



<b>REPORT TO:</b>	South Holland District Council
<b>DATE:</b>	Wednesday, 17 May 2023
<b>SUBJECT:</b>	Political Group Regulations - Committee Seats Review and Appointments to Committees; and 2023/24 Schedule of Meetings
<b>PURPOSE:</b>	To confirm: a) In accordance with the Local Government (Committees and Political Groups) Regulations 1990, Committee Seats Review and Appointments to Committees; and b) To agree the 2023/24 Schedule of Meetings
<b>KEY DECISION:</b>	No
<b>PORTFOLIO HOLDER:</b>	Portfolio Holder for Corporate & Communications
<b>REPORT OF:</b>	Assistant Director – Governance (Monitoring Officer)
<b>REPORT AUTHOR:</b>	Christine Morgan
<b>WARD(S) AFFECTED:</b>	N/A
<b>EXEMPT REPORT?</b>	No

## SUMMARY

The purpose of this report is to confirm, in accordance with the Local Government (Committees and Political Groups) Regulations 1990, the continuation of arrangements for appointments to the committees and panels listed under Sections 2 and 3 within this report.

Agreement is also being sought on the 2023/24 Schedule of Meetings, appended at Appendix A.

## RECOMMENDATIONS

1) That the following Committees be appointed in accordance with political group regulations:

- Planning Committee;
- Governance and Audit Committee;
- Performance Monitoring Panel;
- Policy Development Panel;
- Licensing Committee;
- Committee of the Licensing Authority;

- Chief Officer Employment Panel;
- Chief Officer Employment Appeals Panel;
- Shared Memorandum of Agreement Committee;

2) That the following Committees be appointed without being politically balanced:

- Standards Panel;
- Appeals Panel;
- Settlements Agreements Sub-Committee;
- Independent Panel

3) That the Council appoints for 2023 -27 the Committees and Panels listed in paragraphs 2.1 to 2.12 and 3.2 to 3.3;

4) That the Council appoints the Chairmen and Vice-Chairmen for Committees listed in paragraphs 2.1 to 2.5 and 2.9 to 2.10;

5) That the Councillor Development Working Group be re-appointed to, reflecting cross party membership;

6) That Council approve Council meeting dates and notes the proposed dates for Cabinet and Committee meetings for the Council Municipal Year 2023/24 (Appendix A); and

7) That delegated authority be granted to the Chief Executive in consultation with the Chairman to amend or cancel meeting dates as necessary, subject to compliance with any constitutional requirements where an agenda has already been published.

#### **REASONS FOR RECOMMENDATIONS**

The appointments are made in accordance with the Constitution. Implementing the necessary changes will ensure compliance with the law and will allow the Council to continue to undertake its business.

#### **OTHER OPTIONS CONSIDERED**

Implementing the necessary changes will ensure compliance with the law and will allow the Council to continue to undertake its business.

### **1. BACKGROUND**

1.1 The Local Government and Housing Act 1989 sets out that the default position for appointments to Committees is on politically proportionate grounds. It does however allow for exceptions to the political balance requirements. South Holland District Council has adopted exceptions for the following Committees where the membership is not proportionate to the political balance of the Council as a whole, and the Independent Group receives more seats than it would otherwise:

- Standards Panel
- Appeals Panel
- Settlements Agreements Sub-Committee

Details of these are set out in the Constitution.

However, when all Committee seats are allocated, including these three Committees, the total number of seats allocated across all committees is politically balanced.

- 1.2 The Local Government (Committees and Political Groups) Regulations 1990 require that exception arrangements are agreed annually and without any member of the authority voting against them. There is also a requirement to review committee seats where there have been changes to the membership of political groups.
- 1.3 The purpose of this report therefore is to confirm, in accordance with the Local Government (Committees and Political Groups) Regulations 1990, the continuation of the arrangements for appointments to the committees and panels listed at 1.1 above and to review the allocation of committee seats for the remaining committees and panels.
- 1.4 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.
- 1.5 On 4 May 2023, the District Council election was held and the election result was as follows: 19 Conservative seats, and 18 Independent seats. Providing that political groups are formed in alignment with these results, the political group allocations will be as shown for each Committee or Panel. These have been allocated proportionately in relation to the number of seats held by each party on the Council as a whole. Proposed Chairmen and Vice-Chairman are also shown.

