

This report will be made public on 29 April 2024

Report number **A/23/04**

To: Council
Date: 8 May 2024
Status: Non-Executive Decision
Responsible Officer: Amandeep Khroud, Assistant Director - Governance, Law & Regulatory Services

SUBJECT: APPOINTMENTS TO COMMITTEES (INCLUDING THE APPOINTMENT OF CHAIRS AND VICE-CHAIRS) AND SUB-COMMITTEES OF THE COUNCIL

SUMMARY: This report lists the committees and sub-committees of the Council. The description of the role and function of each committee contained in this report is a summary only and the full definition and description of each is set out in the constitution.

REASON FOR RECOMMENDATIONS:

The Council is asked to agree the recommendations set out below because it is required to constitute its committees for 2024/25 and elect chairs and vice-chairs of the committees.

RECOMMENDATIONS:

1. To receive and note report A/24/04.
2. To make the necessary appointments to the committees and sub-committees of the Council for 2024/2025.
3. To appoint the chairs and vice-chairs of:
 - Audit and Governance Committee
 - Planning and Licensing Committee (and Licensing Act Committee)
 - Personnel Committee

1. POLITICAL BALANCE

1.1 The Local Government and Housing Act 1989 requires the Council to allocate seats on committees to political groups in accordance with the size of each group on the council as a whole and in accordance with the following principles which should be observed as far as is reasonably practicable:

- a) That not all seats on the same committee are allocated to the same political group;
- b) That the majority of the seats on a committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the Council's membership;
- c) That, subject to a) and b) above, the number of seats on committees allocated to each political group bears the same proportion of the total of all the seats on committees;
- d) That, subject to a) and c) above, the number of seats on a committee allocated to each political group bears the same proportion to the number of all seats on that committee.

1.2 As of February 2024, the council is presently comprised of the following political groups and individuals:

| Overall balance | No | Percentage |
|-------------------|-----------|-------------|
| Conservative | 5 | 16.66666667 |
| Green | 11 | 36.66666667 |
| Labour | 10 | 33.33333333 |
| Liberal Democrats | 2 | 6.66666667 |
| Independent | 1 | 3.33333333 |
| Independent | 1 | 3.33333333 |
| Total | 30 | 100 |

The percentage equivalent has been used to calculate the allocation of seats for each committee:

| 33 seats | | Cons | Green | Labour | Lib Dem | Ind | Ind | Total |
|------------------------|-----------|-------------|--------------|--------------|-------------|-------------|-------------|--------------|
| Personnel | 5 | 1.00 | 2.00 | 2.00 | 0.00 | 0.00 | 0.00 | 5.00 |
| Overview and Scrutiny | 10 | 2.00 | 4.00 | 3.00 | 1.00 | 0.00 | 0.00 | 10.00 |
| Audit and Governance | 6 | 1.00 | 2.00 | 2.00 | 0.00 | 0.00 | 1.00 | 6.00 |
| Planning and Licensing | 12 | 2.00 | 4.00 | 4.00 | 1.00 | 1.00 | 0.00 | 12.00 |
| Total | 33 | 6.00 | 12.00 | 11.00 | 2.00 | 1.00 | 1.00 | 33.00 |

1.3 Members will note that it is not possible to achieve exact political balance without rounding up or down in some cases. However the total number of seats for all the committees allocated to each political group broadly compares with the proportion of full Council seats held by each group. In

addition, at individual committee level, the balance of seats broadly compares with the same proportions of seats held by each group on full council.

2. SIZE OF COMMITTEES

- 2.1 It is for Council to decide the size of committees having due regard to the requirements of the Local Government and Housing Act 1989.

3. THE OVERVIEW AND SCRUTINY COMMITTEE FUNCTION

- 3.1. The function of the Overview and Scrutiny Committee is to deal with policy development effecting the community, community engagement, crime and disorder and developing relationships with partners.
- 3.2 In addition this committee will contribute to the reviews of the Council's policies and the performance management systems. It also contributes to development of the budget and other financial strategies. It also reviews the performance of the executive against the financial targets.

It is proposed that the Membership for the Overview and Scrutiny Committee be as shown below.

| | Nominated Member | Group |
|----|-------------------------|--------------|
| 1 | Cllr Tony Hills | Cons |
| 2 | Cllr Alan Martin | Cons |
| 3 | Cllr John Wing | Green |
| 4 | Cllr Anita Jones | Green |
| 5 | Cllr James Butcher | Green |
| 6 | Cllr Elaine Martin | Green |
| 7 | Cllr Connor McConville | Labour |
| 8 | Cllr Laura Davison | Labour |
| 9 | Cllr Bridget Chapman | Labour |
| 10 | * Vacancy | Lib Dem |

* As the Lib Dem Group are Cabinet Members, they are not able to be appointed to the Overview and Scrutiny Committee and the seat therefore remains vacant.

