

To: Councillors Bradnack, Boyce (Chair), Hart, C. Rosenstiel
(Vice-Chair), Stebbings and Ward.
Alternate: Reid

Placed on public deposit on Tuesday 16 January 2007

CIVIC AFFAIRS COMMITTEE

Date: Wednesday 24th January 2007

Time: 6.00pm

Place: Committee Room 1, The Guildhall

Contact: Gary Cliff

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AGENDA

- 1 **MINUTES**
To confirm the minutes of the meeting held on 22 November 2006
Pages 1 - 4
- 2 **APOLOGIES FOR ABSENCE**
- 3 **DECLARATIONS OF INTEREST**
- 4 **PUBLIC QUESTION TIME** – see below for detail of the scheme and other public information.
- 5 **RESTRUCTURING – A SUB-COMMITTEE TO MAKE A NEW DIRECTOR APPOINTMENT** (Chief Executive)
Pages 5 - 8

In November 2006 the Chief Executive presented a report to the Customer Services & Resources Scrutiny Committee and Executive Councillor, paving the way for a departmental restructuring particularly the Council's central and corporate services, including the new customer access service.

The Executive Councillor agreed:

- (a) to a review of the Council's departmental structure, focused particularly on corporate and central services, including the management of the new Customer Access Service.
- (b) That any changes as a result of the review be delegated to the Chief Executive in consultation with the Executive Councillor for Customer Services & Resources and the Labour Spokesperson.
- (c) That any changes lead to service improvements, efficiency gains and be cost

neutral.

The Chief Executive issued a consultation paper to all staff early in December, setting out his proposals (attached as an Appendix to this agenda). Responses were invited by 5 January. The Chief Executive has now considered the responses and is intending to proceed with a restructuring after he has consulted with the Executive Councillor for Customer Services & Resources and the Labour Spokesperson. The proposed restructuring will broadly follow the approach in the attached paper but final details on some aspects were still being considered at the time of writing this report.

As a consequence, there will be a need to appoint to the new director post. The Council's Constitution requires chief officer appointments to be made by a member sub-committee, which must include at least one member of the executive. **This committee is therefore asked to appoint that sub-committee.** It is suggested that a good starting point would be the existing Chief Officer Performance Review Working Party, consisting of Councillors Bradnack, Cantrill, Herbert, Nimmo-Smith, J Rosenstiel and Smart.

6 [NATIONAL ASSISTANCE ACT - APPOINTMENT OF PROPER OFFICER](#)

Report by Heads of Environmental Services and Legal & Democratic Services
Pages 9 - 10

7 [DEVELOPING ELECTORAL REGISTRATION PERFORMANCE INDICATORS: ELECTORAL COMMISSION CONSULTATION](#)

Report by Head of Legal & Democratic Services
Pages 11 – 16

8 APPROVED DUTY: MAYOR'S DAY OUT

In December, a councillor submitted a claim for dependency allowance and subsistence in respect of attendance at the Mayor's Day Out this summer. The amount of the claim was modest and the officer view was that, on general principles, it was appropriate to pay it. (£5.40 for subsistence, and £26.25 for dependency cover.) The reasoning for this is that attendance at the Mayor's Day Out is, for councillors, a working day rather than a social event. In addition, attendance by members is very helpful. Failure to pay allowances could make it difficult for some councillors to attend, especially those with obligations towards dependents and those whose financial circumstances are more difficult.

However, the allowances scheme only provides for payment for 'approved duties' and the Mayor's Day Out does not fit tidily within any of the categories identified in the scheme.

In principle it is right to pay allowances promptly and failure to do so can cause difficulty. The officer preference therefore was to use urgency powers to address the issue. After consultation with the Chair and the Labour spokesperson, the Director of Central Services designated attendance at the Mayor's Day Out in 2006 as an approved duty.

Committee is recommended:

1. That members note the use by the Director of Central Services of urgency powers to designate attendance at the Mayor's Day Out in 2006 as an approved duty; and
2. That the Committee designate attendance at the Mayor's Day Out as an approved duty for the future.

**The next meeting of Civic Affairs Committee is scheduled
for 4 April 2007**

Public attendance

You are welcome to attend this meeting as an observer, although it may be necessary to ask you to leave the room during the discussion of matters which are described as confidential.

Public Speaking

You can ask questions or make a statement on an issue included on the agenda above, or on an issue which is within the Leader's remit. Questions are normally asked during the slot on the agenda at the beginning of the meeting.

If you wish to ask a question related to an agenda item contact the committee officer (listed above under 'contact') **before the meeting starts**. If you wish to ask a question on a matter not included on this agenda, please contact the committee officer by 10.00am the working day before the meeting. Further details concerning the right to speak at committee can be obtained from the committee section.

Emergency Evacuation

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Do not attempt to use the lifts.

Do not attempt to re enter the building until given the all clear by a member of the City Council Staff. City Council staff will provide assistance with leaving the building.