## 2.0 APPOINTMENT OF COMMITTEES AND PANELS

### 2.1 Planning Committee

Constitution: 15 members to be appointed in accordance with political group regulations (8 Conservative seats, 7 Independent seats).	
Cllr J Avery (Con) <b>(Chairman)</b>	Cllr B Alcock (Ind)
Cllr A Beal (Con) <b>(Vice-Chairman)</b>	Cllr D Ashby (Ind)
Cllr H Bingham (Con)	Cllr P Barnes (Ind)
Cllr P Redgate (Con)	Cllr C Brewis (Ind)
Cllr G Taylor (Con)	Cllr S Hutchinson (Ind)
Cllr J Tyrrell (Con)	Cllr T Sneath (Ind)
Cllr J Whitbourn (Con)	Cllr A Tennant (Ind)
Cllr A Woolf (Con)	

## 2.2 Governance and Audit Committee

Constitution: 7 non-cabinet members (excluding the Chairman of the Council), to be appointed in accordance with the political group regulations (4 Conservative seats, 3 Independent seats).	
Cllr A Beal ( <b>Chairman</b> )	Cllr B Boulding (Ind)
Cllr S-A Slade ( <b>Vice-Chairman</b> )	Cllr C Brewis (Ind)
Cllr N Chapman (Con)	Cllr M Le Sage (Ind)
Cllr M Geaney (Con)	

## 2.3 Performance Monitoring Panel (PMP)

Constitution: 15 members to be appointed in accordance with political group regulations	
(No Cabinet members may be appointed. Appointments must be made in accordance with political group regulations.	
<i>Note: Executive Support Members are prohibited from being appointed to the Performance Monitoring Panel.</i>	
(8 Conservative seats, 7 Independent seats).	
Cllr B Alcock (Ind) ( <b>Chairman</b> )	Cllr J Whitbourn (Con)
Cllr M Booth (Ind) ( <b>Vice-Chairman</b> )	Cllr A Woolf (Con)
Cllr N Chapman (Con)	Cllr P Barnes (Ind)
Cllr L Eldridge (Con)	Cllr C Brewis (Ind)
Cllr M Geaney (Con)	Cllr S Chauhan (Ind)
Cllr A Harrison (Con)	Cllr S Hutchinson (Ind)
Cllr J Reynolds (Con)	Cllr D Wilkinson (Ind)
Cllr S-A Slade (Con)	

## 2.4 Policy Development Panel (PDP)

Constitution: 16 members to be appointed in accordance with political group regulations (9 Conservative seats, 7 Independent seats).	
Cllr A Woolf (Con) ( <b>Chairman</b> )	Cllr J Whitbourn
Cllr L Eldridge (Con) ( <b>Vice-Chairman</b> )	Cllr D Ashby (Ind)
Cllr J Avery (Con)	Cllr S Chauhan (Ind)
Cllr A Beal (Con)	Cllr M Hasan (Ind)
Cllr N Chapman (Con)	Cllr J Le Sage (Ind)
Cllr M Geaney (Con)	Cllr M Le Sage (Ind)
Cllr J Reynolds (Con)	Cllr I Sheard (Ind)
Cllr S-A Slade (Con)	Cllr T Sneath (Ind)

## 2.5 Licensing Committee and Committee of the Licensing Authority

Constitution: 15 members, appointed in accordance with political group regulations (8 Conservative seats, 7 Independent seats)	
Cllr A Harrison (Con) <b>(Chairman)</b>	Cllr D Ashby (Ind)
Cllr J Tyrrell (Con) <b>(Vice-Chairman)</b>	Cllr M Booth (Ind)
Cllr A Beal (Con)	Cllr R Gibson (Ind)
Cllr H Bingham (Con)	Cllr M Hasan (Ind)
Cllr A Casson (Con)	Cllr J King (Ind)
Cllr N Chapman (Con)	Cllr I Sheard (Ind)
Cllr M Geaney (Con)	Cllr A Spencer (Ind)
Cllr J Whitbourn (Con)	

## 2.6 Chief Officer Employment Panel

Constitution: 3 members, appointed in accordance with political group regulations, to include at least one Cabinet member (2 Conservative seats, 1 Independent seat) 3 named members may act as substitute	
Cllr N Worth (Con)	Cllr R Gibson (Ind)
Cllr T Carter (Con)	
Substitute – (Con) not appointed	Substitute – (Ind) not appointed
Substitute – (Con) not appointed	

## 2.7 Chief Officer Employment Appeals Panel

Constitution: 3 members, appointed in accordance with political group regulations, to include at least one Cabinet member (2 Conservative seats, 1 Independent seat)	
Cllr J Astill (Con)	Cllr J King (Ind)
Cllr P Redgate (Con)	

## 2.8 Shared Memorandum of Agreement Committee

Constitution: 6 members (3 South Holland and 3 Breckland members), appointed in accordance with political group regulations, to include at least one Cabinet member from each authority (2 Conservative seats, 1 Independent seat)	
Cllr P Redgate (Con)	Cllr R Gibson (Ind)
Cllr G Taylor (Con)	
Substitute – (Con) not appointed	Substitute – (Ind) not appointed
Substitute – (Con) not appointed	

## 2.9 Standards Panel

Constitution: 6 members, <u>not</u> appointed in accordance with political group regulations:	
Cllr J Astill (Con) <b>(Chairman)</b>	Cllr B Alcock (Ind)
Cllr E Sneath (Con) <b>(Vice-Chairman)</b>	Cllr J King (Ind)
Cllr S-A Slade (Con)	Cllr D Wilkinson (Ind)

