

GOVERNANCE ARRANGEMENTS

Governance and Decision Making – How does the Council manage its business and take decisions across its full range of responsibilities?	
Leadership	
What kind of Governance arrangements are in place for the Authority?	
How many portfolios are there?	
Describe how a portfolio holder carries out his/her work on a day to day basis	
To what extent are decisions delegated to portfolio holders or are most decisions taken by the full Executive? What is the volume of decisions taken? How many decisions are taken by officers?	
Do Executive (or other) members serve on other decision making partnerships, sub-regional or national bodies?	
Is the role of the Executive Member considered to be full time?	

Regulatory	
How does the Council discharge its regulatory functions? How many members are involved in committees?	
Describe the arrangements for the delegation of decisions in respect of regulatory functions? To what extent are decisions delegated to officers?	
Is committee membership standing or rotating?	
Are meetings ad hoc, frequent and/or area based? How are the Chairs allocated?	
Other Committees	
Are meetings ad hoc, frequent and/or area based? How are the Chairs allocated?	
What level of attendance is achieved? Are meetings always quorate?	
Does the council believe that changes to legislation, national or local policy will have influence the workload of committees and their members which would have an impact on council size?	

Demands on Time	
Has the Council defined the role of councillors? Has the Council adopted arrangements for training and developing Councillors and supporting them in their role?	
Has the Council assessed how much time members spend on Council business?	
Do Councillors generally find that the time they spend on council business is what they expected?	
What is the extent of Councillors representational role on and appointment to outside bodies? How many are involved in this activity and what is their expected workload?	
Does the Council have difficulty in retaining councillors or attracting new candidates?	
Have there been any instances where the Council has been unable to discharge its duties due to a lack of Councillors?	
Do Councillors have an individual or ward budget for allocation in their area? If so, how is the system administered?	

2. Scrutiny of the Council, outside bodies and Others	
2.1 What's the structure? How does it Operate?	
2.2 What is the general workload of scrutiny committees? Has the Council ever found that it has had too many active projects for the scrutiny process to function effectively?	
2.3 How is its work programme developed and implemented? How many subjects are there at any one time? What's the time-span for a particular study?	
2.4 Are Councillors involved in scrutinising external issues?	
2.5 When not in scrutiny meetings what activities are councillors expected to undertake?	
2.6 How will the role of the scrutiny member change? What are the emerging issues and trends?	
2.7 What kind of support do scrutiny members receive?	

<p>3. Representational Role: Representing Electors to the Council</p> <p>3.1 Has the representational role of Councillors changed since the council last considered how many elected members it should have?</p>	
<p>3.2 In general terms, how do Councillors carry out their representational role with electors? Do members mainly respond to casework from constituents or do they have a more active role in the community?</p>	
<p>3.3 How Councillors engage with constituents? Do they hold surgeries, public meetings, use IT etc?</p>	
<p>3.4 How do councillors generally deal with casework? Do they pass on issues directly to staff or do they take a more in depth approach to resolving issues?</p>	
<p>3.5 What support do Councillors receive in discharging their duties in relation to casework and representational role in their ward?</p>	
<p>3.6 Has the Council put in place any mechanisms for councillors to interact with young people, those not on the electoral register or minority groups or their representative bodies?</p>	

<p>3.7 Are Councillors expected to attend meetings of community bodies such as parish councils or resident associations? What is the level of their involvement and what role do they play?</p>	
<p>4. The Future</p> <p>4.1 What impact do you think the localism agenda might have on the scope and conduct of council business and how do you think this might affect the role of councillors?</p>	
<p>4.2 Does the council have any plans to devolve responsibilities and/or assets to community organisations? Or does the council expect to take on more responsibilities in the medium to long term?</p>	
<p>4.3 Have changes to the arrangements for local delivery of services led to significant changes to councillors' workloads? (For example, control of housing stock or sharing services with neighbouring authorities)</p>	
<p>4.4 Are there any developments in policy ongoing that might significantly affect the role of elected members in the future?</p>	

4.5 What has been the impact of recent financial constraints on the council's activities?	
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