4. COMMITTEES OF THE COUNCIL

- 4.1 These committees report directly to the Council and are responsible for a range of non-executive functions. Members of the Executive/Cabinet may serve on some non-executive committees.

4.2 Audit and Governance Committee

The function of the Audit and Governance Committee is to

- Review the risk management framework and the associated control environment, independent review of the Council's financial and nonfinancial performance
- Promote, advise on and monitor high standards of conduct by councilors and co-opted members and deals with other aspects of the standards framework contained in the Localism Act 2011.
- Exercise all the council's non-executive functions that have not been reserved to full council or delegated to any other committee
- Advise council on any constitutional matters or revisions to the Constitution.

It is proposed that the membership of the Audit and Governance Committee be as shown below:

| | Nominated Member | Group |
|---|-------------------------|--------------|
| 1 | Cllr David Godfrey | Cons |
| 2 | Cllr James Butcher | Green |
| 3 | Cllr John Wing | Green |
| 4 | Cllr Liz McShane | Labour |
| 5 | Cllr Adrian Lockwood | Labour |
| 6 | Cllr David Wimble | Independent |

4.3 Planning and Licensing Committee and Licensing Act Committee

The function of the Planning and Licensing Committee is to:

- Exercise the council's powers in relation to town and country planning and the control of development.
- To exercise all of the Council's functions, as specified in Schedule 1 of the functions' regulations, relating to licensing and registration, except those functions which are the responsibility of the Licensing Act Committee.

The function of the Licensing Act Committee is to:

- Exercise all of the Council's functions as Licensing Authority under the Licensing Act 2003 and the Gambling Act 2005 (unless reserved to full Council);
- Exercise the Council's functions in relation to the control of demonstrations of hypnotism under section 2 of the Hypnotism Act 1952.

The Membership of both Committees will be the same, and the membership of Sub-Committees of both Committees will be drawn from the membership of the Committees.

| | Nominated Member | Group |
|---|-------------------------|--------------|
| 1 | Cllr Clive Goddard | Cons |
| 2 | Cllr Jenny Hollingsbee | Cons |
| 3 | Cllr Anita Jones | Green |

| | | |
|----|----------------------|-------------|
| 4 | Cllr Mike Blakemore | Green |
| 5 | Cllr Polly Blakemore | Green |
| 6 | Cllr Rebecca Shoob | Green |
| 7 | Cllr Jackie Meade | Labour |
| 8 | Cllr Nicola Keen | Labour |
| 9 | Cllr Tony Cooper | Labour |
| 10 | Cllr Belinda Walker | Labour |
| 11 | Cllr Gary Fuller | Lib Dem |
| 12 | Cllr Paul Thomas | Independent |

4.4 Personnel Committee

The function of this Committee is to:

- Exercise the Council's powers to determine the terms and conditions of staff;
- Carry out the selection process, interview and appoint chief officers and make recommendations to the council on the appointment of the chief executive.

It is proposed that the Membership of the Personnel Committee be as shown below:

| | Nominated Member | Group |
|---|-------------------------|--------------|
| 1 | Cllr Jenny Hollingsbee | Cons |
| 2 | Cllr Rich Holgate | Green |
| 3 | Cllr Elaine Martin | Green |
| 4 | Cllr Connor McConville | Labour |
| 5 | Cllr Nicola Keen | Labour |

5. COMMITTEE CHAIRS/VICE-CHAIRS

- 5.1 The council appoints the chairs vice-chairs of the committees other than the joint standards hearing committee, the chairmanship of which alternates each meeting between a district and parish / town councilor.

The nominations for Chairs are set out below:

| | Chair | Vice-Chair |
|------------------------|-----------------------|--------------------|
| Audit and Governance | Councillor McShane | Councillor Butcher |
| Planning and Licensing | Councillor Meade | Councillor Keen |
| Personnel | Councillor McConville | Councillor Holgate |

6. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

- 6.1 **Legal officer's comments (AK)**

There are no legal implications arising directly from this report.

6.2 Finance officer's comments (RH)

There are no financial implications arising directly from this report.

6.3 Diversities and equalities implications (GE)

No implications arising directly from this report.

9. CONTACT OFFICER AND BACKGROUND DOCUMENTS

Councillors with any questions arising from this report should contact the following officer prior to the meeting:

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The following background documents have been relied upon in the preparation of this report:

None