

Agenda Governance and Constitution Review Committee

**Tuesday, 22 June 2021 at 12.30 pm
In the Council Chamber, Sandwell Council House, Oldbury**

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 for Absence

2 Members to declare any interests in matters to be discussed at the meeting

3 Urgent Business

To determine whether there are any additional items of business which, by reason of special circumstances, the Chair decides should be considered at the meeting as a matter of urgency.

4 Constitution Review - Cabinet Advisors 5 - 22

To consider and make recommendations to Council on revisions to the cabinet advisor roles and responsibilities

Kim Bromley-Derry CBE DL
Managing Director Commissioner



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Distribution

Councillor R Singh (Chair)
Councillors Ali, Crompton, W Gill, Millard, I Padda, Simms and Taylor

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Report to Governance and Constitution Review Committee

22 June 2021

Subject:	Constitution Review – Cabinet Advisor Roles
Director:	Director of Law & Governance and Monitoring Officer, Surjit Tour
Contact Officer:	Elaine Newsome, Service Manager Democracy Elaine_newsome@sandwell.gov.uk

1 Recommendations

- 1.1 That Full Council be recommended to approve the revised role descriptions for Cabinet Advisors as attached at appendix 1 to the report.

2 Reasons for Recommendations

- 2.1 The Governance and Constitution Review Committee is the body charged to review and make recommendations to Council on the content of the Constitution. Any changes to the Constitution are reserved matters for Council to determine.



3 How does this deliver objectives of the Corporate Plan?

The proposals support the delivery of all objectives contained in the corporate plan.

	Best start in life for children and young people
	People live well and age well
	Strong resilient communities
	Quality homes in thriving neighbourhoods
	A strong and inclusive economy
	A connected and accessible Sandwell

4 Context and Key Issues

- 4.1 In 2019, Council approved the establishment of 6 Cabinet Advisor roles. Absorbing the previous Member champion roles, the purpose of the Cabinet Advisors is to provide alternative views, opinions and advice on wider, often cross-cutting issues and matters, to the Executive with a view to supporting and enabling more informed policy and strategy development. The roles enable Cabinet Advisors to share their own experiences, areas of expertise and views/opinions from wider engagement they undertake in relation to matters falling within the scope of each Cabinet Advisor role.
- 4.2 The Cabinet Advisors do not form part of the Executive. However, the Executive is able to seek their views, engage them in relation to matters and issues so as that important insight, ideas, thoughts and views can be harnessed when executive functions are considered.



- 4.3 Cabinet Advisors provide an additional mechanism and opportunity for important views and opinions to be ascertained, particular from the public, partners and stakeholders. This is in addition to the other functions, mechanisms already in place, such as the Council's Scrutiny function and arrangements, consultation arrangements and methodologies and the like.
- 4.2 The current roles are aligned with Sandwell's Vision 2030 ambitions and are themed as follows:
- Adult Social Care and Health;
 - Children and Young People;
 - Community and Neighbourhoods;
 - Community Wealth Building;
 - Housing;
 - Transport and Community Cohesion.
- 4.3 The Corporate Plan as approved by Council in March 2020 is in the process of being refreshed, to ensure it remains relevant, and that objectives support the current and emerging needs of local communities and the borough as a whole. Following the recent election of the new Leader and re-alignment of portfolios, the Governance and Constitution Committee is requested to consider and make recommendations to Full Council on proposals to revise the existing Cabinet Advisor roles, focusing their remit towards corporate objectives as follows:
- Business Ambassadors and Community Wealth – Cllr Ahmad Bostan;
 - Clean & Green – Cllr Peter Hughes;
 - Crime & Community Safety – Cllr Richard McVittie;
 - Digital Inclusion and 5G – Cllr Gurdesh Gill;
 - Wellbeing & Mental Health – Cllr Elaine Costigan;
 - Young People and Skills – Cllr Kay Millar.

Re-shaping the overarching responsibilities, as outlined in the draft job descriptions at appendix 1, would support delivery of portfolio activity and influence the direction of travel for the Council.



5 Alternative Options

5.1 Council could determine to retain the existing roles and remits. Whilst the existing themes would continue to contribute to the overall ambition of the Council, this may not be as effective as the proposed refreshed roles.

