

Emergency Committee Agenda

Tuesday 18 August 2020 at 2.00pm

The meeting will be conducted virtually via Microsoft Teams

Please click on the link below to view the meeting live:
[Emergency Committee](#)

This agenda gives notice of items to be considered in private as required by Regulations 5 (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

1. Apologies

To receive any apologies for absence.

2. Minutes

To confirm the minutes of the meetings held on 22 and 31 July 2020 as a correct record.

3. Declarations of Interest

To receive any declarations of interest from members relating to any item on the agenda, in accordance with the provisions of the Code of Conduct and/or S106 of the Local Government Finance Act 1992.

4. Additional Items of Business

To determine whether there are any additional items of business arising which should be considered at the meeting as a matter of urgency.

Public Items

5. Covid-19 Response

To provide the latest Covid-19 response update to the Committee for consideration.

6. Appointments to Committees and Roles

To approve appointments to vacancies on committees and roles that have arisen.

David Stevens

Chief Executive

Sandwell Council House

Freeth Street

Oldbury

West Midlands

Distribution:

Councillor Crompton (Chair);

Councillor Ali (Vice-Chair);

Councillors Hadley, Millard, Moore and Shaeen.

Contact: democratic_services@sandwell.gov.uk

Information about meetings in Sandwell



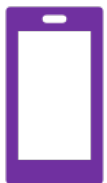
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Emergency Committee

Wednesday 22 July 2020 at 14:00 at Sandwell Council House, Oldbury

Present: Councillor M Crompton (Chair);
Councillors Ali, Crompton, Hadley, Millard, and
Shaeen.

Officers: David Stevens (Chief Executive); Surjit Tour
(Director of Law and Governance and Monitoring
Officer); Elaine Newsome (Service Manager –
Democracy) and Suky Suthi-Nagra (Democratic
Services Manager).

48/20 Minutes of Previous Meetings

The minutes of the meeting held on 24 June 2020 were confirmed as a correct record.

49/20 Declarations of Interest

No interests were declared at the meeting.

50/20 Additional Item of Business – Membership of the Emergency Committee/Chief Officer Terms and Conditions Committee

It was reported that, due to his recent appointment to the Cabinet, Councillor Singh was no longer eligible to sit on the Emergency Committee and there was therefore a vacancy, which needed to be filled by a scrutiny chair.

Similarly, due to changes throughout the municipal year, there were now three vacancies on the Chief Officer Terms and Conditions Committee. The Committee was therefore requested to fill the vacancies, drawing from the Cabinet, Chairs and Vice Chairs.



Emergency Committee – 22 July, 2020

Agreed:-

- (1) that Councillor Moore (Chair of the Safer Neighbourhoods and Active Communities Scrutiny Committee) is appointed to the Emergency Committee;
- (2) that Councillors Singh (Cabinet Member for Skills and Employment); Bostan (Chair of the Audit and Risk Assurance Committee) and Underhill (Cabinet Member for Best Start in Life) are appointed to the Chief Officer Terms and Conditions Committee.

51/20 Programme of Committee Meetings

The Committee was asked to consider a programme of meetings for the remainder of the 2020/2021 municipal year.

Since the national lockdown, the Council had been hosting meetings via a software platform to enable elected members to attend and participate in a reduced programme of meetings, in line with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the Remote Committee Regulations") which had come into force on 4th April 2020. The software had now been successfully deployed to all members of the Council and it was recommended that a full programme of meetings be agreed for the remainder of the municipal year.

Agreed that the Programme of meetings set out in the Appendix, is approved.

Meeting ended at 14.08.

This meeting was webcast live and is available to view [here](#).

Emergency Committee

Friday 31 July 2020 at 11:00 at Sandwell Council House, Oldbury

Present: Councillor M Crompton (Chair);
Councillors Ali, Hadley, Millard and Shaeen.

Officers: David Stevens (Chief Executive); Stuart Lackenby (Director – Adult Social Care), Lisa McNally (Director – Public Health), Elaine Newsome (Service Manager – Democracy), Sue Stanhope (Interim Director – HR), Suky Suthi-Nagra (Democratic Services Manager) and Surjit Tour (Director of Law and Governance and Monitoring Officer).

52/20 Apologies for Absence

No apologies for absence were submitted.

53/20 Declarations of Interest

No interests were declared at the meeting.

54/20 Additional Item of Business

There were no additional items of business to consider.

55/20 Emergency Plan

The Committee was informed that the number of people contracting Covid-19 in Sandwell had significantly increased with a total of 90 confirmed cases from 21 to 27 July 2020; an increase of 500% on weekly cases on the same dates in June.



Emergency Committee – 31 July, 2020

Nationally, Sandwell had the 8th highest rate of cases in England with cases rapidly rising in Smethwick and West Bromwich.

It was envisaged that Sandwell would be added to the Government's watchlist as an area of concern which would entail detailing local plans for managing the outbreak to the national government's Contain Team.

