
Report to: Meeting of Clackmannanshire Council

Date of Meeting: 11 August 2022

Subject: Council's Decision-Making Framework: Boards and Briefing Framework

Report by: Chief Executive

1.0 Purpose

- 1.1. The purpose of this report is to seek approval for a framework of Boards and Briefing arrangements to support the changes to the decision-making framework agreed by Council at its Statutory meeting on the 25 May 2022.
- 1.2. These proposals aim to enhance the streamlined decision-making framework agreed by Council by ensuring that updates on priority matters are regularly available to elected members in addition to those provided through Council and Committee reports.
- 1.3. Briefing themes and focus will evolve in the light of the review of the Strategic Planning Framework (Local Outcomes Improvement Plan) and Corporate Plan and subject to the approval and implementation of the Target Operating Model (TOM) which is proposed in a separate paper on this agenda.

2.0 Recommendations

Council is asked to agree:

- 2.1. The proposals for four thematic Boards and the proposed focus, associated remits and membership, as set out in paragraphs 4.1 to 4.3 and Appendix A
- 2.2. Subject to agreement of recommendation 2.1, nominations for elected member representatives for each of the four thematic Boards (paragraph 4.5 and Appendix A)
- 2.3. The proposed themes and frequency for Briefings on priority matters and developments (paragraphs 4.7 and 4.8)
- 2.4. The proposals to establish a wider range of formats, including a Teams Channel for updates and briefings (paragraph 4.8)

Council is asked to note:

- 2.5. That existing cross party fora detailed in paragraph 4.6 will be sustained.

3.0 Background

- 3.1. Following the recent Local Government Election held on 5 May 2022, Council agreed changes to its political decision-making framework following positive cross-party discussions.
- 3.2. The changes agreed aim to:
 - maximise the participation of all elected members in decision making
 - sustain maximum transparency over the Council's decision-making
 - streamline the administration of Council business
 - enhance the effective scrutiny of Council activity and decisions.
- 3.3. In the report submitted to Council on 25 May, Council was asked to note that the new arrangements are intended to be underpinned by an augmented/ more routine Programme of briefings/fora and that a report would be submitted to this August Council meeting, setting out more detailed proposals.

4.0 Considerations

- 4.1. It is proposed that Council agrees to establish a Framework of four Boards which enhance the profile of specific strategic priorities and supplement the information provided to the Audit and Scrutiny Committee to facilitate routine scrutiny of operational performance and delivery against Portfolio Business Plans. Further briefing on appropriate operational matters will be provided through existing Portfolio and Shadow Portfolio briefings.
- 4.2. Additionally, the establishment of the Board Framework aims to assist in sustaining Council's focus of resources and attention on priority activities and ensuring that elected members are sufficiently well briefed ahead of decision making required at full Council.
- 4.3. The proposed Boards are:
 - **Be the Future Transformation Board** (incorporating Digital)
 - **Climate Emergency Board**
 - **Children and Young People's Board** (combining the former Towards Excellence and Equity Group with the Promise Group)
 - **Adult Social Care Board** (incorporating National Care Service).
- 4.4. Proposed remits are set out at Appendix A for approval.
- 4.5. Appendix A also sets the proposed membership and frequency of Board meetings. Subject to agreement of recommendation 2.1, nominations are now sought from Council in line with the proposed membership balance for each of the four Boards.

4.6. The proposed Boards detailed at paragraph 4.1 are distinct from existing cross-party groups which are chaired/attended by the relevant Spokesperson or Officer Sponsor and include:

- Sport and Active Living Group chaired by Councillor Harrison
- Violence against Women Partnership attended by Councillor Forson
- Children and Young People's Mental Transformation Board chaired by Councillor Hamilton
- Tripartite Chaired alternately by Provost and Chair of Joint Trades Union Committee (JTUC).

4.7. In addition to the Board Framework detailed in paragraphs 4.1 to 4.3 and Appendix A, the proposed arrangements aim to establish a more routine, planned approach to briefings on key strategic themes which will also assist with the efficient management of the Council agenda by minimising any items purely for noting, unless a matter of significant public or community interest. The core briefing themes may also need to be supplemented in response to changes in priority and context.

The proposed core briefing themes are as follows:

- Well Being Hub
- Family Well Being Partnership (including Child Poverty)
- City Region Deal
- Financial Sustainability/Budget
- Suicide Prevention
- Economic Recovery
- Challenge funds and major funding opportunities/grants
- Learning Estate Strategy
- Asset Strategy
- Employability - Well Being Economy and Community Wealth Building
- Significant Transformation activity e.g implementation of MS365

4.8. It is proposed that these briefings will be delivered at approximately 6 to 8 weekly intervals, starting from the 26 September 2022. The briefings will be delivered using a wider range of formats than previously. It is proposed that a Teams Channel will be established to support this routine briefing activity. Briefings via the Teams channel will be either a written update or in video format. The Teams Channel will be supplemented by face to face briefing on specific priority matters. It is anticipated that a wider variety of formats will facilitate improved access and participation for elected members.

