

## **MAYOR'S EXECUTIVE SCHEME OF DELEGATION**

**This document sets out how executive decisions are taken at Bristol City Council.**

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- Section 2 Who makes decisions?
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### **1. Introduction to the Executive arrangements**

Marvin Rees is Bristol's Elected Mayor.

He leads the City, in particular, the City Council and has overall responsibility for the delivery of Council services. The Elected City Mayor is directly accountable to local people.

To help him oversee the delivery of Council services and to work with other partners across the City and region, he has appointed two Deputy Mayors and seven Councillors who together are known as the Executive or, more commonly, the Cabinet.

The Mayor has given these Councillors areas of responsibility referred to as portfolios and these are set out in this document.

The Cabinet works closely with the Executive Directors of the relevant services employed to oversee the Council's operations in their portfolio and support delivery of the Corporate Plan.

There is a need to ensure that departments work together and services are integrated. Many of the areas of responsibility overlap. In many instances a Cabinet Member may take the lead on one area but the responsibility is shared across the Cabinet.

The Mayor and Cabinet Members work collaboratively to ensure Council departments and initiatives are joined up and make effective use of the Council's budget and other resources, such as those of organisations in the City and the City Office.

The Cabinet have regular briefings and meetings to identify related issues and the

overall direction for the Council. See attached decision making chart which sets out the process for decision making in the Council.

**‘Key Decisions’** means an executive decision, which is likely –  
(a) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council’s budget for the service or function to which the decision relates; or  
(b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the Council.

Bristol City Council has determined that for the purposes of (a) above that “significant” expenditure or savings are expenditure or savings (including the receipt or loss of income or capital receipts) in excess of £500,000

Items that do not meet the above criteria but are felt to be in the public interest, as determined by the Mayor and Cabinet, may also be determined at a Cabinet meeting.

Decisions taken by the Mayor, Deputy Mayors and Cabinet Members are published on the Council’s website.

The Mayor is committed to engaging with citizens and partners and to ensuring that the decision making process is transparent. This document supports this commitment by setting out who leads on what function.

## **2. Who takes decisions?**

The Council has agreed a constitution which sets out how it operates, how decisions are made and the procedures which are followed.

All functions of the Council that are not reserved as non-executive under the Constitution, and must therefore either be taken or delegated by full council, are executive functions. It is at the Mayor’s discretion to determine how decision-making in relation to executive functions will be exercised. The Mayor may discharge any executive functions himself or may arrange for the discharge of those functions by the Cabinet as a whole, by another member of the Cabinet, or by an officer of the authority.

The Mayor may also arrange for the discharge of those functions by a committee, joint arrangements with another authority or by another authority. These arrangements are described below.

Cabinet Members will make decisions that fall within their portfolio to the extent delegated by the Mayor.

Where a decision falls across more than one portfolio it will be subject to consultation with all relevant Cabinet Members. In such cases, the Mayor will make the final decision.

All decisions taken by the Mayor or Cabinet Members will be taken in public in Cabinet meetings.

Executive Directors identify issues which may require Cabinet Member involvement or decision. These are recorded and considered via regular Cabinet Member briefings with the relevant portfolio holder(s).

The Mayor may identify issues and will consider whether any of these decisions should be taken in consultation with the Cabinet.

All decisions will be taken in accordance with statutory and legal requirements, the Council's constitution, budget and Financial Regulations. Where a decision affects a particular ward, then the Cabinet portfolio holder will, where practicable, consult the relevant ward Member.

This document will be subject to ongoing review by the City Mayor and an up-to-date version maintained on the Council's website.

### **3. Mayor and Cabinet Member portfolios**

#### **MAYOR – MARVIN REES (Lab)**

##### **Portfolio Terms of Reference**

1. City Policy, Strategic Planning and Communications, Council Plan
2. External Relations including, The West of England Combined Authority, West of England Local Enterprise Partnership and International Relations
3. Major projects, including; City infrastructure, Temple Quarter, Western Harbour, Arena and Mass Transit
4. Flooding and flood defences
5. The Harbour
6. Air Quality
7. City Office and One City Plan
8. Channel 4 Relocation
9. Devolution
10. Sport & Physical Activity
11. Democratic Engagement including the Constitution

12. All other executive functions not otherwise listed within Cabinet portfolio terms of reference listed below
13. Any executive functions that the Mayor may wish from time to time to have reserved to himself or to be discharged in a different manner to the general delegation arrangements described below