Consideration was now given to the 'Sandwell Covid-19 – staying safe in Sandwell Document' which set out a range of actions the Council, partners and the public may be taking in order to help avoid a major outbreak.

As part of the Council's measures, it was proposed that:-

- an Incident Management Team would be set up consisting of senior council officers, the Police and colleagues from health to work on managing resources and to direct tactical plans to deal with the outbreak aiming to reduce new cases, minimise and manage outbreaks, reduce the impact on the most vulnerable and working collaboratively to manage escalation levels including local lockdown;
- a media campaign would commence designed to take necessary measures to avoid a local lockdown of Sandwell by asking all Sandwell residents to do three things:-
 - If you are shielding, continue to do so;
 - Do not have non-essential visitors in your home;
 - If you have symptoms, self-isolate at home and book a test.

The Chair reiterated that it was the responsibility of all of us to do all that we can to limit the spread of the virus. The Council would target all available resources to address this situation but every member of the community had a part to play and must follow Government guidance to limit risk of exposure and spread of the virus.

Agreed:-

- (1) that the framework set out in the Sandwell COVID-19 Stay Safe In Sandwell document be endorsed;

Emergency Committee – 31 July, 2020

(2) that a media campaign be endorsed designed to take measures to avoid government instructing us to undertake a local lock down of Sandwell appealing to our local residents to do three things:


- If you are shielding, continue to do so
- Don't have non-essential visitors in your home
- If you have symptoms, self-isolate at home and book a test.

Meeting ended at 11.29

This meeting was webcast live and is available to view
https://www.youtube.com/watch?v=K3GtrZb_huY&feature=youtu.be

REPORT TO EMERGENCY COMMITTEE

18 August 2020

Subject:	COVID-19 Response
Director:	Chief Executive David Stevens
Contribution towards Vision 2030:	
Contact Officer(s):	David Stevens Chief Executive

DECISION RECOMMENDATIONS

That Emergency Committee:

1. Consider the Council's Covid-19 response and endorse any actions as necessary.
2. approves the allocation of the Defra Emergency Assistance Grant to the following activities:

	£
SMBC Operated Food Hub	40,200
Replacement for Food Hub	50,000
Fareshare	6,000
Local Welfare Provision	188,000
Food Pantry Development	60,000
Brushstrokes	39,000
Local Food Banks	30,000
Welfare Rights Team	42,200
Total	455,400

3. agrees to the use of delegated powers by the Acting S151 Officer and the Executive Director of Neighbourhoods to allocate the remaining balance of the grant (£65,130).


1 PURPOSE OF THE REPORT

- 1.1 A detailed update will be provided at the meeting on the latest Covid-19 response. Approval is also sought to the proposed use of the Defra Emergency Assistance Grant, details of which are appended to this report.

David Stevens
Chief Executive

REPORT TO EMERGENCY COMMITTEE

18 August 2020

Subject:	Emergency Assistance Grant (Defra)
Director:	Acting S151 Officer Rebecca Maher
Contribution towards Vision 2030:	
Contact Officer(s):	Charlie Davey Business Partner – Finance Charles_davey@sandwell.gov.uk

DECISION RECOMMENDATIONS

That the committee:

- approves the allocation of the Defra Emergency Assistance Grant to the following activities:

	£
SMBC Operated Food Hub	40,200
Replacement for Food Hub	50,000
Fareshare	6,000
Local Welfare Provision	188,000
Food Pantry Development	60,000
Brushstrokes	39,000
Local Food Banks	30,000
Welfare Rights Team	42,200
Total	455,400

2. agrees to the use of delegated powers by the Acting S151 Officer and the Executive Director of Neighbourhoods to allocate the remaining balance of the grant (£65,130).

1 PURPOSE OF THE REPORT

1.1 This report seeks approval of the proposed use of the Defra Emergency Assistance Grant.

2 IMPLICATIONS FOR VISION 2030

2.1 This proposal meets the objectives of Ambition 2 - Sandwell is a place where we live healthy lives and live them for longer, and where those of us who are vulnerable feel respected and cared for.

3 BACKGROUND AND MAIN CONSIDERATIONS

3.1 On 18 March 2020 the Emergency Committee authorised the S151 Officer to bid for and receive grant funding that would assist the council in responding to coronavirus.

3.2 On 10 July 2020 the authority was notified by the Department for Environment Food & Rural Affairs (Defra) that it has been awarded a one-off grant of **£520,530** to help the authority support those struggling to afford food and other essentials over the coming months due to Covid-19. We confirmed acceptance of the grant on 14 July 2020.

3.3 Key extracts from the grant guidance are:

- Use discretion on how to identify and support those most in need.
- Use the funding from July onwards to support those struggling to afford food and essentials.
- Use the funding for existing schemes and other support which deliver the same outcomes.
- Consider advising and providing information to people to help them access longer term support they might need, such as benefits
- You should keep administrative costs to a minimum.
- Defra monitoring will depend upon the funding received; a short survey will be released at the end of October and if you received between £0.25m & £1m you may be randomly selected to provide a representative sample.
- The government expects that most of the funding will be spent within 12 weeks.

