



Herbert Warehouse
The Docks
Gloucester
GL1 2EQ

Wednesday, 13 July 2016

TO EACH MEMBER OF GLOUCESTER CITY COUNCIL

Dear Councillor

You are hereby summoned to attend a **MEETING OF THE COUNCIL** of the **CITY OF GLOUCESTER** to be held at the Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP on **Thursday, 21st July 2016 at 7.00 pm** for the purpose of transacting the following business:

AGENDA

1. **APOLOGIES**

To receive any apologies for absence.

2. **MINUTES (Pages 9 - 20)**

To approve as a correct record the minutes of the Annual Council Meeting held on 23 May 2016 and the Special Council Meeting held on 30 June 2016.

3. **DECLARATIONS OF INTEREST**

To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.

4. **PUBLIC QUESTION TIME (15 MINUTES)**

The opportunity is given to members of the public to put questions to Cabinet Members or Committee Chairs provided that a question does not relate to:

- Matters which are the subject of current or pending legal proceedings or
- Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers.

5. **PETITIONS AND DEPUTATIONS (15 MINUTES)**

A period not exceeding three minutes is allowed for the presentation of a petition or deputation provided that no such petition or deputation is in relation to:

- Matters relating to individual Council Officers, or
- Matters relating to current or pending legal proceedings

6. **ANNOUNCEMENTS**

To receive announcements from:

- a) The Mayor
- b) Leader of the Council
- c) Members of the Cabinet
- d) Chair of Committees
- e) Head of Paid Service

7. **MEMBERS' QUESTION TIME**

- a) Leader and Cabinet Members' Question Time (30 minutes)

Any member of the Council may ask the Leader of the Council or any Cabinet Member any question without prior notice, upon:

- Any matter relating to the Council's administration
- Any matter relating to any report of the Cabinet appearing on the Council's summons
- A matter coming within their portfolio of responsibilities

Only one supplementary question is allowed per question.

- c) Questions to Chairs of Meetings (15 Minutes)

ISSUES FOR DECISION BY COUNCIL

8. **DESIGNATION OF MONITORING OFFICER (Pages 21 - 24)**

To receive the report of the Head of Paid Service which seeks to designate a Monitoring Officer.

9. **RECOGNISING GOOD SERVICE TO THE CITY (Pages 25 - 38)**

To receive the report of the Democratic and Electoral Services Manager which seeks approval for the processes and assessment criteria for the various mechanisms for recognising good service to the City and/or the Council.

10. **ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE FOR 2015-16 (Pages 39 - 66)**

To receive the report of the Chair of the Overview and Scrutiny Committee for the year 2015/16.

11. **ANNUAL REPORT OF THE AUDIT AND GOVERNANCE COMMITTEE FOR 2015-16 (Pages 67 - 78)**

To receive the Annual Report of the Chair of the Audit and Governance Committee for the year 2015/16.

MOTIONS FROM MEMBERS

12. **NOTICES OF MOTION**

1. **PROPOSED BY COUNCILLOR HILTON AND TO BE SECONDED BY COUNCILLOR D. BROWN**

“This Council notes that the adopted Gloucester Local Plan dates back to 1983, but that a number of planning policies were formally ‘saved’ by the Secretary of State for Communities and Local Government in 2007. This Council welcomes the work done so far by the three councils; Gloucester, Cheltenham and Tewkesbury in developing the Joint Core Strategy (JCS) that is currently being considered by the Planning Inspector appointed by PINS, Ms Elizabeth Ord.

This Council notes that a new Gloucester City Plan (the City Plan) will be prepared as a development document that will sit beneath the JCS. It will explain how the Council will implement the spatial vision and strategic objectives in the JCS up to the year 2031 and provide criteria that it will apply when considering planning applications for different types of buildings or other development.

This Council notes that a new Council was elected on the 5th May for four year term and that all members must be fully involved in developing the new City Plan, which was originally due to go to the Planning Inspector in the winter of 2016 for adoption in 2017.

This Council, therefore, calls on the Cabinet Member for Housing and Planning to prepare a report for all Members, to be considered by full council on 29th September 2016, on how he intends deliver the new City Plan through to adoption during the life of this Council.”

2. **PROPOSED BY COUNCILLOR HAIGH AND TO BE SECONDED BY COUNCILLOR COOLE**

“The City of Gloucester has a long and proud history of taking in and accepting people from different countries and cultures. The City has benefitted from the diversity and different experiences and skills that have

enriched our City.

We are proud to live in a diverse and tolerant society. Racism, xenophobia and hate crimes have no place in our country. We, Gloucester City Council, condemn racism, xenophobia and hate crimes unequivocally. We will not allow hate to become acceptable.

Gloucester City Council will work to ensure local bodies and programmes have support and resources needed to fight and prevent racism and xenophobia.

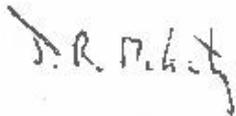
We reassure all people living in Gloucester that they are valued members of our community.”

13. **WRITTEN QUESTIONS TO CABINET MEMBERS**

Written questions and answers. Only one supplementary question is allowed per question.

No written questions have been submitted.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'J. R. McGinty', is positioned above the printed name and title.

Jon McGinty
Managing Director

NOTES

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<u>Interest</u>	<u>Prescribed description</u>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the Council's area. For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or

- land in the Council's area and
- (b) either –
- i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

Access to Information

Agendas and reports can be viewed on the Gloucester City Council website: www.gloucester.gov.uk and are available to view five working days prior to the meeting date.

For further details and enquiries about this meeting please contact Tanya Davies, 01452 396125, tanya.davies@gloucester.gov.uk.

For general enquiries about Gloucester City Council's meetings please contact Democratic Services, 01452 396126, democratic.services@gloucester.gov.uk.

If you, or someone you know cannot understand English and need help with this information, or if you would like a large print, Braille, or audio version of this information please call 01452 396396.

Recording of meetings

Please be aware that meetings may be recorded. There is no requirement for those wishing to record proceedings to notify the Council in advance; however, as a courtesy, anyone wishing to do so is advised to make the Mayor aware before the meeting starts.

Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the Public and Press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

FIRE / EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.

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COUNCIL

MEETING : Monday, 23rd May 2016

PRESENT : Cllrs. James, Dallimore, Noakes, D. Norman, Organ, Porter, Haigh, Hilton, Gravells, Tracey, Stephens, Lugg, Hanman, Morgan, Wilson, Bhaimia, Williams, Brown, Dee, Taylor, Hansdot, Patel, Toleman, Pullen, Hampson, H. Norman, Pearsall, Brazil, Brown, Cook, Fearn, Finnegan, Hawthorne, Hyman, Melvin, Ryall and Smith

Others in Attendance

Jon McGinty, Managing Director

Anne Brinkhoff, Corporate Director

Jonathan Lund, Corporate Director

Shirin Wotherspoon, Solicitor

Tanya Davies, Democratic and Electoral Services Manager

APOLOGIES : Cllrs. Lewis and Coole

1. ELECTION OF COUNCILLORS

1.1 The Council noted the election of Councillors following the local elections on 5 May 2016.

2. ELECTION OF MAYOR

2.1 Moved by Councillor Pullen, seconded by Councillor Haigh.

2.2 **RESOLVED** - That Councillor Neil Hampson be elected Mayor of the City of Gloucester until the Annual Council Meeting in 2017.

3. ELECTION OF SHERIFF AND DEPUTY MAYOR

3.1 Moved by Councillor Lugg, seconded by Councillor Smith.

3.2 **RESOLVED** - That Councillor Said Hansdot be elected Sheriff and Deputy Mayor of the City of Gloucester until the Annual Council Meeting in 2016.

The meeting was adjourned at 4.15pm for afternoon tea and reconvened at 5.15pm with Councillors Hampson and Hansdot in the roles of Mayor and Sheriff/Deputy Mayor respectively.

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4. MINUTES

- 4.1 **RESOLVED** – That, subject to typographical amendments to paragraph 76.18, the minutes of the meeting held on 24 March 2016, be approved and signed by the Mayor.

5. DECLARATIONS OF INTEREST

- 5.1 There were no declarations of interest.

6. ANNOUNCEMENTS (COUNCIL PROCEDURE RULE 2(VII))

Head of Paid Service

- 6.1 The Head of Paid Service announced that Jonathan Lund and Anne Brinkhoff had joined the Council as its new Corporate Directors and advised that details of line management responsibilities would be circulated to all Councillors in due course.
- 6.2 The Head of Paid Service gave notice that a Special Council meeting would be convened on 30 June 2016 to consider the Council's response to the Inspector's conclusions in respect of the Joint Core Strategy.

7. ELECTION OF LEADER OF THE COUNCIL

- 7.1 The Mayor invited nominations for the position of Leader of the Council.
- 7.2 Councillor Williams moved the following motion, which was seconded by Councillor Melvin:

“That Councillor James be elected Leader of the Council for the proceeding four-year term.”

- 7.3 **RESOLVED** - That Councillor James be elected Leader of the Council for the proceeding four-year term.

Following election, the Leader of the Council advised of appointments to the Cabinet and allocations of portfolios as follows:

Councillor Paul James	Regeneration and Economy
Councillor Jennie Dallimore	Communities and Neighbourhoods
Councillor Lise Noakes	Culture and Leisure
Councillor David Norman	Performance and Resources
Councillor Colin Organ	Housing and Planning
Councillor Jim Porter	Environment

The Leader also advised the Council that he had appointed Councillor Dallimore as Deputy Leader of the Council to act in his absence.

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8. ADOPTION OF THE CONSTITUTION FOR 2016/17

- 8.1 Council consider a report of the Head of Paid Service concerning the Council's Constitution for the municipal year 2016-17.
- 8.2 Councillor James moved the recommendations in the report. He explained that the Constitution was a living document and that it was necessary to update it to take account of the move to all out elections and the election of a majority Administration. The changes reflected how the business of the Council had evolved and sought to ensure that decision-making processes were efficient and effective. He clarified that the transitional arrangements proposed for the role of Mayor referred only to the situation where a Mayor retired or was not re-elected in an election year, but would remain as Mayor until a new Mayor was elected at the Annual Council meeting. He further clarified that the proposed terms of reference for the Planning Policy Sub-Committee included a duplication that would be corrected and that additional minor changes would be made using delegated powers.
- 8.3 Councillor Dallimore seconded the motion.
- 8.4 Councillor Haigh explained that she was pleased that a cross-party Constitution Working Group would remain, but that she did not support the dissolution of the Grants and Community Services Forum (GCSF). She stated that the GCSF existed to ensure close links between Councillors and the Voluntary and Community Sector (VCS) and provide the mechanism for the VCS to be part of the budget setting process, but that it had been neglected in recent times. She objected to dissolving the GCSF without full details on the alternative structure that would replace it being disclosed.
- 8.5 Councillor Hilton noted the proposal to consider introducing a Special Responsibility Allowance for the Chair of the new General Purposes Committee and he stated that elements of the existing Members' Allowances Scheme should also be reviewed. He asked what steps were being taken to recruit a new Independent Remuneration Panel and begin the review process.
- 8.6 Councillor Dallimore reported that the dissolution of the GCSF had been driven by the VCS because all parties recognised that more flexible mechanisms would enable the Council to engage with a wider variety of organisations. She explained that a prescriptive approach was not being proposed because it was important to be able to adapt going forward. She stated that the Council valued the voice of the VCS and that she looked forward to seeing more Councillors becoming involved in the relationship between the Council and the VCS in the future.
- 8.7 Councillor James advised that a new Members' Allowances Panel was being recruited. A review would take place in the Autumn and report to Council in January in line with the usual timetable.
- 8.8 **RESOLVED –**
- (1) That the changes highlighted in this report and shown in the appendices be approved and the revised Constitution be adopted with immediate effect.