**DESIGNATED DEPUTY MAYOR – COUNCILLOR CRAIG CHENEY (Lab) –  
CABINET PORTFOLIO: FINANCE, GOVERNANCE, PERFORMANCE**

**Portfolio Terms of Reference**

1. Designated Deputy Mayor in accordance with Local Government Act 2000
2. Finance and Budget
3. Legal and statutory services
4. Corporate services, including HR, health and safety, audit, procurement, ICT
5. Performance
6. Innovation and Companies
7. Capital and Infrastructure – Relates only to Capital Programme and not individual projects
8. Council Tax and Benefits
9. Strategic Commissioning
10. Citizen Services, including Benefits and Council Tax, Business Rates, Customer Service Centres and Customer Service Improvement
11. Economy including inward investment, Enterprise Zone, council markets
12. Council's facilities including Operations Centre, property portfolio, community asset transfer programme, Property Board
13. Cultural Strategy and policy
14. Cultural Venues

15. Events

**DEPUTY MAYOR – COUNCILLOR ASHER CRAIG (Lab) – CABINET  
PORTFOLIO: COMMUNITIES**

**Portfolio Terms of Reference**

1. Deputy Mayor
2. Equalities (excluding gender)
3. Public Health including Improving Mental Health Services
4. Libraries, Leisure Centres and Community initiatives including community assets once transferred
5. Commissioning (Health)
6. Community Safety, Community Cohesion and Safer Bristol Partnership
7. VCS and Community initiatives
8. Landscaping, Parks and Green Spaces
9. Community Engagement
10. Emergency Control (Civil Contingency Planning)
11. Preventative Services
12. Health Partnerships
13. Carnivals

**COUNCILLOR HELEN GODWIN (Lab) – CABINET PORTFOLIO: WOMEN,  
CHILDREN AND FAMILIES (YOUNG PEOPLE) and LEAD MEMBER FOR  
CHILDREN’S SERVICES**

**Portfolio Terms of Reference**

1. Designated Lead Member for Children’s Services
2. Children’s Social Care
3. Corporate Parenting
4. Fostering and Adoption

5. Children & families support services
6. Youth Services
7. Children's Centres & Pre-School
8. Safeguarding Children (including safeguarding boards)
9. Gender Equality

## **COUNCILLOR KYE DUDD (Lab) – CABINET PORTFOLIO: TRANSPORT AND ENERGY**

### **Portfolio Terms of Reference**

1. Transport policy
2. Integrated public transport
3. Highways maintenance
4. Metrowest
5. Metrobus
6. Residents Parking Zones
7. Local Joint Transport Plan
8. Cycling and walking strategies
9. Transport asset management
10. New highway adoptions
11. Challenge Fund programme
12. Energy and Sustainability
13. Carbon neutrality
14. Heat Network
15. Energy Service
16. City Leap

## **COUNCILLOR HELEN HOLLAND (Lab) – CABINET PORTFOLIO: ADULT SOCIAL CARE**

### **Portfolio Terms of Reference**

1. Adult Social Care
2. Safeguarding Adults (including safeguarding boards)
3. Age Friendly City
4. Better Lives Programme
5. Family or Friend Carers
6. Ethical Care Council

## **COUNCILLOR ANNA KEEN (Lab) – CABINET PORTFOLIO: EDUCATION AND SKILLS**

### **Portfolio Terms of Reference**

1. Schools and Partnerships
2. Higher education
3. Apprenticeships, training and work experience
4. Feeding Bristol Project
5. Lifelong learning

## **COUNCILLOR PAUL SMITH (Lab) – CABINET PORTFOLIO: HOUSING**

### **Portfolio Terms of Reference**

1. Housing and Housing Revenue Account
2. Housing Strategy
3. House-Building and Housing Innovation
4. Land and property allocated for housing development
5. Homelessness, Streetwise Programme and support services
6. Housing Support Services

7. Landlord Services (Private tenants and participation)

**COUNCILLOR NICOLA BEECH (Lab) – CABINET PORTFOLIO: SPATIAL PLANNING AND CITY DESIGN**

**Portfolio Terms of Reference**

1. Spatial Planning
2. City Design
3. Local Plan Policy
4. Joint Spatial Plan
5. Gentrification
6. University Development & Student Accommodation
7. Development management
8. Impacts of planning applications

