



Worcester
CITY COUNCIL

COUNCIL

SUPPLEMENTARY AGENDA

Date: Tuesday, 11th July, 2023

Time: 7.00 pm

**Venue: The Guildhall, High Street,
Worcester WR1 2EY**

COUNCIL

Information for Members of the Public

Access to the Guildhall is via the front entrance in the High Street. The nearest car park is Copenhagen Street (pay and display). If you are a wheelchair user or have restricted mobility, access to the Guildhall can be gained either through the door on the right side of the forecourt as you face the Guildhall, or through the sliding doors at the rear of the Guildhall. There is dedicated disabled parking space at the rear (access via Copenhagen Street). Most meetings are held on the ground floor, which can be reached by using a lift. If you are a wheelchair user or have restricted mobility and you wish to attend a meeting, please telephone or email the officer mentioned below in advance and we will make any necessary arrangements to assist your visit.

Part I of the Agenda includes items for discussion in public. You have the right to inspect copies of Minutes and reports on this part of the Agenda as well as background documents used in the preparation of these reports. Details of the background papers appear at the foot of each report. Part II of the Agenda (if applicable) deals with items of 'Exempt Information' for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.

Please note that this is a public meeting and members of the public and press are permitted to report on the proceedings. "Reporting" includes filming, photographing, making an audio recording and providing commentary on proceedings. Any communicative method can be used to report on the proceedings, including the internet, to publish, post or share the proceedings. Accordingly, the attendance of members of the public at this meeting may be recorded and broadcast. By choosing to attend this public meeting you are deemed to have given your consent to being filmed or recorded and for any footage to be broadcast or published.

Please note the Council records and live streams many of its meetings. These recordings are published on the relevant meeting pages of the Council's website. A notice to this effect will be posted in the meeting room. If a member of the public chooses to speak at a meeting of the City Council he/she will be deemed to have given their consent to being recorded and audio being published live to the Council's website. The Chair of the meeting, can at their discretion, terminate or suspend recording, if in their opinion, continuing to do so would prejudice the proceedings of the meeting or if they consider that continued recording might infringe the rights of any individual, or breach any statutory provision.

At the start of the meeting under the item 'Public Participation' up to fifteen minutes in total is allowed for members of the public to present a petition, ask a question or comment on any matter on the Agenda. Participants need to indicate that they wish to speak by 12 noon on the last working day before the meeting by writing, telephoning or E-Mailing the officer mentioned below.

Agendas and minutes relating to all City Council Committees and Council Meetings are also available electronically, click on the option "Committee Minutes and Documents", Website Address: worcester.gov.uk

If you have any queries about this Agenda, require any details of background papers, or wish to discuss the arrangements for public participation please contact **Claire Chaplin, Democratic and Civic Services Manager, Democratic Services, Guildhall, Worcester WR1 2EY. Telephone: 01905 722005 (direct line); E-Mail Address: committeeadministration@worcester.gov.uk**

This agenda can be made available in large print, braille, on PC disk, tape or in a number of ethnic minority languages. Please contact the above-named officer for further information.

Council
Tuesday, 11 July 2023

Members of the Council:-

Chair: The Mayor

Councillor Patricia Agar (LCo)	Councillor Jessie Jagger (LD)
Councillor Basharat Ali (L)	Councillor Matthew Lamb (L)
Councillor Mel Allcott (LD)	Councillor Neil Laurenson (G)
Councillor Mohammad Altaf (C)	Councillor Karen Lawrance (LD)
Councillor Alan Amos (C)	Councillor Karen Lewing (G)
Councillor Marjory Bisset (G)	Councillor Sarah Murray (LD)
Councillor Owen Cleary (C)	Councillor Robyn Norfolk (L)
Councillor Steve Cockeram (G)	Councillor Tor Pingree (G)
Councillor Zoe Cookson (L)	Councillor Tom Piotrowski (G)
Councillor Hannah Cooper (G)	Councillor Jabbar Riaz (L)
Councillor Andrew Cross (G)	Councillor Andrew Roberts (C)
Councillor Lynn Denham (L)	Councillor Elena Round (G)
Councillor Jill Desayrah (L)	Councillor Atif Sadiq (L)
Councillor Shafaz Ditta (C)	Councillor Sue Smith (L)
Councillor Simon Geraghty (C)	Councillor James Stanley (C)
Councillor Adrian Gregson (L)	Councillor Richard Udall (L)
Councillor Stephen Hodgson (C)	

