Public Document Pack

Date of meeting	**Monday, 29th June, 2015**
Time	**7.00 pm**
Venue	**Committee Room 1, Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffordshire, ST5 2AG**
Contact	Justine Tait ext 2250

Cleaner Greener and Safer Communities Scrutiny Committee

AGENDA

PART 1 – OPEN AGENDA

1   Apologies

2   DECLARATIONS OF INTEREST

To receive declarations of interest from Members on items included in the agenda.

3   MINUTES OF THE PREVIOUS MEETING **(Pages 3 - 6)**

To receive the minutes of the previous meeting of this Committee.

4   THE COUNCIL'S ROLE IN EMERGENCY PLANNING **(Pages 7 - 18)**

A presentation will be carried out by the Engineering Manager.

5   Local Government Association Peer Review of Decision Making Arrangements **(Pages 19 - 38)**

6   WORK PLAN **(Pages 39 - 42)**

To discuss and update the work plans to reflect current scrutiny topics

7   PUBLIC QUESTION TIME

Any member of the public wishing to submit a question must serve two clear days' notice, in writing, of any such question to the Borough Council.

8   UGENT BUSINESS

To consider any business which is urgent within the meaning of Section 100B(4) of the Local Government Act 1972.

Members: Councillors Allport (Chair), Braithwaite, Dymond, Hailstones, Mancey, Reddish, Robinson, Tagg, Welsh (Vice-Chair), Winfield and Wing

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

CLEANER GREENER AND SAFER COMMUNITIES
SCRUTINY COMMITTEE

Present:-	Councillor Mrs Gillian Williams – in the Chair
Councillors	Councillor Colin Eastwood, Councillor David Harper, Councillor Miss Chloe Mancey, Councillor Bert Proctor, Councillor Billy Welsh and Councillor Joan Winfield

1. **DECLARATIONS OF INTEREST**

    There were no declarations of interest stated.

2. **MINUTES OF THE PREVIOUS MEETING**

    Resolved: That the minutes of the meeting held on 1 October, 2014 be agreed as a correct record.

3. **ANTI-SOCIAL BEHAVIOUR, CRIME AND DISORDER ACT 2014**

    Members considered a briefing note on an Anti-Social Behaviour Legislation Update.

    From 20 October, 2014, National legislative changes gave the Council some amended and new powers. These were introduced under the Crime and Anti-Social Behaviour Act 2014.

    It was stated that an ASB initiative had benefited Audley. The system put in place had resolved the issue rapidly.

    It had also provided benefits in Madeley through Council lead initiatives.

    Members stated that there were problems with Wolstanton Marsh with anti-social behaviour and under-age drinking. Members were advised that, at a Residents Association meeting many things had been put into place to help to manage the situation. In addition, a joint operation with Staffordshire Police was being set up with the use of mobile CCTV units.

    Resolved: That the information be received and the comments noted.

4. **TRAFFIC LIGHT SEQUENCING**

    Consideration was given to a report regarding air pollution and traffic light sequencing.

The constant stopping and starting at traffic lights increased the emissions from cars. Four locations had been declared 'air quality management areas'; Liverpool Road Kidsgrove, Newcastle Town Centre, May Bank/Wolstanton and Porthill Banks and two dwellings at Little Madeley (adjacent to the M6 Motorway).

The use of intelligent traffic light signalling systems, mobile devices and wireless communication could all help on keeping traffic flowing and therefore reducing emissions.

The Council has eighteen months to create an Air Quality Action Plan. This would then lead the way in terms of traffic smoothing.

Resolved: That the information be received.

5. **'A' FRAMES OBSTRUCTION**

Members considered a report on the siting of A frames on the public highway which were causing an obstruction.

The Committee were advised that it is a County Council responsibility but the current policy was to only take action where a serious obstruction had been created.

A suggestion was made to invite the Town Centre Manager along to work with the Borough in ensuring that A frames were put out in a responsible way.

Members were unsure as to whether it was within the remit of the Committee to liaise with the Town Centre Manager or if it was the County Council who should meet with him.

It was agreed that the Executive Director for Regeneration and Development should be invited to the next meeting of this Committee to clarify the situation before inviting the Town Centre Manager along.

Resolved: (i)   That the information be received and the comments noted.
  (ii)   That the Executive Director – Regeneration and Development be invited to the next meeting to clarify some points regarding A Frames.

6. **WORK PLAN**

Consideration was given to the Work Plan of this Committee.

The topic of Planning Permission of Hot Food Takeaways was discussed and Members were advised that at this time, there was not the capacity for this work to be carried out. Members agreed to keep it on the Work Plan for the time being.

A request was made that the Council's Role in Emergency Planning be added to the Work Plan.

Resolved: That the information be received and the comments noted.

7. **PUBLIC QUESTION TIME**

There were no public questions.

8. **ANY OTHER BUSINESS**

There was no urgent business.

COUNCILLOR MRS GILLIAN WILLIAMS
Chair

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Incident Management

Guidance for Members

Author:	Staffordshire Civil Contingencies Unit	
Version:	04	
Approved by:	Civil Contingencies Working Group	Date: 20 Aug 2013
Issue Date:	September 2013	
Last updated:	September 2013	

Newcastle-under-Lyme Borough Council
Incident Management – Guidance for Members

Foreword

The Civil Contingencies Act 2004 (CCA) and it's accompanying Civil Contingency Planning Regulations 2005 sets out a number of statutory obligations for responders. Newcastle under Lyme Borough Council is categorised as a Category 1 Responder and as such is subject to all the obligations under the CCA[1].

A Major Incident or Emergency may occur at any time of day or night. It is vital that Newcastle under Lyme Borough Council is prepared and can respond at short notice; often, (but not exclusively), in support of the Fire, Police and Ambulance Services, providing a co-ordinated range of services to those involved, including victims, relatives, friends and our own staff.

The Council has established and approved an Incident Response Guide complimented by a Response and Recovery Handbook, Business Continuity Plans and other supporting plans.

The Incident Response Guide is designed for use by responding officers during an incident and contains a series of action cards, aide memoirs, templates and other information designed to assist the response. The Response and Recovery Handbook outlines how NBC address their Civil Contingencies responsibilities and arrangements for response. It is intended to be read slow-time (i.e. not during an incident). The two documents together, replace the previous Major Incident Plan.

This guidance document is based on the aforementioned documents, and provides elected Members with a summary of how incidents are managed, and how Members can assist in the Council's overall response. It should ideally be read in conjunction with the Staffordshire Prepared Multi-Agency Major Incident Handbook (available from Staffordshire Prepared website (http://www.staffordshireprepared.gov.uk/Home/Organisation.aspx) or on the borough council's intranet in the Civil Contingencies section), and the borough council's Response and Recovery Handbook (also available on the council's intranet).

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[1] For a list of Responders and their corresponding Category, please see the borough council's Response and Recovery Handbook, section 1.

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Newcastle-under-Lyme Borough Council
Incident Management – Guidance for Members

Contents

1.0 Introduction

1.1 **Major Incident / Emergency**

This is defined by the Civil Contingencies Act (CCA) 2004 as:
'An event or situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK'.

1.2 Under the Civil Contingencies Act 2004, Newcastle-under-Lyme Borough Council is designated as a Category 1 responder. Category 1 responders include:

- Local Authorities;
- Emergency Services (Police Forces, British Transport Police, Fire Authorities, Ambulance Services);
- National Health Service bodies (NHS England, Public Health England, Acute Trusts); and
- Government Agencies (The Environment Agency)

Further information on Major Incidents, Emergencies and terminology can be found in the borough council's Response and Recovery Handbook

1.3 The Civil Contingencies Act places a number of duties on all Category 1 (and Category 2) Responders. Category 1 Responders are to:

- Assess local risks and use this to inform emergency planning;
- Put in place emergency plans;
- Put in place business continuity management arrangements;
- Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency;
- Share information with other local responders to enhance co-ordination;
- Co-operate with other local responders to enhance co-ordination and efficiency; and,
- Provide advice and assistance to businesses and voluntary organisations about business continuity management (Local Authorities only).