**COUNCILLOR STEVE PEARCE (Lab) – CABINET PORTFOLIO: WASTE, COMMERCIALISATION AND REGULATORY SERVICES**

**Portfolio Terms of Reference**

1. Waste and Recycling
2. Public protection, regulatory and environmental health
3. Street scene (Lighting, Cleansing, Signage)
4. Clean Streets Campaign
5. Commercialisation

**4. Executive functions delegated to Community Infrastructure Levy (CIL/.S106) Committees**

There is an Area CIL/s.106 Committee for each of the following 6 Areas (each to be known as an “Area Committee”):

- Avonmouth and Lawrence Weston, Westbury-on-Trym and Henleaze, Stoke Bishop, Clifton, Clifton Down, Hotwells and Harbourside (Area 1);



- Henbury and Brentry, Southmead, Horfield, Bishopston and Ashley Down, Redland and Cotham (Area 2);
- Lockleaze, Eastville, Frome Vale and Hillfields (Area 3);
- Ashley, Central, Lawrence Hill, Easton, St George West, St George Central and St George Troopers Hill (Area 4);
- Bedminster, Southville, Windmill Hill, Knowle, Brislington East and Brislington West (Area 5);
- Bishopsworth, Hartcliffe and Withywood, Filwood, Hengrove and Whitchurch Park and Stockwood (Area 6).

The councillors elected to serve those ward are members of the corresponding Area Committee.

To the Councillors in each Area Committee the Mayor has delegated executive decisions in relation to the following:

- The expenditure of the local element of CIL monies raised within the area
- Devolved s.106 monies where there is a decision to made in relation to what and where the monies should be spent (as opposed to when the funds have already been earmarked for a specific project as part of the agreement)

## **5. Summary of the executive functions to be discharged by the Executive Directors**

### **5.1 Head of Paid Service**

To the extent permitted by law, any executive function not being a key decision may be exercised by the Head of Paid Service notwithstanding its delegation to another Executive Director.

### **5.2 Adults, Children and Education Directorate**

Any function of the executive falling within the portfolio of the Executive Director of **Adults, Children and Education** including functions relating to:

- (a) Adult Social Care;
- (b) Children and Families Services;
- (c) Educational Improvement;
- (d) Public Health.

### **5.3 Resources Directorate**

Any function of the executive falling within the portfolio of the Executive Director of **Resources** including functions relating to:

- (a) Finance management;
- (b) Workforce and Change;
- (c) Legal and Democratic Services;
- (d) Digital Transformation;
- (e) Policy, Strategy and Partnerships;
- (f) Commercialisation.

### 5.3 **Growth and Regeneration Directorate Functions**

Any function of the executive falling within the portfolio of the Executive Director of **Growth and Regeneration including functions** relating to:

- (a) Development of Place;
- (b) Economy of Place;
- (c) Management of Place;
- (d) Housing and Landlord Services.

## 6. **Delegation of executive functions to other officers**

Each **delegated officer** shall be entitled to discharge executive functions allocated to the department described in section 5 above for which s/he is the **delegated officer**, subject to the general provisions governing delegations contained in section 7 below:

- (a) The officer occupying the post of Director: Legal and Democratic Services (and members of his/her team under his/her direction) is authorised to do all things necessary to perform legal services in connection with the discharge of **executive functions** delegated under this section of the constitution. For the avoidance of doubt the conferring of the function on the officer occupying the post of Director: Legal and Democratic Services is not to intend or remove the power of any authorised officer engaged in investigation to obtain or seek from a Justice of the Peace, or the court, a warrant of entry, Order under RIPA 2000 or other process ancillary to the investigation he or she is engaged in.
- (b) The officer designated as the Chief Finance Officer (and his/her team under his/her direction) is authorised to do all things necessary in the performance of financial services and insurance arrangements in connection with the discharge of **executive functions** delegated under this section of the constitution.
- (c) In addition to any other delegation to an officer contained in this section of the constitution, each council officer may discharge any **executive function** as necessary for them to perform such of the duties as are set out in their job description as they are required to undertake by the officer or officers responsible for their management and subject to the general provisions governing delegations contained in section 7 below.

- (d) The officers specified in this paragraph may institute criminal proceedings at designated police stations by requesting the custody officer to charge a suspect on the council's behalf, but only:
  - (i) in connection with offences the council has power to enforce; and
  - (ii) following consultation with the Director: Legal and Democratic Services or an appropriate member of his/her team, except when the officer is acting outside of normal council business hours.

The following officers in the trading standards team are so authorised: trading standards manager or acting manager; enforcement officer; accredited financial investigator; trading standards officer.