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- (2) That authority be delegated to the Managing Director to make minor and consequential amendments to the Constitution to implement the changes set out in this report in consultation with Group Leaders.
- (3) That, as part of the next review, the Members' Allowances Panel be asked to consider amending the 2016-17 Scheme of Allowances to include a Special Responsibility Allowance (SRA) for the Chair of the General Purposes Committee and, should an SRA be recommended and subsequently approved by Council, that it be backdated to 23 May 2016.

9. APPOINTMENTS TO COMMITTEES, CONSULTATIVE FORUMS AND WORKING GROUPS AND NOMINATIONS FOR CHAIRS OF COMMITTEES AND VICE-CHAIRS FOR 2016/17

- 9.1 The Council considered the Schedule of Appointments to Committees, Consultative Forums and Working Groups, and nominations for Chairs and Vice Chairs for the municipal year 2016-17 (see Appendix 1). The appointment of Chairs and Vice Chairs to committees would be made at the first meeting of each committee.
- 9.2 Councillor James moved the motion set out in the schedule.
- 9.3 Councillor Dallimore seconded the motion.
- 9.4 Councillor Hilton noted that top-up Members may be required for the Gloucestershire Police and Crime Panel to achieve political balance and requested the Leader support his proposal for Councillor D. Brown to take up such a role should a top-up Liberal Democrat Councillor be required.
- 9.5 Councillor Dee advised that Gloucestershire County Council would seek top-up Members once it had been advised of the appointments made by each of the district Councils.
- 9.6 Councillor James advised that he was not responsible for decisions on top-up Members, but would welcome the inclusion of additional Councillors from Gloucester City Council.
- 9.7 **RESOLVED –**
 - (1) The schedule of appointments of Members to Committees, Consultative Forums and Working Groups for 2016/17 be approved.
 - (2) In respect of the above, the Council, in accordance with Council Procedure Rules, appoint all Members as named deputies for all those meetings (with the exception of Cabinet, Planning Committee and Licensing and Enforcement Committee) to which the Member has not been appointed.
 - (3) That the nominations for Chair and Vice Chair of Committees, as set out in the schedule, be noted and that each Committee at its first meeting in the new municipal year 2016/17 confirms and appoints its Chair and Vice Chair.

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10. APPOINTMENTS TO OUTSIDE BODIES FOR 2016/17

- 10.1 The Council considered the Schedule of Appointments to Outside Bodies for the municipal year 2015-16 (see Appendix 2).
- 10.2 Councillor James moved the appointments set out in the Schedule.
- 10.3 Councillor Dallimore seconded the motion.
- 10.4 Councillor Haigh moved an amendment to withdraw Councillor Lugg's nomination to the Gloucester City Homes Board and to nominate herself to the substitute position on the Gloucestershire Economic Growth Overview and Scrutiny Committee.
- 10.5 Councillor James accepted the amendment.
- 10.6 Councillor Lugg noted the vacancy on Gloucester Charities Trust.
- 10.7 Councillor James noted the vacancy on Gloucestershire Airport Consultative Committee.
- 10.8 **RESOLVED** - That the schedule of appointments to Outside Bodies be approved, subject to the withdrawal of Councillor Lugg's nomination to the Gloucester City Homes Board and the inclusion of Councillor Haigh as the substitute on the Gloucestershire Economic Growth Overview and Scrutiny Committee.

Time of commencement: 3.00 pm hours

Time of conclusion: 5.45 pm hours

Chair

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COUNCIL

MEETING : Thursday, 30th June 2016

PRESENT : Cllrs. Hampson (Mayor), Hansdot (Sheriff & Deputy Mayor), James, Dallimore, Noakes, D. Norman, Organ, Porter, Haigh, Hilton, Tracey, Stephens, Lugg, Hanman, Lewis, Morgan, Wilson, Williams, D. Brown, Dee, Taylor, Patel, Pullen, H. Norman, Pearsall, Brazil, J. Brown, Cook, Coole, Fearn, Finnegan, Hyman, Melvin and Smith

Others in Attendance

Jon McGinty, Managing Director
Anne Brinkhoff, Corporate Director
Jonathan Lund, Corporate Director
Sara Freckleton, Solicitor, One Legal
Anthony Wilson, Head of Planning
Philip Bylo, Interim Planning Policy Manager
Adam Gooch, Principal Planning Policy Officer
Louise Follett, Principal Planning Policy Officer
Tanya Davies, Democratic and Electoral Services Manager
Tony Wisdom, Democratic Services Officer

APOLOGIES : Cllrs. Gravells, Bhaimia, Toleman, Hawthorne and Ryall

11. DECLARATIONS OF INTEREST

11.1 There were no declarations of interest.

12. OUTCOME OF THE REFERENDUM ON THE UNITED KINGDOM'S MEMBERSHIP OF THE EUROPEAN UNION

12.1 The Mayor invited the Leader of the Council to move a motion to suspend Council procedure rules to enable Group Leaders to comment on the outcome of the referendum on the United Kingdom's membership of the European Union. The motion was seconded by several Members.

12.2 **RESOLVED to suspend Council procedure rules to enable Group Leaders to comment on the outcome of the referendum.**

12.3 Councillor James, Leader of the Council, advised that a majority of voters in the City had voted to leave with 58 per cent in favour of leaving and 42 per cent in

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favour of remaining in the European Union. He stated that the United Kingdom was a democratic nation and the decision should be respected as the people had spoken. He believed that it was too early to predict the effects of the decision, which had caused turbulence in both Westminster and Brussels and the only certainty was uncertainty. He stated that the result of the referendum would not result in any intrinsic change to the ability of Gloucester to be a great city. He stated that Gloucester had always been a warm and welcoming place and he deplored the incidents of race hatred that had recently been reported elsewhere.

- 12.4 Councillor Haigh, Leader of the Labour Group, welcomed the comments made by Councillor James. She believed that the Council must show leadership and provide stability for the community. She understood that Officers were taking advice on finances and devolution was under review. She believed that Council needed to consider that we were in a changing situation nationally and could possibly face further financial challenges although she believed that local government had taken the brunt of the Government's cuts. She advised that Members of the Labour Group were wearing safety pins as a symbol of solidarity with immigrants as Gloucester had a history of welcoming people from overseas. She stated that Members should work together to ensure that Gloucester had the best possible future.
- 12.5 Councillor Hilton, Leader of the Liberal Democrat Group, stated that he had voted to remain and found it difficult to accept the result of the referendum, which had caused turmoil in the Conservative and Labour parties and in the financial markets. He believed that the nation was waiting for leadership that could tell us the impacts of leaving the European Union. The Council would have to do its best, devolution would be on hold and he noted with concern that some of the Council's regeneration partners had Brexit clauses within their contracts. He expressed concerns about the impact of the decision upon small businesses in the City, many of which exported to Europe. He stated that many citizens of the European Union had made their homes in the City and found it distasteful to learn that British citizens were telling foreigners to go home. He suggested that the Council should check how many of its staff were European citizens and he had made the same suggestion at the County Council. He concluded that the reality of the situation was that the UK Government did not have a plan.

13. JOINT CORE STRATEGY: INSPECTOR'S INTERIM REPORT

- 13.1 The Mayor invited the Leader of the Council to move a motion to suspend Council procedure rules in order to permit Officers to respond to technical questions. The motion was seconded by Councillor Dallimore.
- 13.2 **RESOLVED to suspend Council procedure rules in order to permit Officers to respond to technical questions.**
- 13.3 The Mayor then invited Councillor Organ, Cabinet Member for Housing and Planning, to present his report which sought approval of the proposed response to the Inspector's Interim Report on the Joint Core Strategy.

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- 13.4 Councillor Organ moved the recommendation in the report, which was seconded by Councillor James. He stated that the preparation of the Joint Core Strategy (JCS) started in October 2008, this has involved a commitment to joint working on a strategic plan with Cheltenham and Tewkesbury Borough Councils. The Examination process had been progressing for over a year with the appointed Inspector and there have so far been three hearing stages, a Preliminary Report and now an Interim Report from the Inspector. The Inspector has supported the general strategy within the JCS and made clear in her Interim Report that the plan is progressing towards a position of Soundness and Legal Compliance, but that some Modifications are required to move it forward to eventual adoption. He recommended that Council must allow the JCS officers to continue with their dialogue at the JCS Hearings in July and respond to the Inspector's Interim Report with their approach to the JCS Modifications. This would allow the JCS officers to move towards a public consultation on the JCS Modifications to be held in October/November this year. The JCS would provide Gloucester and its partners with a robust planning strategy that will guide the growth of our area over the next 15 years. It was important to approve this report tonight in order to avoid negative consequences for the JCS (including possible financial and reputational costs) and significant difficulties in delivering strategic planning policy required for Gloucester and the JCS area.
- 13.5 The Mayor invited Ms Sarah Sharpe of Tuffley Matters to address Council.
- 13.6 Ms Sharpe stated that Tuffley Matters was a local, non-political, residents' group based in Tuffley, originally formed due to the local response of Tuffley, Whaddon and Brookethorpe residents, in relation to a planning application for 250 houses on the Tuffley Farm fields off Grange Road. Tuffley Matters had a Facebook page with almost 800 followers, who comment on, share and support the cause. Ms Sharpe wished to draw Council's to the online petition with nearly 1,000 signatures against outline planning application for Tuffley Farm site (16/00165/OUT) on the grounds of infrastructure, traffic and congestion, lack of school places and doctors surgeries and other local facilities, impact on the landscape, flood risk and lack of public transport. She expressed concern that the Inspector's report was moving beyond the original remit of the JCS. She asked why was the land south of Gloucester now being included in the interim report, when it mostly lay within Stroud's remit and Stroud are not part of the Joint Core Strategy.
- 13.7 Councillor Organ responded that the land south of Gloucester was not in the JCS area but noted the Inspector's comments in her report. He believed that the site was one of the prettiest entrances to the City and he noted that the Inspector had passed comment on the need for a green buffer between Gloucester and Cheltenham. He considered there was even more need for such a buffer between Stroud and Gloucester. His recommendation would be to remove this site from the JCS allocations and give it protected status.

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- 13.8 Councillor Haigh requested clarification on the designation of Green Belt.
- 13.9 Councillor Organ stated that it would be guided by the Inspector.
- 13.10 Councillor James stated that he had met with the Leader and Chief Executive of Stroud District Council. He noted that Stroud had a Local Plan in place and that there would be a process to be followed for any review of that plan.
- 13.11 The Head of Planning clarified that any designation of the Land South of Gloucester would be a matter for Stroud District Council.
- 13.12 Councillor Morgan referred to the agenda for the JCS hearings on 6 and 7 July and noted that land to the South of Grange Road, which was the subject of an application for 250 dwellings, was listed for discussion.
- 13.13 The Head of Planning advised that the application was below the threshold of 500 dwellings for a strategic allocation and advised that the application could be considered by the Planning Committee at its August meeting.
- 13.14 Councillor Pullen noted the reduction in the requirements for Gypsies and Travellers sites from 82 to 28 pitches and asked if this was the result of a reduced demand or the redefinition of Gypsies, Travellers and Travelling Showpeople by the Government.
- 13.15 He was advised that it was the result of the redefinition and he believed that if the numbers remained the same we would be unable to meet their needs.
- 13.16 Councillor Morgan requested further clarification on land south of Grange Road and was advised by the Head of Planning that the Inspector referred to the site in her interim report as part of the larger potential reserve site at Brookthorpe with Whaddon. The site had been discussed during 2013 sites consultation for the City Plan.
- 13.17 Councillor Coole asked if the inclusion of Winnycroft as a strategic allocation would allow the provision of twenty per cent affordable housing. The Head of Planning advised that the larger application at Winnycroft (420 dwellings) had not yet been determined and the provision of affordable housing at Winnycroft would take into consideration the twenty per cent affordable housing draft policy subject to viability.
- 13.18 Councillor Dee expressed concerns that some of the proposed modifications were not in existence at the time of the Members Steering Group meeting. He was advised that the detail of the proposed modifications would be developed during the summer.