4 THE CURRENT POSITION

- 4.1 The council undertakes activity which supports the grant objectives and it is proposed that the grant is used to fund these services and to support expansion within the voluntary sector to deliver the required outcomes.
- 4.2 The current proposals utilise approximately 90% of the available funding and further proposals will be developed to use the remaining balance.
- 4.3 An overview of the council's Local Welfare Provision (LWP) is attached in Appendix 1 and further details of the voluntary sector proposals are included in Appendix 2.

5 CONSULTATION (CUSTOMERS AND OTHER STAKEHOLDERS)

- 5.1 Various teams across the council, particularly those that support the community and voluntary sectors have been consulted in the formulation of these proposals.

6 ALTERNATIVE OPTIONS

- 6.1 Alternative options for using the grant could be developed however, Defra have indicated that they will undertake monitoring of the grant use during October.

7 STRATEGIC RESOURCE IMPLICATIONS

- 7.1 The council has been allocated a one-off grant of £520,530 in 2020/21 by Defra and this will fully fund all proposals within the report.

8 LEGAL AND GOVERNANCE CONSIDERATIONS

- 8.1 The grant will be paid to local authorities under section 31 of the Local Government Act 2003.

9 EQUALITY IMPACT ASSESSMENT

- 9.1 There is no requirement to conduct an Equality Impact Assessment.

10 DATA PROTECTION IMPACT ASSESSMENT

- 10.1 Any information used to compile this report is subject to information governance legislation and is managed in accordance with the Council's policies and protocols. A Data Protection Impact Assessment is not required.

11 CRIME AND DISORDER AND RISK ASSESSMENT

11.1 There no requirement to carry out a Crime and Disorder and Risk Assessment.

12 SUSTAINABILITY OF PROPOSALS

12.1 The use of the grant to support the Local Welfare Provision increases the sustainability of this service and its ability to respond to additional demand.

13 HEALTH AND WELLBEING IMPLICATIONS (INCLUDING SOCIAL VALUE)

13.1 The allocation of this funding will assist in supporting the health and wellbeing of the most vulnerable members of the Sandwell community during the COVID-19 pandemic.

14 IMPACT ON ANY COUNCIL MANAGED PROPERTY OR LAND

14.1 There is no direct impact on and land or assets.

15 CONCLUSIONS AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

15.1 The proposed allocations support the delivery of the grant objectives in a way which minimises the administrative costs and meets the requirement to demonstrate a timely response to the grant offer.

16 BACKGROUND PAPERS

16.1 Defra Emergency Grant Guidance.

17 APPENDICES:

Appendix 1 - SMBC Local Welfare Provision Policy
Appendix 2 - Further Information on Proposals

Rebecca Maher
Head of Finance/Acting S151 Officer

Sandwell Metropolitan Borough Council Local Welfare Provision (LWP) Policy

2019/20

Meeting Ambition 10



POLICY STATEMENT

The Local Welfare Provision (LWP) scheme will seek to assist vulnerable people in meeting their needs for subsistence or financial support where they are unable to meet their immediate short term needs or where they require assistance to maintain their independence within the community. This will be aligned to the Council's key principles of tackling inequality and reducing poverty.

1. INTRODUCTION

1.1 Local Welfare Provision

LWP will enable the Local Authority to provide assistance / support to vulnerable people in hardship situations. The overall intention is to use LWP to complement the existing support that the Council and its partners give to residents.

The LWP will compliment the Council Welfare Assistance Framework. The Council has adopted a framework approach to make the most effective use of the existing resources it deploys, aligning existing provision in homelessness prevention, children's services and vulnerable older people. In this way, the

Council will be stretching and maximising the use of all welfare assistance resources.

The Framework aims to coordinate the use of welfare assistance resources behind the scenes and provide seamless support to the customer.

When making a decision on assistance, consideration will be given to the following priorities:

- To support vulnerable young people in the transition to adult life
- Safeguard Sandwell residents in their homes
- Help those who are trying to help themselves
- Keep families together
- Help provide stability to children
- Support the vulnerable in the local community
- Prevent homelessness for those at risk of losing their home
- Help customers through personal crisis and difficult events
- Support people affected by domestic violence

2. GENERAL PRINCIPLES

2.2 Considerations for an award

- The scheme is purely discretionary; a resident does not have a statutory right to an award
- The process will be based on referrals and awards and will be dependent upon a needs and eligibility based assessment, rather than an external application process
- Awards will be made by way of pre paid cards or goods. Generally no cash awards will be made

2.1 The LWP will consist of 3 key aspects of support:

Planned Support

Intended to help vulnerable people over the age of 18 (young adults aged between 16 and 18 may also be considered where they are unable to receive assistance through Section 17), live as independent a life as possible in the community. This form of support can be considered where the applicant is in receipt of benefit and is moving into independent living.

