

SOUTH HOLLAND DISTRICT COUNCIL

Report of: Democratic Services and Legal Manager

To: Council – 20 May 2015

(Author: Lynn Eldred, Principal Member Services Officer)

Subject: Annual Appointment of Committees, Panels and Working Parties

Purpose: The Council is requested to appoint members to Committees, Panels and Working Parties.

Recommendation(s):

1. That Council appoints for 2015/16 the Committees and Panels as set out in Appendix A, (to be circulated separately at the meeting);
2. That with regard to Working Parties the Council agrees:
 - (a) That the Spalding Town Forum be re-established for the municipal year comprising of Councillors elected to the Spalding wards without amendment to its terms of reference or composition, but its role, purpose and operation be kept under review;
 - (b) That the Councillor Development Steering Group be re-established for the municipal year without amendment to its terms of reference and that the Council appoints the members as shown in Appendix A (to be circulated separately at the meeting);
 - (c) That the Joint Constitution Working Group be re-established for the municipal year without amendment to its terms of reference, and that the Council appoints the members as shown in Appendix A (to be circulated separately at the meeting);
4. That the Cabinet be invited to consider whether to re-establish
 - the Pre-application Consultation Group
 - the Housing Allocations Appeal Panel;
 - the Discretionary Housing Payments Review Board;
 - ICT Member Working Group;and if so, their terms of reference and composition.

1.0 BACKGROUND

- 1.1 In accordance with the Constitution, the Council is required to make appointments to the following Committees and Panels:

- Standards Panel
- Planning Committee
- Licensing Committee
- Governance and Audit Committee
- Appointments and Disciplinary Panel
- Appeals Panel
- Grievance Panel
- Compromise Agreement Sub-Committee
- Joint Appointments Panel
- Joint Appointments Appeals Panel
- Policy Development Panel
- Performance Monitoring Panel

1.2 This report deals with the appointment of each Committee/Panel in turn.

1.3 The Council is also asked to give consideration to re-establishing Panels and Forums and details of these are also set out in paragraph 3.

1.4 On 7th May 2015, the District Council election was held and the election result was as follows: Conservative 28 seats, Independent 7 seats, UKIP 2 seats. Providing that political groups are formed in alignment with these results, the political group allocations will be as shown for each Committee of Panel.

2. APPOINTMENTS OF COMMITTEES AND PANELS

2.1 Standards Panel

2.1.1 Constitution: 6 members, **not** appointed in accordance with political group regulations

2.2 Planning Committee

2.2.1 Constitution: 15 members, appointed in accordance with political group regulations: Conservative 11 seats, Independent 3 seats, UKIP 1 seat.

2.3 Licensing Committee and Committee of the Licensing Authority

2.3.1 Constitution: 10 members, **not** appointed in accordance with political group regulations.

2.4 Governance and Audit Committee

2.4.1 Constitution: 7 members (excluding the Chairman of the Council), to be appointed in accordance with the political group regulations: Conservative 5 seats, Independent 1 seat, UKIP 1 seat.

2.5 Appointment and Disciplinary Panel

2.5.1 Constitution: 4 members, **not** appointed in accordance with political group regulations.

2.6 Appeals Panel

2.6.1 Constitution: 4 members who shall **not** be appointed in accordance with the political group regulations.

2.7 Grievance Panel

- 2.7.1 Constitution: 4 members, two members to be appointed from each of the two largest groups on the Council:
Conservative 2 seats, Independent 2 seats.

2.8 Compromise Agreement Sub-Committee

- 2.8.1 Constitution: 4 members; two members to be appointed from each of the two largest groups on the Council:
Conservative 2 seats, Independent 2 seats.

2.9 Joint Appointments Committee

- 2.9.1 Constitution: 8 members; consisting of 4 members from South Holland District Council and 4 members from Breckland District Council, appointments in accordance with the political group regulations:
Conservative 3 seats, Independent 1 seat.

2.10 Joint Appointments Appeal Committee

- 2.10.1 Constitution: 8 members; consisting of 4 members from South Holland District Council and 4 members from Breckland District Council, appointments in accordance with the political group regulations:
Conservative 3 seats, Independent 1 seat.