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- 13.19 Councillor Dee asked if there would be any further Member involvement and the Managing Director advised that all three JCS Councils were meeting to consider the Interim Report and Members comments would be conveyed to the Inspector.
- 13.20 Councillor Porter noted that Parton Farm was owned by the Council and he suggested moving the housing from that site to South Churchdown and allocating Parton Farm to commercial or industrial use. He requested that this point be put to the Inspector for consideration.
- 13.21 Councillor Hilton noted that the airport had been allowed to develop Green Belt land and may need to move businesses to make room for additional hangars.
- 13.22 There were no further questions of Officers or any amendments so the Mayor opened the matter for debate.
- 13.23 Councillor Morgan fully endorsed the approach to the Interim Report although he had reservations on some particular aspects. He asked if the Cabinet Member for Housing and Planning would work with Officers to scrutinise all aspects of the JCS.
- 13.24 Councillor Porter was disappointed by the Inspector's comments. He believed that the JCS should focus on jobs rather than housing. The Inspector was proposing to increase the number of houses but there was no reference to an increase in the number of jobs.
- 13.25 Councillor Pullen asked that more sites should be provided for Gypsies and Travellers and consideration be given to their human rights.
- 13.26 Councillor Hilton stated that the JCS planned to create 21,000 additional jobs and additional houses were needed to support those jobs and to cater for demographic changes such as smaller family units. He believed that the JCS was about creating a dynamic growing economy and there was a need to identify further sites for development to protect other areas. He supported the removal of North Churchdown as new housing was not appropriate near airport runways. He suggested that Highnam would be an ideal location for development as it was close to the City and not in the flood plain.
- 13.27 Councillor Haigh stated that the JCS was planning for the future of the community which the Council represented. The City's housing need could not be met from within its own boundaries, neither could Cheltenham Borough but Tewkesbury Borough could meet its needs within its own boundaries. She noted the need to provide homes for the old and the young with space to thrive and she welcomed the Inspector's judgement that affordable housing need could not be assessed from the workings of the benefits system. She believed that the present government was destroying the social housing system. She noted that Bristol City was leading the development of housing development companies and she welcomed the inclusion

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30.06.16

of Winnycroft in the JCS. She did not believe that the infrastructure would be sufficient to support development at Brookthorpe with Whaddon and she would support the recommendations in the report.

13.28 Councillor Stephens referred to the Madleaze Industrial Estate and the challenges of the A.38 corridor. He believed that the City Plan would present an opportunity for the future. Referring to the employment strategy, he called for work to increase the manufacturing capacity within the County and referred to the need for community buildings and facilities and a review of retail investment policy. He further referred to the Inspector's proposed five per cent uplift in housing requirements in order to provide additional affordable housing and stated that if this proposal was not supported, alternative mechanisms to deliver affordable housing must be considered.

13.29 Councillor James stated that he maintained his opposition to development south of Gloucester and Stroud District Council were in agreement and had signed a Memorandum of Understanding with the City. He noted that the delivery of affordable housing was dependent on viability and he referred to recent achievements including the former Kwik Save site. He noted the Inspector's comments regarding a review of retail policy which would require further consideration by Councillors. He believed that the Council could be proud of the manufacturers in the City and the Council and the JCS was not planning for a decline in manufacturing. He thanked Councillors Haigh and Hilton for their support of the report as a whole.

13.30 Councillor Organ, Cabinet Member for Housing and Planning, thanked Members for their comments.

13.31 **RESOLVED to**

- (1) Note the Interim Report of the Inspector;
- (2) Agree that the JCS officers attend the July hearings to discuss the Interim Report and the recommended way forward with the Inspector, identifying specific consequences and key points arising from the findings to the Inspector as detailed (within Appendix A) and expressed through the June 2016 Council meetings on this report;
- (3) Agree that a summary of comments made by Members at the Council meetings held by the JCS Authorities be passed to the JCS Inspector for consideration.

Time of commencement: 6.00 pm

Time of conclusion: 7.35 pm

Chair



Meeting:	Senior Appointments Committee Council	Date:	20 July 2016 21 July 2016
Subject:	Designation of Monitoring Officer		
Report Of:	Head of Paid Service		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Jon McGinty, Managing Director		
	Email: jon.mcginity@gloucester.gov.uk	Tel:	39-6200
Appendices:	None		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 To designate a Monitoring Officer.

2.0 Recommendations

2.1 Senior Appointments Committee is asked to **RESOLVE TO RECOMMEND TO COUNCIL** that

- (1) Jonathan Lund, Corporate Director, be designated as Monitoring Officer for the City Council in accordance with section 5 of the Local Government and Housing Act 1989 with immediate effect.
- (2) Authority be delegated to the Monitoring Officer to vary the secondment agreement between Gloucester City Council, Tewkesbury Borough Council (One Legal) and Shirin Wotherspoon to provide legal advice and related services to the Monitoring Officer including, but not only, the services of a legally qualified Deputy Monitoring Officer.

2.2 Council is asked to **RESOLVE**

- (1) To designate Jonathan Lund, Corporate Director, as Monitoring Officer for the City Council in accordance with section 5 of the Local Government and Housing Act 1989 with immediate effect.
- (2) To delegate authority to the Monitoring Officer to vary the secondment agreement between Gloucester City Council, Tewkesbury Borough Council (One Legal) and Shirin Wotherspoon to provide legal advice and related services to the Monitoring Officer including, but not only, the services of a legally qualified Deputy Monitoring Officer.

3.0 Background and Key Issues

- 3.1 The Local Government and Housing Act 1989, Section 5, requires all local authorities to designate one of their officers as the “Monitoring Officer”. The Act specifically excludes the Head of Paid Service and the Chief Finance Officer (Section 151 Officer) from being the Monitoring Officer, although any other officer of the Council can be appointed.
- 3.2 The Act imposes a duty on the Monitoring Officer, if at any time there appears to the Monitoring Officer that any proposal, decision or omission of the Council, or Committee etc. either has given rise to, or is likely to give rise to, a breach of any law, or any maladministration as would be dealt with by the Ombudsman, to prepare a report to the Council specifying the contravention.
- 3.3 The Monitoring Officer also has a number of responsibilities arising from the Localism Act 2011 relating to Councillor conduct (City and its Parish Council). These responsibilities include dealing with complaints on the Code of Conduct, as well as providing training for Members thereon. There is a close connection with the S151 Officer and Internal Audit and the Monitoring Officer is a member of the Corporate Governance Group.
- 3.4 The current functions of the Monitoring Officer are specified in the Constitution, including the Monitoring Officer’s Protocol although some of these may be assigned to other officers by the Managing Director. There is no statutory requirement for the Monitoring Officer to be a Solicitor.
- 3.5 Following the departure of the City Council’s Monitoring Officer in June 2015 One Legal was engaged to provide the Monitoring Officer function for Gloucester City Council for an interim period of one year – to July 2016. During that period the Monitoring Officer function has been provided by Shirin Wotherspoon, a member of the One Legal Management Team and the designated lead lawyer from One Legal for the City Council.
- 3.6 As a consequence of the recruitment of new Corporate Directors, one of the new Directors has recent past experience of acting as Monitoring Officer at a local authority. Prior to his appointment as Corporate Director at Gloucester City Council Jonathan Lund was the Monitoring Officer at Selby District Council for 8 years. This allows the Council to consider designating the Monitoring Officer role to an experienced officer directly employed by the City Council.
- 3.7 This possibility has been discussed and agreed with One Legal and the current Monitoring Officer. It would allow Shirin to refocus her work on a busy portfolio of commercial law across the One Legal partnership as well as to conduct the role of the lead lawyer for the City Council. The proposal would save the City Council £20,000 per annum.
- 3.8 The Monitoring Officer has the authority to appoint deputies. Tanya Davies (Democratic and Electoral Services Manager) has served as Deputy MO since 2012 and it is proposed that this appointment would continue. In addition, and to ensure that the MO continues to have access to legal advice and associated services it is proposed to retain the services of One Legal and Shirin Wotherspoon as a second Deputy MO.

4.0 Alternative Options Considered

- 4.1 The secondment arrangement with One Legal could continue. The arrangement costs £28,500 pa based upon an average of one day per week plus additional responsibility allowances. However, this option would miss an opportunity to use the experience of a newly recruited senior officer, make a saving and allow the existing MO to refocus her skills on a busy portfolio of legal work,

5.0 Reasons for Recommendations

- 5.1 It is a legal requirement that the Council designates an officer as the Council's Monitoring Officer. The Head of Paid Service advises that designating Jonathan Lund as Monitoring Officer is the best solution for the Council of the available options, and will allow the strong working relationships already in place between One Legal and the Council to continue.

6.0 Financial Implications

- 6.1 The current secondment arrangements cost £28,500pa. It is proposed that on-going retainer to continue to secure direct legal advice and services relating to the Monitoring Officer function, including the appointment of Shirin Wotherspoon as a Deputy MO, will cost £8,500pa. The net annual saving to the City Council will be £20,000.

(Financial Services have been consulted in the preparation this report.)

7.0 Legal Implications

- 7.1 These are contained in the main body of the report.

(One Legal have been consulted in the preparation this report.)

8.0 Risk & Opportunity Management Implications

- 8.1 If a Monitoring Officer is not in post, the Council would be in breach of Section 5 Local Government and Housing Act 1989.

9.0 People Impact Assessment (PIA):

- 9.1 None.

10.0 Other Corporate Implications

Community Safety

- 10.1 None.

Sustainability

- 10.2 None.

Staffing & Trade Union

- 10.3 The Local Government and Housing Act 1989 requirement that the person designated as Monitoring Officer is an officer of the Council would be met by the appointment of an employee of the City Council.

Background Documents: None

Gloucester City Council

Meeting:	General Purposes Committee Council	Date:	12 July 2016 21 July 2016
Subject:	Recognising good service to the City		
Report Of:	Democratic and Electoral Services Manager		
Wards Affected:	All		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Tanya Davies, Democratic and Electoral Services Manager		
	Email: tanya.davies@gloucester.gov.uk		Tel: 39-6125
Appendices:	1. Honorary Freemen and Freewomen Protocol 2. Freedom of Entry Protocol 3. Mayor's Medal Protocol 4. Honorary Aldermen		

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 The purpose of this report is to consider and approve the processes and assessment criteria for the various mechanisms for recognising good service to the City and/or the Council.

2.0 Recommendations

- 2.1 General Purposes Committee is asked to **RECOMMEND TO COUNCIL** that
- (1) Subject to any further amendments, the process and criteria for the nomination of Honorary Freemen and Freedom of the City detailed in Appendix 1 be approved.
 - (2) Subject to any further amendments, the process and criteria for nominations Freedom of the Entry detailed in Appendix 2 be approved.
 - (3) Subject to any further amendments, the process for the nomination of recipients of the Mayor's Medal detailed in Appendix 3 be approved.
 - (4) Subject to any further amendments, the process, criteria and entitlements for the nomination of Honorary Aldermen detailed in Appendix 4 be approved.

2.2 Council is asked to **RESOLVE** that

- (1) Subject to any further amendments, the process and criteria for the nomination of Honorary Freeman and Freedom of the City detailed in Appendix 1 be approved.
- (2) Subject to any further amendments, the process and criteria for nominations Freedom of the Entry detailed in Appendix 2 be approved.
- (3) Subject to any further amendments, the process for the nomination of recipients of the Mayor's Medal detailed in Appendix 3 be approved.
- (4) Subject to any further amendments, the process, criteria and entitlements for the nomination of Honorary Aldermen detailed in Appendix 4 be approved.

3.0 **Background and Key Issues**

- 3.1 The Council currently has a number of mechanisms at its disposal to recognise good service to the City and/or the Council. It is proposed that, where appropriate, the processes surrounding these mechanisms be reviewed.