Planned support is also available to people if they are leaving accommodation in which they received significant and substantial care and supervision and they expect to be discharged within 6 weeks. Examples of such accommodation:

- hospital or other medical establishment
- care home
- hostel
- staff intensive sheltered housing
- local authority care
- Prison or detention centre

Unless there are exceptional circumstances such as someone who lives at home and receives support from their family or family members are unable to assist due to the demands of their own financial, health or general circumstances, applications from single people living with other family members will not be awarded as they are likely to have access to assistance from other family members.

Responsive Support

To meet a need that cannot be met from another source that has arisen as a consequence of a disaster and is the only way of preventing or mitigating serious risk to health or safety to the claimant or a member of their immediate family.

Emergency Support

Individuals may receive support in an urgent situation/ need that presents a significant risk to themselves, their immediate family or dependant which can not be met by another source.

An urgent situation refers to one that gives rise to a need as a consequence of an emergency, disaster, exceptional circumstances or a pressing need that is strikingly different from the pressures generally associated with managing a low income.

2.2 Forms of Support

- Planned / responsive support will be the direct provision of furniture and goods subject to meeting the eligibility criteria and the need assessment.

The following items may be provided are:

- Second hand furniture
- White goods
- Emergency Support will be provided :
 - Food Bank Vouchers
 - Pre-payment cards for fuel and travel

3. PROCESS FOR SERVICES

3.1 Eligibility

Consideration will be given when the person or family has a reasonable need for an item or items to support or sustain independent living, subject to the availability of the items and the budget has sufficient resources to meet the need.

In cases where DWP or other Government departments have a primary responsibility to residents, The Local Authority will first advocate for residents to secure entitlements.

Individuals may receive support if they are age 18 and over and in receipt of:

- Income Support

- Income based Jobseekers Allowance; or
- Income related Employment and Support Allowance
- Pension Credit Guaranteed
- Contribution based Job Seekers Allowance*
- Contribution based Employment and Support Allowance*
- Universal Credit (means tested maximum award rate/where the award does not include an earnings disregard)

**Claims will only be considered under these circumstances where the claimant and/or their partner has no dependants*

3.2 Exclusions

Local Welfare Provision will not be awarded for any items that a government department or Council service has a statutory responsibility to provide.

The following people are excluded for support in all circumstances:

- Prisoners and people lawfully detained, including those released on temporary licence (but not those released on parole or on bail pending a court hearing)
- Members of a religious order who are fully maintained by the order

The following people are excluded from support except in very limited circumstances:

- Full-time students can only receive support for expenses arising out of a disaster.
- Someone who is a 'person from abroad' (i.e. who fails or would fail the habitual residence test for the purpose of Income Support, Pension Credit, Income-based Job Seekers Allowance or Income Related Employment Support Allowance) they can only receive support for expenses arising out of a disaster.
- Customers who are subject to the Benefit Cap. As it deemed that they have an income in excess of more than £20K.

3.3 Benefit Sanctions

People subject to certain disallowances or sanctions to their Job Seekers Allowance, Employment Support Allowance, Income Support, Pension Credit or Universal Credit or equivalent welfare benefits will not normally be eligible for support.

However because of the nature of benefit sanctions each case will be considered on its own merits and where it is clear that failing to provide support would present significant risk to the claimant or, their immediate family or dependant which cannot be met by another source then support may be provided.

3.4 Universal Credit – Waiting period

People who have made a claim for Universal Credit (UC) and are waiting for their first payment will not normally be eligible for support through LWP. However because of the actual time taken for the first payment of UC to be made there may be circumstances where support through LWP is required. Each request will be considered on its own merits and where it is clear that support cannot be obtained from any other source (such as payments in advance from the Department for Work and Pensions, savings or lieu of notice pay) and failing to provide support would present significant risk to the claimant or their immediate family, support through LWP will be considered.

3.5 How to request Support

Referrals can be made via the Local Authority Local Offices. Sufficient information will be submitted to the LWP Central Unit to enable an assessment of eligibility and need.

3.6 Decision making process

Decision making for any request for support will be processed and resources coordinated via a central coordinating function that sits within the Revenue and Benefits service area.

- Once all relevant data has been collected and the eligibility been satisfied the central function officer will contact the resident with a decision. If successful, awards will be provided in line with the resident's needs
- The Council will contact both successful and unsuccessful residents with the reasons for the decision and details of the appeals process and any other options available i.e. advice and information on other services and support available.
- If the information is incomplete or further supporting evidence is required, the team will call relevant services or the resident for the necessary information. Once all relevant data has been collected the central unit officer will contact the resident with a decision. If successful, awards will be provided in line with the applicants needs.
- Local Authority may request any reasonable evidence in support of an application. Such requests may be requested by phone/in person or in writing.
- Sandwell Council reserves the right to verify any information or evidence provided by the resident in appropriate circumstances.
- If the resident is unable to or does not provide the required evidence, Sandwell Council will still consider the request and will take into account any other available information.

3.7 Value of Awards

Each case will be assessed on individual circumstances. The value of the items provided will be at the discretion of the Local Authority but will be based on standard prices for items including the cost of delivery and installation where appropriate.

