delegated to the Head of Legal);</p> <p>(g) Authority to respond to consultations and notifications from other local planning authorities;</p> <p>(h) Authority to make immediate Article 4 Directions removing permitted development rights under the Town and Country Planning (General Permitted Development) (England) Order 2015, in cases of urgency</p> <p>(i) Authority to make determinations as to whether prior approval is required under the Town and Country</p>	<p>Director of Regeneration</p>

	<p>Planning (General Permitted Development) (England) Order 2015</p> <p>(j) Authority to stop up or divert a public footpath under Section 257 of the Town and Country Planning Act 1990 or under Sections 118 or 119 of the Highways Act 1980.</p> <p>(k) To reduce the charge for making a public path order by 20% or 40% where it is considered that the charge would otherwise be unreasonably in excess of the actual costs of the City Council.</p>	
36.3	<p>To submit or determine planning applications:</p> <p>(a) for the development or redevelopment of surplus properties (where Development Briefs or Planning Briefs are not required?) in order to maximise sales potential prior to offering the properties for disposal on the open market.</p> <p>(b) for deemed applications for building works where funding is contained in approved Capital or Revenue budgets.</p>	
36.4	<p>Generally to issue, serve, vary or withdraw any notice in relation to the Council's functions as a Local Planning Authority including but not limited to :</p> <p>(a) planning contravention notices;</p> <p>(b) breach of condition notices (including extending time for compliance);</p> <p>(c) stop notices and temporary stop notices;</p> <p>(d) enforcement notices in respect of security shutters and grilles, and Article 4 notices prevention of demolition without planning consent.</p>	
36.5	<p>To prosecute on behalf of the Council as Local Planning Authority offences in connection with:</p> <p>(a) planning contravention notices;</p> <p>(b) breach of condition notices;</p> <p>(c) stop notices and temporary stop notices;</p> <p>(d) enforcement notices;</p> <p>(e) listed buildings and conservation areas;</p> <p>(f) trees and high hedges;</p> <p>(g) advertisements; and</p> <p>(h) proper maintenance of land.</p>	Chief Operating Officer.
36.6	<p>To prosecute on behalf of the Council as Local Planning Authority offences in connection with:</p> <p>(a) planning contravention notices;</p> <p>(b) breach of condition notices;</p> <p>(c) stop notices and temporary stop notices;</p> <p>(d) enforcement notices;</p>	Chief Operating Officer.

	<p>(e) listed buildings and conservation areas;                  (f) trees and high hedges;                  (g) advertisements; and                  (h) proper maintenance of land.</p>	
36.7	To appear at Local Inquiries arising under the Town and Country Planning Acts and legislation relating to compulsory purchase.	
36.8	To determine applications for the disposal of land and in the case of disposals of “open space” land to advertise the intention to do so where the disposal is (a) in compliance with all appropriate City Council policies or guidance; and (b) not the subject of any unresolved public objection or of any unresolved conflicts of advice from other Council Directorates or Committees?	

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<b>Appendix 8</b>				
<b>Name of Authority and Controlling Group</b>	<b>Call-in - who can make the decision to call-in a decision?</b>	<b>Scrutiny - Are substitutions allowed in place of members who are unable to attend?</b>	<b>Council meeting procedure rules - is there a right to reply on questions (as there are on motions, reports and leaders report)</b>	<b>Council meeting procedure rules - questions from members of the public - does the definition include investors who are not residents? Business owners, residents?</b>
<b>Birmingham (Labour)</b>	At least two Councillors who are not members of the Executive. The request for call-in should state the reason for the call-in.	Only the Chair can be substituted by the Deputy Chair. No other substitutions are allowed.	Right to reply permitted: - to the mover of a motion.	Referred to as "Citizens" and "Members of the Public", but not defined within Constitution or on website.
<b>Coventry (Labour)</b>	Decisions of the Cabinet or Cabinet Member on which information has been issued can be called in by no fewer than three persons comprising	Substitutions allowed for whole or part of a meeting, on 1 hours' notice of the nomination.	Right to reply permitted: - to the Leader on their statement - to a Cabinet member on their	Referred to as "Citizens" and "Members of the Public", but not defined within Constitution or on website.

	<p>Members (or, in respect of Education matters only, Co-opted Members) who are not Cabinet Members. To call-in an item, Members must complete the appropriate form which may be submitted in person, by fax or electronically, or a combination of these, which must include the specific decision being called in, a written reason for the call-in and an indication of whether or not they wish the relevant Cabinet Member(s) to attend Scrutiny Co-ordination Committee when the matter is considered, and submit it to the City Solicitor by</p>		<p>statements - the mover of a motion - the mover of an amendment</p>	
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	no later than 9.00 a.m. on the specified date.			
<b>Walsall (Conservative)</b>	The Chief Executive shall call-in a decision for scrutiny by the Committee if so requested by the Chairman of a Scrutiny Committee or any 5 Members of the Committee; or Five Members of the Council (not all being Members of the relevant Overview and Scrutiny Committee) may, within the first 4 working days of the period, give notice to the Chief Executive, requesting that he/she invite the Chairman of the Overview and Scrutiny Committee to	Substitutes allowed on for whole of meeting, notice given prior to the meeting.	Right of reply permitted: - to the mover of a motion (unless an amendment has been approved and has become the substantive motion). - to a member on an amendment which has been moved and seconded, if they have spoken on a motion, and the amendment has	Referred to as "Citizens" and "Members of the Public", but not defined within Constitution or on website.