Honorary Freeman and Freewomen

- 3.2 Section 249(5) of the Local Government Act 1972 as amended by the Local Democracy, Economic Development and Construction Act 2009 empowers the Council to admit to be Honorary Freeman and Freewomen of the City, persons of distinction or persons who have, in the opinion of the Council, rendered eminent services to the City.
- 3.2 There is no statutory guidance or definition of 'eminent services' and to date Gloucester City Council has not implemented a process or criteria by which to invite and assess nominations. Previous nominees have been admitted following unanimous agreement by the Leaders of each of the three political Groups on the Council, prior to formal ratification by full Council.
- 3.3 In order to bring clarity and consistency to this mechanism for recognising exemplary service to the City, it is proposed that a nomination process and assessment criteria be established and these are set out in Appendix 1.

Honorary Freedom of Entry

- 3.4 Section 249(5) of the Local Government Act 1972 as amended by the Local Democracy, Economic Development and Construction Act 2009 also gives the Council the power to grant 'freedom of entry to the City', again to persons of distinction and persons who have, in the opinion of the Council, rendered eminent services to the City.
- 3.5 This power is largely reserved for honouring a distinguished unit of Her Majesty's Forces, which is closely associated with the area in question. It is exercised infrequently, however, for completeness a protocol for managing the process is detailed in Appendix 2.

Mayor's Medal

- 3.6 The Mayor's Medal is presented to persons who have, in the opinion of the serving Mayor, made important contributions to the City of Gloucester. Recipients are chosen by the Mayor during his or her term of office and presented at an appropriate occasion; there is no requirement for medals to be presented at full Council meetings.
- 3.7 It is proposed that recipients continue to be chosen by the Mayor and that consultation with Group Leaders be undertaken with majority agreement required in order to proceed. It is further proposed that the number of Mayor's Medals presented during a Mayor's term of office be limited to two.
- 3.8 A formal protocol is proposed in Appendix 3.

Members

- 3.9 Section 249(1) of the Local Government Act 1972 as amended by the Local Democracy, Economic Development and Construction Act 2009 also give the Council the power to confer the title of Honorary Alderman on persons who have, in the opinion of the Council, 'rendered eminent Services to the Council as past members of that Council but who are not then members of the Council'. This power has not been used by the Council to date, but given that this may change at any time, a protocol is proposed at Appendix 4. The protocol outlines the nomination process and the entitlements of those appointed as Honorary Aldermen.
- 3.10 On completion of 20 years' service, elected Members are presented with a Certificate of Long Service. The certificate is presented at a full Council meeting by the Mayor. It is understood that past practice has dictated that a civic reception be held in their honour, however, this did not occur in the case of the last recipient of a long service award and the Council has moved away from holding formal civic receptions over recent years.
- 3.10 It is proposed that the custom of awarding a Certificate of Long Service be continued, but that the tradition of holding a civic reception be formally ceased.

Staff

- 3.11 Employees who have completed 25 years' or more continuous service with the City Council (including service with Gloucestershire County Council) and who retire at that time after satisfactory service will be presented with an appropriate and permanent gift of their choice to the value of £4 per completed year of service. The award will also include a Certificate of Long Service.
- 3.12 Employees not retiring but who have completed 25 years' continuous service with the City Council (including service with Gloucestershire County Council) will be presented with a long service award in the form of a gift bearing the city coat of arms. The employee will be offered a choice of appropriate items available at the time as a token of the Council's appreciation of their loyalty to the Authority.
- 3.13 No changes are proposed to the established practice of recognising employees' continuous service.

- 3.14 Awards for exemplary service and specific pieces of work are given out annually at the Council's Staff Event.

Other mechanisms

- 3.15 From time to time the Council may approach developers with regard to street naming with a view to commemorating individuals who have made a significant contribution to the City.
- 3.16 It should be noted that any individual can nominate a person to receive an honour from the Queen at any time and this may be alternative if nominees are not deemed suitable for the honours and awards available for the Council to present.
- 3.17 Additionally, the Council may nominate existing Councillors or Officers to receive an honour from the Queen through the Local Government Association nomination process. This process should be driven by Members with administrative assistance with the application process available from Officers.

4.0 Asset Based Community Development (ABCD) Considerations

- 4.1 The implementation of nomination processes and assessment criteria for recognising good service and awarding honorary titles is a matter for the Council, therefore, there are no ABCD considerations.

5.0 Alternative Options Considered

- 5.1 The Council could choose not to implement formal processes and assessment criteria, however, there is a risk that, without agreed processes, nominations for awards and titles may be dealt with inconsistently and the decisions made could be open to challenge.

6.0 Reasons for Recommendations

- 6.1 The introduction of formal processes and criteria is intended to bring clarity and consistency to the mechanisms for recognising exemplary service to the City.

7.0 Future Work and Conclusions

- 7.1 Should the respective protocols be approved, they will come into force immediately.
- 7.2 The protocol for the appointment of Honorary Alderman will apply from the date of approval and cannot be applied to Members who retired from service prior to the approval date.

8.0 Financial Implications

- 8.1 Mayor's Medals cost approximately £50 each and the Council currently has a stock purchased from existing budgets. The costs associated with the award of honorary titles are minimal and reflect the production of a scroll and refreshments for the recipient and their guests.

(Financial Services have been consulted in the preparation this report.)

9.0 Legal Implications

9.1 The legal implications are contained in the body of the report.

(One Legal have been consulted in the preparation this report.)

10.0 Risk & Opportunity Management Implications

10.1 There is a risk that, without agreed processes, nominations for award and titles may be dealt with inconsistently and the decisions made could be open to challenge.

11.0 People Impact Assessment (PIA):

11.1 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

12.0 Other Corporate Implications

Community Safety

12.1 There are no community safety implications.

Sustainability

12.2 There are no sustainability implications.

Staffing & Trade Union

12.3 There are no staffing implications.

Background Documents: None

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HONORARY FREEMEN AND FREEWOMEN OF THE CITY OF GLOUCESTER

Policy Statement

Section 249(5) of the Local Government Act 1972 as amended by the Local Democracy, Economic Development and Construction Act 2009 empowers the Council to give the title of Honorary Freeman or Freewoman to 'persons of distinction and any persons who have rendered eminent services to the City'. The Freedom itself carries no privileges and is purely an honour to recognise the significant and valuable services rendered to the City by that person.

Eligibility and Restrictions

Sitting Councillors and serving employees of the Council are not eligible for nomination.

There are no further restrictions on eligibility except that the individual must have demonstrated significant commitment to the City of Gloucester in some form.

It is anticipated that, other than in exceptional circumstances, the maximum number of Honorary Freeman or Freewomen to be admitted each municipal year is restricted to two in recognition of the important status of this award.

Who Can Make Nominations and How

Nominations can be made by elected Members. Nominations should be submitted to the Democratic and Electoral Services Manager.

All nominations for Honorary Freeman or Freewoman are treated in the strictest confidence and the nominee should not be informed that they have been nominated.

Process

On receipt of a nomination the Democratic and Electoral Services Manager will make the details available to Group Leaders, who will assess the nominee against the criteria. A unanimous decision is required in order to proceed.

If Group Leaders are in agreement that the nominee should be made an Honorary Freeman or Freewoman of Gloucester, the nominee will be invited to accept the honour. If agreed, a Special Meeting of the Council will be convened in order for the nomination to be put before the Council and a formal vote taken. No fewer than two-thirds of those present at the Council meeting must agree the nomination.

The decisions of the Council on all nominations are final.

Assessment Criteria

The following will be taken into account when consideration is given to granting the honour of Honorary Freeman or Freewoman of the City of Gloucester:

1. Preference will be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected for their occupation.
2. The contribution to the community of Gloucester should involve one or more of the following:
 - a. A significant allocation of the person's time in serving members of the community for the improvement of their well-being.
 - b. The promotion, achievement and/or delivery of community services in which a real personal contribution has been made.
 - c. A contribution which is seen to stand above the contributions of most others.

Entitlement

Any person nominated may designate himself/herself Honorary Freeman or Freewoman of Gloucester.

FREEDOM OF ENTRY TO THE CITY OF GLOUCESTER

Policy Statement

Section 249(5) of the Local Government Act 1972 as amended by the Local Democracy, Economic Development and Construction Act 2009 empowers the Council to grant Freedom of Entry to 'persons of distinction and any persons who have rendered eminent services to the City'. This honour can be granted to distinguished units of Her Majesty's Forces that are closely associated with the area in question. The Freedom itself carries no privileges and is purely an honour to recognise the significant and valuable services rendered to the City by that service unit.

Who Can Make Nominations and How

Nominations can be made by elected Members.

All nominations for Freedom of Entry are treated in the strictest confidence.

Process

On receipt of a nomination the Democratic and Electoral Services Manager will make the details available to Group Leaders, who will assess the nominated service unit against the criteria. A unanimous decision is required in order to proceed.

If Group Leaders are in agreement that the service unit should be granted Freedom of Entry, the service unit will be invited to accept the honour. If agreed, a Special Meeting of the Council will be convened in order for the nomination to be put before the Council and a formal vote taken. No fewer than two-thirds of those present at the Council meeting must agree the nomination.

The decisions of the Council on all nominations are final.

Assessment Criteria

1. The honour can be bestowed on any distinguished unit of Her Majesty's Forces who are intrinsically linked / associated with the City of Gloucester; be this by location or service to the area.
2. Exceptional contribution to the district and/or country should have been made.
3. An award is given on the basis of appreciation of the services rendered to the country.

Entitlement

The honoured unit may designate themselves as in receipt of an Honorary Freedom of Entry to the City of Gloucester.

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THE MAYOR'S MEDAL

The Mayor's Medal is presented to persons who have, in the opinion of the serving Mayor, made important and significant contributions to the City of Gloucester.

Restrictions

It is anticipated that, other than in exceptional circumstances, the number of Mayor's Medals presented during a Mayor's term of office be limited to two.

Sitting Councillors and serving employees of the Council are not eligible for this award.

Process

The Mayor will submit his or her nomination to the Democratic and Electoral Services Manager, who will make the details available to Group Leaders. The agreement of two-thirds of Group Leaders is required in order to proceed.

If Group Leaders are in agreement that the nominee should be awarded a Mayor's Medal, the nominee will be invited to accept the honour. If agreed, arrangements will be made to present the Medal to the nominee at an appropriate occasion.

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HONORARY ALDERMEN

Policy Statement

Section 249(1) of the Local Government Act 1972 as amended by the Local Democracy, Economic Development and Construction Act 2009 empowers the Council to confer the title of Honorary Alderman on persons who have, in the opinion of the Council, rendered Eminent Services to the Council as past Members of that Council but who are not then Members of the Council.

Eligibility and Restrictions

Nominees must be a former Councillor of Gloucester City Council and must have concluded their service to the Council within the past 12 months.

Who Can Make Nominations and How

Nominations can be made by elected Members. Nominations should be submitted to the Democratic and Electoral Services Manager.

All nominations for Honorary Alderman are treated in the strictest confidence and the nominee should not be informed that they have been nominated.

Process

On receipt of a nomination the Democratic and Electoral Services Manager will make the details available to Group Leaders, who will assess the nominee against the criteria. A unanimous decision is required in order to proceed.

If Group Leaders are in agreement that the nominee should be made an Honorary Alderman, the nominee will be invited to accept the honour. If agreed, a Special Meeting of the Council will be convened in order for the nomination to be put before the Council and a formal vote taken. No fewer than two-thirds of those present at the Council meeting must agree the nomination.

The decisions of the Council on all nominations are final.

Assessment Criteria

The following will be taken into account when consideration is given to granting the honour of Honorary Alderman of the City of Gloucester:

1. Must have rendered eminent services by way of exceptional contribution to the City and its Council in terms of achievement whilst in office.
2. Must be considered suitable for fulfilling the role of an Honorary Alderman, and respected by their peers and communities.
3. Their achievement/s should be exemplary.