Awards will be limited to 2 per 12 month period.

3.8 Capital Limits

In order to retain consistency in the approach taken in the administration of Local Welfare Provision, there will not be a capital limit for awards made.

3.9 Outcome

Once all information to support a request has been received, support will be processed within 14 working days.

The LWP Central Unit will provide written notification of an award of support to the individual, the Officer representing the individual and the supplier of goods. Written notification will include details of:

- The support to be provided
- How, when and where the award can be accessed

To avoid unnecessary delay, residents may be asked for alternative contacts methods such as email or telephone to speed up the outcome confirmation.

3.10 Out of Hours Arrangements

Local Welfare Provision will not operate outside of normal office hours. Members of the community requiring assistance will be able to contact the Council through the existing out of hours services in Adult's and Children's Services.

3.11 Review / Reconsideration

A resident can ask for reconsideration if they can demonstrate there has been a factual error based on the decision made, an oversight on a significant piece of evidence or where new evidence has come to light, that was not provided with the original request form. In either circumstance, the resident must provide the relevant details.

Such requests must be made in writing to the Revenue and Benefits Service.

This review will be carried out by the Revenues and Benefits Service Appeals team. Their decision will be final with no other right of appeal.

3.12 Monitoring Arrangements and managing welfare assistance resources

The central coordinating function sitting with the Revenue and Benefits service area will monitor the number and amount of awards in relation to planned, responsive and emergency support on a monthly basis.

The central function will also monitor the award of other identified welfare assistance resources in order to allow the best possible use of all resources and to minimise potential for duplication or fraud.

The central function will also monitor cases where a request has been refused to ensure decisions are being made fairly and consistently and in line with the Council's equality duties.

4. POLICY REVIEW

The policy will be reviewed annually, or sooner if appropriate, to take account of operational adjustments and or changes to legislation.

5. EQUALITIES

Sector Equality Duty provided by the Equality Act 2010. No adverse impact on any protected characteristic has been identified as a result of this policy.

Emergency Assistance Grant Proposals July 2020

Food Pantry Development

A food pantry is a community food club, run by and for its members. People pay to join and can buy a range of food at minimal cost. Food pantries help people before they reach crisis point, offering them the support of a reliable and good quality food resource, as well as help with budgeting and links to other services. [Your Local Pantry](#) exists to help people who are struggling financially to make their money go further. There are some light-touch criteria for membership, and prospective members need to be residents of the area in which their pantry is based

There are 2 local pantries in Sandwell (Smethwick and Manna House in Blackheath, Rowley Regis), with a third due to open in September at the Brasshouse Centre, Smethwick.

Proposal

To establish up to 6 new pantries in Sandwell in the next 12 months.

Approx cost up to **£10,000 per pantry** (depending on the refurbishment required to set up a shop)

Outcome: Access to low cost food for up to 250 members per pantry

Request: up to £60,000

Brushstrokes support for residents who have no recourse to public funds (NRPF)

Throughout lockdown Brushstrokes have continued to provide food and other support to new comers, including those with NRPF.

Those who are able to visit Brushstrokes collect food and receive advice and support. In addition, a team of volunteers have been delivering food on a weekly basis. On average they have been feeding 320 -360 people a week, of which about 150 are children.

Those in receipt of food must engage with Brushstrokes to get help and advice.eg Settled Status

Proposal:

To enable Brushstrokes to deliver intensive support to NRPF, alongside the provision of food.

Outcome: joined up support to a very vulnerable group of people, increase in referrals from the council and the Childrens Trust, longer term decrease in council spending.

Request:

£33,000 salary of full time post

£6,000 to purchase food and other essential items – approx. 3 months of funding

£39,000

LWP top up funding for food banks

The food banks have seen a steep increase in demand:

April/ May 2019				April/May 2020				Comparison - parcels	Comparison – number supported
Number of parcels	Number of adults supported	Number of children supported	Total number supported	Number of parcels	Number of adults supported	Number of children supported	Total number supported		
Breaking Bread Wednesbury									
81	114	82	196	217	330	260	590	+168% (x2.7)	+201% (x3)
West Bromwich									
375	610	236	846	385	510	400	910	+2%	+7.5%
Smethwick									
307	417	241	658	1013	1798	1217	3015	+230%	+358% (x4.5)

There is an allocation of £32,000 in the LWP for grants for food banks to enable them to purchase food. To date £22,000 has been awarded to Smethwick and to West Bromwich. In addition, in the last 3 months the Tipton Food Hub has purchased food in bulk and has given this to the food banks to supplement gaps in their donations whilst they were finding it very difficult to purchase food in bulk.

Proposal:

To increase the budget for grants to food banks for the purchase of food and other essential items.


Outcome: improved capacity in food banks to cope with increases in demand over coming months.