	<p>exercise the powers of call-in for the reasons set out in the request in respect of the decision specified though not yet implemented. If a Chairman declines the request of the Chief Executive to call-in a decision, he/she shall give reasons for that decision to the Members who made the request. In the absence of the Chairman, the Chief Executive shall refer the request to the Vice-Chairman for determination in place of the Chairman.</p>		<p>been moved and seconded</p>	
<p><b>Dudley (Conservative)</b></p>	<p>Decisions will come into force, and may be implemented, on the expiry of 5 working days after the publication of the</p>	<p>Substitutes allowed on for whole of meeting, notice given prior to the meeting.</p>	<p>Right of reply permitted:                      - to the mover of a motion                      - to the mover of the original</p>	<p>Referred to as "Citizens" and "Members of the Public", but not defined within</p>



	<p>decision, unless a Scrutiny Committee objects and calls it in. During that period, a decision will be called in for scrutiny if a written request is made to the Monitoring Officer by the Chair of any Scrutiny Committee or the required number of voting Members of a Scrutiny Committee. The required number shall be equal to the total number of opposition group Councillors appointed to the Scrutiny Committee concerned</p>		<p>motion if an amendment is moved</p>	<p>Constitution or on website.</p>
<p><b>Sandwell (Labour)</b></p>	<p>Any three members of a scrutiny board (including coopted members with voting rights relevant to the subject matter), or six</p>	<p>Substitutes allowed for the whole meeting only in cases where any political group has only one</p>	<p>Right of reply permitted: - to the mover of a motion - to the mover of the original</p>	<p>Referred to as "Citizens" and "Members of the Public", but not defined within</p>

	members of the Council, may refer for scrutiny any key decision made under Part 4 of the Executive Procedure Rules.	representative on a committee. Notice must be given before the meeting.	motion, during debate on an amendment	Constitution or on website.
<b>Warwickshire County (Conservative)</b>	The chair of the relevant overview and scrutiny committee or any four members of the council.	Not permitted.	Right of reply permitted: - to the mover of a motion - to the mover of an amendment	"Any member of the public who is resident or working in Warwickshire or whom is in receipt of services from the council may speak at meetings of the council, cabinet or an overview and scrutiny committee...  A member of the public for the purposes of this standing order does not include:

				<ul style="list-style-type: none"><li>• any employee of the council in relation to any matter connected with their employment;</li><li>• any representative of an employee of the council or group of such employees;</li><li>• any person in a contractual relationship with the council in relation to any matter connected with that contract;</li><li>• any member of any local authority on a matter concerning that authority;</li><li>• any person who is an applicant for a consent,</li></ul>
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				<p>approval, permission, licence or similar decision given by the council;</p> <ul style="list-style-type: none"> <li>• any person intending to refer to any confidential or exempt matter on the agenda; or</li> </ul> <p>Page 144</p> <ul style="list-style-type: none"> <li>• a person who is engaged professionally to speak on behalf of another."</li> </ul>
<p><b>Shropshire (Conservative)</b></p>	<p>Any 12 members, or group leaders (or persons authorised by them), or the Chair of the relevant Scrutiny Committee.</p>	<p>Substitutes allowed for the whole meeting. Notice must be given prior to the meeting starting.</p>	<p>Right of reply permitted:</p> <ul style="list-style-type: none"> <li>- to the mover of a motion</li> <li>- to the mover of the original motion, if an amendment is moved, at the</li> </ul>	<p>Referred to as "Citizens" and "Members of the Public". Neither is specifically defined, but in the section on questions by the public there is a</p>

			end of the debate on the amendment	statement "The Council has a duty to listen to the concerns of people who live, work and study in Shropshire." It
<b>Worcestershire County Council (Conservative)</b>	No fewer than 2 members of the Overview and Scrutiny Performance Board or no fewer than 8 members who are not members of the Cabinet may signify in writing to the Assistant Director for Legal and Governance their wish for a decision to be called in	Not permitted.	Right of reply permitted: - to the mover of a motion - to the mover of the original motion, if an amendment is moved, at the end of the debate on the amendment	Referred to as "Citizens" and "Members of the Public". Neither is specifically defined, but in the section on public participation at meetings, it states "A member of the public for the purposes of this standing order shall not include: · any employee of the Council in relation to any matter connected with his/her employment;

