



Glasgow City Council

Report by Councillor John Letford, City Convener for Democratic Renewal

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REVIEW OF DECISION-MAKING ARRANGEMENTS

Purpose of Report:
To submit for approval proposals for new decision-making arrangements, including a revised committee structure, and updated Council and Committee Standing Orders and Committee Terms of Reference.

Recommendations:
It is recommended that the Council approves the revised decision-making arrangements, including the amended Council and Committee Standing Orders and Committee Terms of Reference as submitted.

Ward No(s): Citywide:

Local member(s) advised: Yes No consulted: Yes No

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1 Background

1.1 A review has been undertaken of the Council's decision-making structures and has been informed by the principles of open, transparent decision-making, appropriate scrutiny, greater accountability, wider participation and enhanced equal opportunities. The decision-making arrangements should:

- increase all members' involvement in the policy development and scrutiny process;
- make the decision-making process more accessible to citizens and communities, allowing their ideas and evidence to be received and presented;
- create the opportunity to hear and use the expertise of city partners and other agencies in decision-making;
- improve the accountability of City Conveners to members and to the public;
- devolve more decisions to committees while ensuring that the City Administration Committee and Council retain oversight and responsibility for strategic decisions affecting the City and the Council Family;
- ensure balanced political representation in decision-making structures;
- improve forward planning for Council agendas and member oversight of emerging items;
- ensure membership of committees reflects the political balance of the Council, as close as possible with the proportions of political groupings within the Council, and also reflects gender balance and geographical representation, where possible;
- ensure a meeting schedule that allows for sufficient time for policy development and referral to the Council or City Administration Committee when appropriate; and
- build on the Council's current sound approach to financial scrutiny and scrutiny of operational performance.

2 Proposals

2.1 The proposals for the revised decision-making arrangements are summarised as follows:-

- a committee structure comprising:
 - a City Administration Committee (formerly Executive Committee);
 - 2 Scrutiny Committees: Finance and Audit; and Operational Performance and Delivery, chaired by members of the Opposition;
 - 5 City Policy Committees, chaired by members of the Administration:
 - Education, Schools and Early Years;
 - Environment, Sustainability and Carbon Reduction;
 - General Purposes;
 - Neighbourhoods, Housing and Public Realm; and
 - Wellbeing, Empowerment, Community and Citizen Engagement;

- a Contracts and Property Committee, to deal with contracts and property matters formerly dealt with by the Executive Committee; and
- quasi-judicial and other committees previously appointed;
- committees having a maximum of 15 members, with membership being proportionate according to the elected representation of political parties unless expressly agreed otherwise at a meeting of the Council, and membership also reflecting gender balance and geographical representation, where possible, however, agreement has been reached that no changes will be made to those committees already in place with appointments made, namely City Administration Committee, Licensing and Regulatory Committee, Planning Applications Committee and the Strathclyde Pension Fund Committee;
- where possible and appropriate, all committees will facilitate and encourage public participation and empowerment, fostering capacity building and local leadership, and ensuring the involvement of citizens, the community, neighbourhood networks, partners and key stakeholders in the committee decision-making process;
- each City Policy Committee being able to appoint up to 4 people as non-voting co-optees to bring access to external expertise, knowledge or experience, as necessary;
- City Policy Committees being able to establish focussed short term working groups which can: co-opt external and other committee members to deliver small, focused projects as part of the work-plan; initiate expert evidence sessions; engage communities in consultations and petitioning; empower citizens to become involved in providing evidence and information to committees; and fostering capacity building and local leadership. City Policy Committees will also be able to carry out investigations and reviews;
- City Policy Committees being tasked with addressing the work plans of the proposed City Plan themes, as detailed in their Terms of Reference; and
- annual assessments of the work of each Scrutiny Committee and each City Policy Committee will be carried out to review their effectiveness.

2.2 A diagram of the proposed committee structure is attached as an appendix to the revised Terms of Reference document at Appendix 2 to this report.