Entitlement

1. To enjoy the ceremonial title of Honorary Alderman and be so addressed.
2. To be invited to attend the following Civic events where appropriate and be invited to take part in civic processions where appropriate
 - Remembrance Sunday
 - Annual Civic Service
 - Gloucester Day (with the agreement of the organiser)
3. To be invited to attend meetings of Annual Council, and may attend Council meetings as a non-participating guest and a seat will be reserved for them in the Chamber.
4. They may be called upon to assist the Council through representation at a Civic event in the absence of the Mayor or Sheriff/Deputy Mayor of the Council.
5. They may wish to assist the Mayor and Sheriff/Deputy Mayor in charity fundraising for the Mayor and Sheriff's chosen charities.
6. They may wish to purchase a badge of office and this can be arranged through Democratic and Electoral Services.
7. To enjoy such privileges as Gloucester City Council may from time to time confer upon Honorary Aldermen.

Limitations

1. Honorary Aldermen may be reappointed by election to serve on Gloucester City Council, but their Aldermanic Office is suspended for the period of their appointment as a Councillor.
2. The Honorary title may be removed by way of Council resolution in light of circumstances such as imprisonable criminal conviction, or bringing the Council into disrepute.
3. No payments will be made to an Honorary Alderman for any expenditure of service that they undertake whilst in office.

Note: This protocol will apply from the date of approval and cannot be applied to Members who retired from service prior to the approval date.



Meeting:	Council	Date: 21 July 2016
Subject:	Annual Report of the Overview and Scrutiny Committee for 2015-16	
Report Of:	Chair of the Overview and Scrutiny Committee	
Wards Affected:	All	
Key Decision:	No	Budget/Policy Framework: No
Contact Officer:	Sonia Tucker, Democratic Services Officer (Scrutiny Support)	
	Email: sonia.tucker@gloucester.gov.uk	Tel: 396126
Appendices:	1. Overview and Scrutiny Committee Annual Report 2015-16	

FOR GENERAL RELEASE

1.0 Purpose of Report

- 1.1 This report introduces the Annual Report of the Overview and Scrutiny Committee for 2015-16 which sets out the work and achievements of the Committee during the year.

2.0 Recommendations

- 2.1 Council is asked to **RESOLVE** that the Annual Report of the Overview and Scrutiny Committee for 2015-16 be noted.

3.0 Background and Key Issues

- 3.1 Article 6 of the Council's Constitution requires that the Overview and Scrutiny Committee shall 'provide and co-ordinate the input into an annual report to Full Council on such issues and topics as the Committee sees fit' (Article 6.08.h).

- 3.2 The Annual Report sets out the areas focused on by the Committee in 2015-16 and Task and Finish Group activity.

4.0 Alternative Options Considered

- 4.1 Not Applicable.

5.0 Reasons for Recommendations

- 5.1 The Council has adopted the Leader and Cabinet model for its executive arrangements under the Local Government Act 2000. These arrangements must provide for the appointment of one or more overview and scrutiny committees and the Constitution provides that an annual report on the Committees activities be presented to Council.

6.0 Future Work and Conclusions

6.1 The Annual Report highlights the rolling work programme for the Committee in 2016-17. The Lead Members on Overview and Scrutiny will determine additional items for the work programme and the Committee will select task and finish group topics in due course.

7.0 Financial Implications

7.1 There are no financial implications arising out of this report.

(Financial Services have been consulted in the preparation this report.)

8.0 Legal Implications

8.1 The Council's Constitution requires that the work of the Overview and Scrutiny Committee is reported to Council on an annual basis. This report fulfils that requirement.

(One Legal have been consulted in the preparation this report.)

9.0 Risk and Opportunity Management Implications

9.1 Not applicable.

10.0 People Impact Assessment (PIA):

10.1 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

11.0 Other Corporate Implications

Community Safety

11.1 There are no community safety implications arising out of this report.

Sustainability

11.2 There are no sustainability implications arising out of this report.

Staffing and Trade Union

11.3 There are no staffing or trade union implications arising out of this report.

Background Documents: None

Overview and Scrutiny Committee

Annual Report 2015-16



Gloucester
City Council

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INTRODUCTION FROM THE CHAIR

I am delighted to present the Overview and Scrutiny Committee's report on its activities in 2015-16.

It has been a year of challenges and pressures on the resources and finances of local government and the Committee has played its part in monitoring and scrutinising the Council's activities.



The Committee has had a full and varied work programme during the year which has included the conclusion of two task and finish groups; a workshop to explore the impact of the sales of high strength alcohol; and the call-in of a Cabinet decision.

I am very proud to report that the Centre for Public Scrutiny, the leading national body for promoting and supporting excellence in governance and scrutiny, has commended the [work](#) of the Task and Finish Group on improving housing conditions in the private rented sector. This national recognition highlights the importance of the work of the Overview and Scrutiny Committee.

I would like to thank my fellow Committee Members, the Cabinet, all Councillors who have contributed to the Task and Finish Groups, and the Democratic Services Officer for their support and co-operation during 2015-16.

I wish the new Chair, Vice-Chair and Spokesperson every success in 2016-17.

Councillor Jan Lugg
Chair Overview and Scrutiny Committee 2015-16

MEET THE MEMBERS



Councillor Janet Lugg
Chair



Councillor Neil Hampson
Vice-Chair



Councillor Hannah Norman
Spokesperson



Councillor Kate Haigh



Councillor Jim Beeley



Councillor Andy Lewis



Councillor Andrew Gravells



Councillor Gerald Dee



Councillor Chris Etheridge



Councillor Tarren Randle



Councillor Said Hansdot



Councillor Laura Pearsall



Councillor Paul Toleman



Councillor Sebastian Field



Councillor Susan Witts

SECTION 1 - HOW SCRUTINY WORKS AT GLOUCESTER CITY COUNCIL

Overview and Scrutiny has the powers to:

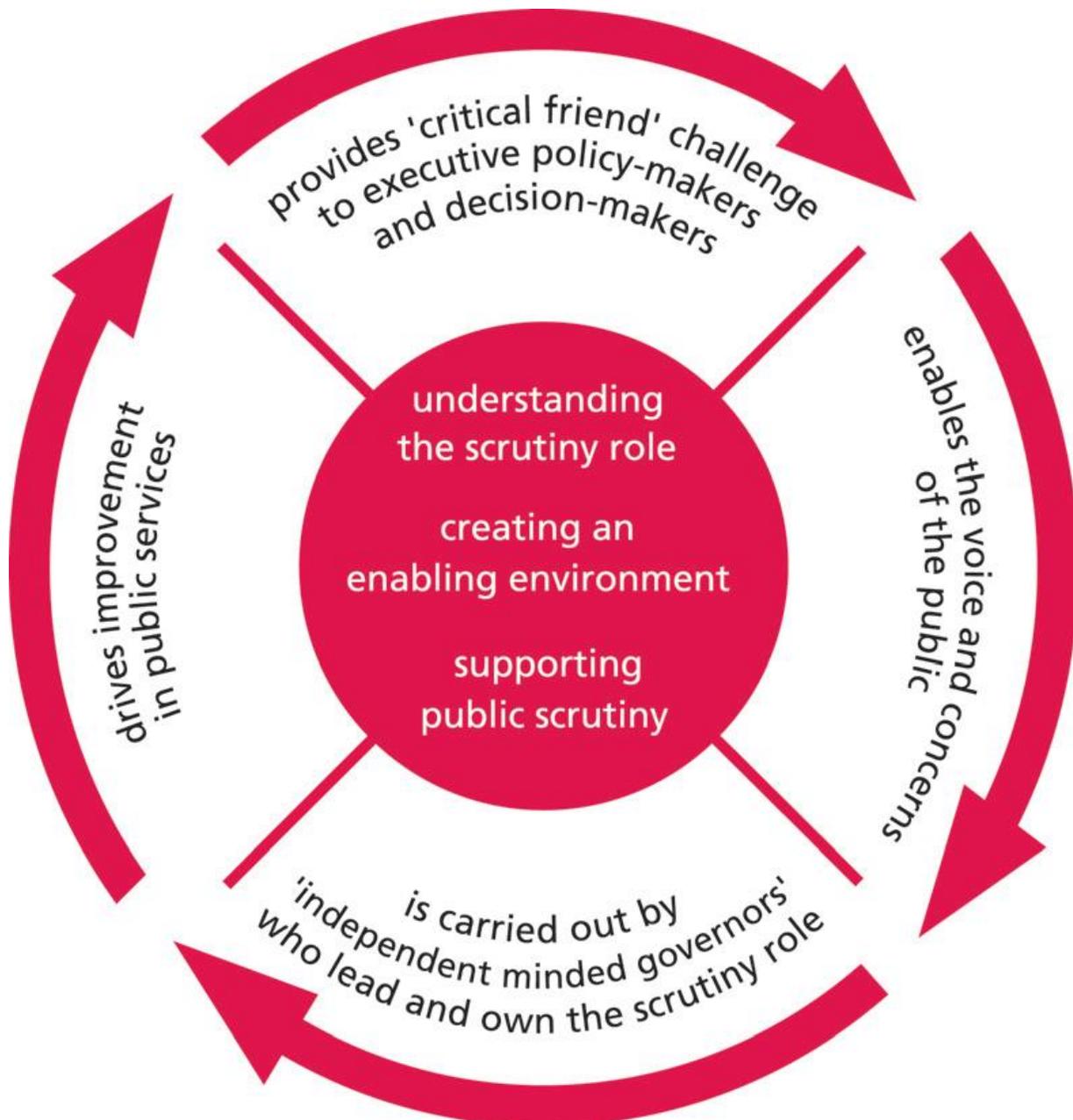
- Provide a sounding board for the Cabinet on key policy decisions.
- Hold decision makers to account.
- Challenge and improve performance.
- Support the achievement of value for money.
- Influence decision makers with evidence based recommendations.
- Bring in the views and evidence of stakeholders, users and citizens.



Successful scrutiny:-

- Provides a “critical friend” challenge to executive as well as external agencies.
- Reflects the concerns of the public and community (actively engage with the public).
- Takes the lead in scrutinising on behalf of the public (community leadership).
- Makes an impact on the delivery of public services (contribute to performance).
- Makes a difference!

Successful scrutiny is a central element of the Council's aims and objectives and a key part of the democratic process. The Overview and Scrutiny Committee meets in public to fulfil its role of holding the Cabinet to account against the background of the administration's stated purpose, aims and objectives. However, the guiding principle for its work is that it should make a *proactive* and *positive* contribution to the development of policy and the discharge of the Council's function.



The Work of Overview and Scrutiny

Overview and Scrutiny work is Councillor led. In addition to Councillors leading on which subjects they wish to consider in depth through Task and Finish Groups they also set their own work programme which is populated with topics selected from the Cabinet's Forward Plan, matters relating to the Council's priorities and challenges, and issues of importance to local residents. They identify who they want to hear from to inform their work and decide who should attend meetings to present the information. Meetings are held monthly. The agenda usually comprises no more than 3-4 substantive items to enable meaningful and constructive debate on matters.

What Overview and Scrutiny does not do



Overview and Scrutiny does not get involved in minor matters or individual concerns which are not of wider community significance. These need to be addressed through the appropriate service unit, Ward Councillor, or the Portfolio Holder responsible for the issue. Overview and Scrutiny does not deal with individual complaints as these should be addressed through the Council's Complaints Procedure.

'Call In' Meetings

The Council's Constitution sets out the rights of Overview and Scrutiny Committee Members to 'call in' a Cabinet decision if they feel it has not been made in accordance with decision-making principles set out in Article 12 of the Constitution. The 'call in' procedure may result in the convening of a special meeting to consider the matter unless the next programmed meeting falls within the deadlines set in the Council's Constitution.