				<ul style="list-style-type: none"><li>· any representative of an employee of the Council or group of such employees;</li><li>· any person in a contractual relationship with the Council in relation to any matter connected with that contract;</li><li>· any elected member of any local authority on a matter concerning that local authority, or (unless the Chairman determines otherwise) any person:</li><li>· (without</li></ul>
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				<p>prejudice to 15.5) who is an applicant for a consent, approval, permission, licence or similar decision given by the Council under statute, or · (without prejudice to 15.5) who is an applicant for a consent, approval, permission, licence or similar decision given by the Council under statute, or · who is, referring, or is intending to refer, to any confidential or exempt matter on an</p>
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				agenda, or · who is appointed or engaged professionally to speak on behalf of another."
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<p><b>Staffordshire County Council (Conservative)</b></p>	<p>During the period between the publication and implementation of a decision not less than four voting members of the relevant Scrutiny Committee, eight members of the Council who are not members of the Cabinet or a Group Leader with a group of eight or more members (excluding members of the Cabinet) and who is not a Cabinet Member may call the decision in either in writing or by e-mail. The call in will then be considered at the next meeting of the Corporate Overview and Scrutiny Committee (or the relevant Committee if delegated) and the</p>	<p>Not permitted, except for the role of Chair on its Joint Health Scrutiny Committee, and on Health and Care O&amp;S Committee District/Borough members may appoint substitutes for their co-opted members.</p>	<p>Right of reply permitted:          - to the proposer of a motion          - to the Leader, following debate of their statement</p>	<p>No right to ask questions by "Citizens" or "Members of the Public".</p>
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	<p>decision shall not be implemented until the relevant Committee have dealt with it</p>			
<p><b>Telford and Wrekin (Labour)</b></p>	<p>The request for a call-in must be signed by a minimum of 5 members (or Voting Cooptees) and detail the decision that is being called in and the reasons why it is being called in, having consideration to the Principles of Decision-Making.</p>	<p>Substitutes allowed for the whole meeting. Notice must be given prior to the meeting starting.</p>	<p>Right of reply permitted:                      - to the proposer of a motion                      - to the mover of an amendment                      - to the Leader, after speeches at AGM, Budget Debate and State of the Borough debates</p>	<p>Referred to as "Citizens" and "Members of the Public". Citizen means "everyone who lives and workd in the Borough of Teford &amp; Wrekin".</p>

<p><b>South Staffordshire District Council (Conservative)</b></p>	<p>The notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the proposed decision, unless any 2 members object and call it in. Where a member calls in a decision for scrutiny that member shall specify the reason or reasons for requesting consideration by the Overview and Page 54 of 154 Scrutiny Committee. A decision called-in for scrutiny will be referred to the Overview and Scrutiny Committee in the first</p>	<p>Substitutes allowed for the whole of the meeting provided notice has been given at least one hour before the meeting. To be eligible to substitute, members must have received any relevant training.</p>	<p>Right of reply permitted:          - to the mover of a motion          - to the mover of a motion, on the original motion, if an amendment is moved          - to the Leader, once in relation to each item in their report. A further question and response is then permitted</p>	<p>No right to ask questions by "Residents" or "Members of the Public" which are not defined.</p>
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	<p>instance save that, in exceptional circumstances and with the approval of the Chairman of the Overview and Scrutiny Committee, the decision may be referred to the Wellbeing Select Committee for consideration. The Monitoring Officer or the Director of Finance may also call-in a matter for scrutiny on the same terms as non-Cabinet members. 19.3 During the call-in period, the Corporate Director of Governance shall call in a decision for scrutiny by the Overview and Scrutiny Committee if so requested in accordance with 19.2</p>			
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	<p>above, and shall then notify the decision-maker of the call-in. The Corporate Director of Governance shall call a meeting of the Overview and Scrutiny Committee, on such date as he/she may determine, where possible after consultation with the chairman of the committee.</p>			
<p><b>Stafford Borough Council (NOC)</b></p>	<p>During the call in period any Member of the Council may by notice in writing to Head of Law and Administration request that the matter be referred to the appropriate Scrutiny Committee. The notice must state the reason why the Member wishes the matter to be referred and must be</p>	<p>Substitutes allowed for the whole of the meeting provided notice has been given the day before the meeting.</p>	<p>Right of reply permitted:                      - to the mover of a motion                      - to the mover of a motion if an amendment is proposed, on that amendment                      - the mover of an amendment</p>	<p>"Members of the public who are registered electors in the Borough, may ask questions of the Leader or any member of the Cabinet at ordinary meetings of the Council".</p>

	received by the Head of Law and Administration by 5.00pm on the last day of the call in period. (d) If the Head of Law and Administration receives valid notices from three Members of the Council, at least one of whom is a Member of the appropriate Scrutiny Committee, the matter shall be referred to that Scrutiny Committee.			
<b>Cannock Chase District Council (NOC)</b>	To call-in a decision five Members, of whom two must be members of the relevant Scrutiny Committee and none of whom may be Cabinet Members, must complete and return a form requesting and supporting the request for a decision to be called in, within 5	One substitute for each political group represented on the committee. Substitutes must have relevant training beforehand.	Right to reply permitted: - to mover of a motion - to the mover of an amendment, on the amendment	Referred to as "Members of the Public" and "The public" but not defined in constitution or on website. The public may ask questions provided 6 working days notice is given.