C= Conservative G = Green L = Labour LCo = Labour and Co-operative
LD = Liberal Democrat

You are hereby summoned to attend the meeting of the Worcester City Council to be held at The Guildhall, High Street, Worcester WR1 2EY on Tuesday, 11th July, 2023 at 7.00 pm at which meeting the following business is proposed to be transacted.

SUPPLEMENTARY AGENDA

Part 1
(ITEMS FOR DISCUSSION AND DECISION IN PUBLIC)

10. **Amendments To The Constitution: Part 15, Group Leaders Protocol**

Page(s): 1 - 12

Ward(s): All Wards

Contact Officer: Sian Stroud, Corporate Director, Planning and Governance
Tel: 01905 722017

That the Council agrees to the amendments to the Group Leaders Protocol set out in Appendix 1.

David Blake
Managing Director
Guildhall
Worcester WR1 2EY
Date: 7TH July 2023

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PART 15

GROUP LEADERS' PROTOCOL

WORCESTER CITY COUNCIL
GROUP LEADERS' PROTOCOL

1. Scope

- 1.1 This protocol shall be used to provide political stability at Worcester City Council and to assist in the management of the corporate governance of the Council, supporting the effective operation of the Committee system. These conventions reflect the agreement of the Political Groups as to the general conduct of Council business. This version of the protocol shall take effect from the date it is adopted at a meeting of the Council.
- 1.2 This protocol forms part of the Council's Constitution and it is intended that it remains in force until the Council resolves to amend or revoke it. It is intended to set out binding commitments but it shall always be read in conjunction with the Articles and other provisions of the Constitution. In the event of any conflict of interpretation, the Articles shall take precedence.
- 1.3 This protocol may be reviewed at any time at the request of any of the Political Groups and shall in any event be reviewed by Council at any time when the political balance of the Council changes.

2. The Leadership of the Council

- 2.1 The Leader(s) and Deputy Leader of the Council will be appointed annually by Council.
- 2.2 The responsibilities of the roles of Leader(s) and Deputy are as set out in the Articles. The Leader(s) of the Council (or Deputy when requested) will represent the Council at the Worcestershire Leaders' Board, the Local Enterprise Partnership and other external partnerships and boards which require leadership representation from the Council.
- 2.3 The basis of the appointments of Leader(s) and Deputy is determined by whether or not the Council is in overall political control.
- 2.4 In circumstances of overall political control:
 - (a) there shall be one Leader, who will be appointed from the largest Political Group;
 - (b) there shall be one Deputy Leader, who may be appointed from any Political Group.
- 2.5 In circumstances of no overall political control:
 - (a) the role of Leader shall be designated as "Joint Leaders";
 - (b) two Joint Leaders will be eligible to be appointed, one from each of the two largest Political Groups;
 - (c) the Council will appoint the first Joint Leader nominated from the largest Political Group, before appointing the second Joint Leader nominated from the next largest Political Group;
 - (d) the Joint Leaders will allocate their chairing and representation responsibilities on an alternating basis or as they may otherwise agree, so that overall an equitable share is achieved across the year;

- (e) where for any reason only one Joint Leader has been elected instead of two, the Joint Leader may ask the leader of any Political Group to deputise for them on an ad hoc basis when required.