The following officers in the South West illegal money lending/scambuster team are so authorised: South West regional enforcement manager or acting manager; senior investigator; investigator.

## **7. General provisions governing delegations to neighbourhood committees, officers and executive members**

- 7.1 The conferring of a delegated power is not intended to and does not in fact supersede or replace any statutory requirement or override any provision of the city council's articles, procurement regulations, financial regulations and any other provision of the constitution.
- 7.2 Accordingly decision makers acting under delegated powers must do so in accordance with any such provision and having due regard to any relevant Council policy or Government guidance.
- 7.3 Reference to any act, order or regulation etc. is deemed to be a reference to any modification or re-enactment thereof.
- 7.4 Where there is a clear and pressing need for a key decision to be taken and it is not reasonably practicable, for any reason, for that decision to be taken by the Mayor or Cabinet Member then each Executive Director shall have authority to take key decisions within their directorate. Before exercising such exceptional authority, the Executive Director must, so far as is practicable, consult with the Monitoring Officer, the Chief Finance Officer, the Mayor, the relevant Cabinet Member and the relevant scrutiny chair. Any decision taken under this exemption will be reported to all members immediately and be subject of a formal report to the Mayor at the next meeting of Cabinet and of the relevant scrutiny committee.
- 7.5 It is recognised that **delegated officers** cannot personally undertake the discharge of every function conferred upon them. **Delegated officers** are accordingly entitled to arrange for the discharge by their subordinate officers of functions allocated to them provided that the **delegated officer** remains responsible for and accountable to the Council for the exercise of his / her delegated powers and puts in place such measures as the delegated officer considers appropriate to ensure that those officers assisting him / her in the discharge of **functions** do so in accordance with the provisions of this constitution and do not exceed the limits of any authorisation made to them by the **delegated officer** to assist him / her in this task.

- 7.6 For the avoidance of doubt, any reference in this part to the discharge of any **functions** includes a reference to the doing of anything which is calculated to facilitate, or is conducive or incidental to, the discharge of those functions.
- 7.7 If any **delegated officer** receives any statutory notice which if contravened would give rise to a risk of prosecution, he / she shall immediately refer it to the Director: Legal and Democratic Services and to the Mayor, who shall be entitled to call for a report on the matter to himself and as necessary, to the Cabinet.
- 7.8 For the avoidance of doubt, an officer seized of the power to make a decision, may, where he / she considers it necessary in the particular circumstances, refer the matter for decision by the Mayor/relevant Cabinet Member;
- 7.9 The Mayor or relevant Cabinet Member may also request an officer not to exercise their delegated power in any particular case and to instead bring a report to Cabinet.
- 7.10 All **delegated officers** and the Mayor should seek and obtain appropriate professional advice from those employed or otherwise engaged by the city council for that purpose in connection with the matter under consideration. Any report made by officers to the Mayor and as necessary, the cabinet should state whether or not such advice has been obtained.
- 7.11 All decisions taken by CIL/s.106 committees and officers must be consistent with the council's budget and policy framework and in accordance with any policy, plan or criteria adopted by the Mayor.

## 8. Delegations to Joint Committees

### West of England Joint Committee

8.1 The West of England Joint Committee (“the Committee”) is established under Section 101(5) of the Local Government Act 1972, as applied by Section 9EB of the Local Government Act 2000 and Regulation 11 of the Local Authorities (Arrangements for the Discharge of Functions)(England) Regulations 2012 by the Executives of Bath and North East Somerset Council, Bristol City Council, North Somerset District Council and South Gloucestershire District Council.

8.2. The Joint Committee is established to deal with any relevant functions that fall outside those set out in the West of England Combined Authority Order 2017. This scheme authorises the delegation of executive functions to the Committee.

8.3. The following functions are delegated to the West of England Joint Committee:

- Agreeing expenditure from the 2012 City Deal Funding including;
  - o Economic Development Fund
  - o 10-year Local Major Transport Funding allocation
  - o The Growth Hub
- Approval of West of England One Front Door Programme Schemes including;
  - o LGF Rounds 1, 2 and 3
  - o Revolving Infrastructure Schemes
- Approving and Monitoring funding awarded for one off projects including from;

- o Cycling Ambition Fund
- o Local Sustainable Transport Fund
- o Better Bus Areas
- Review of the West of England Growth Fund
- Support for the West of England Growth Hub
- Support for Invest Bristol & Bath