1.4 To meet its obligations as a Category 1 responder under the Act, the borough council has:
- entered into a partnership arrangement with the Staffordshire Civil Contingencies Unit , along with all other Category 1 Responders;
- embedded its response & recovery arrangements into the overall response & recovery structure across Staffordshire;
- in conjunction with the Civil Contingencies Unit, developed a number of key documents, which detail the borough council's roles and responsibilities in preparing for, responding to and recovering from an incident;
- instigated a Civil Contingencies Working Group within the borough council, consisting of key officers in order to oversee the work of the borough council in meeting its Civil Contingencies responsibilities; and
- nominated officers to undertake the incident response roles defined in the key documents.

2.0 Role of Newcastle-under-Lyme Borough Council in an incident

2.1 A more comprehensive outline of the roles and responsibilities of Category 1 and 2 Responders under the CCA can be found in the Staffordshire Prepared Multi-Agency Major Incident Handbook, however, in the event of a Major Incident being declared, the role of Newcastle-under-Lyme Borough Council is primarily to:-

(i) support the emergency services in their response to the incident
(ii) lead the recovery process where it is the lead Local Authority[2] enabling a restoration to normality.
(iii) maintain essential council services as far as is practicable.

It is also good practice to begin to consider the recovery process as early as practicable during an incident, and this will be initiated by the Strategic Co-ordinating Group (SCG), which is the multi-agency group at "gold" or Chief Executive level where the overall strategic direction for the incident response would take place. There will then come a point at which the Lead Responder during the Response Phase will hand over the overall lead to the Lead Local Authority. However, in certain circumstances (such as some flooding events) a Local Authority may take the overall lead role from the very start.

2.2 In practice, the response of the borough council is likely to consist of one or more of the following elements:

- To establish the appropriate teams and resources to manage the Council's response to, and recovery from, the incident
- To establish the appropriate liaisons with other responders, both at the incident site(s) and with command centres, as required
- Participation in the Strategic Co-ordinating Group and Tactical Co-ordinating Group as necessary
- To alert and work with other Local Authorities as necessary
- Alerting voluntary organisations as necessary (via the Civil Contingencies Unit), and co-ordinating their response
- Liaising with Government Departments, public utilities and other organisations, as appropriate
- Co-ordinating / providing required services for affected people, such as rest centres, transportation (for evacuation) and emergency feeding.
- Providing any operational support at the scene (e.g. drainage or cleansing in flooding or Environmental Health advice)
- Requesting military assistance in support of the Council, where necessary
- Liaising with media officers from all other responding agencies to ensure a co-ordinated release of information to the media and information and advice to

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[2] In the Staffordshire and Stoke-on-Trent Recovery Plan, Staffordshire County Council and Stoke-on-Trent City Council are named as being the more likely lead Local Authorities during a Major Incident, however, this is flexible and it may be more appropriate for a District/Borough to lead the Recovery Phase, with support from the County Council. This depends on the scale and nature of the incident and the decision would be made at the Strategic Co-ordinating Group by consensus.

the public, as laid out in the Staffordshire Prepared Emergency Media and Communications Plan

- Taking the lead role in the long term recovery and restoration of the affected area(s), where it is the lead Local Authority for recovery
- By the implementation of the Councils Business Continuity Plans maintain as far as is practicable, a normal service to the community whilst also ensuring the safety and well being of Council personnel

It should be noted that the above will vary according to whether the borough council is the lead Local Authority or is providing support to another Local Authority.

2.3 **Incident Response Structure**:

Although the borough council has arrangements for responding to Major Incidents, any part of these can, and would, also be employed as appropriate in any incident which requires a response by the borough council, but which may not necessarily be declared as a Major Incident. These arrangements are outlined in the borough council's Incident Response Guide.

2.4 Within the borough council's Incident Response Guide, the incident management structure is designed to be similar to that of other key organisations, as well as mirroring the multi-agency arrangements. The structure therefore consists of Gold, Silver and Bronze teams to manage its responses as follows:

- **Gold Team** – This team provides the guidance and **strategic** direction that the Council's response will take. The core membership of this team is the Council's Executive Management Team, with the addition of the Head of Communications where appropriate. Because of its role, in providing strategic direction, it is unlikely that this team will need to be "in session" for extended periods.

- **Silver Team** – '**Incident Management Team'** – This team manages the council's **tactical** response to a incident. The team is made up of borough council senior officers, each contributing expertise in a key discipline. It is this team that will be based in the council's Emergency Control Centre and, where necessary, it will operate 24 hours a day. To provide for possible 24 hour cover, each key discipline has a trained lead officer and trained deputies. This team will also co-ordinate any cross-Service or corporate-level Business Continuity management in response to an incident affecting the council's ability to continue its essential services.

- **Bronze Teams** – There may be one, several or many Bronze teams involved in any particular incident, each managing one particular **operational** aspect of the response. An example of this could be a Rest Centre team, or even a Service Area Business Continuity Team. These teams provide the immediate 'hands on' work undertaken in relation to the incident.

2.5 The Multi-Agency equivalent to this would be:

- Gold – Strategic Co-ordinating Group (SCG)
- Silver – Tactical Co-ordinating Group (TCG)
- Bronze – any incident response activity at, or near to, the scene(s).

For further information on this multi-agency structure, please see the Multi-Agency Major Incident Handbook.

2.6 Newcastle under Lyme Borough Council, along with other key responders (Police, Fire & Rescue, Ambulance, Health Authorities, other Local Authorities, Environment Agency), would attend the SCG. The Council will, as and when required, send a senior representative (usually the Chief Executive or a member of the Executive Management Team, who must have authority to make executive decisions on behalf of the Council) to sit on the Strategic Coordinating Group. Likewise, the borough council will also send a representative as necessary to be located at the TCG.

2.7 The diagram below shows the Incident Response Structure as it directly relates to Newcastle under Lyme Borough Council:
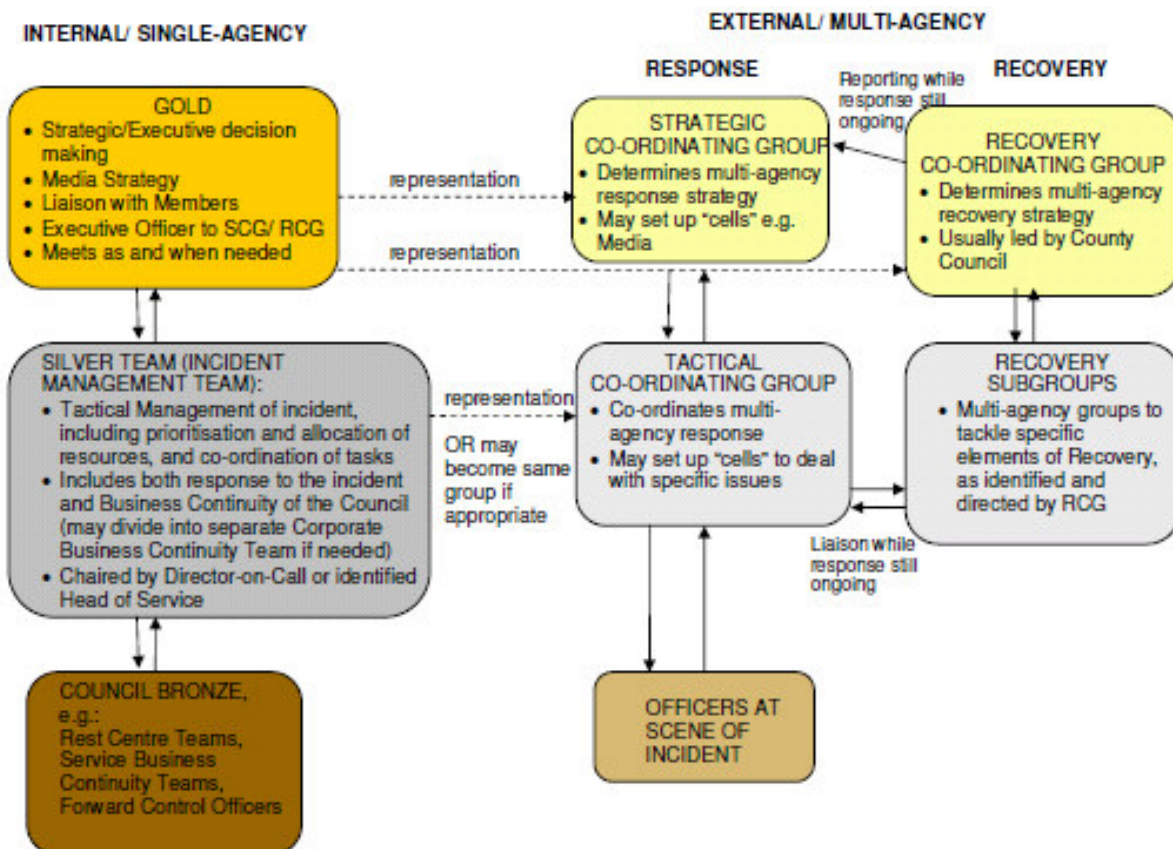
3.0 Management of a Major Incident/ Incident

