

**CIVIC AFFAIRS**

13 May 2013  
6.00pm - 6.25 pm

**Present:** Councillors Boyce (Chair), Rosenstiel (Vice-Chair), Marchant-Daisley, Herbert, Benstead and Pitt

**Officers Present:**

Chief Executive: Antoinette Jackson  
Head of Legal Services: Simon Pugh  
Head of Human Resources: Deborah Simpson  
Democratic Services Manager: Gary Clift

<b>FOR ADOPTION BY COUNCIL</b>
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**13/22/CIV Apologies for absence**

There were no apologies for absence.

**13/23/CIV Minutes of previous meeting**

The minutes of the meeting held on 20 March 2013 were approved as an accurate record and signed by the Chair.

**13/24/CIV Declarations of Interest**

There were no declarations of interest.

**13/25/CIV Public Questions**

There were no public questions.

**13/26/CIV Executive Councillors and Allocation of Portfolios**

The Committee noted the following councillor appointments and changes to Executive Councillor portfolio responsibilities made by the Leader of the Council:

<b>Portfolio name</b>	<b>Changes made</b>	<b>Scrutiny Committee</b>
Executive Councillor for Community Wellbeing (previously community development and health): Councillor Brown	Includes arts and sport	Community Services
Executive Councillor for Customer Services & Resources: Councillor Smith	As before minus tourism and city centre management	Strategy & Resources
Executive Councillor for Public Places (previously Arts, sport and public places): Councillor Reiner	Includes: Tourism city centre management (inc CbiD Director) Bereavement Services	Environment

In addition to the Leader's portfolio covering Strategy, there were no changes to the following portfolios/personnel:

Executive Councillor for Environmental & Waste Services: Councillor Swanson

Executive Councillor for Housing: Councillor Smart (and Deputy Leader of the Council)

Executive Councillor for Planning and Climate Change: Councillor Ward

The committee requested that the Leader provide a commentary to explain the changes made for the Annual Meeting of the Council.

## Council is recommended

i) To amend the terms of reference of scrutiny committees to reflect the changes to portfolios made by the Leader of the Council and to make Environment Scrutiny Committee responsible for scrutiny of the Public Places portfolio.

ii) To authorise the Head of Legal Services to update the Constitution to reflect the changes to portfolios and the recommended change to the terms of reference of scrutiny committees.

## 13/27/CIV Nominations For Committees For The Municipal Year 2013/14

The Committee considered a paper setting out the proposed size of committees, the allocations by party and the nominations received. The Committee considered the rules on political balance set out in the Local Government & Housing Act 1989 in developing the recommendations set out below.

### Council is recommended (by 3 votes to 0) –

To agree to the number and size of committees and to note the nominations as listed below:

SCRUTINY COMMITTEE	GROUP	CURRENT NUMBERS (1) =Alternate	NOMINATIONS
<b>Community Services</b>	Liberal Democrats	4 (1)	Blackhurst, Kerr, Kightley, Tucker  Alt: Brierley
	Labour	4 (1)	Johnson, Moghadas (Community Wellbeing Spokes), Price (Housing Spokes), Roberts  Alt: Todd-Jones

<b>Environment</b>	Liberal Democrats	4 (1)	Kightley, Reid, Saunders, Tunnacliffe Alt: Brierley
	Labour	4 (1)	Blencowe (Planning and Climate Change Spokes), Owers (Environmental and Waste Services Spokes), O'Reilly (Public Places Spokes), Marchant-Daisley Alt: Herbert
<b>Strategy &amp; Resources</b>	Liberal Democrats	4 (1)	Boyce, Cantrill, Pitt, Rosenstiel Alt: Stuart
	<b>Labour</b>	4 (1)	Ashton, Benstead (Customer Services and Resources Spokes), Herbert (Strategy Spokes), O'Reilly Alt: Bird
<b>Housing Management Board</b>	Liberal Democrats	4 (1)	Blackhurst, Brierley, Pippas, Rosenstiel Alt: Pitt
	Labour	4 (1)	Bird, Blencowe, Price (Spokes), Johnson Alt: Todd-Jones

### **REGULATORY COMMITTEES**

COMMITTEE/SUB COMMITTEE	NOMINATIONS	CURRENT NUMBERS (1)= Alternate	PROPOSED CHANGES AND NOMINATIONS
<b>PLANNING</b>	Liberal Democrat	4 (1)	Rosenstiel, Saunders, Stuart, Tunnacliffe  Alt: TBC

