

 <b>Executive</b> <b>10<sup>th</sup> July 2019</b>		<b>Agenda Item No.</b> <b>4</b>
<b>Title</b>	Governance Review	
<b>For further information about this report please contact</b>	Chris Elliott, Chief Executive 01926 456003 <a href="mailto:chris.elliott@warwickdc.gov.uk">chris.elliott@warwickdc.gov.uk</a>	
<b>Wards of the District directly affected</b>	All	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	N/A	
<b>Background Papers</b>	None	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality Impact Assessment Undertaken</b>	No (If No state why below)
An EIA may only be relevant when a potential outcome is identified. This report only seeks to commence a review of the Council's Governance.	

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive	19/06/19	Chris Elliott
Head of Service	19/06/19	Graham Leach
CMT	19/06/19	Chris Elliott, Andrew Jones, Bill hunt
Section 151 Officer	19/06/19	Mike Snow
Monitoring Officer	19/06/19	Andrew Jones
Finance	19/06/19	Mike Snow
Portfolio Holder(s)	19/06/19	Cllr Andrew Day
<b>Consultation &amp; Community Engagement</b>		
None as yet as this report relates to the start of proceedings.		
<b>Final Decision?</b>	No	
<b>Suggested next steps (if not final decision please set out below)</b>		
A further report on the outcome of the review will be presented for consideration at a future meeting of the Executive and Council.		

## 1. **Summary**

- 1.1 This report proposes that a review of the Council's Governance be undertaken and that assistance is provided by the Centre for Public Scrutiny (CfPS).
- 1.2 It is further suggested that a small fixed term working party be established to enable the review to be undertaken with the intention that a further report on the outcome of the review be presented to the Executive and Council.

## 2. **Recommendation**

- 2.1 The Executive agrees to a review of the Council's Governance arrangements.
- 2.2 The Executive agrees to the methodology for undertaking the review as set out in paragraph 3.3 of this report.
- 2.3 The Executive agrees that Workshops 2 and 3 be undertaken by a Working Party consisting of each of the Group Leaders Conservative, Green and Liberal Democrat Groups plus one other member from their group plus the Leaders of the Labour and Whitnash Residents Groups.
- 2.4 The Executive requires that the Working Party prepare and present a report on the outcomes to the Executive and Council as soon as possible in the autumn of 2019 so that any changes can be implemented by May 2020.

## 3. **Reasons for the Recommendation**

- 3.1 Group Leaders have requested that a review be undertaken of the Council's present Executive and Scrutiny governance arrangements to determine if there is a more effective way of involving more members of the Council in the decision making processes.
- 3.2 To assist the process the Centre for Public Scrutiny (CfPS) has offered help to the Council at no cost to the Council. The CfPS is part of the Local Government Association (LGA) and this help is part of the benefit of the Council's membership.
- 3.3 The CfPS have proposed the following:
  - Workshop 1: to introduce members to the fundamentals of governance change, to talk about the different options and our approach to reviewing them. We would then go on to discuss design principles – what would good governance look and feel like for them? What role do they want to play in decision-making? What level of oversight do they see themselves having? What involvement do they anticipate local people, and partners, having in the future? We will review this in light of the Council's strategic plans (recognising the sensitivity of aligning political objectives with governance, but recognising also that the former inevitably impact on the latter);
  - Workshop 2: translating design principles into practical changes to ways of working (on policy development, on the way information is shared with members, on decision-making, on the monitoring and oversight of council and partner business);
  - Workshop 3: in the light of all the foregoing considering whether formal governance change is, in fact, necessary, and agreeing actions to accompany that change if necessary.

- 3.4 It is proposed that all members be invited to Workshop 1 which would probably be held in late July and that the other 2 are undertaken by a Working Party comprising the 5 Group Leaders plus one other member from the Conservative, Green and Liberal Democrat Group, probably held in September. This approach enables a balance to be struck between inclusion of all members and the practicality of having detailed discussions. The proposed Working Party would then be required to prepare and present a report on the findings to the Executive and Council for discussion and decision on the way forward this coming autumn.
- 3.5 It is important that a decision is made in the autumn since if new processes are required time will be needed to amend the Council's constitution, agree and implement new procedures and there will be some formal consultation required. The intention should therefore be to enable any changes so agreed to be put in place for the new Municipal Year 2020/21 (i.e. May 2020).

#### 4. Policy Framework

##### 4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

<b>FFF Strands</b>		
<b>People</b>	<b>Services</b>	<b>Money</b>
<b>External</b>		
<b>Health, Homes, Communities</b>	<b>Green, Clean, Safe</b>	<b>Infrastructure, Enterprise, Employment</b>
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
<b>Impacts of Proposal</b>		
N/A	N/A	N/A
<b>Internal</b>		
<b>Effective Staff</b>	<b>Maintain or Improve Services</b>	<b>Firm Financial Footing over the Longer Term</b>
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost

All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	Increase the digital provision of services	management Maximise income earning opportunities Seek best value for money
<b>Impacts of Proposal</b>		
N/A	N/A	N/A

#### 4.2 **Supporting Strategies**

There are no relevant supporting strategies.

#### 4.3 **Changes to Existing Policies**

At this point in the process no changes are planned to existing policies.

#### 4.4 **Impact Assessments**

Not applicable at this point in the review process.

### 5. **Budgetary Framework**

- 5.1 The only financial impact at this stage is that existing staff resources will be required to support the Working Party. This is not possible to estimate until the review is complete and the scale and nature of any changes is understood.

### 6. **Risks**

- 6.1 If the Executive agreed to proceed then the only significant risk at this stage is the ability to be able to report back in time for members to make a decision so that it could be affected in time for the beginning of the new municipal year. The mitigation to this risk is to require all participating members to make themselves available and likewise for staff and the advisor from CfPS.
- 6.2 Another risk would be that members are unable to agree amongst themselves on a way forward so delaying a report for consideration and in turn making it impossible to put any new procedures in place for the new municipal year 2020/21.
- 6.3 There is also the risk that major changes could require the re writing of extensive parts of the Council's constitution which will take up significant staff time that may be affected by other calls on the time of the particular members of staff implicated in such work e.g. General Election. Such a resource clash may require additional resources in order to put changes into effect for May 2020.

### 7. **Alternative Option(s) considered**

- 7.1 The proposed Working Party will consider options but at this stage the only other option available is to not agree to take forward a review. This is an option Members could make but since this review has come forward at the behest of Members it has been discounted as an option.