3.1   Newcastle under Lyme Borough Council may become aware of a developing incident in a number of ways both directly or indirectly. The Council has developed a Director- on-call system (a rota system that ensures a member of EMT is available at all times as a single point of contact for the borough council), and who will be notified of any significant incident.

3.2   **Director-on-Call:** The Director-on-call will assess the situation and determine what response is required, and what incident response structure or arrangements are appropriate for the scale and nature of the incident. The Director-on-call can also call a Major Incident, if appropriate.

3.3   **Incident Management Team and Emergency Control Centre:** The Director On-call will call out the appropriate key officers and arrange for the Emergency Control Centre to be brought into operation, if necessary. Once the Incident Management Team (Silver Team, or IMT) is in place in the Emergency Control Centre (ECC), the Director On-call will ensure that they are properly briefed and, at this point, either continue the management of the incident in the role of Chair of the IMT, or appoint a more appropriate IMT Chair and assume a role within the Council Gold Team if the Gold Team is activated.

3.4   The Council has established contingency arrangements to ensure that there are enough trained Support Staff (including the role of Emergency Control Centre Manager) to set up the ECC, and to assist its smooth operation. An alternative location, for the Emergency Control Centre to operate from, has also been identified in case the primary location is inaccessible. In the event of an extended Major Incident, the IMT will implement a shift system as appropriate, to cover a 24/7 response capability.

3.5   **Council Gold Team:** Depending on the nature of the Incident, the Director On-call or other senior officer may request the activation of the Council Gold Team. Some incidents may be easily managed at Silver level and, therefore, there may be no need to activate the Gold Team. In these circumstances members of the Gold Team will be notified (for information purposes), but will not be formally called out. The Gold Team may also make their own decision to formally meet.

3.6   The IMT will, where appropriate, refer significant prioritisation and resource issues to the Gold Team. These will include requests to exceed the pre-determined expenditure limit that has been set by the Executive Management Team, and any strategic decisions which require direction from this level.

3.7   The Gold Team will prioritise the demands of the Silver Team, allocate personnel and resources to meet requirements, and provide direction and guidance, as appropriate. They will also formulate and implement media-handling and public communications plans, in conjunction with the multi-agency strategy and media arrangements.

3.8 The Gold Team will also, as part of the arrangements for communications, liaise with Elected Members, and any appropriate Member committees / groups, ensuring that they are kept up to date with regard to the incident.

3.9 **Plans and Documents:** Aside from the Incident Response Guide, officers engaged in the response to the incident will also be using a variety of plans and documents, as appropriate to the scale and nature of the incident. These may include multi-agency plans which cover the Staffordshire Resilience Forum area, such as the Staffordshire Emergency Flood Plan, the Mass Transportation Plan or the Staffordshire and Stoke-on-Trent Recovery Plan. They may also include plans which are specific to the borough of Newcastle-under-Lyme, such as the Newcastle Borough Flood Plan, the Newcastle Town Centre Evacuation Plan, or its own council Business Continuity Plans.

4.0 Role of Members

4.1   General Guidance

- The responding officers will notify Members of an Incident or Major Incident as soon as is practicable. This may be by the Chief Executive/ Council Gold Team directly, or delegated through Member Services as appropriate.

- The Council Gold Team (or, when the Gold Team is not in session, the Chief Executive or acting Chief Executive) has direct responsibility for briefing Members and keeping them up to date with regard to the incident whenever possible. They will also advise Members of any specific roles with which they may be able to assist.

- Members need to be aware of the Incident Response arrangements, as outlined in sections 2 and 3 of this guidance

- Members need to be guided by the trained officers, not act alone

- Patience is vital, as often there is a period of confusion during the early stages of a Major Incident or significant incident, and information is usually limited during this period.

- If Members have any specific skills, which they believe may be of use during the incident, they should advise the Gold Team (or, when the Gold Team is not in session, the Chief Executive or acting Chief Executive)

- Members may be able to assist in liaising with MPs, Ministers etc. The Gold Team will advise accordingly

- If Members perform any role, relating to the incident, they will need to keep detailed records of any actions taken, as these maybe required as part of any investigation / review carried out afterwards. For guidance on this, Members can speak to any member of the Gold Team or IMT. A council Log Sheet template is also available on the council's intranet, e-Voice, under Civil Contingencies/ Emergency Planning section.

- It should also be remembered that, where circumstances permit, the Council will make every effort to maintain its normal day-to-day activities

4.2   Roles for Members in whose area(s) the Major Incident/ Incident has occurred

- All Member involvement should be carried out in liaison with Gold Team (or, when the Gold Team is not in session, the Chief Executive or acting Chief Executive)

- Local / specialist knowledge can be invaluable and of great assistance, so this may be called upon by the IMT

- Helping to identify vulnerable people (groups or individuals)

- Liaison with the Council's Communications Team to assist in providing channels of communication to and from the public

- Exercise 'community leadership'

- Possibly helping in Rest Centres and Humanitarian Assistance Centres

4.3   Pitfalls to be avoided

PLEASE DO NOT

- Get involved, without first liaising with the Gold Team / Chief Executive / acting Chief Executive
- Take on tasks for which you are not trained and may create confusion or be counter productive (e.g. handling stressed people, media management etc.)
- Give out mixed messages / wrong information
- Put yourself and / or others in danger
- Adopt the role of trained officers
- Issue individual / personal press statements without reference to the Communications Team
- Jump to conclusions
- Make statements which imply failure or blame on the part of this or another local authority or any other organisation involved, as this often provides the basis for litigation after the event, which is all too common.

4.4   Lines of Communication and arrangements for lower level incidents

As stated in section 4.1, in cases where the council is already aware of the incident, communication will be made as appropriate to members. However, there may be occasions where members wish to make contact with the council regarding an incident (e.g. if they are the first to know about an incident or it is of such a level that it has not warranted the council's incident response, as outlined above). In these circumstances, members can make contact in the following ways:

- If members wish to report an issue or incident out of hours, they can call the out of hours service on 01782 615599. This emergency call-handling service is provided by Cannock Chase District Council (CCDC) at present and is supported by a network of officers from key disciplines within the Borough Council.
- During office hours, members can report an incident to the Borough Council's Customer Services Centre by calling 01782 717717 or the matter may be raised with an officer within the relevant service area, if known.
- If the incident is of, or escalates to, a sufficient level, the Director-on-Call may be notified via the Contact Centre or EMT (during normal office hours), or the out of hours service provided by CCDC (out of hours).