2.11 Performance Monitoring Panel (PMP)

- 2.11.1 Constitution: 15 members, to be appointed in accordance with political group regulations:
Conservative 11 seats, Independent 3 seats, UKIP 1 seat.

2.11.2 Policy Development Panel (PDP)

Constitution: 16 members, to be appointed in accordance with the political group regulations:
Conservative 12 seats, Independent 3 seats, UKIP 1 seat.

3. APPOINTMENT OF PANELS AND WORKING PARTIES

- 3.1 In accordance with the Constitution the Council at its annual meeting is required to decide, in addition to the Committees and Panels detailed in the previous paragraphs, which other Panels and Working Parties etc. to establish for the municipal year, and the size and terms of reference of those Panels and Working Parties.

3.1.2 Spalding Town Forum (separate body - neither Council nor Cabinet function)

COMPOSITION: 11 Councillors elected to Spalding wards.

TERMS OF REFERENCE: (No executive powers.) 1. To review the operation of, and expenditure on, the Spalding Special Expenses Account and to make recommendations on the Council's contributions to the Spalding Special Expenses Account. 2. To encourage and broaden consultation and participation in the Council's work on behalf of the Council.

SUBSTITUTIONS: All members of the Spalding Town Forum are Spalding members and therefore substitutions are not relevant.

RECOMMENDATION: That the Spalding Town Forum be re-established for the municipal year without amendment to its terms of reference or composition, but its role, purpose and operation be kept under review.

3.1.3 Councillor Development Board (Council function)

COMPOSITION: 7 members reflecting cross party membership

TERMS OF REFERENCE: (Executive powers) To develop councillor training and development that reflects the vision of South Holland District Council and the objectives it is trying to achieve ensuring

- A commitment to councillor development
- A strategic approach to councillor development
- Learning and development is effective in building capacity
- Councillor development promotes work life balance and citizenship

SUBSTITUTIONS: Substitution arrangements apply where members form part of a political group subject to (i) substitutions applying for individual meetings only and (ii) the group leader or nominated representative submitting details to the Assistant Director - Democratic Services by noon on the day of the meeting, or at least 3 hours before the meeting, whichever is the sooner.

RECOMMENDATION: That the Councillor Development Board be re-established in accordance with the terms of reference set out above.

3.1.4 Joint Constitution Working Group (Council function)

COMPOSITION: 3 Members from South Holland District Council and 3 members from Breckland District Council (existing members comprised 2 Conservatives and 1 Independent)

TERMS OF REFERENCE: To review the current constitutional arrangements of South Holland District Council with the aim of aligning the two constitutions where possible.

SUBSTITUTIONS: None

RECOMMENDATION: That the Joint Constitution Working Group be re-established in accordance with the terms of reference set out above and that 3 members be appointed to the Working Group.

4. CABINET APPOINTMENTS

4.1 The following groups are appointed by Cabinet, and therefore Council is asked to recommend that they be referred to Cabinet for it to consider whether they are re-established and if so their terms of reference and composition:

- **Pre-application Consultation Group**
- **Housing Allocations Appeal Panel**
- **Discretionary Housing Payments Review Board**
- **ICT Member Working Group**

5.0 REASONS FOR RECOMMENDATION(S)

5.1 The appointments are made in accordance with the Constitution.

6.0 EXPECTED BENEFITS

6.1 Appointing to Committee will allow the Council to undertake its business.

7.0 IMPLICATIONS

7.1 Carbon Footprint / Environmental Issues

7.1.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.2 Constitution & Legal

7.2.1 The recommendations are in accordance with the constitution.

7.3 Contracts

7.3.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.4 Corporate Priorities

7.4.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.5 Crime and Disorder

7.6 .1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.6 Equality and Diversity / Human Rights

7.6.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.7 Financial

7.7.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.8 Health & Wellbeing

7.8.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.9 Risk Management

- 7.9.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.10 Staffing

- 7.10.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

7.11 Stakeholders / Consultation / Timescales

- 7.11.1 It is the opinion of the report author that there are no direct implications as a result of this report. Each committee will take this implication into consideration when making individual decisions.

8.0 WARDS/COMMUNITIES AFFECTED

- 8.1 All.

9.0 ACRONYMS

- 9.1 None.

Background papers:- None.

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Key Decision: No

Exempt Decision: No

Appendices attached to this report: None