Request:

Up to £30,000

REPORT TO EMERGENCY COMMITTEE

18 August 2020

Subject:	Appointment to Vacancies on Committee and Roles
Director:	Surjit Tour – Director of Law and Governance and Monitoring Officer
Contribution towards Vision 2030:	
Contact Officer(s):	Elaine Newsome Service Manager Democracy

DECISION RECOMMENDATIONS

That:

1. Approval be given to the amendments to the Cabinet Advisor areas of responsibility and appointments made to those roles as follows:-

Community and Neighbourhood Development – Councillor Hartwell;
Adult Social Care and Health – Councillor S Jones;
Community Wealth Building – Councillor Worsey;
Skills and Employment – Councillor G Gill;
Housing – Councillor M Hussain;
Transport - Councillor Simms.
2. Councillors Bostan and Mabeena be appointed to fill the current vacancies on the Ethical Standards and Member Development Committee.
3. That Part 3 – Responsibility of Functions of the Council's Constitution be amended in relation to the membership of Ethical Standards and Member Development Committee to remove the requirement for a member of the Executive to sit on the Committee.

1 PURPOSE OF THE REPORT

- 1.1 The Council's Constitution sets out the executive, scrutiny and constitutional functions and the rules and procedures for how the Council operates. It also prescribes that the Council, at its Annual Meeting should make appointments to bodies that Council has determined should carry out its functions as a local authority and the portfolios and terms of reference for those persons and bodies.
- 1.2 At its meeting on 22 April 2020, the Emergency Committee acknowledged and confirmed that the Council's constitutional arrangements relating to meetings and the conduct of Council business shall be subject to the Local Authorities and Police and Crime Panel (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations"). The Regulations have now removed the requirement to hold an Annual Meeting of the Council and therefore, subject to the calling of an annual meeting, the existing appointments to committees and other boards will continue for the 2020-2021 municipal year.
- 1.3 Where in year changes are required to the membership of committees, Council would normally consider and approve them. Emergency Committee has constitutional authority to exercise Council functions on its behalf in such circumstances that the Committee is enacted.
- 1.4 Due to changes in cabinet portfolios, a review of the remit and responsibilities of cabinet advisors has taken place.
- 1.5 The Cabinet Advisor roles were implemented in 2018 for the following policy areas:-

Housing
Adult Social Care and Health
Transport and Community Cohesion
Community and Neighbourhood Development
Children and Young People
Community Wealth Building

2 of the advisor roles are currently vacant.

- 1.6 It is now proposed to amend the Advisor roles to better align with Cabinet Member portfolio areas and to appoint members to the positions as follows:-

- Community and Neighbourhood Development – Councillor Hartwell;
- Adult Social Care and Health – Councillor S Jones;
- Community Wealth Building – Councillor Worsey;
- Skills and Employment – Councillor G Gill;
- Housing – Councillor M Hussain;
- Transport - Councillor Simms.

Revised role descriptions that reflect the changes to each of the cabinet advisor positions are appended to this report.

- 1.7 Emergency Committee are further requested to approve changes to the membership of the Ethical Standards and Member Development Committee to fill the current vacancies. It is proposed that Councillors Bostan and Mabeena are appointed to the Committee.
- 1.8 In addition, it is proposed to amend Part 3 – Responsibility of Functions of the Council’s Constitution to remove reference to a member of the Executive being appointed to the Ethical Standards and Member Development Committee as there is no legislative requirement for cabinet appointments to be made to the Committee and removal of the constitutional provision will facilitate the proposed appointments.

2 IMPLICATIONS FOR SANDWELL’S VISION

- 2.1 The Council’s decision-making structures are designed to support the delivery of Sandwell’s Vision 2030 and corporate plan.

3 STRATEGIC RESOURCE IMPLICATIONS

- 3.1 There are no direct resource implications arising from the appointment of members to positions within the structure. Any financial implications will be managed within existing budgets.

4 LEGAL AND GOVERNANCE CONSIDERATIONS

- 4.1 Council can determine the making of non-executive appointments to committees and other fora. Council is under a legal and constitutional obligation to make appointments to its committees, boards and other fora to ensure the effective operation of the Council’s functions and other obligations, duties and responsibilities. The Emergency Committee is able to exercise functions on behalf of Council in such circumstances that the constitutional provisions for the operation of the committee are met.

5 ALTERNATIVE OPTIONS

- 5.1 Appointment to the Cabinet Advisor roles and Ethical Standards and Member Development Committee could be delayed until the next meeting of Council, however this may impact on the ability of the council to function effectively.

6 DATA PROTECTION IMPACT ASSESSMENT

- 6.1 A data protection impact assessment is not required.

7 EQUALITY IMPACT ASSESSMENT

- 7.1 An equality impact assessment is not required.

8 CRIME AND DISORDER AND RISK ASSESSMENT

- 8.1 A crime and disorder and risk assessment is not required.

9 SUSTAINABILITY OF PROPOSALS

- 9.1 The appointments would remain in place until such time as an annual meeting of the Council takes place, at which point appointments to committees and other bodies would be reviewed.