6 Implications

Resources:	The Independent Remuneration Panel previously recommended, and Full Council approved, a Special Responsibility Allowance of 33.3% of the Leaders allowance be paid to Cabinet Advisors. Costs are met from within approved budgets.
Legal and Governance:	Whilst not part of the executive, the role of Cabinet Advisor enables non-executive members to contribute, alongside the work of the Overview and Scrutiny function, to the direction of travel for the Council, shaping and influencing policy.
Risk:	None specifically associated with this report. However, Cabinet Advisors may from time to time receive confidential, personal or sensitive information that will need to be managed in accordance with information governance obligations.
Equality:	The existing appointments to Cabinet Advisors demonstrate that the council's approach to ensuring diversity and inclusion in respect of council appointments. It is recognised that the roles of Cabinet Advisor will inevitably mean that the Advisors will engage with a variety of people from different backgrounds. Ensuring such views are captured and considered is an important part of the role of Cabinet Advisor.
Health and Wellbeing:	The remit of several of the proposed revised roles would contribute to the health and wellbeing of our communities.



Social Value	The remit of several of the proposed revised roles would contribute to enhancing social value.
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7. Appendices

Draft role descriptions

8. Background Papers

None associated with this report.



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Role Description for Cabinet Advisor – Clean and Green

Corporate Responsibilities:

1. To support the development and promote the clean and green agenda, including helping to ensure that Sandwell meets its net zero targets, contributing to the Council's Corporate Plan and 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. Promoting equality in service provision, in consultation with appropriate Cabinet Members in relation to the clean and green agenda.
4. Encouraging, promoting and supporting measures, initiatives and/or activities that raise greater awareness and involvement by local people and communities in Council decision-making, 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 to the Executive Leadership Team and other relevant stakeholders, where appropriate, on all matters

relating to policy and strategy associated with the clean and green agenda.

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 – Crime and Community Safety

Corporate Responsibilities:

1. To support the development and promote the council and partnership response to crime and community safety in Sandwell, contributing to the Council's Corporate Plan and 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. Promoting equality in service provision, in consultation with appropriate Cabinet Members in relation to crime and community safety.
4. Encouraging, promoting and supporting measures, initiatives and/or activities that raise greater awareness and involvement by local people and communities in Council decision-making, 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 to the Executive Leadership Team and other relevant stakeholders, where appropriate, on all matters

relating to policy and strategy associated with crime and community safety.

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 – Business Ambassadors and Community Wealth Building

Corporate Responsibilities:

- 1 To support the development and promote the business ambassadors network and the concept of community wealth building as a Sandwell wide regeneration initiative, contributing to the Council's Corporate Plan and 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 Promoting equality in service provision, in consultation with appropriate Cabinet Members in relation to business ambassadors and community wealth building.
- 4 Encouraging, promoting and supporting measures, initiatives and/or activities that raise greater awareness and involvement by local people and communities in Council decision-making, 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 to the Executive Leadership Team and other relevant stakeholders, where appropriate, on all matters relating to policy and strategy associated with business ambassadors and 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 – Young people and skills

Corporate Responsibilities:

1. To support the development and promote young people and skills in Sandwell, contributing to the Council's Corporate Plan 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. Promoting equality in service provision, in consultation with appropriate Cabinet Members in relation to young people and skills.
4. Encouraging, promoting and supporting measures, initiatives and/or activities that raise greater awareness and involvement by local people and communities in Council decision-making, 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 to the Executive Leadership Team and other relevant stakeholders, where appropriate, on all matters relating to policy and strategy associated with young people and skills.

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 – Wellbeing and mental health

Corporate Responsibilities:

1. To support the development and promote wellbeing and mental health in Sandwell, contributing to the Council's Corporate Plan and 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. Promoting equality in service provision, in consultation with appropriate Cabinet Members in relation to wellbeing and mental health.
4. Encouraging, promoting and supporting measures, initiatives and/or activities that raise greater awareness and involvement by local people and communities in Council decision-making, 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 to the Executive Leadership Team and other relevant stakeholders, where appropriate, on all matters relating to policy and strategy associated with wellbeing and mental health.

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 – Digital Inclusion and 5G

Corporate Responsibilities:

1. To support the development and promote digital inclusion and 5G in Sandwell, contributing to the Council's Corporate Plan and 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. Promoting equality in service provision, in consultation with appropriate Cabinet Members in relation to digital inclusion and 5G.
4. Encouraging, promoting and supporting measures, initiatives and/or activities that raise greater awareness and involvement by local people and communities in Council decision-making, 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 to the Executive Leadership Team and other relevant stakeholders, where appropriate, on all matters relating to policy and strategy associated with digital inclusion and 5G.

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.