

**Executive**

6 July 2010

**Report of the Head of Civic, Democratic and Legal Services**

**Minutes of Working Groups**

**Summary**

1. This report presents the minutes of meetings of the Local Development Framework (LDF) Working Group and the Mansion House and Mayoralty Advisory Group and asks Members to consider the advice given by the Groups in their capacity as advisory bodies to the Executive.

**Background**

2. Under the Council's Constitution, the role of Working Groups is to advise the Executive on issues within their particular remits. To ensure that the Executive is able to consider the advice of the Working Groups, it has been agreed that minutes of the Groups' meetings will be brought to the Executive on a regular basis.
3. Members have requested that minutes of Working Groups requiring Executive endorsement be submitted as soon as they become available. In accordance with that request, and the requirements of the Constitution, minutes of the following meeting are presented with this report:
  - Mansion House and Mayoralty Advisory Group of 24 February 2010 (Annex 1)
  - Mansion House and Mayoralty Advisory Group of 21 April 2010 (Annex 2)
  - LDF Working Group of 22 March 2010 (Annex 3)
  - LDF Working Group of 12 April 2010 (Annex 4)

**Consultation**

4. No consultation has taken place on the attached minutes, which have been referred directly from the Working Groups. It is assumed that any relevant consultation on the items considered by the Groups was carried out in advance of their meetings.

## **Options**

5. Options open to the Executive are either to accept or to reject any advice that may be offered by the Working Groups, and / or to comment on the advice.

## **Analysis**

6. Members are asked to consider the following recommendation to the Executive contained in the draft minutes of the Mansion House and Mayoralty Advisory Group meeting held on 21 April 2010 (minute 11 refers) - attached as Annex 2 and Annex 2A.

*“That the Executive be requested to recommend to Council that it approves the proposed revisions to Article 5 of the Constitution, as agreed by members of the Advisory Group (attached as Annex A to the minutes)”.*

7. The proposed revisions to Article 5 of the Constitution include the proposed addition of the role and function of the Deputy Lord Mayor and some minor amendments to the written roles and functions of the Lord Mayor, Deputy Lord Mayor and Sheriff.

## **Corporate Priorities**

8. The aims in referring these minutes accord with the Council’s corporate values to provide strong leadership in terms of advising these bodies on their direction and any recommendations they wish to make.

## **Implications**

9. There are no known implications in relation to the following in terms of dealing with the specific matter before Members, namely to consider the minutes and determine their response to the advice offered:
  - **Financial**
  - **Human Resources (HR)**
  - **Equalities**
  - **Legal**
  - **Crime and Disorder**
  - **Property**
  - **Other**

## **Risk Management**

10. In compliance with the Council’s risk management strategy, there are no risks associated with the recommendations of this report.

## **Recommendations**

11. Members are asked to note the minutes attached at Annexes 1 to 4 and to decide whether they wish to:

- a. Approve the specific recommendation made by the Mansion House and Mayoralty Working Group, as set out in paragraph 6 above, and/or;
- b. Respond to any of the advice offered by the Working Groups.

**Reason:**

To fulfil the requirements of the Council's Constitution in relation to the role of Working Groups.

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**Chief Officer Responsible for the report:**

Andrew Docherty  
Head of Civic, Democratic and Legal Services

**Report Approved** ✓

**Date** 24 June 2010

**Specialist Implications Officer(s)** None

**Wards Affected:**

All

**For further information please contact the author of the report**

**Annexes**

Annex 1 – Minutes of the meeting of the Mansion House and Mayoralty Advisory Group of 24 February 2010.

Annex 2 – Draft minutes of the meeting of the Mansion House and Mayoralty Advisory Group of 21 April 2010.

Annex 2A – Proposed revisions to Article 5 of the Constitution.

Annex 3 – Minutes of the meeting of the LDF Working Group held on 22 March 2010.

Annex 4 – Draft minutes of the meeting of the LDF Working Group held on 12 April 2010.

**Background Papers**

Agendas and associated reports for the above meetings (available on the Council's website).