In 2015-16 there was one exercise of the 'call in' procedure which is detailed later in this report.

What the City Council's Constitution says about the role of Overview and Scrutiny

The Council's Constitution sets out that the Overview and Scrutiny Committee will:-

- (a) co-ordinate, champion and lead on the scrutiny of Council and Executive decisions;
- (b) have all of the functions, powers and duties conferred by Section 21 of the Local Government Act 2000(as amended);
- (c) have all the powers and functions, powers and duties conferred by Section 19 of the Police and Justice Act 2006 and to act as the Council's Crime and Disorder Committee;
- (d) determine the allocation of work in the event that the scope of the subject matter of a scrutiny study or investigation overlaps the role of more than one Task and Finish Group;
- (e) review the operation of the scrutiny process and work programmes of the Overview and Scrutiny Task and Finish Groups and inform and advise Council in relation to priorities and the allocation of resources;
- (f) oversee and review the resources, support, training and development of Overview and Scrutiny Members;
- (g) develop a positive "critical friend" approach to the role of scrutiny of the Council and Community issues;
- (h) provide and co-ordinate the input to an annual report to Full Council on such issues or topics as the Committee sees fit;
- (i) give consideration to the management of matters called in for review under paragraph 14 of the Overview & Scrutiny Rules;
- (j) give consideration to matters referred to it by the Councillors' Call for Action;
- (k) review and scrutinise the work of the Executive;
- (l) review and scrutinise the content of the Forward Plan;
- (m) review and scrutinise the policies and proposed policies of the Council;
- (n) consider any matters which affect the authority, the City of Gloucester (or part of it) or its inhabitants (or some of them).



SECTION 2 - HIGHLIGHTS OF THE YEAR

Special Event - Alcohol Workshop

On 22 March 2016, a sub-group of the Committee met with the Licensing Officer from Gloucestershire Police along with City Council Officers to examine the impact of sales of high strength alcohol on the residents of Gloucester.

During the workshop the Group explored various alcohol related matters and considered the reasons why people chose to drink in the street. The Licensing Officer from Gloucestershire Police provided crime 'heat maps' for the City to demonstrate where there were pockets of anti-social behaviour and criminal activity associated with the issues.



The Group then considered what measures the Council, the Police and other partners could take. These included a review of the Council's Licensing Policy Statement; extending the current Public Space Protection Order; attaching relevant conditions when premises licences were granted or reviewed; the possibility of introducing a community alcohol scheme; and engagement with partners, stakeholders and community leaders.

One of the outcomes from the workshop was a suggestion by the Group that this matter should be the topic of a future task and finish group by the Overview and Scrutiny Committee. The Committee will consider this idea, along with other suggestions, during the new municipal year.



Public Health Presentation

On 14 September 2015, the Committee received a presentation from the Interim Director of Public Health. The Committee explored the following themes:-

1. The impact of devolution on public health.
2. Young people's mental health issues.
3. The fact that the largest part of the public health grant was spent on dealing with substance and alcohol misuse with clarification given on the decision making process for allocating funds to various issues.
4. Work carried out through GPs on dementia.
5. The LGA's stance on the sale of legal highs and the fact that this was an emerging significant issue. The Committee noted that the Director of Public Health had no legislative powers to close shops.
6. The role of district nurses.
7. The provision of sexual health services.
8. The success of the 'Active Together' initiative.
9. There was a discussion on housing and inequalities with the recognition that health was everyone's issue.
10. How the quality of the service was measured. There was no clinical audit, but the position was monitored on a monthly basis.
11. Members stressed the importance of having a joined up service encompassing mental health and public health and it was acknowledged that there was confusion over roles and responsibilities.
12. There was a suggestion that the University of Gloucestershire should carry out an exercise with 'Active Together' to ensure that the grants were being invested in the most needy communities.



Task and Finish Groups

2015-16 saw the successful conclusion of two Task and Finish Groups, both of which were quite different.

The first Task and Finish Group on actions to improve housing conditions in the private rented sector received national acclaim from the Centre for Public Scrutiny as an example of good scrutiny.

The second Task and Finish Group focused on employment and skills opportunities for young people. As a consequence of the study it is likely that Overview and Scrutiny Committee will do further follow-up work on this topic in 2016-17.

Task and Finish Group Monitoring

Monitoring of the implementation of Task and Finish Group recommendations is an essential part of the Committee's purpose.

In October 2015 the Committee reviewed progress made towards implementing the agreed recommendations on the management of parcels of unadopted green land. The Committee recorded its satisfaction with the progress made.

The Cabinet Member for Regeneration and Economy was robustly challenged in November 2015 when the Committee monitored progress on the Task and Finish Group on the Evening Economy resulting in a request for further monitoring to be carried out in 6 months' time. Another outcome from the debate was the commissioning of a study by Overview and Scrutiny into the impact on health and anti-social behaviour caused by the sale of high strength alcohol. This was later held as a workshop in March 2016.

Rugby World Cup



All eyes were on Gloucester in September 2015 when Kingsholm Stadium hosted a number of matches during the Rugby World Cup.

Overview and Scrutiny Committee played an important role in monitoring preparations for Gloucester's host City status and will take a keen interest in ensuring that the promises of the Rugby World Cup Legacy Group are delivered in 2016-17.

SECTION 3 – SPOTLIGHT ON OUR PARTNERS

Performance Monitoring

The Committee views scrutiny of the performance of the City Council’s partnering bodies and stakeholders as an important part of its work. Reduced financial resources continue to put pressure on our partners as they strive to meet their performance targets whilst providing a good service to the residents of Gloucester.



Spotlight on Amey



Streetcare, which is provided to the Council by Amey, is such a highly visible service that it always stimulates robust debate from Members when it is monitored annually .

In June 2015 the Committee examined the annual report of the Strategic Streetcare Partnership which included key performance indicators for the service and information on Amey’s future service delivery plans.

An outcome from the discussion was a recommendation that there should be publicity to make Gloucester residents aware of the range of items that could be recycled. The minutes can be found [here](#).



Streetcare matters were also discussed in November 2015 when the Committee received a briefing from the Cabinet Member for Environment on progress made by Amey towards meeting their budget savings target.

Spotlight on Civica UK Limited - Revenues and Benefits Partnership

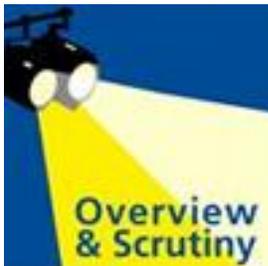
In July 2015, the Committee examined Civica's performance in managing the Council's Revenues and Benefits service. Members considered:-

- Goals of the Partnership
- Achievements against the Goals
- Partnership Principles
- Highlights of the Partnership's Performance
- Future plans

During the discussion Members explored how the Introduction of Real Time Information (RTI) had impacted on the way applications were assessed.



Spotlight on Civica UK Limited - IT Partnership



Overview and Scrutiny Committee understands the importance of having a dynamic and fit for purpose IT service which meets the business needs of the organisation.

In July 2015 the Committee monitored the partnership and considered the highlights of its performance including management disciplines introduced.

Cyber security issues were a hot topic with Members keen to hear what actions had been taken by Civica following a major incident in 2014 and what lessons had been learned from the experience.

The detailed minutes can be read [here](#).

Spotlight on Aspire Sports and Cultural Trust

Health and inequality issues were a key theme when the Committee reviewed the progress of Aspire Sports and Cultural Trust in October 2015. Members were pleased to note the part that the Trust played in improving the well-being of residents in the City.



Spotlight on Gloucester City Homes



In March 2015, the City Council transferred the ownership of its housing stock to Gloucester City Homes when the organisation became a registered housing provider.

Some 12 months later the Committee was pleased to receive a presentation from Gloucester City Homes on progress made.

The Committee monitored actions taken against each of the 8 promises made by the organisation. During the session, Members were informed that Gloucester City Homes had been awarded a G1 rating for governance by the Homes and Communities – its highest rating – and a V2 rating for financial stability. This was regarded as a strong and positive outcome for an organisation which was less than 12 months old.

Inevitably, the discussion sparked a debate on the shortage of affordable housing in the City.

SECTION 4 - BALANCING THE BOOKS

Budget Monitoring



Overview and Scrutiny Committee carries out financial monitoring on a quarterly basis looking at the City Council's budget variances, year-end forecasts, and progress made against agreed savings targets. This is an important part of the Committee's annual work programme and helps to keep the City's finances on track.

Consultation on the budget

In December 2015 the Committee welcomed all the Cabinet Members to a meeting set aside for consideration of the City Council's draft money plan for 2016-21 and budget proposals for consultation for the year 2016-17.

Each Cabinet Member presented their portfolio in turn against a background of questions pre-prepared by the Committee.

During their presentations, the Cabinet Members outlined the savings achieved to date and demonstrated how further savings would be achieved by reductions in partnership costs, increased efficiencies and service transformations.

The Committee robustly questioned the Cabinet Members on their proposals for achieving savings and finding new income streams.

The minutes from the meeting can be read [here](#).



SECTION 5 - SPEAKING UP – SCRUTINY’S ROLE IN CONSULTATION

Introduction

Overview and Scrutiny Committee has an important part to play in contributing to consultations which can range from in depth examination of new Government legislation, to looking at new and revised Council strategies and policies. Highlights of consultation work in 2015-16 are detailed below:-

Hot Topic - Shopmobility Service Options Appraisal – October 2015



Public users of the Shopmobility service were in attendance when the Committee considered a report outlining options for the service as the Council could not continue to fund it in its existing format.

This was a highly controversial and emotive subject as the service was seen as a lifeline for many Gloucester residents. There was a long and impassioned debate on the report which can be read [here](#).

Asset Management Strategy 2016-2021 – January 2016

The asset management portfolio is made up of key sites and properties in the City Centre and some of the properties make a substantial contribution to the Council’s revenue streams. The strategy looked at balancing service delivery whilst continuing to help to deliver the Council’s ambitions in terms of the key regeneration sites in the City. After robust questioning of the Cabinet Member the Committee was pleased to endorse the strategy. The full text of the debate can be read [here](#).

Housing Delivery in Gloucester – January 2016

The need for new housing and Gloucester’s designation as a ‘Gloucester Growth Housing Zone’ were debated in January 2016 when the Committee examined a report which set out how the Council would meet its housing need up to 2031. The full text of the debate can be read [here](#).



Strategy for Cladding ‘Ugly’ Buildings – January 2016



In January 2016 the Committee debated plans to treat unattractive facades within the City Centre. This sparked a lively debate with Members assessing the costs and the pros and cons of such treatments.

On this occasion, the Committee was unable to reach a consensus view with them being split on their opinions of the effectiveness of cladding.

Cultural Strategy – March 2016



A new Cultural Strategy was one of the hot topics for the Committee in March 2016. The current Strategy had not been refreshed since 2007. The new Strategy identified 6 key objectives and informed Members of the proposed establishment of a Cultural Board. Members were keen that ‘culture’ reflected diversity and was not simply focused on art and music. It was also considered that the new strategy should cater for all sectors of the community and that no residents were marginalized.

SECTION 6 - CALL-IN

Introduction

During 2015-16 there was one call-in of a Cabinet decision regarding Voluntary and Community Sector Funding 2014-16 and a proposal for 2016-17 funding.

Grounds for Call-In

The call-in was made on the following grounds:-

1. There was insufficient detail in the report for Cabinet to take a decision.
2. Grants and Community Services Forum had not been consulted on the proposals as set out in the Constitution and there has been no detailed consultation with the voluntary organisations through the Forum or elsewhere on the detail of the proposals.
3. Councillors had not been formally consulted about proposed changes to the Members' Allocation Fund.
4. There had been no People Impact Assessment carried out.
5. The effects of the change of funding to individual groups had not been considered.
6. Groups who worked across ward boundaries would now have to apply to a number of Members instead of applying to a central point as had been the position in the past.
7. There was no demonstration in the report of how the Council's vision and priorities had been met by the change or how that would be monitored or measured.
8. The shift towards Councillors making grants was less fair and transparent as there was minimal documentation and oversight.