	<p>working days after the publication of the decision. (iii) The call-in form should also present a motion which will be proposed at the Scrutiny Committee, and which will contain a request that the decision is referred back to Cabinet or on to Council to be re-considered, and a proposed recommendation to accompany the referral. (iv) The call-in form must also include clear reasons why the motion is being requested. Examples of sound reasons are listed in Section 10 (Decision Making).</p>			
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<p><b>Herefordshire Council (NOC)</b></p>	<p>Any member of the council shall be entitled to give notice to the statutory scrutiny officer if they wish an item relating to a councillor call for action to be included on the agenda for discussion at the next available meeting of the relevant scrutiny committee. 4.5.35 On receipt of such a request and subject to it falling within the statutory definition of a matter that can be the subject of a councillor call for action and it meeting the procedural and other requirements set out in the councillor call for action code (Part 5 section 7) the statutory scrutiny officer shall ensure that it is included on the next</p>	<p>Substitutes allowed for any member.</p>	<p>Right of reply permitted:          - proposer of a motion          - to debate on amended motion</p>	<p>"Public questions" not defined.</p>
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	available agenda of the committee.			
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## **Protocol for Full Council Meeting Public questions**

### **Ask a question at a city council meeting**

The City of Wolverhampton Full Council meetings includes an allocated time of 15 minutes for members of the public to ask questions to the Council (excluding the budget meeting and Annual General Meeting).

### **Who may ask questions at Council?**

Each member of the public (residents of Wolverhampton) are allowed to ask one oral question per council meeting.

### **Who must my question be addressed to?**

You must address your question to one of the members of the Executive. Each Executive Member holds different portfolios. You can read about the Executive Members and their roles here.

### **How to submit a question:**

To submit a question, it must be submitted in writing in one of the following ways:

- Completing the Online Form below
- Via email to [Democratic.Services@wolverhampton.gov.uk](mailto:Democratic.Services@wolverhampton.gov.uk)
- Or by post in writing to: Chief Operating Officer & Monitoring Officer, City of Wolverhampton Council, Civic Centre, St Peter's Square, Wolverhampton, WV1 1RG

### **Deadline for submitting a question**

The deadline for questions to be submitted to be asked at a Full Council meeting is, no later than noon seven clear working days before the meeting (e.g. Friday for a meeting on the Wednesday – 12 days later) – **e.g Friday 3 June for a meeting on Wednesday 15 June**. If you can give us more notice than this, we can help you to prepare your question as well as offering general advice and information.

If your question has been approved, the question will be read out to the Council meeting by an officer from Democratic Services. (You are welcome to attend the meeting and observe from the public gallery, alternatively you can watch the live stream)

When submitting your question you must give your name, address, and email address. The address must be the address at which you live or your business/work address and be within the City boundary.

### **Before submitting a question, please note the following:**

- We will process your question as set out in the Council's Constitution.
- We will publish your name along with your question.
- By submitting your question, you are indicating your consent for your personal data to be used for this purpose.

- Questions will be taken in the order received, within the time available.
- They will be asked exactly as submitted.
- It is assumed that you wish the question to be answered at the next meeting of the Council unless otherwise stated.

**Questions must also fit the following criteria:**

- No question must exceed 1 minute (no answer will exceed 2 minutes)
- The question must refer to an issue which affects wards in Wolverhampton or falls within the council's responsibilities.
- The question must not be substantially the same as a question which has been asked at a meeting of the council in the past 6 months
- The question must not be defamatory, frivolous, vexatious or offensive. (It must not insult anyone and must be serious in nature)
- The question must not require the disclosure of confidential or exempt information
- The question must not refer to individual planning or licensing matters, or any matter of a personal nature
- The question must not relate to complaints made under statutory provisions which have not been finally dealt with.
- The question must not be a matter subject to litigation or could place the Council at risk of litigation.

The Monitoring Officer has the power to reject a question if it fails to meet the above criteria.

**Order of questions**

Questions will be taken in the order received, within the time available. Only a suitable number of questions that can be considered within the allocated time will be added to the agenda. No questions will be rolled over. They must be asked exactly as submitted.

**How will questions not answered at the meeting be dealt with?**

Any question that has been published on the agenda and that cannot be dealt with during public question time (either because of lack of time or because of the councillor who is required to answer the question is unable to attend the meeting) will be dealt with by a written reply.

**What should I do on the day of the meeting?**

Please arrive at least 15 minutes before the start of the meeting so that you can be shown to the public gallery and where you will be invited to present the question from.

You will be sent a copy of the agenda for the meeting about a week in advance. You are welcome to stay for the remainder of the meeting that is open to the public or you may leave after your question has been dealt with.

