

# REPORT TO COUNCIL

**REPORT OF:**     **Head of Legal and Democratic Services**

**REPORT NO:**    **LDS063**

**DATE:**           **3 May 2012**

|   |   |                                      |
|---|---|--------------------------------------|
| <b>TITLE:</b>                                     | Appointments to Committees, Policy Development Groups, Panels and Boards of the Council   |                                      |
| <b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b> | N/A   |                                      |
| <b>PORTFOLIO HOLDER: NAME AND DESIGNATION:</b>    | N/A   |                                      |
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| <b>INITIAL IMPACT ASSESSMENT:</b>                 | Carried out and Referred to in paragraph (7) below  | Full impact assessment Required: N/A |
| <b>Equality and Diversity</b>                     | N/A   |                                      |
| <b>FREEDOM OF INFORMATION ACT:</b>                | This report is publicly available via the Your Council and Democracy link on the Council's website:<br><a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a> |                                      |
| <b>BACKGROUND PAPERS</b>                          | The Council's Constitution  |                                      |

## 1. RECOMMENDATIONS

- 1.1 The Council appoints the Chairman, Vice-Chairman and members of the Committees, Policy Development Groups, Panels and Boards in accordance with the legislative provisions regarding political balance and the relevant constitutional provisions.

## 2. PURPOSE OF THE REPORT

- 2.1 The purpose of the report is to detail the Committees, Policy Development Groups, Panels and Boards to which appointments must be made.

## 3. DETAILS OF REPORT

- 3.1 The Council is required to appoint members to the various Committees of the Council detailed in this report. The Local Government (Committees and Political Groups) Regulations require seats on politically balanced Committees to be allocated according to the respective size of the political groups represented on the Council. The proportionality of the allocation of Members to policy development groups could be based on a cumulative total based on the number of seats across all policy development groups, or the total number of seats on each policy development group. Membership requirements for the Standards

Committee will alter following the implementation of the relevant provisions within the Localism Act.

3.2 Details of which Committees require members to undertake core or mandatory training are given below. Core training is available in accordance with a Member Training Programme and must be attended as required. Mandatory training is essential before any member can sit on the relevant committee.

3.3 Chairmen and Vice-Chairmen

The Constitution states that the Chairmanships and Vice-Chairmanships of these Committees are appointed by Council following the advice of the Leader relating to the suitability and merit of the candidates.

In order to demonstrate a robust and effective scrutiny process, no member of the Cabinet may be appointed to the Scrutiny Committee and it is recommended that the chairman of the Scrutiny Committee is not a member of the Administration group. The Policy Development Groups provide an overview role to assist the Cabinet in its decision making. No member of the Cabinet may be appointed to the Policy Development Groups. To further support the robustness and effectiveness of scrutiny arrangements, Councillors who sit on Policy Development Groups may not sit on the Scrutiny Committee

### **Schedule of Committees**

| <b>Committee</b>   | <b>No of members</b>  | <b>Political Balance Applies?</b> | <b>Training</b> |
|--|---|-----------------------------------|-----------------|
| Resources Policy Dev Group (PDG)   | 7   | Yes                               | Core            |
| Engagement PDG   | 7   | Yes                               | Core            |
| Communities PDG  | 7   | Yes                               | Core            |
| Scrutiny Committee   | 11  | Yes                               | Core            |
| Development Control Committee  | 17  | Yes                               | Mandatory       |
| Licensing Committee (includes membership of the Alcohol, Entertainment and Late Night Refreshment Licensing Committee, Review Board and Appeals Panel) | 11  | Yes                               | Mandatory       |
| Chief Executive's Remuneration Panel   | 3 (no chairman or vice required)  | Yes                               | Core            |
| Chief Executive's Performance Panel  | 3 (no chairman or vice required)  | Yes                               | Core            |
| Chief Executive's Appeal Panel   | 3 (no chairman or vice required)  | Yes                               | Core            |
| Constitution Committee   | 5   | Yes                               | Core            |
| Governance and Audit Committee   | 7   | Yes                               | Mandatory       |
| Standards Committee  | 4 (with 2 independent members as chairman and vice and 2 Parish/Town Council Members) | No                                | Core            |

#### **4. OTHER OPTIONS CONSIDERED**

- 4.1 There are no other options to consider. The committees and groups are set out in the Constitution. Chairmen, vice-chairmen and members should be appointed as required.

#### **5. RESOURCE IMPLICATIONS**

- 5.1 There are no additional resource implications. Appropriate budget provision has been made for the appointments detailed.

#### **6. RISK AND MITIGATION**

- 6.1 If no appointments are made, the committees etc. would be unable to meet and the appropriate business could not be conducted.

#### **7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT**

- 7.1 No issues arising from this report. Political balance is a legal requirement.

#### **8. CRIME AND DISORDER IMPLICATIONS**

- 8.1 None

#### **9. COMMENTS OF FINANCIAL SERVICES**

- 9.1 There are no financial implications arising from this report.

#### **10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES**

- 10.1 The structure of the Council and its meetings is determined by the Local Government Act 1972 and the Local Government Act 2000 as amended by the Local Government and Public Involvement in Health Act 2007. This structure as set out in the Constitution has been determined by Council.

#### **11. COMMENTS OF OTHER RELEVANT SERVICES**

- 11.1 None applicable

#### **12. APPENDICES:**

Appendix 1: Apportionment of seats to political groups