

CABINET

7 September 2016

NEW COMMITTEE TEMPLATE

REPORT OF THE CORPORATE DIRECTOR (PROFESSIONAL SERVICES)

Contact Officer: Joseph Holmes Tel No: 01962 848220

RECENT REFERENCES:

IPG (SH)3 - Update on agreed response to Recommendations, 28 July 2016

CAB2779 - Silver Hill: Independent Review Recommendations, 18 February 2016.

EXECUTIVE SUMMARY:

The Silver Hill Independent Review recommendations included a section on a new committee protocol. This document sets out a revised protocol / template that includes a specific section on implications, such as legal, financial, etc., as well as seeking to address the other elements of the recommendation from the Independent Review.

RECOMMENDATIONS:

- 1 That Cabinet reviews and approves the new committee template in Appendix A.

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7 September 2016

### REPORT OF CORPORATE DIRECTOR (PROFESSIONAL SERVICES)

#### DETAIL:

#### 1 **Background**

- 1.1 The Independent Review set out the recommendation below (and the supporting evidence) as a bullet point to a wider review of governance within the Council. The Council currently has an IPG which is ensuring that there is an effective response to the Independent Review with its most recent meeting on 28 July 2016.

*Recommendation (6.1.12):*

*“A protocol on the writing of committee reports to include paragraphs identifiably written by internal specialists, open recommendations and options, an emphasis on all reports being in the public domain unless there are specific reasons why any element of the report should remain confidential, and Lead Members seeing and contributing to early drafts.”*

*Supporting evidence (5.28)*

*“Committee reports need to identify ‘open’ and ‘closed’ elements of reports, identify who authors particular paragraphs, be subject to agenda planning, and sign off by all statutory officers. Recommendations should allow options wherever possible, and link to previous reports and advice. Reports drafted in accordance with such a protocol should allow for Members of Cabinet and Scrutiny to author the report where appropriate.”*

- 1.2 The IPG is anticipating that there is a report updating the report writing protocol at this meeting of Cabinet.

#### 2 **Approach**

- 2.1 To ensure that the report protocol addresses the recommendation above, but does not become too bureaucratic or ‘tick box’ based, a comparison of the current Winchester City Council (WCC) template against other Councils has been completed. This includes other district and unitary Councils. There already a number of similarities with other committee report formats compared to other Councils: however, there have been changes made to address the points from the Independent Review as follows:

Table 1.1: Summary of response to Independent Review report

Item raised in the Independent Review	Action to address this
Inclusion of paragraphs identifiably written by internal specialists / sign off by all statutory officers	Specific implications section, including sub-sections on financial and legal risk in particular, to be signed off by s151 and monitoring officers respectively.  Separate sections by other authors to be clearly stated as such
Open recommendations and options (and link to previous reports and advice)	Specific part of report to now include 'other options considered and rejected'. Section at the end of the report detailing the background papers and previous reports.
Emphasis on all reports being in the public domain	Specific part of report on Exempt / non-exempt and need to seek monitoring officer advice.
Agenda planning	CMT is working towards a system with a much longer term forward plan, enabling better agenda planning into the future.

2.2 The revised report template is attached at Appendix A.

2.3 As part of this review the Council is looking at the most effective mechanisms for decision making and are undertaking a process review of the compilation of previous reports and how best to formulate committee reports in the future.

2.4 A New report-writing summary will be produced at the same time as the new template is introduced, to ensure that officers complete the template appropriately. This guidance will also reflect the improvements in agenda planning referred to above.

#### OTHER CONSIDERATIONS:

#### 3 COMMUNITY STRATEGY AND PORTFOLIO PLANS (RELEVANCE TO):

3.1 The Independent Review on Silver Hill made a number of recommendations on various matters, including governance. These are related to the "Efficient and Effective Council" elements of the Community Strategy.

#### 4 RESOURCE IMPLICATIONS:

4.1 None.

5 RISK MANAGEMENT ISSUES

- 5.1 Clearer and separate risk management is highlighted in the revised committee template.

BACKGROUND DOCUMENTS:

Existing Report template

APPENDICES:

Appendix A – proposed new committee template

REPORT TITLE: XYZ

CLICK AND ENTER THE NAME OF THE COMMITTEE

[Click and Enter Date]

PORTFOLIO HOLDER:

Contact Officer: CLICK AND ENTER NAME Tel No: 01962 CLICK AND ENTER NUMBER AND THEN CLICK THE 'COPY TITLE' BUTTON

WARD(S): [CLICK AND ENTER WARD]

EXEMPT / NON-EXEMPT (ANY PROPOSALS FOR ELEMENTS OF THE REPORT TO BE EXEMPT MUST BE DISCUSSED WITH THE MONITORING OFFICER)

Report number:

PURPOSE

[CLICK AND ENTER TEXT]

RECOMMENDATIONS:

*[Please delete] Note for Author: Please ensure reports are clear in their recommendations i.e. Cabinet / xyz committee are asked to approve / implement / adopt / recommend to – for information reports should be clearly recommended as such.*

2 That CLICK AND ENTER RECOMMENDATIONS AND THEN CLICK ON THE "NUM" BUTTON ABOVE

**IMPLICATIONS:****COMMUNITY STRATEGY OUTCOME** *(Detail how this report delivers a Community Strategy outcome(s))***FINANCIAL IMPLICATIONS** *(to be reviewed by s151 officer)***LEGAL AND PROCUREMENT IMPLICATIONS** *(to be reviewed by Monitoring officer)***WORKFORCE IMPLICATIONS** *(Delete if none)***PROPERTY AND ASSET IMPLICATIONS** *(to be reviewed by Assistant Director; Estates & Regeneration - Delete if none)***CONSULTATION AND EQUALITY IMPACT ASSESSMENT** *(include comments from other committees):*

*[Please delete] Note for Author: Please briefly summarise any consultation undertaken on the proposed decision (e.g. with local residents, county councillors, partner organisations, etc.).*

**RISK MANAGEMENT** *(n.b. all Major Projects should have their own risk register attached to papers.*

*For those risks shaded grey below, please ensure compliance with the Council's risk appetite*

*<http://sharepoint/Intranet/HRHub/InsuranceRisk/Shared%20Documents/Risk%20Appetite%20Statement.pdf> for further information)*

<b>Risk</b> (Detail specific risk under these headings)	<b>Mitigation</b>	<b>Opportunities</b>
<i>Property</i>		
<i>Community Support</i>		
<i>Timescales</i>		
<i>Project capacity</i>		
<i>Financial / VfM</i>		
<i>Legal</i>		
<i>Innovation</i>		
<i>Reputation</i>		
<i>Other</i>		

**OTHER OPTIONS CONSIDERED AND REJECTED**

*[Please delete] Note for Author: please include detail of any representations received (including those of consulted Members). This will include your response to any alternatives suggested by those making representation and the reasons why these alternatives were rejected. Include comments on risk management where relevant. These need to be taken into consideration when the Portfolio Holder makes the final decision in consultation with the Case Officer.*

**SUPPORTING INFORMATION:**

*[Please delete] Note for Author: Any sections drafted by an officer or member who is not the author of the report should be clearly stated as such in the report and implications.*

6 Introduction

6.1

7 Conclusion

7.1

**BACKGROUND DOCUMENTS (include reference to previous committee reports):**

[CLICK TO ENTER DETAILS]

**APPENDICES:**

[CLICK TO ENTER DETAILS]