### **Will the meeting be recorded or videoed when public questions are asked?**

Members of the public or journalists attending any public meetings may record the meeting, including either audio or video recordings. This will include any public questions. The Council cannot prevent the recording taking place so please consider this possibility before submitting your question.

The Council also webcasts the meeting live and a copy is available on the Councils website for up to six months.

### **How will my question and personal information be recorded**

Your name will be included in the agenda pack with your question, which will be publicly available information.

Your name will also be included in the minutes, along with the question asked and who responded.

Your address and contact details will not be given out but will be stored by the Democratic Services Team at the Council for up to one year.

### **Data Protection**

By submitting a question for a meeting, you are giving your consent that your name, address and postal town and any other personal details will only be used by the Democratic Services Team to process a question you have asked and shall appear in the minutes of the meeting. This is under the General Data Protection Regulation (GDPR).

You are not obliged either by statute or by contract to provide your contact details, but we will be unable to process your question without them.

If you submit a question, we will email you the updates and responses relating to that question only. For more information, please refer to our [detailed privacy notice](#).

All other information you provide will only be shared with Democratic Services staff dealing with the Committee. Following the approval of the minutes, any additional information - other than your name and postal address - will be destroyed.

The Data Controller is The City of Wolverhampton Council, and its Data Protection Officer is Anna Zollino-Biscotti who can be contacted at [dpo@wolverhampton.gov.uk](mailto:dpo@wolverhampton.gov.uk).

Please note that if you are unhappy with the handling of your data you have the right to complain to the [Information Commissioners Office](#).

### **Question Submission Form**

- Full Name
- Address
- Place of work/study if you live outside of Wolverhampton
- Email Address
- Date of the meeting at which you wish your question to be asked
- Question
- Who is the question submitted to?
- Submit

### **Future Meetings**

Members of the public are welcome to attend the meeting to observe proceedings online via the webcast where you will be able to watch questions submitted by the public. You can find a list of upcoming full council meetings, as well as questions and responses from previous meetings, on our [City of Wolverhampton Council meetings page](#).

### **Contact details for Democratic Services**

You can contact the Democratic Services Team if you would like to discuss submitting questions to the Council by:

Email: [Democratic.Services@wolverhampton.gov.uk](mailto:Democratic.Services@wolverhampton.gov.uk)

Democratic Services,

City of Wolverhampton Council,

Civic Centre,

St Peter's Square,

Wolverhampton,

WV1 1RG

# Briefing Note

**Title:** DBS Process for Councillors

**Date:** 12 October 2023

**Prepared by:** Laura Gittos and Tim Clark

**Job Title:** Head of Governance and Civic Support Manager

**Intended Audience:** Internal  Partner organisation  Public  Confidential

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## 1.0 Purpose

1.1 To provide an overview of the current Disclosure and Barring Service (DBS) process set out in law by the Government and detail if any lobbying of Government has taken place by the LGA or other Council's in England.

## 2.0 Background

2.1 A basic DBS check is a criminal record check that you can request for yourself. You may also be asked to request a basic check by your employer, guidance is held online here: [Basic DBS checks: guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/basic-dbs-checks)

2.2 The DBS was established to provide a standardised delivery of information on criminal records and provides a carefully regulated service which enables organisations to gain access to important criminal and other information for selection purposes. This information helps organisations to identify elected members who may be unsuitable for certain kinds of work, thus providing protection for children and vulnerable people.

2.3 The Council uses the DBS to obtain information about elected members to assess their suitability for being an elected member of the Council. The Council complies fully with the DBS Code of Practice and does not discriminate unfairly against any individual on the basis of a conviction, or any other information revealed as a result of a DBS disclosure. The DBS Code of Practice can be found here: <https://www.gov.uk/government/publications/dbs-code-of-practice>

2.4 The Council uses the DBS checking service to help to assess the suitability of elected members for positions of trust, the Council complies fully with the DBS Code of Practice. It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those wishing to see it on request.

2.5 At a recent meeting of the Governance and Ethics Committee (5 October 2023), Councillors felt that the DBS check should be at the enhanced level for all and asked that Officers review and write to the Government to lobby for change. Requiring all

councillors to have an enhanced DBS check would need a change in the law as currently a councillor is not required to have any DBS check.

### **3.0 Eligibility to ask for an enhanced check**

3.1 There are 4 types of DBS check – basic, standard and two types of enhanced checks. Standard and enhanced checks can only be carried out for certain roles, or roles that include certain activities. The Council may want to carry out enhanced checks and to help it determine whether or not it is able to, it will be necessary to consider **The Police Act 1997 (Criminal Records) Regulations 2002, regulation 5A**, which sets out the circumstances in which this is possible.

The regulations make clear that a request can be made for the purposes of these three categories only:

- (a) considering the applicants' suitability for Working with children, or
- (b) considering the applicant's suitability for working with adults, or
- (c) various miscellaneous roles.

3.2 The regulations explain in more detail the type of activity which comes under each categories, but this part is very lengthy and this is where you are better to refer to the eligibility guides.