10 HEALTH AND WELLBEING IMPLICATIONS (INCLUDING SOCIAL VALUE)

- 10.1 The role of a number of cabinet advisors contribute to the health and wellbeing and social value objectives of the council.

11 IMPACT ON ANY COUNCIL MANAGED PROPERTY OR LAND

- 11.1 There are no implications for Council managed land or property.

Surjit Tour

Director of Law and Governance and Monitoring Officer

Role Description for Cabinet Advisor – Adult Social Care and Health

Corporate Responsibilities:

1. To develop and promote adult social care and health as part of Vision 2030 and associated ambitions.
2. To endeavour to meet the aspirations of the Council and the citizens of the Borough through continuous improvement in service delivery, the implementation of best practice and the recognition of the cultural diversity of the population of the Borough.
3. To ensure the promotion of equality in service provision, in consultation with appropriate Cabinet Members in relation to adult social care and health.
4. To ensure, where appropriate in the cabinet advisory role, the full involvement of local people and communities to aid the decision making process of the Council, as necessary.

Duties:

5. To provide support to the Executive Leadership Team and Town Leads on all aspects associated with their cabinet advisory role.
6. To gather data, intelligence and all other forms of information that assist with reporting and decision making at Executive Leadership Team level.
7. To liaise with Council officers, partners and other agencies to ensure appropriate communication and engagement associated with their cabinet advisory role.

8. To provide advice and guidance, where appropriate, on all adult social care and health matters relating to policy and strategy.
9. To be aware of legislation and ongoing local and national developments on matters relevant to their cabinet advisory role.
10. To research the changing landscape and advise the Executive Leadership Team of future issues that could affect current policies, legislation and processes.
11. To engage with, and canvas views of, members to advise the Executive Leadership Team relating to their portfolio.
12. To inform the Member Development Programme on all aspects that may enhance the skill, knowledge and experience of elected members association with their cabinet advisory role.
13. To comply with the Member/Officer protocol as set out in the Constitution.
14. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.
15. To ensure that the Commonwealth Games leaves a lasting legacy, providing health, wellbeing and regenerative benefits to the future Sandwell.

Role Description for Cabinet Advisor – Community and Neighbourhood Development

Corporate Responsibilities:

1. To develop and promote community and neighbourhood development as part of Vision 2030 and associated ambitions.
2. To endeavour to meet the aspirations of the Council and the citizens of the Borough through continuous improvement in service delivery, the implementation of best practice and the recognition of the cultural diversity of the population of the Borough.
3. To ensure the promotion of equality in service provision, in consultation with appropriate Cabinet Members in relation to community and neighbourhood development.
4. To ensure, where appropriate in the cabinet advisory role, the full involvement of local people and communities to aid the decision making process of the Council, as necessary.

Duties:

5. To provide support to the Executive Leadership Team and Town Leads on all aspects associated with their cabinet advisory role.
6. To gather data, intelligence and all other forms of information that assist with reporting and decision making at Executive Leadership Team level.
7. To liaise with Council officers, partners and other agencies to ensure appropriate communication and engagement associated with their cabinet advisory role.

8. To provide advice and guidance, where appropriate, on all community and neighbourhood development matters relating to policy and strategy.
9. To be aware of legislation and ongoing local and national developments on matters relevant to their cabinet advisory role.
10. To research the changing landscape and advise the Executive Leadership Team of future issues that could affect current policies, legislation and processes.
11. To engage with, and canvas views of, members to advise the Executive Leadership Team relating to their portfolio.
12. To inform the Member Development Programme on all aspects that may enhance the skill, knowledge and experience of elected members association with their cabinet advisory role.
13. To comply with the Member/Officer protocol as set out in the Constitution.
14. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.

Role Description for Cabinet Advisor – Community Wealth Building

Corporate Responsibilities:

1. To develop and promote the concept of community wealth building as Sandwell wide initiative as part of the regeneration and inclusive growth deal and contributing to Vision 2030.
2. To endeavour to meet the aspirations of the Council and the citizens of the Borough through continuous improvement in service delivery, the implementation of best practice and the recognition of the cultural diversity of the population of the Borough.
3. To ensure the promotion of equality in service provision, in consultation with appropriate Cabinet Members in relation to community wealth building.
4. To ensure, where appropriate in the cabinet advisory role, the full involvement of local people and communities to aid the decision making process of the Council, as necessary.

Duties:

5. To provide support to the Executive Leadership Team and Town Leads on all aspects associated with their cabinet advisory role.
6. To gather data, intelligence and all other forms of information that assist with reporting and decision making at Executive Leadership Team level.
7. To liaise with Council officers, partners and other agencies to ensure appropriate communication and engagement associated with their cabinet advisory role.

8. To develop productive collaborative working with the community and relevant agencies/partners.
9. To provide advice and guidance, where appropriate, on all matters relating to policy and strategy associated with community wealth building.
10. To be aware of legislation and ongoing local and national developments on matters relevant to their cabinet advisory role.
11. To research the changing landscape and advise the Executive Leadership Team of future issues that could affect current policies, legislation and processes.
12. To engage with, and canvas views of, members to advise the Executive Leadership Team relating to their portfolio.
13. To inform the Member Development Programme on all aspects that may enhance the skill, knowledge and experience of elected members association with their cabinet advisory role.
14. To comply with the Member/Officer protocol as set out in the Constitution.
15. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.