4. Chairs and Vice Chairs of Committees

- 4.1 The Chairs and Vice Chairs of Committees will be appointed annually by Council in accordance with the following principles:
- The Chair and Vice Chair of each Committee will be from different Political Groups;
 - There shall be two Vice Chairs of the Policy and Resources Committee, each from different Political Groups and different to the Political Group of the Chair;
 - The roles of Chair and Vice Chair shall be allocated to Political Groups in proportion to the number of seats each Political Group has on the Council, subject to the rules on political balance.
- 4.2 The Chairs and Vice Chairs of all Committees shall be equally responsible for agenda setting for their Committee, with equal access to Officers and information. All other members of a Committee may request to the Chair and Vice Chair that an item is included on the agenda of the Committee. Statutory officers have the right to put an item on the agenda of any Committee and any member of the Council can request an item through the Monitoring Officer.
- 4.3 The draft agenda and contents of papers for Committee meetings are not for further circulation outside of the Council until they are formally published or unless the Managing Director has agreed.

5. The Mayor and Deputy Mayor

- 5.1 The Mayor and Deputy Mayor shall be appointed in accordance with the following principles:
- The Mayoralty shall rotate with a right of first refusal on an annual basis amongst the Political Groups;
 - The Mayor and the Deputy Mayor shall not be from the same Political Group;
 - The Mayor should normally have served at least one full term of office as a councillor;
 - The Mayor should normally have served as the Deputy Mayor in the preceding year;
 - The Mayor and Deputy Mayor must be willing to undertake the duties of Mayor and Deputy Mayor;
 - Where there is more than one eligible candidate for appointment as Mayor or Deputy Mayor, the appointment may be based on seniority in terms of number of years served as a councillor.

6. Distribution of Seats on Committees and Sub-committees

6.1 Seats on the Council's Committees are allocated on a proportionate basis in accordance with the political balance calculations.

7. Shared Services Joint Committees

7.1 Seats on the Joint Committees are allocated to constituent members on a pro-rata basis.

8. Political Group briefings with the Corporate Leadership Team (CLT)

8.1 The leaders of the Political Groups and their deputies will meet with and receive briefings from CLT and other officers as frequently as required. The overall objective of these meetings and briefings is to support the effective management of the Committee system of governance and to supplement the agenda planning process of individual Committees.

8.2 Meetings will be chaired by the Council's Leader(s). Political Groups/CLT briefings are a non-decision making forum operating without delegated powers. Any formal decisions that are required will need to be referred to the relevant Committee. Meetings shall be held at least monthly to a pre-agreed schedule.

8.3 It has been a long-standing convention that Political Groups/CLT meetings are confidential and that agendas and reports from these briefings will not be available to anyone other than those attending the meeting. Furthermore, items on the agenda are not to be the subject of press comment without prior agreement of the Managing Director.

9. Media and Communications; Resources

9.1 The Leader and the Deputy Leader, or Joint Leaders as the case may be, have the authority to speak on behalf of the Council in relation to media enquiries, with advice from the Council's Communications Team and CLT.

9.2 Press releases are to be prepared by the Council's Communications Team in consultation with the Chair and the Vice Chair of the relevant Committee working together, and in consultation with the Leader and Deputy Leader/Joint Leaders where appropriate, the overall objective being to achieve an equitable level of coverage between Political Groups across the year.

9.3 Where a member of a Political Group chooses to speak to the media in relation to Council business, the member must make it clear in which capacity they are speaking.

9.4 Communications from central government and other public sector partners, the Local Government Association and invitations to external events (i.e. LGA conference, SOLACE etc.) shall be shared with the leaders of all of the Political Groups.

9.5 When there is no overall political control, the following principles for media briefings, press releases and publications will be applied:

- Media briefings and press releases will be shared on an equal and fair basis;

- Media briefings and press releases should, wherever possible, include a quotation which is agreed by the Joint Leaders, or Chair and Vice Chair of the relevant Committee as appropriate;
- Broadcast media may only have an opportunity for one spokesperson on a particular matter. Such opportunities shall be offered by the Communications Team on a rotational basis;
- the Joint Leaders shall have an equal right to coverage in City Life Magazine. The Chairs and Vice Chairs of Committees shall, following consultation with the Joint Leaders, be entitled to coverage in City Life Magazine.