5.0 Summary

5.1 This document is intended for guidance. Every incident will be different and the role of Members will vary accordingly. The key is to be patient and supportive, and to liaise closely with the Executive Management Team / Chief Executive / acting Chief Executive or Incident Management Team as appropriate.

5.2 The council recognises Elected Members as having an important role in incident response, and will undertake to work with Members as appropriate to the incident.

Local Government Association Peer Review of Decision Making Arrangements

Submitted by: Chief Executive

Portfolio: Finance IT and customer

Ward(s) affected: Non-specific

Purpose of the Report

To advise Members on the recommendations of the LGA Peer Review and to request feedback on the recommendations.

Recommendations

(a) That the Committee consider the recommendations for changes to the Council' democratic decision-making arrangements, Peer Review Recommendations 1 and 2 and draft Council report in as far as they relate to the work of the Committee.

(b) That the Committee comment on the wider proposals made by the Peer Review recommendations 3, 4 and 5 having particular consideration of these matters in respect of the work of the Committee.

(c) That the Committee record the summary of its responses on these matters so these can be collated with the comments of all other Committees and considered by the Finance, Resources and Partnerships Scrutiny Committee.

Reasons

Resolution by the Finance, Resources and Partnerships Scrutiny Committee on Monday 15th June 2015.

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1.   **Background**

1.1   In the autumn of 2014 an LGA Peer Review team carried out a review of the council's democratic decision-making arrangements. The team made their report in January 2015. In light of this the Group Leaders asked the Chief Executive to draft a report which could be considered by Council to give effect to the recommendations made by the Peer Review report. The draft council report sought to implement the Peer Review recommendations but also to take account of some initial comments which had been made by the Group Leaders on the Peer Review Report.

2.   **Scrutiny of Peer Review recommendations**

2.1   In view of the fact that the proposals made by the Peer Review have implications for all of the Council's Committees it has been considered prudent for the proposals to be considered by the relevant Committee.

2, 2   The attached report was considered by the Finance, Resources and Partnerships Scrutiny Committee at its meeting on 15 June. The Committee has resolved that each Committee be asked to consider the proposals made by the LGA Peer Review and the draft report to Council in as far as they relate to that particular Committee and to feedback these comments.

Actions for the Committee

3.1 The Committee is asked to consider the recommendations for changes to the Council's democratic decision-making arrangements, Peer Review Recommendations 1 and 2 and draft Council report in as far as they relate to the work of the Committee.

3.2 To comment on the wider proposals made by the Peer Review Recommendations 3, 4 and 5 having particular consideration of these matters in respect of the work of the Committee.

3.3 The Committee is asked to record the summary of its responses on these matters so that they can be collated with the comments of all other Committees and considered by the Finance, Resources and Partnerships Scrutiny Committee.

4. Legal and Statutory Implications

4.1 There are no legal implications directly associated with this report although it may affect the Council's Primary Charter status.

4. Equality Impact Assessment

4.1 There are no equalities implications directly associated with this report.

5. Financial and Resource Implications

5.1 There are no financial or resource implications other than your officers' time at meetings.

7. Major Risks

7.1 There are no major risks associated with this report.

8. Key Decision Information

8.1 The proposals within this report are not regarded as Key Decisions in the sense that it should be included within the Forward Plan. However, as this is not regarded as a non-Executive function, a Cabinet (executive) decision is required to give effect to the proposals.

9. Appendices

Report to the Finance, Resources and Partnerships Scrutiny Committee

10. Earlier Cabinet/Committee Resolutions

Finance, Resources and Partnerships Scrutiny Committee on 15th June 2015.

2

REPORT ON CHANGES TO COMMITTEE ARRANGEMENTS

Submitted by: Chief Executive

Portfolio: Communications, Policy & Partnerships

Wards affected: All

Purpose

To update Members on the outcome of a review undertaken by a Local Government Association peer review team of the democratic decision-making structures of the Council. To make recommendations to the Council to implement changes to the Council's Committee arrangements in line with the recommendations of the Peer Review report.

RECOMMENDATIONS:-

(a)   That the Council approves the following changes to the Committee arrangements
  i.   Merge the Audit and Risk and Standards Committees
  ii.   Disband the Staffing Committee
  iii.   Disband the Joint Parking Committee
  iv.   Disband the Member Development Committee
  v.   To create the Constitution Working Group as a Committee of the Council and to title it the Constitution Review Committee.

(b)   That the number of places on the Public Protection Committee be set at 15.

(c)   That the Constitution Working Party be asked to make recommendations for changes to the Council's Constitution to give effect to recommendation (a) above and make a report to the next meeting of the Council.

(d)   That the Council approves the Audit and Risk Committee and Standards Committees to operate as a combined Committee until the appropriate changes are made to the Council's Constitution as required consequentially by recommendation (a) above to request the Group Leaders to nominate the same named individuals to both the Audit and Risk Committee and the Standards Committee with immediate effect.

(e)   That the Group Leaders be requested to nominate the same named individuals to both the Licensing Committee and the Public Protection Committee with immediate effect.

(f)   That the Constitution Working Party be asked to undertake a review of the Council's scrutiny arrangements and to bring forward recommendations consistent with the objectives and recommendations of the Peer Review to improve the efficiency of the Council's democratic arrangements.

(g)   That the Council approves the transfer of the powers and duties of the Staffing Committee to the Head of Paid Service acting with the agreement of the Portfolio Holder for human resources with immediate effect and until the appropriate changes

are made to the Council's Constitution as required consequentially by recommendation (a) above.

(h)   That the Constitution Working Party be asked to consider recommending to the Council conventions which could be adopted to improve the efficiency of formal meeting which are consistent with promoting effective debate, efficient use of Member and officer time, and facilitate the involvement of the public, consultees and others in the work of the Council's formal meetings.

1.   Context

1.1   In December 2014 the Council invited an LGA Peer Review team to conduct a review of its democratic decision making structures. The review reported in January 2015 and a copy of the report is contained in full at Appendix 1 of this report.

1.2   The review was commissioned as part of a wider organisational drive for further efficiency. It was specifically designed to help the council look at the way in which its various committees and panels are organised and identify potential options to consider.

2.   Findings of the Peer Review

2.1   The Peer Review noted that the current democratic decision making arrangements demand a lot of time from both Members and officers. This arises from the extensive array of formally constituted committees and panels. The review team noted that the number of committees and committee positions is very large when compared with similar district and borough councils benchmarked by the team. They noted that the number of meetings (well over 100 per year) is amongst the highest of the benchmark authorities.   Similarly the number of committee positions is 3.6 per councillor for this councillor compared to an average of 2.6 amongst the comparator councils.

2.2   The Peer Review team undertook a detailed analysis of the implications of these headline findings and these are set out in the report.

2.3   Peer Review recommendations

The Peer Review Report makes recommendations for a number of committees to be merged, combined or disbanded. The specific recommendations are as follows:

- Merge / amalgamate the Public Protection Committee and Licensing Committees
- Merge / amalgamate the Audit and Risk and Standards Committees
- Merge / amalgamate the Active and Cohesive Communities and Health and Well Being Scrutiny Committee
- Review the continued need for the Staffing Committee
- Review some of the historical / legacy arrangements, such as the Joint Parking Committee and Conservation Advisory Working Party, and whether the Council should continue to service these bodies

Each of these recommendations is considered in detail below.

Merge / amalgamate the Public Protection Committee and Licensing Committees

The Peer Review Report proposes that the Public Protection Committee and the Licensing Committee be amalgamated. It is noted that a single committee covering all of the functions of those two committees is common practice in other councils. However, it should be noted that these two Committees as responsible for two discrete areas of licensing working under two distinct sets of statutory provisions. The Public Protection Committee under the provisions of the local government Act 1972 and the Licensing Committee under the Licensing Act 2003 and Licensing Act 2005.