Decision of Overview and Scrutiny Committee

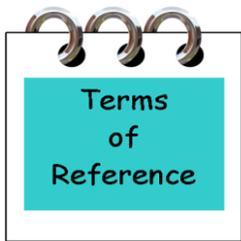
After careful and full examination of the facts the Committee voted not to accept the call-in, and the Cabinet decision was implemented without further delay.

SECTION 7 - TASK AND FINISH GROUP ACTIVITY

Introduction

Task and Finish Groups are set up to look at issues in detail which cannot be dealt with in any other way such as holding a workshop or an intensive day session. The Task and Finish Group gathers evidence by talking to witnesses and service users. Site visits are also carried out where appropriate.

Any Councillor can suggest a topic for a Task and Finish Group.



The Overview and Scrutiny Committee chooses which subject(s) they wish to investigate

A one page scoping document sets the scene for the Group's work. At the end of the study, the Group's conclusions are documented in a report for the Cabinet detailing findings and recommendations.

Some 6 months later progress on implementing the recommendations is monitored by the Committee. Overview and Scrutiny Committee then has the powers to request further monitoring if required.

In 2015-16 the Committee ran two Task and Finish Groups:-

Proposed Actions to Improve Housing Conditions in the Private Rented Sector (concluded in February 2016)

Membership: Councillor Smith (Chair), Councillor Gravells, Councillor Beeley

Ambitions for the review (identified in the scoping document):-

- ***To agree an action plan to implement proactive programmes intended to improve the worst privately rented accommodation in HMOs.***
- ***To agree how these improvements can be sustained into the future.***
- ***To identify if there is a case for additional licensing schemes.***

Recommendations from the Review



1. The current programme of proactive work to improve the worst privately rented accommodation in HMOs should be maintained into the future.
2. Funding to support the Private Sector Housing Officer's work should continue until at least April 2017 to allow these improvements to be sustained into the future.
3. The City Council should await the outcome of the recent Government consultation on extending mandatory HMO licensing before taking any further steps to introduce a discretionary licensing scheme.

The recommendations will be presented to Cabinet in July 2016.

The Centre for Public Scrutiny, the leading national body for promoting and supporting excellence in governance and scrutiny, has highlighted the study as an example of good and effective scrutiny.

The second Task and Finish Group focused on employment and skills opportunities for young people.

Membership: Councillor McLellan (Chair), Councillor Lewis, Councillor Hampson and Councillor Pearsall

Ambitions for the review (identified in the scoping document):-

To identify barriers to young people reaching their potential

Recommendations from the Review

1. Careers Advice and Guidance

Consideration to be given to introducing a Gloucester careers kite mark in partnership with the County Council and other interested bodies.

2. Partnership Working – careers events

Consideration to be given to the City Council hosting an 'Ambitions' type event, similar to that operated at Stroud, with the help of sponsors and interested bodies. There could also be participation in the 'Skills Fest' event.

3. Co-ordinated approach

Consideration to be given to the City and County Council working together to identify vulnerable young people in families receiving support from the City Council, Families First, Department of Work and Pensions and the Youth Support Team, in order to develop their employability skills and experience.

4. Mock Interviews, 'Dragon's Den' scenarios

Consideration to be given to Gloucester City Council exploring its corporate social responsibilities and allowing staff and Councillors to participate in mock interviews and 'Dragon's Den' scenarios as part of its Volunteering Scheme.

5. Work Experience

Using the contact networks of the Federation of Small Businesses, Major Employers' Group and City Centre Retail Partnership, more work experience opportunities should be given to young people (up to the age of 24). This would also include the City and County Council and their partners. Companies should also be encouraged to have 'open days'.

6. Apprenticeships

Small businesses could be encouraged to offer apprenticeships, possibly on a shared basis, using the network of the Federation of Small Businesses.



7. Employment and Training Packages for new employers coming to Gloucester

Consideration should be given to the City Council including in its Local Plan an obligation for developers to prepare employment and skills plans with the help of the City Council and other key partners. Such plans would set out the type of training and employment opportunities that would be offered by the developer such as apprenticeships, training placements, work experience, and the use of trades in the local area. This could be a recommendation to Planning Policy Sub-Committee and also reflected in the Joint Core Strategy. New investors or employers moving to the City should also be approached by the City Council to see what the Council, in conjunction with partners, could do to assist them.

8. Developing and Upskilling Employees

Consideration should be given to the City and County Council promoting opportunities to develop and upskill staff, particularly those in the retail sector, in partnership with the Major Employers' Group, Federation of Small Businesses and the City Centre Retail Partnership.

9. Travel

Consideration should be given to the City Council including in its Local Plan an obligation for new employers coming to Gloucester to have their own travel schemes to assist employees in getting to work, particularly those living in rural areas. This could be a recommendation to Planning Policy Sub-Committee. This could include providing transport for the first few months to allow workers to explore car sharing alternatives, etc.

10. City Council's Website

The City Council's website should have links to 'Yes2Jobs', Jobs Centre Plus and any other relevant websites.

The report will be presented to Cabinet in July 2016.

After endorsing the report, the Committee recommended that a further study be commissioned in the next municipal year concentrating on working closely with young people to help them to reach their potential.



SECTION 8 - CHALLENGES FOR 2016-17

Looking Ahead

In the new municipal year 2016-17, the Committee welcomes 9 new Members to the Committee, including a new Chair, Vice-Chair and Spokesperson.

Professional training has been scheduled for June 2016 with the Centre for Public Scrutiny, the national body for promoting and supporting excellence in governance and scrutiny.

Following the local elections in May 2016, Members were elected for a 4 year term with the Conservative Group gaining the majority of seats on the Council and forming an administration. Scrutiny's role as a critical friend to the organisation is of vital importance and the Committee will continue to challenge, change and make a difference with robust and rigorous examination of the Council's partners and other stakeholders and the decisions of Cabinet.

The Committee's Work Programme is already filling up for the year and in addition to its rolling programme of work the Committee will be selecting Task and Finish Group projects.

It is intended to look at ways to increase public engagement with Overview and Scrutiny in 2016-17 and to organise more one off events similar to the workshop on alcohol.



Successful Scrutiny Makes a Difference!

SECTION 9 - MEMBERS' ATTENDANCE RECORD OVERVIEW AND SCRUTINY COMMITTEE 2015-16

Nature of Meeting	Date of Meeting
Ordinary business	15 June 2015
Ordinary business	13 July 2015
Ordinary business	14 September 2015
Ordinary business	19 October 2015
Ordinary business	9 November 2015
Ordinary business	30 November 2015
Budget proposals and consultation	7 December 2015
Ordinary business	11 January 2016
Ordinary business	8 February 2016
Ordinary business	7 March 2016
Call-In	22 March 2016
Name of Councillor	Meetings attended (out of a maximum of 10 ordinary meetings)
Councillor Janet Lugg (Chair)	10
Councillor Neil Hampson (Vice-Chair)	9
Councillor Hannah Norman (Spokesperson)	9
Councillor Kate Haigh	10
Councillor Andrew Gravells	8
Councillor Andrew Lewis	8
Councillor Susan Witts	10
Councillor Gerald Dee	8
Councillor Sebastian Field*	4
Councillor Jim Beeley*	6
Councillor Said Hansdot	8
Councillor Laura Pearsall	8
Councillor Tarren Randle	5
Councillor Paul Toleman	9
Councillor Chris Etheridge	10

* Councillors Field and Beeley were Mayor and Sheriff during the 2015-2016 municipal year and civic events prevented their attendance at some meetings



Gloucester **City Council**

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Meeting:	Audit and Governance Committee	Date:	20th June 2016
	Council		21st July 2016
Subject:	Audit and Governance Committee Annual Report 2015/16		
Report Of:	Chair - Audit and Governance Committee		
Wards Affected:	N/A		
Key Decision:	No	Budget/Policy Framework:	No
Contact Officer:	Theresa Mortimer, Head of Audit Risk Assurance (Chief Internal Auditor)		
	Email:	Tel: 01452 396338	
	Theresa.Mortimer@gloucester.gov.uk		
Appendices:	1: Audit and Governance Committee Annual Report 2015/16		
	2: Audit and Governance Committee – Terms of Reference (Council Constitution 2015/16 extract)		

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 The report introduces the Annual Report of the Audit and Governance Committee. The Annual Report sets out the work and achievements of the Council's Audit and Governance Committee during 2015/16.

2.0 Recommendations

2.1 Audit and Governance Committee is asked to **RECOMMEND** to Council that the Audit and Governance Committee's Annual Report 2015/16 be noted.

2.2 Council is asked to **RESOLVE** that the Audit and Governance Committee Annual Report 2015/16 be noted.

3.0 Background and Key Issues

3.1 The Council's Constitution defines Council Committee responsibilities for functions and terms of reference. The Audit and Governance Committee's terms of reference includes the accountability arrangement '*to report to full Council on a regular basis on the Committee's performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose*'. This requirement is met through the Audit and Governance Committee's Annual Report.

3.2 The preparation of an annual report by the Council's Audit and Governance Committee is not a statutory requirement, but is recognised as good practice within local government.

3.3 This Annual Report details the Audit and Governance Committee's background, work and achievements during 2015/16.

4.0 Asset Based Community Development (ABCD) Considerations

4.1 There are no ABCD implications as a result of the recommendations made in this report.

5.0 Alternative Options Considered

5.1 Consideration has been given to not producing an Annual Report. This has been discounted, due to best practice from both the public and private sectors indicating that an audit committee should report directly to the governing body of the organisation (i.e. the full Council - in the case of a local authority). Also not producing an Annual Report would be non-compliant with the Audit and Governance Committee's defined terms of reference.

6.0 Reasons for Recommendations

6.1 The Audit and Governance Committee's terms of reference includes the accountability arrangement *'to report to full Council on a regular basis on the Committee's performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose'*. The Audit and Governance Committee's Annual Report approach meets this requirement and assists in Audit and Governance Committee independence from the executive and scrutiny functions, and in addition provides status and clarity to the Committee's role.

7.0 Future Work and Conclusions

7.1 In accordance with best practice, the Audit and Governance Committee will continue to present an Annual Report to the full Council.

8.0 Financial Implications

8.1 There are no financial implications arising out of this report.

(Financial Services have been consulted in the preparation this report.)

9.0 Legal Implications

9.1 The legal basis for the operation of the Audit and Governance Committee is set out in **Appendix 1** to the report, specifically section 1 'Background'.

(One Legal have been consulted in the preparation this report.)

10.0 Risk & Opportunity Management Implications

10.1 Good corporate governance requires independent effective assurance about both the adequacy of corporate, operational and financial management and reporting, and the management of other processes required to achieve the organisation's corporate and service objectives. The Audit and Governance Committee was

formed to deliver these functions, independent from the Council's executive and scrutiny functions.

11.0 People Impact Assessment (PIA):

11.1 The PIA Screening Stage was completed and did not identify any potential or actual negative impact, therefore a full PIA was not required.