9.6 When there is no overall political control, the Joint Leaders shall have an equal right to the use of office accommodation at the Guildhall and an equal right to administrative support in the discharge of their duties.

10. Corporate priorities and initiatives

10.1 The Political Groups shall work collaboratively on existing corporate priorities and initiatives where there is common ground.

10.2 The Political Groups shall work together to identify and agree new initiatives and priorities where there is a common interest.

11. Code of Conduct

11.1 This agreement is intended to emphasise the importance of the Member/Officer Protocol and the Local Code of Conduct for Members. The leaders of the Political Group personally support the rigorous enforcement of high standards of Member conduct.

Signatories

In recognition of the need to maintain political stability at Worcester City Council and to assist in the management of the corporate governance of the Council, we the undersigned shall uphold these conventions.

Signed by	Signed by	Signed by	Signed by
Cllr Lynn Denham Labour Party	Cllr Marjory Bisset Green Party	Cllr James Stanley Conservative Party	Cllr Mel Allcott Liberal Democrats
Date	Date	Date	Date

PART 15

GROUP LEADERS' PROTOCOL

**WORCESTER CITY COUNCIL
GROUP LEADERS' PROTOCOL**

1. Scope

- 1.1 This protocol shall be used to provide political stability at Worcester City Council and to assist in the management of the corporate governance of the Council, supporting the effective operation of the Committee system. These conventions reflect the agreement of the Political Groups as to the general conduct of Council business. This version of the protocol shall take effect from the ~~meeting of Annual Council on 17 May 2022~~ date it is adopted at a meeting of the Council.
- 1.2 This protocol forms part of the Council's Constitution and it is intended that it remains in force until the Council resolves to amend or revoke it. It is intended to set out binding commitments but it shall always be read in conjunction with the Articles and other provisions of the Constitution. In the event of any conflict of interpretation, the Articles shall take precedence.
- 1.3 This protocol may be reviewed at any time at the request of any of the Political Groups and shall in any event be reviewed by Council at any time when the political balance of the Council changes.

2. The Leadership of the Council

- 2.1 The Leader(s) and Deputy Leader of the Council will be appointed annually by Council.
- ~~2.2 The responsibilities of the roles of Leader(s) and Deputy are as set out in the Articles. The Leader(s) of the Council (or Deputy when requested) will represent the Council at the Worcestershire Leaders' Board, the Local Enterprise Partnership and other external partnerships and boards which require leadership representation from the Council.~~
- ~~2.3 The basis of the appointments of Leader(s) and Deputy is determined by whether or not the Council is in overall political control.~~

~~2.2~~

~~The Leader(s) of the Council will represent the Council at the Worcestershire Leaders' Board, the Local Enterprise Partnership and other external partnerships and boards.~~
~~2.4 In circumstances of overall political control:~~

- ~~(a) 2.3 When the Council is in overall political control, there shall be one Leader, who will be appointed from the largest Political Group:-~~
- ~~(b) there shall be one Deputy Leader, who may be appointed from any Political Group.~~

2.5 In circumstances of no overall political control:

- ~~(a)4 When there is no overall political control, the role of Leader shall be designated as "Joint Leaders";~~
- ~~(b) two Joint Leaders will be eligible to be appointed, one from each of the two largest Political Groups:-~~

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- (c) ~~the Council will appoint the first Joint Leader nominated from the largest Political Group, before appointing the second Joint Leader nominated from the next largest Political Group;~~
- (d) ~~the Joint Leaders will allocate their chairing and representation responsibilities on an alternating basis or as they may otherwise agree, so that overall an equitable share is achieved across the year;~~
- (e) ~~where for any reason only one Joint Leader has been elected instead of two, the Joint Leader may ask the leader of any Political Group to deputise for them on an ad hoc basis when required.~~