Role Description for Cabinet Advisor - Housing

Corporate Responsibilities:

1. To develop and promote housing as part of Vision 2030 and associated ambitions.
2. To endeavour to meet the aspirations of the Council and the citizens of the Borough through continuous improvement in service delivery, the implementation of best practice and the recognition of the cultural diversity of the population of the Borough.
3. To ensure the promotion of equality in service provision, in consultation with appropriate Cabinet Members in relation to housing related matters.
4. To ensure, where appropriate in the cabinet advisory role, the full involvement of local people and communities to aid the decision making process of the Council, as necessary.

Duties:

5. To provide support to the Executive Leadership Team and Town Leads on all aspects associated with their cabinet advisory role.
6. To gather data, intelligence and all other forms of information that assist with reporting and decision making at Executive Leadership Team level.
7. To liaise with Council officers, partners and other agencies to ensure appropriate communication and engagement associated with their cabinet advisory role.
8. To provide advice and guidance, where appropriate, on all housing matters relating to policy and strategy.

9. To be aware of legislation and ongoing local and national developments on matters relevant to their cabinet advisory role.
10. To research the changing landscape and advise the Executive Leadership Team of future issues that could affect current policies, legislation and processes.
11. To engage with, and canvas views of, members to advise the Executive Leadership Team relating to their portfolio.
12. To inform the Member Development Programme on all aspects that may enhance the skill, knowledge and experience of elected members association with their cabinet advisory role.
13. To comply with the Member/Officer protocol as set out in the Constitution.
14. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.

Role Description for Cabinet Advisor – Skills and Employment

Corporate Responsibilities:

1. To develop and promote skills and employment in Sandwell as part of Vision 2030 and associated ambitions.
2. To endeavour to meet the aspirations of the Council and the citizens of the Borough through continuous improvement in service delivery, the implementation of best practice and the recognition of the cultural diversity of the population of the Borough.
3. To ensure the promotion of equality in service provision, in consultation with appropriate Cabinet Members in relation to skills and employment.
4. To ensure, where appropriate in the cabinet advisory role, the full involvement of local people and communities to aid the decision making process of the Council, as necessary.

Duties:

5. To provide support to the Executive Leadership Team and Town Leads on all aspects associated with their cabinet advisory role.
6. To gather data, intelligence and all other forms of information that assist with reporting and decision making at Executive Leadership Team level.
7. To liaise with Council officers, partners and other agencies to ensure appropriate communication and engagement associated with their cabinet advisory role.
8. To provide advice and guidance, where appropriate, on all matters relating to policy and strategy associated with skills and employment.

9. To be aware of legislation and ongoing local and national developments on matters relevant to their cabinet advisory role.
10. To research the changing landscape and advise the Executive Leadership Team of future issues that could affect current policies, legislation and processes.
11. To engage with and canvass views of Members to advise the Executive Leadership Team relating to their portfolio.
12. To inform the Member Development Programme on all aspects that may enhance the skill, knowledge and experience of elected members association with their cabinet advisory role.
13. To comply with the Member/Officer protocol as set out in the Constitution.
14. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.

Role Description for Cabinet Advisor – Transport

Corporate Responsibilities:

1. To develop and promote transport as part of Vision 2030 and associated ambitions.
2. To endeavour to meet the aspirations of the Council and the citizens of the Borough through continuous improvement in service delivery, the implementation of best practice and the recognition of the cultural diversity of the population of the Borough.
3. To ensure the promotion of equality in service provision, in consultation with appropriate Cabinet Members in relation to transport.
4. To ensure, where appropriate in the cabinet advisory role, the full involvement of local people and communities to aid the decision making process of the Council, as necessary.

Duties:

5. To provide support to the Executive Leadership Team and Town Leads on all aspects associated with their cabinet advisory role.
6. To gather data, intelligence and all other forms of information that assist with reporting and decision making at Executive Leadership Team level.
7. To liaise with Council officers, partners and other agencies to ensure appropriate communication and engagement associated with their cabinet advisory role.
8. To provide advice and guidance, where appropriate, on all transport matters relating to policy and strategy.

9. To be aware of legislation and ongoing local and national developments on matters relevant to their cabinet advisory role.
10. To research the changing landscape and advise the Executive Leadership Team of future issues that could affect current policies, legislation and processes.
11. To engage with, and canvas views of, members to advise the Executive Leadership Team relating to their portfolio.
12. To inform the Member Development Programme on all aspects that may enhance the skill, knowledge and experience of elected members association with their cabinet advisory role.
13. To comply with the Member/Officer protocol as set out in the Constitution.
14. To take part in training and development programmes to ensure that this role is undertaken as effectively as possible.