## 2.10 Appeals Panel

Constitution: 4 members who shall <b>not</b> be appointed in accordance with the political group regulations.	
Cllr P Redate (Con) ( <b>Chairman</b> )	Cllr M Booth (Ind)
Cllr H Bingham (Con) ( <b>Vice-Chairman</b> )	Cllr D Wilkinson (Ind)

## 2.11 Settlements Agreements Sub Committee

Constitution: 4 members who shall <b>not</b> be appointed in accordance with the political group regulations.	
Cllr T Carter (Con)	Cllr M Hasan (Ind)
Cllr N Worth (Con)	Cllr D Wilkinson (Ind)

## 2.12 Independent Panel

Constitution: 3 members to comprise of the Independent Person appointed by SHDC, BBC and ELDC, pursuant to s28(7) of the Localism Act 2011	
Mike Sofianos (SHDC Independent Person)	Boston Independent Person
ELDC Independent Person	

## 3.0 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

### 3.2 Spalding Town Forum (separate body – neither Council nor Cabinet function)

COMPOSITION: 11 Councillors elected to Spalding wards

11 Councillors elected to Spalding wards.	
Cllr D Ashby (IND)	Cllr M Le Sage (IND)
Cllr B Boulding (IND)	Cllr I Sheard (IND)
Cllr S Chauhan (IND)	Cllr A Spencer (IND)
Cllr R Gibson (IND)	Cllr G Taylor (CON)
Cllr M Hasan (IND)	Cllr J Whitbourn (CON)
Cllr J Le Sage (IND)	Chairman and Vice-Chairman to be appointed at first meeting

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.

### 3.3 Councillor Development Working Group (Council function)

COMPOSITION: 7 members reflecting cross-party membership

7 Councillors reflecting cross party membership	
Cllr T Carter (Con)	Cllr G Taylor (Con)
Cllr N Chapman (Con)	Cllr C Brewis (Ind)
Cllr P Redgate (Con)	Cllr R Gibson (Ind)
Cllr S-A Slade (Con)	Chairman and Vice-Chairman to be appointed at first meeting

TERMS OF REFERENCE: (No 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 Executive Manager – Governance by noon on the day of the meeting, or at least 3 hours before the meeting, whichever is sooner.

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

## 4.0 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. SHDC SCHEDULE OF MEETINGS 2023/24**

- 5.1 A draft Schedule of Meetings for the 2023/24 Municipal Year is attached at Appendix B to this report. This has been circulated for review to relevant members and officers. Members are asked to approve the programme of Ordinary meetings of Council, and to note the proposed dates of meetings of the Cabinet and Committees, for the Council Municipal Year 2023/24.

## **6. EXPECTED BENEFITS TO THE PARTNERSHIP**

- 6.1 Implementing the necessary changes will ensure compliance with the laws and will allow the Council to continue to undertake its business.

## **7. IMPLICATIONS**

### **7.1 SOUTH AND EAST LINCOLNSHIRE COUNCILS PARTNERSHIP**

- 7.1.1 None.

### **7.2 CORPORATE PRIORITIES**

- 7.2.1 None.

### **7.3 STAFFING**

- 7.3.1 None.

### **7.4 CONSTITUTIONAL AND LEGAL IMPLICATIONS**

- 7.4.1 The operation of committees and sub-committees and the appointment of members to outside bodies are dealt with in the Constitution and in law (Local Government Act 1972, Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990).

### **7.5 DATA PROTECTION**

- 7.5.1 None.

### **7.6 FINANCIAL**

- 7.6.1 None.

### **7.7 RISK MANAGEMENT**

- 7.7.1 None.

### **7.8 STAKEHOLDER / CONSULTATION / TIMESCALES**



7.8.1 Consultation on the Schedule of Meetings has been undertaken with Group leaders, relevant Portfolio Holders and Committee Chairmen, in addition to senior officers. Appointments to committees and sub-committees, and outside bodies, reflect the wishes of the relevant political group/group leader.

## **7.9 REPUTATION**

7.9.1 None.

## **7.10 CONTRACTS**

7.10.1 None.

## **7.11 CRIME AND DISORDER**

7.11.1 None.

## **7.12 EQUALITY AND DIVERSITY/ HUMAN RIGHTS/ SAFEGUARDING**

7.12.1 None.

## **7.13 HEALTH AND WELL BEING**

7.13.1 None.

## **7.14 CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

7.14.1 None.

## **7.15 LINKS TO 12 MISSIONS IN THE LEVELLING UP WHITE PAPER**

7.15.1 Not applicable.

## **6. ACRONYMS**

SHDC – South Holland District Council

### **APPENDICES**

Appendices are listed below and attached to the back of the report: -

APPENDIX A	SHDC 2023/24 Schedule of Meetings
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### **BACKGROUND PAPERS**

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

**CHRONOLOGICAL HISTORY OF THIS REPORT**

A report on this item has not been previously considered by a Council body.

**REPORT APPROVAL**

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