## Appendix A

### **CIL/s.106 COMMITTEES TERMS OF REFERENCE**

#### **1. Overview**

1.1 There is an Area CIL/s.106 Committee for each of the following 6 Areas (each to be known as an “Area Committee”):

- Avonmouth and Lawrence Weston, Westbury-on-Trym and Henleaze, Stoke
- Bishop, Clifton, Clifton Down, Hotwells and Harbourside (Area 1);
- Henbury and Brentry, Southmead, Horfield, Bishopston and Ashley Down, Redland and Cotham (Area 2);
- Lockleaze, Eastville, Frome Vale and Hillfields (Area 3);
- Ashley, Central, Lawrence Hill, Easton, St George West, St George Central and St George Troopers Hill (Area 4);
- Bedminster, Southville, Windmill Hill, Knowle, Brislington East and Brislington West (Area 5);
- Bishopsworth, Hartcliffe and Withywood, Filwood, Hengrove and Whitchurch Park and Stockwood (Area 6).

1.2 Area Committees will make decisions about the local element of CIL monies raised within the Area and devolved s.106 monies.

1.3 The councillors elected to serve the wards in a neighbourhood are members of the corresponding Area Committee. For the purposes of the Council constitution, all of the councillors on an Area Committee comprise a Council committee with delegated power to take certain local decisions on behalf of the council.

1.4 The Area Committee is expected to take its decisions as part of a public meeting, following consultation with the community and networks within the community to agree local Community Infrastructure Levy (CIL) priorities.

1.5 As a committee of council, Area Committees will be governed by the Committee Procedure Rules, subject to any amendments within these Terms of Reference.

#### **2. Functions delegated to Area Committees**

2.1 Decision-making in relation to devolved s.106 monies where there is a decision to be made about in relation to what and where the monies should be spent (as opposed to when the funds have already been earmarked for a specific project as part of the agreement) and the expenditure of local CIL.

2.2 When s.106 monies have been earmarked for a specific project, the only decision relates to when that project should be delivered. Such decisions will be

taken at Service Director level in consultation with the members of the Area Committee.

### **3. Membership**

3.1 The membership of each Area Committee will include all councillors who have been elected for wards in the Area and no other councillors. It is expected that all councillors will attend each meeting of their respective Area Committee.

### **4. Procedure rules**

#### **Meeting arrangements**

4.1 Area Committee meetings will normally be held annually, with the option of an additional meeting when required. These meetings will be supported by Democratic Services.

#### **Election of Area Committee Chair**

4.2 An Area Committee Chair will be elected at a formal meeting of its members.

4.3 The Area Committee Chair will be elected by overall majority. Where there is no overall majority of votes, the Area Committee Chair shall be either: a member of the political group with the most councillors on the Area Committee; or where there is no such largest group, a member of whichever political group represented on the Area Committee, is the largest group on the Council.

4.4 The Area Committee Chair shall remain in post until:

- they resign;
- a motion is passed by the majority of the Area Committee members to
- remove the Chair; or
- a local election is held after which a chair shall again be elected at an
- informal meeting of the new members.

#### **Quorum**

4.5 The quorum for the Area Committee to take a delegated council decision is 50% of councillors in the Area Committee.

#### **Voting**

4.6 Only elected councillors are entitled to vote on delegated council decisions taken by Area Committees.

4.7 In the event of an equality of votes the Area Committee Chair will have a second, or casting vote.

#### **Substitute arrangements**

4.8 Area Committee councillors cannot be substituted.

#### **Agenda**

4.9 A model agenda is set out in the notes to this document. Each agenda must include Declarations of Interests of councillor members.

#### **Minutes of meetings**

4.10 The meetings of Area Committees shall be minuted and such minutes will be made available to the public in accordance with the Access to Information Procedure Rules (in part 4 of the Council's constitution).

## **Right to submit statements**

4.11 Members of the public may submit statements that relate to issues that are on the agenda for the meeting or any other issues, provided sufficient advance notice is given.

Statements may be submitted by:

E-mail: [democratic.sevices@bristol.gov.uk](mailto:democratic.sevices@bristol.gov.uk)

Post: Bristol City Council, Democratic Services Section, City Hall, College Green Bristol BS1 5TR (if delivered by hand) or Bristol City Democratic Services Section PO Box 3176 Bristol BS3 95S

Fax: 0117 9222146

## **5. Access to Information Rules**

Area Committees will comply with the Access to Information Rules contained in Part 4 of the Council's constitution, which means, among other things, that:

- Meetings must be held in public;
- 5 days' notice of meetings must be given;
- Agendas and reports must be published 5 days in advance of meetings;
- Minutes and records of decisions with reasons must be published.

