



<b>REPORT TO:</b>	South Holland District Council
<b>DATE:</b>	Wednesday, 15 May 2024
<b>SUBJECT:</b>	Political Group Regulations, Committee/Outside Body Membership Review and 2024/25 Schedule of Meetings
<b>PURPOSE:</b>	To confirm: a) In accordance with the Local Government (Committees and Political Groups) Regulations 1990, appointments to committees and outside bodies and to review membership; and b) To agree the 2024/25 Schedule of Meetings
<b>KEY DECISION:</b>	No
<b>PORTFOLIO HOLDER:</b>	Portfolio Holder for Corporate, Governance and 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 at 1.2 below, and in Appendix A to this report, along with appointments to Outside Bodies, detailed in Appendix B.

Agreement is also being sought on the 2024/25 Schedule of Meetings.

#### **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

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

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

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

4) That the Council reviews current Committee and Panel membership as set out in Appendix A, and Outside Body membership as set out in Appendix B, and agrees any changes;

5) That any reference to the Shared Memorandum of Agreement Committee be removed from the Constitution as the Committee is no longer required.

6) That Council approve Council meeting dates and its' Committee meeting dates, and notes the proposed dates for Cabinet meetings for the Council Municipal Year 2024/25 (Appendix C).

7) That delegated authority be granted to the Chief Executive in consultation with the relevant 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**

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

#### **OTHER OPTIONS CONSIDERED**

Do nothing – this is not a viable option as the Council would not be in compliance with the law or be able to undertake its business.

#### **BACKGROUND**

1.1 At the meeting of the Annual Council on 17 May 2023 (the Annual Meeting after the last District Council elections), the Council (i) approved committee membership for the four year period ending at the next ordinary election in 2027; (ii) appointed committee chairmen and vice-chairmen for the same period; and (iii) made appointments to outside bodies for the same period. Changes to committees, sub-committees and outside body appointments can be made (if and when necessary) at any Council meeting, and the current membership

of committees is attached at Appendix A to this report, and appointments to outside bodies at Appendix B.

### **Appointment to Committees**

- 1.2 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.
- 1.3 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 – there have been no recent changes to political group calculations and there is therefore no need to change seat allocations.
- 1.4 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 1.2 above and in Appendix A to this report.
- 1.5 The Council has previously agreed, and has included a provision in its constitution, that a full review of the membership of committees is carried out at the first Annual Meeting of the Council following the District Council elections (as detailed at 1.1 above). Changes to Committee membership can however be made at any meeting of the Council if needed. Assuming that the existing arrangements for political group seat allocations are continued, members are invited to confirm the existing appointments at Appendix A.
- 1.6 The Shared Memorandum of Agreement Committee was a shared committee with Breckland Council comprising 3 members from each authority. There is no longer a requirement for this committee, no appointments are necessary and reference to it shall be removed from the Constitution.

### **Outside body appointments**

- 1.6 In addition to appointments to committees, outside body appointments were also made at the May 2023 Annual Council for a four year period. Changes to these appointments can be made at any Council meeting should the need arise, and a list of current outside body appointments is attached at Appendix B.

- 1.7 In the case of certain outside bodies specified in law political proportionality rules apply where three or more appointments are made by the Council. No changes to outside bodies are required on the basis of political proportionality rules. There are, however, some vacant appointments that could be filled should members wish to do so, and these vacancies are highlighted in Appendix B.

### **SHDC Schedule of Meeting 2024/25**

- 1.8 A draft Schedule of Meetings for the 2024/25 Municipal Year is attached at Appendix C 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 its Committees, and to note the proposed dates of meetings of the Cabinet, for the Council Municipal Year 2024/25.

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

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

## **3. IMPLICATIONS**

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

- 3.1.1 None.

### **3.2 CORPORATE PRIORITIES**

- 3.2.1 None.

### **3.3 STAFFING**

- 3.3.1 None.

### **3.4 WORKFORCE CAPACITY IMPLICATIONS**

- 3.4.1 None.

### **3.5 CONSTITUTIONAL AND LEGAL IMPLICATIONS**

- 3.5.1 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).

### **3.6 DATA PROTECTION**

- 3.6.1 None.

### **3.7 FINANCIAL**

- 3.7.1 None.

### **3.8 RISK MANAGEMENT**

- 3.8.1 None.

### **3.9 STAKEHOLDER / CONSULTATION / TIMESCALES**

3.9.1 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.

### **3.10 REPUTATION**

3.10.1 None.

### **3.11 CONTRACTS**

3.11.1 None.

### **3.12 CRIME AND DISORDER**

3.12.1 None.

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

3.13.1 None.

### **3.14 HEALTH AND WELL BEING**

3.14.1 None.

### **3.15 CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

3.15.1 None.

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

3.16.1 Not applicable.

## **4. ACRONYMS**

SHDC – South Holland District Council

### **APPENDICES**

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

APPENDIX A	Committee membership
APPENDIX B	Outside Body Appointments
APPENDIX C	SHDC 2024/25 Schedule of Meetings

### **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.

<b>REPORT APPROVAL</b>	
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