12.0 Other Corporate Implications

Community Safety

12.1 There are no community safety implications arising out of this report.

Sustainability

12.2 There are no sustainability implications arising out of this report.

Staffing & Trade Union

12.3 There are no staffing or trade union implications arising out of this report.

Background Documents: Audit and Governance Committee meeting minutes 2015/16

Audit and Governance Committee Annual Report 2015/16

1. Background

- 1.1 The original Audit Committee was established by the Council in May 2006. Whilst there is no statutory obligation in local government to have an Audit Committee, they are widely recognised as a core component of effective governance. In recent years there has been a significant amount of regulation and guidance issued in governance arrangements for private and public sector bodies, the common feature of governance arrangements being the existence of an Audit Committee.
- 1.2 As a result of the Localism Act 2011, which made fundamental changes to the system of regulation for elected and co-opted Councillors standards of conduct, in May 2012 the Council agreed to combine the roles of the Standards Committee and the Audit Committee to establish an Audit and Governance Committee. The transfer of responsibility from the Standards Committee to the Audit and Governance Committee necessitated changes to the Audit and Governance Committee terms of reference.
- 1.3 Good corporate governance requires independent, effective assurance about both the adequacy of corporate, operational and financial management and reporting, and the management of other processes required to achieve the organisation's corporate and service objectives. Effective audit committees help raise the profile of internal control, risk management and financial reporting issues within an organisation, as well as providing a forum for the discussion of issues raised by the internal and external auditors.
- 1.4 The terms of reference for the Audit and Governance Committee are based on the Chartered Institute of Public Finance (CIPFA) publication 'Audit Committees – Practical Guidance for Local Authorities and Police' (2013 Edition). A copy of the terms of reference can be found at **Appendix B** of this report.

2.0 Membership and Attendance

- 2.1 The Committee has enjoyed the benefit of a settled membership over the last couple of years, with only a small number of changes. This has helped to build and retain the expertise within the Committee, which has led to the Committee being able to demonstrate that they are operating within a best practice framework.
- 2.2 The following Councillors were Members of the Audit and Governance Committee for 2015/16:

- Councillor (Cllr.) Llewellyn – Chair
- Cllr. Gravells – Vice Chair
- Cllr. McLellan
- Cllr. Hobbs
- Cllr. Taylor
- Cllr. Patel
- Cllr. Hampson

2.3 During the 2015/16 Civic Year, the Audit and Governance Committee met 5 times on the following dates:

- 1st July 2015
- 21st September 2015
- 23rd November 2015
- 18th January 2016
- 14th March 2016

2.4 The above is in line with the Constitution requirement for a minimum of 5 Audit and Governance Committee meetings per annum (see **Appendix B**).

2.5 The Cabinet Member for Performance (Cllr Dave Norman) was a regular attendee, as an observer, at Audit and Governance Committee meetings during 2015/16.

2.6 Council senior officers attended 2015/16 Audit and Governance Committee meetings, with the Head of Finance and the Audit, Risk and Assurance Manager being regular attendees. A representative from KPMG, the Council's External Auditors, also attended every Committee meeting.

2.7 Briefing meetings were undertaken prior to each Audit and Governance Committee meeting. These were attended by the Chair, Vice Chair, Head of Finance and the Audit, Risk & Assurance Manager.

3.0. Programme of Reports 2015/16

3.1 Detailed below is the programme of reports considered by the Audit and Governance Committee during 2015/16, split by the Committee's terms of reference defined roles:

Governance, risk and control (including reports also relevant to the Committee's accountability arrangements role):

- Annual Governance Statement 2014/15;
- Risk Management Annual Report 2015;
- Zurich Risk Management Update;
- Strategic Risk Register Update;
- Peer Review Action Plan; and
- Audit and Governance Committee Annual Report 2014/15.

Internal Audit:

- Audit, Risk and Assurance Manager's Annual Report 2014/15;
- Review of the Effectiveness of Internal Audit 2014/15;
- Internal Audit Plan 2015/16 Quarterly Monitoring Reports; and
- Internal Audit Annual Plan 2016/17.

External Audit:

- Annual Audit Letter 2014/15;
- External Audit Technical Update;
- External Audit Plan 2015/16; and
- Annual Report on Grants and Returns Work 2014/15.

Financial Reporting:

- Position Statement on the Statement of Accounts 2014/15;
- Year End Audited Statement of Accounts 2014/15;
- External Auditor Report to Those Charged with Governance (ISA 260) 2014/15;
- Business Rates Pooling Annual Report;
- Treasury Management Strategy 2016/17; and
- Treasury Management Quarterly Performance Monitoring Reports 2015/16.

Constitution and Standards:

- Annual Complaints Report 2014/15;
- Local Government Ombudsman Decisions; and
- Annual Standards Report.

4.0 Programme of Reports – Further Details

- 4.1 The work of internal and external audit provided reasonable assurance on the reliability and integrity of the information held in the financial statements as well as on the key control framework in operation across the Council. This work, together with the assurances from the Head of Finance, supported the Committee in forming their opinion of the financial statements and confirming agreement for the Chair of the Committee to sign the Statement of Accounts 2014/15 within the statutory timeframe.
- 4.2 The Committee reviewed and approved the Annual Governance Statement 2014/15 at the same time as the approval of the Statement of Accounts.
- 4.3 The Committee considered the effectiveness of the internal audit arrangements by reviewing the annual assessment of the Head of Finance, the view of external audit, and the quality of reports, actions and follow ups through the Internal Audit Plan Quarterly Monitoring reports submitted throughout the year to Committee.
- 4.4 The Committee is able to request Managers to attend the Committee to give an update on progress against agreed actions to reduce risk and/or improve the existing control environment. During 2015/16, the Committee invited the relevant Manager's to provide an update on the implementation of internal audit recommendations within the following areas:
- IT Performance;
 - Benefits – Accuracy rate; and
 - Choice Based Lettings.
- 4.5 During the year, the Committee maintained a Work Programme (detailing reports to be presented within the Civic Year) and an Action Plan. The Action Plan confirmed matters raised by Committee for further action, each with a RAG (red amber green) rating, action target date and action owner. The Action Plan was reviewed at each Committee meeting to monitor progress with implementing agreed actions.

5.0 Training

- 5.1 During the year the following training event, relevant to the work of the Audit and Governance Committee, was provided for Members: 01/07/2015 Audit and Governance – open to all Members. The training session focus was the Committee roles and responsibilities and the 2015/16 Work Programme.

6.0 Future Work

- 6.1 During 2016/17, the Audit and Governance Committee will continue with the existing aim of being an important source of assurance regards the organisation's arrangements for good governance, managing risk, maintaining an effective control environment, and reporting on financial and other performance.

Audit and Governance Committee Terms of Reference (Council Constitution 2015/16 extract)

The Committee shall have the functions, powers and responsibilities set out below and in Article 8 of the Constitution.

Membership: 7 (Quorum 3) [Politically Proportional].

Comprising: Non-Executive Members.

Frequency of Meetings: 5 meetings per annum together with such other meetings as the Committee Chair shall consider necessary or appropriate.

Requirement: All Members appointed to the Audit and Governance Committee shall be obliged to receive regular and appropriate training, and frequent updates.

(a) Role:

Governance, risk and control:

1. To review the Council's corporate governance arrangements against the good governance framework and consider annual governance reports and assurances.
2. To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control.
3. To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
4. To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.
5. To monitor the effective development and operation of risk management in the Council.
6. To monitor progress in addressing risk-related issues reported to the Committee.
7. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
8. To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
9. To monitor the counter-fraud strategy, actions and resources.

Internal Audit:

10. To approve the Internal Audit Charter.

11. To review proposals made in relation to the appointment of external providers of internal audit services and to make recommendations.
12. To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
13. To approve significant interim changes to the risk-based internal audit plan and resource requirements.
14. To make appropriate enquiries of both management and the Head of Internal Audit to determine if there are any inappropriate scope or resource limitations.
15. To consider reports from the Head of Internal Audit on internal audit's performance during the year, including the performance of external providers of internal audit services. These will include:
 - a. Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work.
 - b. Regular reports on the results of the Quality Assurance and Improvement Programme.
 - c. Reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards and Local Government Application Note, considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement.
16. To consider the Head of Internal Audit's Annual Report:
 - a. The statement of the level of conformance with the Public Sector Internal Audit Standards and Local Government Application Note and the results of the Quality Assurance and Improvement Programme that supports the statement.
 - b. The opinion on the overall adequacy and effectiveness of the Council's framework of governance, risk management and control together with a summary of the work supporting the opinion.
17. To consider summaries of specific internal audit reports as requested.
18. To receive reports outlining the action taken where the Head of Internal Audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.
19. To contribute to the Quality and Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years.

20. To consider a report on the effectiveness of internal audit to support the Annual Governance Statement, where required to do so by the Accounts and Audit Regulations.
21. To support the development of effective communication with the Head of Internal Audit.

External Audit:

22. To consider the external auditor's annual letter, relevant reports, and the report of those charged with governance.
23. To consider specific reports as agreed with the external auditor.
24. To comment on the scope and depth of external audit work and to ensure it gives value for money.
25. To commission work from internal and external audit.
26. To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

Financial reporting:

27. To review the statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
28. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

Accountability arrangements:

29. To report to those charged with governance on the Committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks; financial reporting arrangements, and internal and external audit functions.
30. To report to full Council on a regular basis on the Committee's performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose.

Constitution and Standards:

31. To consider and review changes to the Council's constitution in respect of Contract Standing Orders, Financial Regulations, and Codes of Conduct and behaviour.
32. To monitor the operation of the Council's codes and protocols (see Part 5 of the Constitution) and the Council's complaints process and to advise the Council on the adoption or revision of such codes.

33. To consider the Council's compliance with its own published standards and controls.
34. To review any issues referred to it by the Head of Paid Service, a Corporate Director or any Council body.
35. To receive allegations and any accompanying report from the Monitoring Officer and to refer the allegation to the Monitoring Officer for formal investigation or informal resolution.
36. To set up, where necessary, a Hearings Panel to consider any alleged breach of the Members' Code of Conduct.
37. To promote and maintain high standards of conduct by Councillors and co-opted Members.
38. To assist Councillors and co-opted Members to observe the Members' Code of Conduct.
39. To advise the Council on the adoption, revision of, or publicity on the Members' Code of Conduct.
40. To advise, train or arrange to train Councillors and co-opted Members on matters relating to the Members' Code of Conduct.
41. To grant dispensations to Councillors and co-opted Members from the requirements relating to interests set out in the Members' Code of Conduct or other Council codes and protocols where:
 - a. without the dispensation, the representation of different political groups on the body transacting the business would be so upset as to alter the outcome of any vote on the matter;
 - b. the Committee considers that the dispensation is in the interests of persons living in the Council's area; or
 - c. the Committee considers that it is otherwise appropriate to grant a dispensation.
42. To consider appeals against decisions made by the Monitoring Officer in exercise of their dispensation powers.
43. To set up, where necessary, a Sub-Committee to shortlist and interview candidates for the role of Independent Person and to make recommendations to Council regarding the appointment of Independent Persons.
44. To provide such advice and assistance as appropriate regarding the appointment of the Independent Person as required under Part 7 of the Localism Act 2011.
45. To set the allowances and expenses payable to the Independent Person and Reserve Independent Persons.

- (b) The power and responsibilities of the Committee shall be as follows:
- (i) The ability to require the Leader and Cabinet Members to attend and be questioned on audit, risk management and corporate governance matters relating to their roles and responsibilities.
 - (ii) The ability to require the Head of Paid Service, and Corporate Directors to attend and be questioned on audit, risk management and corporate governance matters relating to their roles and responsibilities.
 - (iii) The power to call expert witnesses from outside the Council to give advice on matters under review or discussion.
 - (iv) To discharge powers under section 101 of the Local Government Act 1972 acting as a Sub-Committee of the Council for Statement of Auditing Standards (610) purposes.
 - (v) To approve the Statement of Accounts and the Annual Governance Statement.
 - (vi) To approve the Internal Audit Periodic Plan, receive reports on progress and as a consequence approve any material changes to the plan.
- (c) All other matters will be recommended, as appropriate, to the Council, Leader, Cabinet or other Council body for decision.
- (d) Delegation to Officers: Those functions relating to statutory financial, audit and legal functions which have been delegated to officers are set out in the Council's Scheme of Delegation in Part 3 to the Constitution.