## **6. Code of Conduct**

Area Committee councillors shall comply with the Members' Code of Conduct and any other code of conduct or protocol relating to the conduct of councillors which may be adopted by the council (e.g. officer member protocol).

## **7. Decision making**

7.1 Area Committees must make decisions:

- in accordance with the Council's budget and policy framework;
- in accordance with the approved local CIL/s.106 budget and requirements for its
  - area;
  - after due regard to the local priorities and consultation with the local community;
  - in accordance with the Council's Equalities Duties;
  - in accordance with all relevant procedure rules within the constitution including -
    - financial regulations;
    - contract procedure regulations;
    - procurement rules;
  - in accordance with any other Council policy, plan or criteria approved by cabinet and with any relevant contractual arrangements; and
  - in a meeting following consideration of a report from a Executive Director or his/her nominee.

7.2 An Area Committee may only exercise a function in so far as the function impacts on its own area.

7.3 Area Committees may not make a decision which impacts in a significant way on another Area without first consulting with the committee for that Area. If they cannot secure the agreement of that neighbouring Area Committee, then the matter should

be referred to either the relevant Executive Director or cabinet for decision.

7.4 An Area Committee, or two or more Area Committees jointly, may refer a matter to either the relevant Executive Director or cabinet for a decision.

7.5 The decision-making power of Area Committees is delegated by the Elected Mayor. As such, the Mayor may at any time choose to take a decision normally taken by the Area Committees, or to delegate the power to take that decision to the Cabinet or an Executive Director.

7.6 Where the Monitoring Officer or Chief Finance Officer is of the opinion that a proposal, decision, or omission of an Area Committee is or if made would be:

- (a) outside its terms of reference; or
  - (b) outside its approved budget; or
  - (c) outside any relevant policy, plan or criteria approved by Cabinet or with any relevant contractual arrangements; or
  - (d) outside the budget and policy framework; or
  - (e) not in accordance with any relevant procedure rules,
- then the Monitoring Officer or Chief Finance Officer shall refer the matter to Cabinet or Full Council, as appropriate, for consideration at the next available meeting.

7.7 Where a matter has been referred to Cabinet or Full Council under section 7.6, the implementation of the proposal or decision shall be suspended until the matter has been considered by Cabinet and/or Full Council.

7.8 Where a matter has been referred to Cabinet under 7.6 (a) (b) or (c) Cabinet may:

- decide the matter itself; or
- endorse any decision already made; or
- refer the matter back to the Area Committee for determination; and/or
- make any other decision it considers appropriate.

7.9 Where a matter has been referred to Cabinet under 7.6 (d) or (e), then Cabinet may:

- (a) refer the matter to Full Council for consideration; or
- (b) decide the matter within the budget and policy framework or in accordance with the procedure rules; or
- (c) refer the matter back to the Area Committee for determination within the budget and policy framework, or in accordance with the procedure rules.

7.10 Before deciding any matter in accordance with section 7.6 to 7.8, Cabinet will consider a report from a statutory officer or Executive Director.

### **Guidance notes**

i. The Area Committees are established pursuant to regulation 6 of The Local Authorities (Arrangements for the Discharge of Functions (England) Regulations and



are “area committees” as defined by s.18 Local Government Act 2000.

ii Councillors will be expected to work closely together with other members of their communities to help in the improvement of the area. Whilst Councillors will be expected to take into account these, this should not compromise their independence as Councillors and not constrain them from making decisions that they deem to be in the interests of the wider community.

iii Agendas of meetings will normally include the following items:

- a) Apologies for absence
- b) Approval of minutes from previous meeting.
- c) Declarations of Interest (of councillors)
- d) Public Forum statements (maximum time of 30 minutes)
- e) Reports on proposed decisions for councillors

Sometime prior to the public meeting the Area Committee Chair and other interested parties as appropriate, may meet with relevant officers in private to plan and agree what business is to be transacted during the coming and future meetings.

iv The statements should normally be no longer than one side of A4 paper. Members of the public may then address the meeting (the chair may wish to set a time limit, e.g. a maximum of three minutes). Anyone wishing to submit a statement is expected to contact the Democratic Services Officer named on the agenda and submit their statement by no later than 12.00 noon the working day before the meeting. The Chair has the discretion to allow any member of the public, whether or not they have submitted a written statement, to speak during the meeting.