Given the semi-judicial nature of these Committees care needs to be taken to ensure that Members serving on them are given adequate training. Members will be aware that to facilitate the participation of businesses and their representatives where this is required sub-committees of the Licensing Committee have met during the daytime. It should be noted that on occasion, due to other commitments on the part of some Committee Members, it has been challenging for a suitable quorum of Members to be assembled. It may therefore be prudent in making changes to these committees to enlarge the size of the Public Protection Committee to standardise the number of Members on each Committee at 15 places. In making nominations, Group Leaders should advise their Members of the daytime meeting requirements of these roles.

Whilst the Peer Review recommendation to amalgamate the two committees has merit, some eminent legal authorities maintain that Parliament's intention under the Licencing Act 2003 was to create a standalone licensing committee. This being the case it may be prudent at this time for the Council to retain the separate entities of a Licencing Committee and a Public Protection Committee but that identical nominations be made to the two Committees and that meetings be scheduled so that they run sequentially on the same occasion. On the basis of the amount of business over recent years for the two committees this is considered to be a practical proposal. This arrangement would give efficiencies since the officer time required in supporting the meeting would be less where the businesses of the two Committees is conducted on a 'back-to-back' basis.

It is proposed therefore to accept the principle of Peer Review recommendation and to bring together the operation of two existing committees but to retain the two legally distinct Committee roles.

Merge / amalgamate the Audit and Risk and Standards Committees

The Peer Review report makes the case for the Audit and Risk and Standards Committees to be merged to create an Audit and Governance Committee. There is a high degree of synergy between the work of the two existing committees and it is therefore proposed to accept the Peer Review recommendation and to merge the two existing committees.

Merge / amalgamate the Active and Cohesive Communities and Health and Well Being Scrutiny Committee

In relation generally to the work of the Overview and Scrutiny Committees the Peer Review team observed that they "appear to operate like service committees". However, the only proposed change to scrutiny arrangements made by the Peer Review team is the merger of the Active and Cohesive Communities and Health and Well Being Scrutiny Committee.

Feedback from Members has indicated a strong desire to retain a separate Health and Wellbeing Scrutiny Committee. In light of the experience of Stafford Borough and the comments made by the Francis Inquiry (in relation to Stafford General Hospital) it would be advisable at this time to recommend the retention of the separate Health and Wellbeing Scrutiny Committee . It is suggested that the Constitution Working Group should be asked to review and recommend the revision of the terms of reference of the Health and Wellbeing Scrutiny Committee to ensure that recommendations from the Francis Report and the experience of Stafford Borough Council have been embedded in this Council's arrangements.

However, in light of the comments made by the Peer Review about the work of scrutiny committees it is recommended that the Constitution Working Group be asked to undertake a short task and complete piece of work to make recommendations for improvements to be made to the Council's scrutiny arrangements particularly to ensure that these are efficient and effective and in line with best practice.

Review the continued need for the Staffing Committee

The Peer Review report states that the team was not certain of the role of the Staffing Committee and how it adds value to decision-making. Concerns were expressed that it may add unnecessary delay to the process of getting relatively minor policy updates approved, or escalates issues which might be resolved more quickly and collaboratively at a lower level. The team expressed the view that most of the functions of the Staffing Committee "appear to be in the remit of the Head of Paid Service". It is therefore proposed to disband the Staffing Committee and to amend the Constitution to pass the functions currently performed by the Committee to be discharged by the Head of Paid Service in consultation with the Cabinet Portfolio Holder for human resources as appropriate. The Constitution Working Group will be asked to oversee the task of recommending the required changes to the Constitution.

Review some of the historical / legacy arrangements, such as the Joint Parking Committee and Conservation Working Group, and whether the Council should continue to service these bodies

The Joint Parking Committee has naturally come to an end with effect from 1 April 2015 as a result of the County Council's decision to commission its Civil Parking Enforcement service through a single provider. It is therefore recommended that this Committee be disbanded.

The Conservation Advisory Working Party is an advisory Committee which makes comments to the Planning Committee on matters which affect the historic built environment and in particular on applications for planning permission in Conservation Areas, listed building consent, conservation area consent, consents for advertisements, passing comment on applications for historic building grants and to

recommend on conservation policy. It is held on a 3-weekly cycle in order to facilitate efficient decision-making on applications for permission or consent. Its members are drawn from Borough Councillors (5), 7 representatives of local organisations and a representative of each Parish Council.

In terms of officer resources it is supported by one specialist member of staff. In view of the importance of achieving good quality design in historically important parts of the built environment it is considered that there is merit in retaining this advisory group, particularly in view of the relatively modest demands placed upon the Council. It is proposed that the Conservation Advisory Working Party be retained in its current form.

The Member Development Committee was set up on a task and complete basis to advise on improvements to the support arrangements for elected Members. The Committee has reviewed the arrangements and recently made recommendation for the future use of ICT arrangements in line with those which exist for officers and in accordance with good practice. It may be considered that the Committee has now completed its task and should be disbanded.

The Constitution Working Group is technically a Committee of the Council. When this was first established it was done on a task and complete basis with the remit to update the Council's Constitution. Whilst the bulk of the substantive task was completed a year or so ago, the Council has subsequently retained the good practice of keeping the Constitution updated on a rolling basis and the Constitution Working Group has continued to undertake this work. The working group has been kept small and operated on a cross-party basis. It is proposed that this group should become a full Committee of the Council and that the Constitution should be amended to reflect this.

At its meeting on 26 November 2014 the Council established a Committee to look at the future of election cycles and the size of the council. This Governance Committee was established on a task and complete basis with a requirement to report its findings to the Council no later than September 2015. It is proposed that this Committee be retained for the duration of its current remit.

Timing of meetings

Although not considered as part of the brief of the Peer Review there has been discussion within the Council about the timing of meetings. By convention the majority of the council's formal meetings start at 7pm. As part of wider moves to ensure that the council is efficient in the way it conducts its business it has been suggested that consideration be given by Members about whether this is the most convenient time in view of the other demands on the time of both Members and officers.

It is suggested that the Constitution Working Party be asked to give this matter greater consideration and to make recommendations for whether there are ways in which meetings could be scheduled to be more efficient on the time of Members and officers. In doing this the Working Group would also be asked to make recommendations about other practices which could be adopted by convention which may assist the business management of meetings to promote efficient use of time and also to consider this in relation to meetings where members of the public, consultees or others are in attendance.

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A review of the democratic decision-making structures at Newcastle-under-Lyme Borough Council

January 2015

1. Introduction

Background and scope of the review

Like many other local authorities and other public sector organisations, Newcastle-under-Lyme Borough Council is facing financial challenges as a result of reduced Central Government funding to local government. In dealing with these challenges, the Council has introduced the 'Newcastle 2020' programme which is designed to identify efficiencies, cost savings and improvements across all aspects of the Council in terms of its organisation and also the services it delivers.

This review was commissioned as part of that wider drive for further organisational efficiency. It was specifically designed to help the Council look at the way in which its' various committees and panels are organised and identify potential options to consider. The review will feed into the planned local democracy review, and inform and complement the work the Council is already doing. As such the review has been commissioned as a 'light-touch' review focussing on improving current structures and arrangements, not a fundamental examination of the governance model.

Methodology and approach

The review has been undertaken by local government peers, drawing on the principles of sector-led improvement and informed by the following activity:

- Desk top analysis of Newcastle-under-Lyme Borough Council's committee terms of reference, committee membership, and agendas and reports.