In short:

- in relation to children this can include various activities relating to childminding, social work, further education, and working in certain households. It also includes regulated activity with children which is defined here: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550197/Regulated\\_activity\\_in\\_relation\\_to\\_children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf)
- in relation to adults, a member would need to be in contact with certain adults (including within various defined settings) a number of times per month to provide treatment or activity, or to provide day to day supervision or management of a such a person. This can include undertaking regulated activity with vulnerable adult which has its own definition and which is explained here: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf)
- in relation to the various miscellaneous roles listed, the work undertaken by members is not included.

### **4.0 DBS Requirements for Councillors at the Council and The Police Act 1997, Section 113B**

4.1 City of Wolverhampton Council has a policy that all of its councillors require as a minimum a standard DBS check and, as per what the law currently allows, an enhanced check is required for the small number of councillors whose roles as assigned to them by the local authority put them in regular contact with children or vulnerable adults such as the Cabinet Members for Children and Young People or Adults and Wellbeing. It would currently be illegal for the council to insist that a



councillor requires an enhanced DBS check if their council role does not put them in regular contact with children or young people.

4.2 **The Police Act 1997 section 113B** states that the Secretary of State must issue an enhanced criminal records certificate to any individual who makes an application. The application “*must be accompanied by a statement by the registered person [the Council in this case] that [they are entitled to request it, as the purpose for which it is needed qualifies for an enhanced check]*”

4.3 As mentioned, those undertaking a DBS check on relevant persons can only request a check on an individual they are legally allowed to do so. The **Police Act 1997 section 123** states that:

*“(2) A person commits an offence if he knowingly makes a false statement for the purpose of obtaining, or enabling another person to obtain, a certificate under this Part.*

*(3) A person who is guilty of an offence under this section shall be liable on summary conviction to imprisonment for a term not exceeding six months or to a fine not exceeding level 5 on the standard scale, or to both.”*

4.4 So, if you made an application for a member even though their work does not qualify them for an Enhanced certificate, you would be committing an offence.

## **5.0 Information on Lobbying and other Councils**

5.1 As part of the Government’s strategy to tackle violence against women and girls, the Home Office commissioned the National Police Chiefs’ Council lead for child protection and abuse investigation, Simon Bailey, to carry out a review of the effectiveness of the DBS regime.

5.2 The review identified several areas where the regime could be strengthened, and made nine recommendations. After consulting with officials from the Department for Levelling Up, Housing and Communities (DLUHC), Simon Bailey found that there is “no uniformity of practice” among councils in relation to obtaining criminal record checks for safeguarding purposes.

5.3 He said it appears that some councils obtain enhanced criminal record checks for all elected members, while others obtain the checks in respect of councillors prior to their appointment “to any committee involved in decisions on the provisions of children’s services or services for vulnerable adults”, to assess their suitability for involvement in those decisions.

5.4 He added: “It appears that there are some councils which do not obtain DBS checks at all”, noting that the lack of uniformity in approach is “in need of correction”.

5.5 In the report’s fifth recommendation, Mr Bailey suggested that an enhanced criminal record check is made mandatory for all councillors in Unitary and Upper Tier Authorities who are being considered for appointment to any committee involved in decisions on the provisions of children’s services or services for vulnerable adults.

5.6 In March 2023, Sandwell Council agreed on the principle that all councillors should be eligible for an enhanced DBS check, which would provide further reassurance to

the public and a motion was passed that the Leader of the Council, with cross-party support, would write to the Minister for Safeguarding to consider the role of a Local Councillor as automatic qualification for Enhanced Checks.

5.7 In April 2023, as reported by the [Manchester Evening News](#), the Leader of Wigan Council informed a meeting of the Full Council that he had requested their Chief Executive write to Government requested a change in the law to require all councillors to be subject to an enhanced DBS check to be able to hold office.

## **6.0 Other Legislation for Elected Officials in Public Office**

6.1 There are other rules in place already to ensure the wrong people don't get into public office. The Local Government Act 1972 states that people convicted of a crime who receive a prison sentence (or a suspended sentence) of three months or more in the five years before election day are unable to stand in the election.

6.2 On top of this, candidates for local elections must sign declarations stating they aren't disqualified from standing in the election under Section 80 of the Local Government Act 1972. Relevant disqualifications are:

- *You have been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day.*
- *You have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations) or under the Audit Commission Act 1998.*

6.3 The Local Government Disqualification Act updates the disqualification criteria for local authority members (councillors, mayors of combined authorities, the mayor of London and London assembly members) to explicitly disqualify individuals who are subject to relevant notification requirements or orders due to sexual offences from standing for or remaining in office. The Act applies to certain positions in local government in England and came into force on 28 June 2022. Details can be found here on the LGA website: [Get in on the Act: The Local Government \(Disqualification\) Act 2022 | Local Government Association](#)

## **7.0 Letter to the Home Secretary**

7.1 The last meeting of Governance and Ethics Committee asked for a draft letter to be prepared (see below). Should the committee agree to send the letter this would be sent from the Cabinet Member for Governance and Equalities.