4.9. In addition to providing regular updates for elected members on key issues, briefing material will also be used to enhance internal and external communications wherever appropriate.

5.0 Sustainability Implications – N/A

6.0 Resource Implications - The proposals within this paper will be administered from within existing agreed resources.

7.0 Exempt Reports

7.1. Is this report exempt? No

10.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please double click on the check box)

Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all

Our families; children and young people will have the best possible start in life

Women and girls will be confident and aspirational, and achieve their full potential

Our communities will be resilient and empowered so that they can thrive and flourish

(2) **Council Policies** (Please detail)

11.0 Equalities Impact

11.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations? Yes
 No

12.0 Legality

12.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

13.0 Appendices

13.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

APPENDIX A: Thematic Board Remit and Membership

14.0 Background Papers

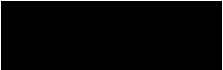
14.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Nikki Bridle	Chief Executive	452002

Approved by

NAME	DESIGNATION	SIGNATURE
Nikki Bridle	Chief Executive	

Board: Be the Future (Transformation) Board

Remit:

- Review of progress against the transformation business plan
- Review of progress against the Be the Future implementation plan
- Updates on financial benefits from investment of Transformation Fund.
Alignment to budget strategy
- Updates on major programmes of activity including City Region Deal, digital transformation and other transformation components of the capital programme
- Fundraising and strategic alignment. What we are pursuing and what we are not. Impact on the capital programme.
- Emerging opportunities – discovery fund; partnerships; challenge funds.

Membership: Six elected members (3 SNP representatives, 2 Labour representatives and 1 Conservative representative)

Chair: Leader of the Council

Frequency: Quarterly

Board: Climate Emergency Board

Remit:

The role of the Climate Emergency Board is fourfold:

- To create, implement and own annual greenhouse gas emission reduction targets for Clackmannanshire Council's own operations with net zero being reached by 2040 at the latest;
- To support and facilitate greenhouse gas emission reduction targets for the Clackmannanshire area with net zero being reached by 2045 at the latest;
- To take action to improve Clackmannanshire's preparation for and resilience to the impacts of Climate Change;
- To produce and implement an updated Climate Change Strategy and Climate Emergency Action Plan with the latter containing actions under each of the following themes:
 - Energy, Heat and Buildings
 - Low-carbon Transport
 - Waste, Recycling and the Circular Economy
 - Biodiversity, Carbon Storage and Agriculture
 - Adaptation, Planning and Organisational Capacity
 - Economic Development and Sustainable Procurement

Membership: Six elected members (3 SNP representatives, 2 Labour representatives and 1 Conservative representative)

Chair: Spokesperson for Environment and Net Zero

Frequency: Approximately 6 weekly

Board: Children and Young People's Board

Remit

The Role of the Children and Young People's Board will be to:

- Review education progress (including SAC Governance and use of Pupil Equity Funding)
- Consider relevant developments in relation to School and Early Learning Leadership
- Monitor and scrutinise the Council's implementation of The Promise
- Consider progress against the Children's Services Plan
- Review progress of Early Learning and Childcare Plans and Implementation of 1140 Consider actions from any Inspection Reports
- Support and provide input on relevant consultations
- Provide input and review of the benefits for Clackmannanshire of the Forth Valley and West Lothian Regional Improvement Collaborative
- Ensure Clackmannanshire is making progress with the United Nations Convention on the Rights of the Child
- Review progress of Clackmannanshire's Strategy for Digital Learning
- Consider updates on the Additional Support for Learning Strategy
- Support awareness of key areas and developments in relation to the People Directorate.

Membership: Six elected members (3 SNP representatives, 2 Labour representatives and 1 Conservative representative)

Chair: Deputy Leader of the Council

Frequency: Bi-monthly

Board: Adult Social Care Board

Remit:

- The Board's primary function is to scrutinise the Council's compliance with Directions issued to it by the IJB.
- The Board also has a role in considering relevant operational matters arising from the Council's implementation of those Directions (for example, in its role as an employer or supplier of services).
- The Board will also support awareness raising of local NHS services provided to the population of Clackmannanshire, recognising that NHS Forth Valley is also subject to scrutiny with respect to IJB Directions and operational delivery of NHS services.
- Monitoring and scrutiny of preparedness of arrangements to design and implement the National Care Service as it relates to Clackmannanshire Councils responsibilities.
- Focus on staffing and employment issues as a result of NCS and aligned with work on Corporate Organisational Change and Redesign flowing from developments associated with the Target Operating Model's implementation.

Membership: Six elected members (3 SNP representatives, 2 Labour representatives and 1 Conservative representative)

Chair: Spokesperson for Health and Social Care

Frequency: The Panel will meet every four months (potentially more frequently re aspects of NCS Bill)

[Clackmannanshire and Stirling HSCP – Integration Scheme
\(clacksandstirlinghscp.org\)](http://clacksandstirlinghscp.org)