- Benchmarking exercise, comparing Newcastle-under-Lyme Borough Council with other district and borough councils in terms of numbers of committees, numbers of committee positions, and frequency of meetings. (Appendix 1)

- Stakeholder engagement facilitated through an online survey to all councillors (and relevant officers) (Appendix 2), face-to-face engagement with committee chairs, vice chairs, senior management and democratic services staff onsite at Newcastle-under-Lyme, plus telephone conversations with other relevant officers (Appendix 3 provides a list of stakeholders engaged during the Review).

The peers who carried out the review at Newcastle-under-Lyme were:

Jane Burns – Director of Strategy and Challenge, Gloucestershire County Council
Councillor Michael Payne – Deputy Leader, Gedling Borough Council
Jeremy Thomas – Head of Law and Governance, Oxford City Council
Paul Clarke – Programme Manager (Local Government Support), LGA

The peer team used their experience and knowledge of local government to reflect on the information presented to them by people they met, things they saw and materials they read.   This report provides a summary of the peer team's findings.

2. Review Findings

Our findings are divided into sections:

- Section 2.1 below summarises our key observations and recommendations about the current arrangements and practice at Newcastle-under-Lyme Borough Council. These are essentially the 'quick wins' that will help achieve efficiencies.

- In section 2.2 we summarise other areas we think need to be considered as part of the wider work on governance and culture the Council is already embarking on, or is planning to undertake.

2.1 Key Observations

The current democratic decision-making arrangements at Newcastle-under-Lyme demand a lot from both councillors in terms of their participation, and officer time to service an extensive array of formally constituted committees and panels. The numbers of committees and committee positions per councillor is high when compared to the other district and borough councils we benchmarked Newcastle-under-Lyme against (3.6 positions per councillor at Newcastle compared to an average of 2.6 positions per councillor in other councils), and we know there have been examples of you struggling to fill all positions on some committees.

The number of meetings per year (well over 100 meetings) is also amongst the highest in terms of the benchmarked authorities. The time and resource required to service and support these mean officers are stretched and are focused on 'feeding the machine' rather than 'doing the day job.' The sheer volume may also be compromising the quality of committee servicing and support, evidenced by the high number of supplementary papers and replacement reports correcting errors. This in turn puts additional pressure on those trying to read the reports in advance of meetings, and arguably diminishes the quality of discussion and debate.

We questioned whether demands on councillors in terms of the requirement to attend a high number of committee meetings has a detrimental effect on their time to effectively undertake their frontline councillor roles within communities. The councillors we engaged with did not cite this as an issue. In fact, some suggested they saw being involved in committee meetings as the key role of a councillor at Newcastle-under-Lyme. The perceived importance of having formal and public roles on committees is reinforced by the survey results (Appendix 2) which suggest that councillors highly value the principles of all debates and decision making being carried out in formally constituted committee meetings which meet in public and supported by formal agendas and minutes.

We think given the important role councillors have in the overall relationship between Council and community, lessening the demands of meeting attendance will allow these roles and relationships to develop further and crucially 'free up' reducing officer resources to focus on service delivery.

It appears the extensive structures, together with the relative low levels of delegated decision-making to officers and individual cabinet members, mean the Council is operating a de facto committee system alongside a Leader and Cabinet model of executive arrangements with all of the additional demands on officer time that that implies. Some of the Overview and Scrutiny Committees appear to operate like service committees (in that they perceive themselves to be directing the work of officers) and the existence of others, such as the Staffing Committee, are out of kilter with current practice in other authorities and seem focused on operational matters that are usually in the domain of officers.

In particular, given the existence of the Employee Consultative Committee, and the fact most of the powers and functions of the Staffing Committee appear to be in the remit of the Head of Paid Service, we do not fully understand or appreciate the role of the Staffing Committee and how it adds value to decision-making. There is a danger we think that the Committee adds unnecessary delays to the process of getting relatively minor policy updates approved, or escalates issues that might be resolved more quickly and collaboratively at a lower level.

All of the above combine to create a set of current arrangements and practice that puts an unnecessary and unsustainable demand on the organisation and its capacity and resources, which due to the financial challenges facing local government are continuing to decrease. There is definite scope to achieve more productivity and efficiency within the current set-up. For example, there are opportunities to reduce and rationalise the numbers of committees by merging those with complementary remits and functions.

In particular, the Public Protection Committee and Licensing Committee could be amalgamated. One committee covering all the functions of those two committees is common practice in other councils. There are other opportunities too, such as incorporating the functions of the Standards Committee into remit of the Audit and Risk Committee to create an Audit and Governance Committee. Another is to merge the Active and Cohesive and the Health and Well Being Scrutiny Committees. The Council may wish to consider being more radical in the reduction of the number of Scrutiny Committees. At the very least, scrutiny committee work-plans should not be agreed without some consideration of the Officer resources available to support them.

The responses to the survey we carried out suggest there is support from both officers and councillors for this. Combining/merging some committees was the type of change most likely to be supported by both councillors and officers (81% of respondents), and many of the specific suggestions for change are reflected in our recommendations. There is also a timely opportunity we suggest to review some of the historical legacy arrangements, such as the Joint Parking Committee and Conservation Working Group. The recent changes made to the arrangements regarding the Sports Council provides a precedent here.

In terms of overview and scrutiny, there are both standing committees and task and finish groups. Scrutiny arrangements need to be flexible enough to adapt

to changing circumstances. The principles of good scrutiny are that they should cover the issues that matter to local people, it should be 'narrow and deep' rather than 'broad and shallow' and that all scrutiny reviews should be properly scoped, task and finish, rather than on-going and have realistic timescales. There needs to be a discipline to ensure scrutiny doesn't drift.

There are also some aspects of how committees are serviced and supported that will benefit from modernising. For example, the way committee agendas are circulated. Currently any member can request to be added to a circulation list, enabling them to receive a hard copy of the committee meeting agenda. This potentially adds significant costs to the servicing of committees. This is something you have already identified and are beginning to address (as per the report 'Use of ICT and ICT Resources' to the Member Development Panel on 2nd October 2014). The recent rule changes enabling councils to send out committee papers electronically will help here too.

The length and style of committee reports was cited as an issue. Reports appear lengthy and many of the officers we spoke to feel they take a disproportionate time to produce. This issue may be being exacerbated by a tendency to establish formally constituted committees and sub-committees for areas and issues that may be served equally well by more informal bodies – especially where they are performing an advisory function (e.g. member development) - meaning a need to generate formal agendas, reports and minutes.

We know you are already looking at report writing and we agree this is an important exercise. Ensuring that report writing becomes more consistent across the organisation, is proportionate to the matter being considered, and that reports can be easily read and digested by councillors are all important facets. There may be an opportunity to also review the style of minutes as part of this work.

We think there are also some underlying organisational and cultural issues, including the perceptions and expectations of councillors that have evolved over time which now need addressing. In particular, the current arrangements appear to be seen by non-executive members as a range of opportunities to feel involved and informed, rather than part of a decision-making system.   Our desktop analysis suggests more than 40% of the reports on agendas for meetings during September-November 2014 were 'for information'.

In short, councillors appear to rely heavily on committee meetings and agendas/reports for their information.   We understand there used to be a Member's Information Bulletin and suggest it may be timely to consider re-introducing something that enables councillors to be kept informed on major developments so they don't feel the need to attend committee meetings and/or request committee agendas as a way of keeping in touch.   There may also be scope to consider ward specific information and tailored briefings for councillors to better support them in their frontline roles.

