

REPORT TO COUNCIL

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

REPORT NO: **LDS089**

DATE: **18 April 2013**

TITLE:	Appointments to Committees, Policy Development Groups, Panels and Boards of the Council	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/A	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Paul Carpenter Portfolio: Governance and Communication	
CONTACT OFFICER:	Lucy Youles – Head of Legal and Democratic Services Telephone: 01476 40 61 05 E-mail: l.youles@southkesteven.gov.uk	
INITIAL IMPACT ANALYSIS: Equality and Diversity	Carried out and Referred to in paragraph (7) below N/A	Full impact assessment Required: N/A
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	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.
- 1.2 The Council appoints a member to the electoral review working group to replace Councillor Kelham Cooke.

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.
- 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

Committee	No of members	Political Balance Applies?	Training
Resources Policy Dev Group (PDG)	7	Yes	Core

Committee	No of members	Political Balance Applies?	Training
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

3.4 Electoral Review Working Group

At its meeting on xxx Council appointed Councillors Bob Adams, Adam Stokes, Kelham Cooke, Reg Howard and Alan Davidson to the electoral review working group. The council agreed that this working group of five should be politically balanced (3 Conservatives, 1 Independent and 1 Labour).

The working group was appointed to develop the submissions in respect of both stages of the review: the Council size submission and proposed warding arrangements.

After the Council had submitted its proposals on council size, Councillor Kelham Cooke resigned from the working group. The timeline for compiling proposed warding arrangements will mean members are required to attend weekly meetings for a period of eight weeks.

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 Risk has been considered as part of this report and no significant risks were identified.

7. ISSUES ARISING FROM IMPACT ANALYSIS

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
- Appendix 2: List of current appointments

Appendix 1: Proportion of seats

Stage 1 – Allocation to Committees ensuring political balance on each committee

<i>Party</i>	<i>Total Seats</i>	<i>%</i>	<i>Dev Control Proportion</i>	<i>Dev Control Rounded</i>	<i>Licensing & A&E Licensing Proportion</i>	<i>Licensing & A&E Licensing Rounded</i>	<i>Constitution Committee Proportion</i>	<i>Constitution Committee rounded</i>	<i>Gov & Audit Committee Proportion</i>	<i>Gov & Audit Committee rounded</i>	<i>Scrutiny Committee Proportion</i>	<i>Scrutiny Committee Rounded</i>
Conservative	38	65.52%	11.13793	11	7.206897	7	3.275862	3	4.586207	5	7.206897	7
Independents	13	22.41%	3.810345	4	2.465517	3	1.12069	1	1.568966	1	2.465517	3
Labour	7	12.07%	2.051724	2	1.327586	1	0.603448	1	0.844828	1	1.327586	1
Total	58			17		11		5		7		11

Stage 2 – Allocation to Policy Development Groups based on a) political balance spread across the total number of PDG seats and b) political balance for each PDG

Total seats available		21										
<i>Party</i>	<i>Total Seats</i>	<i>%</i>	<i>Seats prop</i>	<i>Seats Rounded</i>	<i>Engagement PDG</i>	<i>Communities PDG</i>	<i>Resources PDG</i>		<i>Engagement PDG</i>	<i>Communities PDG</i>	<i>Resources PDG</i>	<i>No.s rounded</i>
Conservative	38	65.52%	13.7586	14	4	5	5		4.586207	4.586207	4.586207	5
Independents	13	22.41%	4.7069	5	3	1	1		1.568966	1.568966	1.568966	1
Labour	7	12.07%	2.5345	2	0	1	1		0.844828	0.844828	0.844828	1
Total	58		0	21	7	7	7					7

Stage 3 – Allocation to Chief Executive Panels

Party	Seats	%	Seats prop	Seats rounded
Conservative	38	65.52%	1.9655	2
Independents	13	22.41%	0.6724	1
Labour	7	12.07%	0.3621	0
Total	58			3

Appendix 2: Current Committee appointments

Committee	Conservative	Independent	Labour
Resources Policy Development Group	Councillor Jean Bevan Councillor Mike Cook Councillor Nick Craft Councillor Trevor Scott Councillor Jacky Smith	Councillor Bob Sandall	Councillor Mark Ashberry (substitute for Councillor Phil Dilks until annual meeting on 18 April 2013)
Engagement Policy Development Group	Councillor Bob Adams Councillor Ray Auger Councillor Nick Robins Councillor Rosemary Woolley	Councillor Harrish Bisnauthsing Councillor Ibis Channell Councillor Jock Kerr	
Communities Policy Development Group	Councillor Kelham Cooke Councillor Breda Griffin Councillor John Nicholson Councillor Jean Taylor Councillor Ray Wootten	Councillor Jeff Thompson	Councillor Charmaine Morgan (substitute for Councillor Phil Dilks until annual meeting on 18 April 2013)
Scrutiny Committee	Councillor Paul Cosham Councillor Mrs Rosemary Kaberry-Brown Councillor Michael King Councillor David Nalson Councillor Bob Russell Councillor Mrs Judy Smith Councillor Frank Turner	Councillor Reg Howard Councillor Helen Powell Councillor Bob Sampson	Councillor Alan Davidson
Development Control Committee	Councillor Mike Cook Councillor David Higgs Councillor Mrs Rosemary Kaberry-Brown Councillor Michael King Councillor Alan Parkin Councillor Jacky Smith Councillor Mrs Judy Smith Councillor Adam Stokes Councillor Mrs Brenda Sumner Councillor Martin Wilkins Councillor Debbie Wren	Councillor Reg Howard Councillor Vic Kerr Councillor Helen Powell Councillor Judy Stevens	Councillor Mark Ashberry Councillor Charmaine Morgan

Committee	Conservative	Independent	Labour
Licensing/Alcohol & Entertainment Licensing Committee	Councillor Mrs Pam Bosworth Councillor George Chivers Councillor Breda Griffin Councillor Graddon Rowlands Councillor Bob Russell Councillor Mrs Jean Taylor Councillor Frank Turner	Councillor Bob Broughton Councillor Reg Howard Councillor Vic Kerr	Councillor Mark Ashberry
Constitution Committee	Councillor Ray Auger Councillor Adam Stokes Councillor Ray Wootten	Councillor Susan Sandall	Councillor Rob Shorrock
Governance & Audit Committee	Councillor Jean Bevan Councillor Trevor Scott Councillor Ian Stokes Councillor Martin Wilkins Councillor Rosemary Woolley	Councillor Jeff Thompson	Councillor Rob Shorrock
Chief Executive's Remuneration Panel	Councillor Teri Bryant Councillor Trevor Scott	Councillor Bob Sampson	
Chief Executive's Performance Panel	Councillor Mrs Linda Neal Councillor Mike Taylor	Councillor Helen Powell	
Chief Executive's Appeal Panel	Councillor Paul Carpenter Councillor Ian Stokes	Councillor Vic Kerr	
Electoral Review Working Group	Councillor Bob Adams Councillor Adam Stokes (Vacancy)	Councillor Reg Howard	Councillor Alan Davidson