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3. Deputy Leader of the Council

- ~~3.1 The Deputy Leader of the Council will be appointed annually by Council.~~
- ~~3.2 In the event that the Leader of the Council is unable to attend or chair any external body as Leader, then the Deputy will chair or attend instead.~~
- ~~3.3 When there is no overall political control, there will be no Deputy Leader.~~

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4. Chairs and Vice Chairs of Committees

~~4.1 The Chairs and Vice Chairs of all Committees shall be equally responsible for agenda setting for their Committee, with equal access to Officers and information; all other members of a Committee may request that an item is included on the agenda of the Committee; statutory officers have the right to put an item on the agenda of any Committee.~~

~~4.2~~

4.1 The Chairs and Vice Chairs of Committees will be appointed annually by Council in accordance with the following principles:

- The Chair and Vice Chair of each Committee will be from different Political Groups;
- There shall be two Vice Chairs of the Policy and Resources Committee, each from different Political Groups and different to the Political Group of the Chair;
- The roles of Chair and Vice Chair shall be allocated to Political Groups in proportion to the number of seats each Political Group has on the Council, subject to the rules on political balance.

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4.2 ~~The Chairs and Vice Chairs of all Committees shall be equally responsible for agenda setting for their Committee, with equal access to Officers and information. All other members of a Committee may request to the Chair and Vice Chair that an item is included on the agenda of the Committee. Statutory officers have the right to put an item on the agenda of any Committee and any member of the Council can request an item through the Monitoring Officer.~~

4.3 ~~The draft agenda and contents of papers for Committee meetings are not for further circulation outside of the Council until they are formally published or unless the Managing Director has agreed.~~

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5. The Mayor and Deputy Mayor

- 5.1 The Mayor and Deputy Mayor shall be appointed in accordance with the following principles:
- The Mayoralty shall rotate with a right of first refusal on an annual basis amongst the Political Groups;
 - The Mayor and the Deputy Mayor shall not be from the same Political Group;
 - The Mayor should normally have served at least one full term of office as a councillor;
 - The Mayor should normally have served as the Deputy Mayor in the preceding year;
 - The Mayor and Deputy Mayor must be willing to undertake the duties of Mayor and Deputy Mayor;
 - Where there is more than one eligible candidate for appointment as Mayor or Deputy Mayor, the appointment may be based on seniority in terms of number of years served as a councillor.

6. Distribution of Seats on Committees and Sub-committees

- 6.1 Seats on the Council's Committees are allocated on a proportionate basis in accordance with the political balance calculations.

7. Shared Services Joint Committees

- 7.1 Seats on the Joint Committees are allocated to constituent members on a pro-rata basis.

8. Political Group briefings with the Corporate Leadership Team (CLT)

- 8.1 ~~The,The leaders of the Political Groups and their deputies will meet with and receive briefings from CLT and other officers as frequently as required. The overall objective of these meetings and briefings is to support the effective management of the Committee system of governance and to supplement the agenda planning process of individual Committees. Leader and Deputy Leader of the Council will meet with and receive briefings from CLT and other officers as frequently as required. In addition, wider briefings for all Political Groups will provide the opportunity for a regular update and discussion on key issues facing the Council, with the overall aim of supporting the Committee agenda planning process.~~

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- 8.2 Meetings will be chaired by the Council's Leader(s). Political Groups/CLT briefings are a non-decision making forum operating without delegated powers. Any formal decisions that are required will need to be referred to the relevant Committee. Meetings shall be held at least monthly to a pre-agreed schedule.

- ~~8.3 Political Group/CLT briefings shall be attended by the Leaders of all Political Groups and their deputies and members of CLT. The meetings shall be chaired by the Leader of the Council.~~

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~~8.4 — Briefings to Political Groups/CLT are prepared by members of CLT or relevant officers within their service areas. Other officers may be invited to Political Groups/CLT briefings by the relevant CLT member.~~

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8.35 It has been a long-standing convention that Political Groups/CLT meetings are confidential and that agendas and reports from these briefings will not be available to anyone other than those attending the meeting. Furthermore, items on the agenda are not to be the subject of press comment without prior agreement of the Leader/Deputy Leader/CLT Managing Director.