<div align="center">4</div>

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Recommendations

1. **Merge/combine/disband some committees that appear to have a similar or complementary role and remit, or have roles that are effectively fulfilled elsewhere in the wider governance arrangements, in particular:**
   - Merge/Amalgamate the Public Protection Committee and Licensing Committees
   - Merge/Amalgamate the Audit & Risk Committee and Standards Committees
   - Merge/Amalgamate the Active and Cohesive Communities and Health & Well Being Scrutiny Committee
   - Review the continued need for the Staffing Committee

2. **Review some of the historical/legacy arrangements, such as the Joint Parking Committee and Conservation Working Group, and whether the Council should continue to service these bodies.**

3. **Consider re-introducing a Members' Information Bulletin and critically review any "for information" items on committee agendas.**

4. **Progress and implement the measures you are already considering to improve business practice, including report format and circulation of agendas.**

5. **Consider and progress the other issues and areas as identified in section 2.2 of this report (below) – including delegation - drawing on practice from other authorities. They will bring bigger gains and help address the underlying issues.**

2.2. Other observations and areas to consider

You have rightly identified there are potentially a number of other bigger benefits and savings to be gained. Reviewing the frequency of local elections (currently annual by thirds) for example, and reducing the numbers of councillors, (which at 60 is high compared to similar sized district authorities), are likely to result in more significant cost savings. But the bigger prize will be the political stability. All out elections every four years are likely to bring this, and enable more focus on the medium to longer term ambitions and strategic priorities of the Council. It is this vision for the future, including the future shape and function of the Council that will need to inform the wider review of democracy and governance.

We think this should include consideration of the scheme of delegation to individual Cabinet Members which can help manage business more effectively and speed up decision-making. We also think there could be a review of the scheme of delegation to officers with a view to increasing the levels of delegation. As we have alluded to, the levels of delegation to officers at Newcastle-under-Lyme seems low compared to many other authorities.

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Reports to Cabinet tend to be presented in the name of the Executive Director and Scrutiny Committees tend to hold officers rather than executive members to account. Individual decision making and reports to Cabinet in the name of the portfolio holder are now common practice in many councils, and will help to reinforce and embed some of the key principles of a leader/cabinet model of governance. It may be something that warrants consideration at Newcastle-under-Lyme.

The principles of good scrutiny may need to be re-emphasised, so they are fully adopted and embedded, and drive how the overview and scrutiny function operates. It may be timely to review the key objectives of overview and scrutiny and consider where the emphasis needs to be to best support the Council in delivering its priorities – so there is a clearer understanding of the balance between holding to account and informing policy, and the focus on internal and external matters. Ensuring scrutiny is positioned to make a timely and effective contribution to strategic policy development and decision-making will become increasingly important as will an external focus, given that in the future the Council might well directly deliver less, and looks to influence and leverage more from external partners and the community.

There may be a need to consider a re-balancing of the role of councillors and the shape and structure of decision-making arrangements required to enable an emphasis on local community leadership in communities as well as attending and participating in formal committee meetings in the civic offices. The organisation will need to consider the best way of supporting councillors in these roles with the resources and capacity available.

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Appendix 1 - Comparison with other councils

	Cotswold DC	Forest of Dean DC	Stroud DC	Cheltenham BC	Tewkesbury BC	Gloucester City	Oxford City	Gedling BC	Ipswich BC	Cannock Chase DC	East Staffs BC	Newcastle-under-Lyme BC	AVERAGE
Current Political Control	**Cons** (C: 18 / L:9 / LD: 9)	**NOC** (C: 18 / L:17 / IND: 11 / LD:1 / UKIP:1)	**NOC** (C: 22 / L:20 / GR: 6 / LD: 3)	**Lib Dem** (LD 24 / C: 12 / IND: 4)	**Cons** (C:24 / LD:9 / IND: 5)	**NOC** (C: 18 / L:9 / LD:9)	**Labour** (L: 33 / LD: 8 / G: 6 / IND: 1)	**Labour** (L: 32 / C: 15 / LD: 3)	**Labour** (L: 35 / C: 10 / LD: 3)	**Labour** (L: 25 / UKIP: 6 / C: 5 / LD: 3 / IND: 2)	**NOC** (L: 16 / IND: 4 / C: 18 / LD: 1)	**Labour** (L: 32 / C:16 / LD: 6 / UKIP: 5/ G:1)	**n/a**
Total Number of Committees	7	14	9	10	8	11	15	9	12	23	15	**16**	**12**
No. of Cttee Positions:No of Members	60:44	114:48	110:40	118:40	82:38	103:36	104:48	95:50	138:48	199:41	45:39	**156:60**	**-**
Number of Committee Positions Per Member	1.4	2.4	2.8	3.0	2.2	2.9	2.2	1.9	2.9	4.9	1.2	**3.6**	**2.6**
Average Number of Positions Per Committee (Mean)	8.6	11.2	10.9	11.8	8.2	9.4	7	12	11.5	8.6	7.5	**9.8**	**9.7**
Total No of Committee Meetings Per Year	48	66	40	51	52	69	114	100	82	120	45	**105**	**74**
Average Number of Meetings Per Committee Per Year (Mean)	7	5	4	5	7	6	7	7	7	5	3	**7**	**5.8**
Governance Model	Cabinet 6	Cabinet 5	Committee System	Cabinet 8	Fourth option	Cabinet 5	Cabinet 10	Cabinet 7	Cabinet 9	Cabinet 9	Cabinet 6	**Cabinet 7**	**-**

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Appendix 2 – summary of survey results

All members and a range of relevant officers (senior managers and democratic services staff) were invited to complete a short online survey between 26th November and 10th December 2014. 16 people (9 officers, 7 councillors) completed the survey.

Support for change: The survey responses suggest strong support (81% of respondents) for changing the number of committees, as opposed to changing the numbers of times committees meet (19%) or changing the numbers of members on committees (0%). All councillors (100%) who responded to the survey identified changes to the number of committees as the type of change they would be most likely to support:
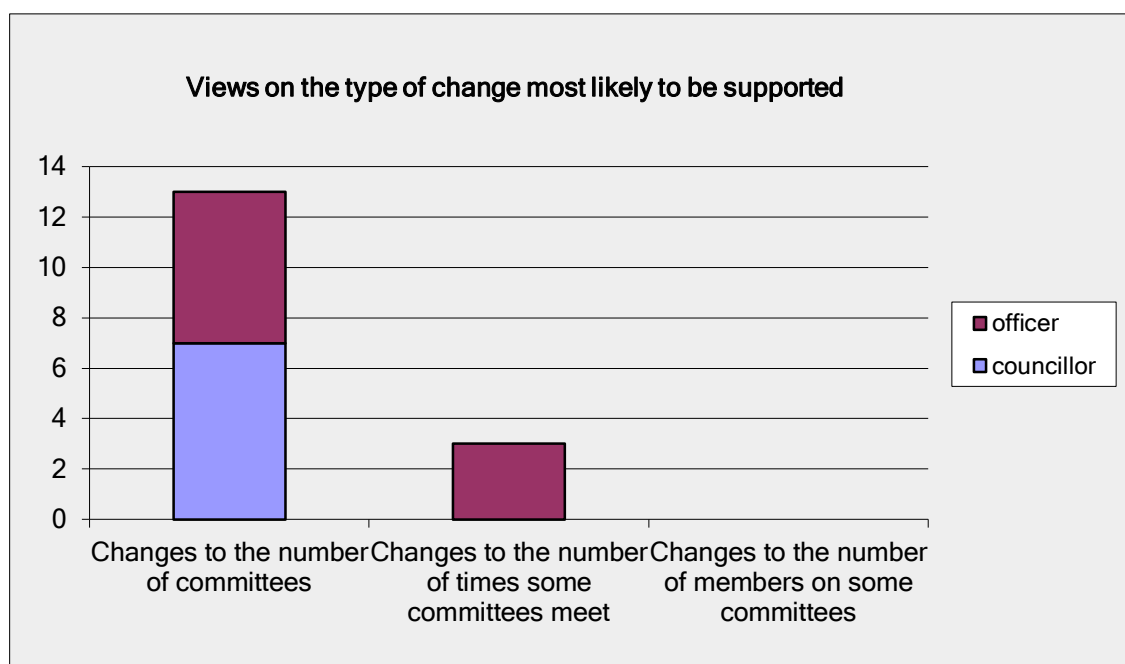
Principles and features of governance and decision-making that councillors value the most:

- **Accountability** (which was defined as 'all debates and decision making are carried out in formally constituted committee meetings with agendas and minutes') was ranked by 72% of councillors as the principle of governance they value most.