2.3 In addition proposed changes to Council meeting arrangements are as follows:-

- to allow more business to be dealt with, Council meetings beginning at 1300 hours and no new business being introduced by motion after 1700 hours;
- the order of motions on Council agendas being in the order of the relative strengths of each party represented, with one motion from each Group dealt with in this order, and any further motions also being ordered in the same way;

- the total time to deal with each motion, including all speeches and summing up shall be no longer than 45 minutes;

3 Changes to procedural documents

- 3.1 Changes to the Council and Committee Standing Orders and to the Terms of Reference of Committees have been made to take account of these proposals. The amended documents are attached as appendices 1 and 2 to this report. Copies of the documents showing tracked changes are available to members on request.
- 3.2 Key changes to the Council and Committee Standing Orders at Appendix 1 to this report are set out in the table below:

<i>Standing Order</i>	<i>Amendment</i>	<i>Reason</i>
Introduction	New introductory paragraph.	To set out the functions of SOs and how these fit together with the other key Council regulatory documents.
SO 1(3)	Council start time changed from 13:30 to 13:00.	To allow more Council business to be heard.
SO 1 (5)	New paragraph in relation to access to information for Council and committee meetings.	To reflect current practice and legislation.
SO 5 (12)	No new motions after 17:00 (changed from 16:30).	To allow more Council business to be heard.
SO 10	Deputations to be heard only by committees	To reflect current practice
SO 12(2)	New SO in relation to the hearing of motions.	To allow a fair opportunity for parties' motions to be heard, but taking account of political representation within the Council.
SO 13(5)	New paragraph to restrict the time of motions to 45 minutes.	To allow a fair opportunity for parties' motions to be heard.
Former SO 19(5)	Deletion of reference to negation.	To reflect current practice as SO not used.
SO 31	New SO re annual assessment of the workings of the committee	To reflect best practice.
SO 32	Changes to City Policy Committees as set out above.	To reflect the principles set out in para 1.1 above.
SO 35	Now SO to allow non-	To allow an opportunity

	members of committee to submit motions	to submit proposals on agenda items
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- 3.3 The Committee Terms of Reference at Appendix 2 to this report have been changed to add information relating to membership, the quorum, Conveners and meeting arrangements so that all key information is contained in one document.
- 3.4 It is proposed that the five City Policy Committees will be responsible for setting out their annual work-plans and reviewing and appraising these regularly. These plans will facilitate review of current policy and development of future policy. The work-plans will be aligned to the wider operational plan of the City Council and they will operate on a cross-cutting basis.
- 3.5 Their key functions will be to: examine, review, revise or create new policies; oversee the Council Plan and commitment; review delivery of the services of any Council function that falls within its terms of reference and ensure operations remain within the Budget set and agreed by the Council. As previously stated, they may also establish short term working groups.
- 3.6 Other key changes are set out in the table below:

<i>Section</i>	<i>Amendment</i>	<i>Reason</i>
Introduction	New introductory paragraph and structure chart.	To set out the functions of the Terms of Reference and how this fits together with the other key Council regulatory documents.
General matters affecting committees	New paragraphs to reflect proportionality, equality and community participation.	To reflect the key principles set out in para 1.1 of this report.
City Administration Committee	New name proposed for Executive Committee.	--
City Policy Committees	There will be five City Policy Committees	As set out in the report.
Scrutiny Committees	Minor changes	Updated to reflect current practice.
Contracts and Property Committee	Proposed new committee dealing with contracts and property matters, and overseeing implementation of the Procurement and Land and Property Strategies, as well as appeals re asset transfers.	To allow a specialist committee to develop expertise in two key areas around procurement and property matters.
Licensing and	Minor changes	Updated to reflect current

Regulatory Committee		practice and legislation.
Planning Applications Committee	Minor changes	Updated to reflect current practice and legislation.

4 Business Bureau

4.1 It is also proposed that the Business Bureau is reconstituted, comprising the Council Business Manger as chair, together with the Lord Provost and other Group Business Managers or their substitutes, with the following Terms of Reference:-

- (1) To consider and plan the programme of business for the Council.
- (2) To keep under review the decision-making structures and processes of the Council.
- (3) To make recommendations on these matters to the City Administration Committee or the Council as appropriate.

5 Policy and Resource Implications

Resource Implications:

Financial: n/a

Legal: n/a

Personnel: n/a

Procurement: n/a

Council Strategic Plan: Specify which theme(s) and outcome(s) the proposal supports

Equality Impacts:

EQIA carried out: yes/no

Outcome: n/a

Sustainability Impacts:

Environmental: n/a

Social: n/a

Economic: n/a

6 Recommendations

- 6.1 It is recommended that the Council approve the revised decision-making arrangements, including the amended Council and Committee Standing Orders and Committee Terms of Reference as submitted.