	Labour	3 (1)	Blencowe, Dryden, Marchant-Daisley  Alt: Herbert
	Ind&Con	1	Hipkin
<b>JOINT DEVELOPMENT CONTROL COMMITTEE</b>	Liberal Democrat	3 (2)	Reid, Smart, Tucker  Alts: Tunnacliffe + 1
	Labour	3 (2)	Blencowe, Dryden, Price, Alts: Herbert and O'Reilly
<b>LICENSING</b>	Liberal Democrat	6 (1)	Brierley, Pippas, Rosenstiel, Saunders, Stuart <b>+1 TBC</b>  Alt: Brown
	Labour	5 (1)	Benstead, Gawthrope, McPherson, Owers, O'Reilly  Alt: Bird
	Ind&Con	1	Meftah
<b>CIVIC AFFAIRS</b>	Liberal Democrat	3 (1)	Cantrill, Pitt, Rosenstiel  Alt: Boyce
	Labour	3 (1)	Benstead, Herbert, Johnson  Alt: Ashton

<b>EMPLOYMENT APPEALS SUB</b>	Liberal Democrat	5	Brierley, Boyce, Pippas, Smart, Stuart
	Labour	4	Bird, Gawthrop, Price + 1 TBC
	Ind&Con	1	Hipkin

### 13/28/CIV Nominations For Chairs And Vice Chairs Of Scrutiny & Regulatory Committees

The committee received nominations for Chairs and Vice Chairs of Scrutiny and Regulatory Committees.

#### Resolved

to note the nominations for Chairs and Vice Chairs of Scrutiny and Regulatory Committees as follows:

Committee	Lib Dem Nomination		Labour Nomination	
	Chair	Vice Chair	Chair	Vice Chair
<b>Community Services</b>	Kerr	Blackhurst	Johnson	-
<b>Environment</b>	Kightley	Saunders	Marchant-Daisley	-
<b>Strategy and Resources</b>	Pitt	Cantrill	Ashton	-

<b>HMB</b>	Tenant Rep	Blackhurst	-	Price
<b>Planning</b>	Stuart	-	-	Blencowe
<b>JDCC</b>	Reid (City Lead)	-	Blencowe (City Lead)	-
<b>Licensing</b>	Rosenstiel	-	-	Benstead
<b>Civic Affairs</b>	Rosenstiel	Cantrill	Herbert	-
<b>Employment Appeals Sub Committee</b>	Smart	N/A	Price	N/A

### **13/29/CIV Nominations for Honorary Councillors**

There were no nominations from the Committee.

### **13/30/CIV Appointment of a standing Employment (Senior Officer) Committee**

The Committee considered a report from the Head of Human Resources recommending the establishment of an Employment (Senior Officer) Committee to deal with the employment matters of the Chief Executive, Directors, section 151 officer and Monitoring Officer.

**Council is recommended –**

To establish an Employment (Senior Officer) Committee with the terms of reference set out below and that the Constitution is amended accordingly.

Appointed by:	From time to time in accordance with the wishes of the political groups.
Membership:	6 members allocated between political groups in accordance with the rules on political balance set out in the Local Government and Housing Act 1989
Chair/Vice Chair:	To be appointed by the members of the Committee.
Decision making:	By the majority of members present and voting. The Chair has a casting vote if required.
Terms of Reference:	<ol style="list-style-type: none"> <li>1. To deal with the recruitment to the post of Chief Executive and to recommend a selected applicant to Council for appointment.</li> <li>2. To recruit, appoint, take disciplinary action against and dismiss Directors</li> <li>3. To suspend and keep under review the Chief Executive, Directors, the Monitoring Officer or section 151 Chief Finance Officer whilst an investigation takes place into alleged misconduct.</li> <li>4. To appoint a designated independent person under regulation 7 of the Local Authorities (Standing Orders) (England) Regulations 2001</li> <li>5. To take disciplinary action against the Chief Executive, the Monitoring Officer or section 151 Chief Finance Officer in accordance with a recommendation in a report made by a designated independent person under regulation 7 of the Local Authorities (Standing Orders) (England) Regulations 2001.</li> <li>6. To consider and if necessary recommend to Council to dismiss or terminate the employment of the Chief Executive, the Monitoring Officer or section 151 Chief Finance Officer.</li> </ol>

Note: The committee will be governed by the provisions contained within Part 4I of the Constitution (Officer Employment Procedure Rules)



**13/31/CIV AOB**

The committee placed on record its appreciation of the Chair during his years of service in the role.

The meeting ended at 6.25 pm

**CHAIR**