- This contrasts sharply with **Involvement** (which was defined as 'opportunities for councillors and other stakeholders to be involved in debates and decision making') which no councillors (0%) ranked as the principle they value most.

- 28% of councillors considered **Transparency** (which was defined as 'all debates and decision making are carried in meetings that are held in public') as the principle they most valued.

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Specific suggestions for change and consideration: A range of suggestions were put forward by respondents. These included:

- Reduce the number of committees by amalgamating those with obvious synergy
- Get rid of specific committees – e.g. Staffing Committee, Member Development
- Merge the Audit & Risk committee with Standards Committee
- Have less scrutiny committees and/or revisit their remits.
- Less committees and less meetings
- Review the types of agenda items to reduce the number of 'information only' items
- Consider the timescales for submission of items to Committee
- Ensure that meetings have a clear outcome/resolution

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Appendix 3 – list of stakeholders engaged during the review

The peer team met and/or spoke with the following officers and councillors during the review:

John Sellgren – Chief Executive

Neale Clifton – Executive Director (Regeneration and Development)

David Adams - Executive Director (Operational Services)

Kelvin Turner – Executive Director (Resources and Support Services)

Mark Bailey- Head of Business Improvement, Central Services & Partnerships

Julia Cleary – Democratic Services Manager

Justine Tait – Democratic Services Officer

Geoff Durham – Member Training and Development Officer

Liz Dodd – Audit Manager and Monitoring Officer

Cllr Reginald Bailey – Chair, Active and Cohesive Communities Scrutiny Committee, and member of Health and Wellbeing Scrutiny Committee and Public Protection Committee

Cllr Colin Eastwood - Chair of Health and Wellbeing Scrutiny Committee, and member of Public Protection Committee and Planning Committee

Cllr Sandra Hambleton – Chair of Standards Committee and Staffing Committee and member of Planning Committee and Audit & Risk Committee

Cllr Derrick Huckfield - UKIP Group Leader

Cllr Hilda Johnson – Vice Chair of Health and Wellbeing Scrutiny Committee and member of Active and Cohesive Communities Scrutiny Committee

Cllr Nigel Jones - Liberal Democrat Group Leader

Cllr David Loades – Conservative member of two Scrutiny Committees and Audit & Risk Committee

Cllr Bert Proctor – Vice Chair of Public Protection Committee and Planning Committee and member of Member Development Panel

Cllr Elizabeth Shenton – Deputy Leader of the Council (and Cabinet Member)

Cllr David Stringer – Chair of Economic Development and Enterprise Scrutiny Committee and member of Finance, Resources and Partnerships Scrutiny Committee

Cllr Gill Williams – Chair of Cleaner Greener and Safer Communities Scrutiny Committee and member of Licensing Committee and Public Protection Committee

Cllr Mike Stubbs – Leader of the Council (and Cabinet Member)

Cllr Joan Winfield – Chair of Licensing Committee and member of Cleaner Greener and Safer Communities Scrutiny Committee and Member Development Panel

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Members: Mrs Dymond, Mrs Winfield, Robinson, S Tagg, Hailstones, Miss Wing, Mrs Braithwaite and Miss Mancey

CLEANER, GREENER AND SAFER COMMUNITIES SCRUTINY COMMITTEE

Chair: Councillor Allport
Vice Chair: Councillor Welsh

Portfolio Holder(s) covering the Committee's remit:
Councillor Amelia Rout (Leisure, Culture and Localism)
Councillor Ann Beech (Environment and Recycling)
Councillor Tony Kearon (Safer Communities)

Work Plan correct as at: Friday 12th June 2015

Remit:
Cleaner, Greener and Safer Communities Scrutiny Committee is responsible for:

- Anti-Social Behaviour Orders
- Civil contingencies
- CCTV
- Community Cohesion and Safety
- Community Safety and Section 17
- Decriminalised Parking Enforcement and On-Street Parking
- Emergency Planning

- Older People
- Streetscene – Litter, Grounds Maintenance, Parks and Gardens
- Street and Community Wardens
- Buses and Concessionary Travel and Taxis
- Car Park Management
- Climate Change, Sustainability and Energy Efficiency

- Environmental Health
- Flooding and Drainage
- Highways and transport (Operational)
- Recycling and Waste Management

Date of Meeting	Item	Reason for Undertaking
29th June 2015 (agenda dispatch 19th June 2015)	The Council's Role in Emergency Planning	Newcastle-under-Lyme Borough Council is part of Staffordshire Resilience Forum (SRF), bringing together all the emergency responders in Staffordshire. All Members are to be made aware of their roles and responsibilities in the event of a major incident or disruption to Council services
	Local Government Association Peer Review of Decision Making Arrangements	To advise Members on the recommendations of the LGA Peer Review and to request feedback on the recommendations
	Work Plan and Scrutiny Topics for 2015/2016	To discuss the work plan and potential topics that Committee members would like to scrutinise over the forthcoming year
7th October 2015 (agenda dispatch 25th September 2015)	Portfolio Holder(s) Question Time (Portfolio Holders for Environment and Recycling and Safer Communities)	An opportunity for the Committee to question the Portfolio Holder(s) on their priorities and work objectives for the next six months and an opportunity to address any issues or concerns that they may currently be facing. It is an opportunity for the Portfolio Holder(s) to flag up areas within their remit that may benefit from scrutiny in the future
	Decriminalised Car Parking	Dave Greatbatch from Staffordshire County Council to be invited to present the principles of decriminalised parking enforcement (DPE) carried out by civil enforcement officers, operating on behalf of either a local authority or a private firm
	Anti-Social Behaviour Legislation Update	As of the 20th October 2014 Newcastle Borough Council, in line with National legislative changes, had some amended and new powers introduced to provide a more stream lined approach to take action against individuals who are perpetrators of anti-social behaviour
	Work Plan and Scrutiny Topics for 2015/2016	To discuss the work plan and potential topics that Committee members would like to scrutinise over the forthcoming year
2nd March 2016 (agenda dispatch 19th February 2016)		
	Annual Review of Scrutiny Committee's Work	To evaluate and review the work undertaken during 2015/2016
	Work Plan and Scrutiny Topics for 2015/2016	To discuss the work plan and potential topics that Committee members would like to scrutinise over the forthcoming year

Date of Meeting	Item	Reason for Undertaking
30th June 2016 (agenda dispatch 17th June 2016)		
	Work Plan and Scrutiny Topics for 2015/2016	To discuss the work plan and potential topics that Committee members would like to scrutinise over the forthcoming year

Task and Finish Groups:	
Future Task and Finish Groups:	
Suggestions for Potential Future Items:	• Planning Permission of Hot Food Takeaways (the Head of Planning pursuing as part of the Local Plan) • Warm Zone Delivery of Green Deal (potentially email to committee) • Decriminalised Car Parking • The Council's Role in Emergency Planning

DATES AND TIMES OF CABINET MEETINGS:	Wednesday 10th June 2015, 7.00pm, Committee Room 1
	Wednesday 22nd July 2015, 7.00pm, Committee Room 1
	Wednesday16th September 2015, 7.00pm, Committee Room 1
	Wednesday 14th October 2015, 7.00pm, Committee Room 1
	Wednesday 11th November 2015, 7.00pm, Committee Room 1
	Wednesday 9th December 2015, 7.00pm, Committee Room 1
	Wednesday 20th January 2016, 7.00pm, Committee Room 1
	Wednesday 10th February 2016, 7.00pm, Committee Room 1
	Wednesday 23rd March 2016, 7.00pm, Committee Room 1
	Wednesday 8th June 2016, 7.00pm, Committee Room 1

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