*'Dear Home Secretary,*

*I am astonished that there is no legal requirement for elected councillors to require a Disclosure and Barring Service (DBS) check. Local councillors are at the centre of their local communities and encounter all types of people, including vulnerable young people and adults, each and every day.*

*Despite this fact, the law as it stands makes no provision for councillors to require even the most basic DBS check to carry out their roles. As the Cabinet Member for Governance and Equalities at City of Wolverhampton Council, I believe that the law needs to change urgently, not only to require a DBS check for all councillors, but that this check must be at the enhanced level.*

*An enhanced check means that not only unspent and relevant spent convictions would be disclosed to the authority, but also any additional relevant information which the police considered may indicate that the person could be a potential risk to children or vulnerable adults.*

*I think the public would be rightly concerned to learn that local councillors are going about their business, which could put them in direct contact with children and vulnerable adults, without necessarily having passed any sort of DBS check. There will be assumption from the public that elected councillors are figures who they can trust and without a requirement for an enhanced DBS check how could anyone have that reassurance?*

*City of Wolverhampton Council has a policy that all of its councillors require as a minimum a standard DBS check and, as per what the law currently allows, an enhanced check is required for the small number of councillors whose roles as assigned to them by the local authority put them in regular contact with children or vulnerable adults such as the Cabinet Members for Children and Young People or Adults and Wellbeing.*

*It would currently be illegal for the council to insist that a councillor requires an enhanced DBS check if their council role does not put them in regular contact with children or young people. However, this is where our issue lies. Just because the council has not given them such a role, it is simply wrong to think that they will not come into regular contact with such people by virtue of the role that society gives them.*

*Councillors get invited into people's homes, we meet the public at surgeries, we are recognised and people come up to speak to us on the street, we are invited to places of worship, community events – the list is endless. It does not bear thinking about that someone whom the police had grounds to think might be a risk to vulnerable people was having direct contact with the public and nobody was aware of any danger posed by them because no enhanced DBS had ever been carried out. The public must be able to hold their local representatives in high regard and esteem. Knowing that every elected councillor has passed an enhanced DBS check would provide a greater level of assurance than currently exists. Nobody is naive enough to think that having a valid DBS check is a panacea resulting in no harm ever coming to a child or vulnerable adult, however it is surely an effective tool in vetting the type of person who can become a local representative.*

*I know that we are not the first local authority to raise this issue with you and I am happy to add my voice to calls to change the law to require all local politicians to undergo an enhanced DBS check. The law as it stands does not recognise or appreciate the role that councillors have in their communities and this has to change in order to protect children and vulnerable adults.*

*Cllr Paula Brookfield  
Cabinet Member for Governance and Equalities  
City of Wolverhampton Council'*

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<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Meeting of the City Council 8 November 2023</b>
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<b>Report title</b>	In Year Appointments for the 2023-2024 Municipal Year	
<b>Referring body</b>	N/A	
<b>Councillor to present report</b>	Councillor Stephen Simkins	
<b>Wards affected</b>	(All Wards);	
<b>Cabinet Member with lead responsibility</b>	Councillor Stephen Simkins Leader of the Council	
<b>Accountable director</b>	David Pattison, Chief Operating Officer	
<b>Originating service</b>	Democratic Services	
<b>Accountable employee</b>	Jaswinder Kaur	Democratic Services Manager
	Tel	01902550320
	Email	jaswinder.kaur@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	N/A	

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### Recommendations for decision:

The Council is recommended to approve:

1. The removal of Councillor Jacqui Coogan from the Planning Committee for the remainder of the Municipal year 2023/2024.
2. The appointment of Councillor Paul Brookfield to the Planning Committee for the remainder of the Municipal year 2023/2024.
3. The appointment of Councillor Paul Brookfield to the Governance and Ethics Committee for the remainder of the Municipal year 2023/2024.
4. The removal of Councillor Jacqui Coogan from the Equalities Advisory Group for the remainder of the Municipal year 2023/2024.
5. The appointment of Councillor Paul Brookfield to the Equalities Advisory Group for the remainder of the Municipal year 2023/2024.

## **1.0 Purpose**

1.0 To approve in year appointments for the 2023- 2024 municipal year.

## **2.0 Background**

2.0 The composition of the Political balance, appointment of the Cabinet, appointments to Scrutiny and Regulatory and other Committees, and appointments to outside bodies for 2023-2024 was approved at the meeting of Annual Council on 17 May 2023.

2.1 Approving or amending appointments to the Cabinet, appointments to Scrutiny and Regulatory and other Committees, and appointments to outside bodies is a function reserved for Council.

## **3.0 Financial implications**

3.1 A number of roles such as Cabinet Members and Scrutiny Panel chairs, attract the payment of Special Responsibility Allowances. These are funded from the budget set aside for Councillor allowances within Democratic Services. [SR/26102023/A].