9. Media and Communications; Resources

9.1 The Leader and the Deputy Leader, or Joint Leaders as the case may be, have the authority to speak on behalf of the Council in relation to media enquiries, with advice from the Council's Communications Team and CLT.

9.2 Press releases are to be prepared by the Council's Communications Team in consultation with the Chair and the Vice Chair of the relevant Committee working together, and in consultation with the Leader and Deputy Leader/Joint Leaders where appropriate, the overall objective being to achieve an equitable level of coverage between Political Groups across the year. ~~The Leader/ Deputy Leader are to sign off to meet press deadlines unless they have agreed to delegate the sign off to the Chair and Vice Chair of the relevant committee. Where sign off cannot be obtained by the Leader/ Deputy Leader within the requested time frame, the Managing Director shall be required to sign off the press release.~~

9.3 Where a member of a Political Group chooses to speak to the media in relation to Council business, the member must make it clear in which capacity they are speaking.

9.4 Communications from central government and other public sector partners, the Local Government Association and invitations to external events (i.e. LGA conference, SOLACE etc.) shall be shared with the Leader of the Council and the Deputy Leader of the Council and with other Political Groups where appropriate the leaders of all of the Political Groups.

9.5 When there is no overall political control, the following principles for media briefings, ~~and~~ press releases and publications will be applied:

- Media briefings and press releases will be shared on an equal and fair basis;
- Media briefings and press releases should, wherever possible, include a quotation which is agreed by the Joint Leaders ~~from the Leader and the Deputy Leader~~, or Chair and Vice Chair of the relevant Committee as appropriate;
- Broadcast media may only have an opportunity for one spokesperson on a particular matter. Such opportunities shall be offered by the Communications Team on a rotational basis.:-

- ~~9.6 — When there is no overall political control, the Leader and the Deputy Leader~~ Joint Leaders shall have an equal right to coverage in City Life Magazine. The Chairs and Vice Chairs of Committees shall, following consultation with the Leader and the Deputy Leader Joint Leaders, be entitled to coverage in City Life Magazine.:-

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9.67 When there is no overall political control, the ~~Leader and Deputy Leader~~Joint Leaders shall have an equal right to the use of office accommodation at the Guildhall and an equal right to administrative support in the discharge of their duties.

10. Corporate priorities and initiatives

10.1 The Political Groups shall work collaboratively on existing corporate priorities and initiatives where there is common ground.

10.2 The Political Groups shall work together to identify and agree new initiatives and priorities where there is a common interest.

11. Code of Conduct

11.1 ~~The Party Leaders have agreed that to re-emphasise the importance of high standards of Members Conduct that Party Leaders will personally support the enforcement of high standards of Member Conduct and~~ this agreement is intended to emphasise the importance of the Member/Officer Protocol and the Local Code of Conduct for Members. ~~The leaders of the Political Group personally support the rigorous enforcement of high standards of Member conduct. and the desire to see them rigorously upheld.~~

Signatories

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In recognition of the need to maintain political stability at Worcester City Council and to assist in the management of the corporate governance of the Council, we the undersigned shall uphold these conventions.

<u>Signed by</u>	<u>Signed by</u>	<u>Signed by</u>	<u>Signed by</u>
Marc Bayliss Conservative Party	Lynn Denham Labour Party	Louis Stephen Green Party	Mel Allcott Liberal Democrats
<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>

<u>Signed by</u>	<u>Signed by</u>	<u>Signed by</u>	<u>Signed by</u>
<u>Cllr Lynn Denham</u> Labour Party	<u>Cllr Marjory Bisset</u> Green Party	<u>Cllr James Stanley</u> Conservative Party	<u>Cllr Mel Allcott</u> Liberal Democrats
<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>

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