## **4.0 Legal implications**

4.1 The Local Government and Housing Act 1989 requires the Council to review periodically the political composition of the Authority, and how this is applied to appointments to Council bodies.

4.2 The rules for securing political balance on Committee and Sub-Committees appointed by local authorities are contained in sections 1 and 16 of the Act and the Local Government (Committees and Political Groups) Regulations, 1990.

4.3 The Council is under a duty to:

- Ensure that the membership of those committees and sub-committees covered by the rules reflect the political composition of the Council, as far as practicable;
- Review the allocation of seats to political groups at or as soon as practical after the Annual Council meeting and at certain other specified times e.g. as a result of changes in political balance or an increase in the number of committees established;
  - Allocate seats on the committees to the political groups in proportion to their numerical strength on the Council, as far as practicable;
  - Accept nominations made by the groups for the fillings of seats allocated to them.

4.4 In determining the allocation of seats, the Council must also apply the following four principles, as far as reasonably practicable; A. Not all seats to be allocated to the same political group; B. If a political group has a majority on the Council, it must have a majority of seats on committees; C. Subject to (a) – (b) above, the total of all seats on ordinary

committees should be allocated to the groups in proportion to their respective strength on the Council; and D. Subject to (a) – (c) the number of seats on ordinary committees or sub-committees to be allocated to each political group in proportion to the number of all the seats on the committee or sub-committee in proportion to their respective strength on the Council. [SZ/26102023/P]

## **5.0 Equalities implications**

5.1 There are no equalities implications arising from the recommendations in this report.

## **6.0 All other Implications**

6.1 There are no other implications arising from the recommendations in this report.

## **7.0 Schedule of background papers**

7.1 [Council – 17 May 2023, Political balance, appointment of the Cabinet, appointments to Scrutiny and Regulatory and other Committees, and appointments to outside bodies for 2023-2024](#)

## **8.0 Appendices**

8.1 None

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<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Meeting of the City Council 8 November 2023</b>
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<b>Report title</b>	Written Questions by Councillors	
<b>Referring person</b>	Councillor Rashpal Kaur, Councillor Sally Green, Councillor Mary Bateman, Councillor Paul Singh, Councillor Wendy Thompson, Councillor Andrew McNeil, Councillor Jonathan Crofts	
<b>Wards affected</b>	All Wards	
<b>Cabinet Member with lead responsibility</b>	Councillor Bhupinder Gakhal, Cabinet Member for Visitor City Councillor Stephen Simkins, Leader of the Council Councillor Craig Collingswood, Cabinet Member for Environment and Climate Change	
<b>Accountable director</b>	David Pattison, Chief Operating Officer	
<b>Originating service</b>	Governance	
<b>Accountable employee</b>	David Pattison	Chief Operating Officer
	Tel	01902 550320
	Email	David.pattison@wolverhampton.gov.uk

**Recommendation for decision:**

The Council is recommended to:

That the relevant Executive Members respond to the questions received in accordance with Council's procedure rules for a maximum of 30 minutes.

## **1.0 Purpose**

1.1 For the Cabinet Members to respond to the questions received:

### **a. Five Year Events Strategy**

Councillor Rashpal Kaur to ask the Cabinet Member for Visitor City:

*Can the Cabinet Member for Visitor City outline how Wolverhampton's new five year "Event City" strategy will boost footfall, increase economic and social benefit and transform the reputation of the city?*

### **b. Business Week**

Councillor Sally Green to ask the Leader of the Council:

*Can the Cabinet Member for City Economy provide an update on the outcomes from the tenth annual Wolverhampton Business Week which took place at the end of September?*

### **c. Transport Plans**

Councillor Mary Bateman to ask the Cabinet Member for Environment and Climate Change:

*Is the Cabinet Member for City Environment aware of any detailed plans for transport for Wolverhampton, following the cancellation of the northern leg of HS2?*

### **d. Kabaddi World Cup**

Councillor Paul Singh to ask the Cabinet Member for Visitor City:

*We have received exciting and welcoming news about hosting the Kabaddi world cup in our city.*

*Could the Cabinet Member please provide any update on the preparations and economic impact of this prestigious event?*

### **e. Water Quality**

Councillor Wendy Thompson to ask the Cabinet Member for Environment and Climate Change:

*Could the appropriate Cabinet Member state which checks and inspections are undertaken by the Council with regard to water quality in the Smestow Brook; or what liaison they may have with the different authorities and organisations which can inform them of water quality and the provisions made to prevent pollution entering that water course which the Environment Agency class as a river?*

**f. Green and Open Space Consultation**

Councillor Andrew McNeil to ask the Leader of the Council:

*Could the Cabinet Member explain what will happen with the findings from the green and open space consultation that has just taken place?"*

**g. Victoria Street**

Councillor Jonathan Crofts to ask the Cabinet Member for Visitor City:

*Could the appropriate Cabinet Member please state the number of events as well as the amount of footfall in Victoria Street during the period from the beginning of April 2022 to the end of March 2023?*

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