

Report of:	Executive Member for Finance and Governance and Director of Legal and Governance Services
Submitted to:	Council
Date:	24 May 2023
Title:	Council Committees - Establishment - Terms of Reference - Allocation of Places - Memberships - 2023 – 2024
Report for:	Decision
Status:	Public
Strategic priority:	All
Key decision:	No
Why:	Not applicable
Urgent:	No
Why:	Not applicable

Executive summary

1. The annual meeting provides an opportunity for the Council and Executive to review its decision-making and that the committees, sub-committees, boards, panels and working groups be established, and the terms of reference as detailed in the attached Appendix be approved.
2. That, subject to receipt of nominations to vacancies or amendments to places indicated in the attached schedules, Council approves the places allocated in accordance with the wishes of the political groups and other councillors as shown.
3. That the membership, size, and terms of reference of the Executive, its sub-committees and advisory bodies approved by the Mayor for 2023 onwards as set out in Schedule A in the Appendix to the report, be noted.
4. That the vacancies listed at Paragraph 6 be filled in accordance with political group and other councillors' preferences.

Purpose

1. To approve the establishment of committees, sub committees, boards, panels and working groups for the 2023-2024 Municipal Year, or until amended by Council, (whichever is the latter).

Background and relevant information

2. The report provides an opportunity for the Council and Executive to review its decision-making and committee structures and make any necessary changes.
3. The annual meeting provides an opportunity for the Council and Executive to review its decision-making and committee structures and make any necessary changes.
4. Schedule A sets out details of Executive Sub-Committees and Advisory Bodies agreed by the Mayor. Schedules B and C identify the nominations received from the various groups and individual councillors for places on the committees to be established by Council. Wherever possible, independent members, or members who are entitled to request seats from the spare places, will be awarded at least their first-choice place.
5. A number of Committees, as indicated in the schedule, will need to be appointed at a later date, due to the make-up of the membership.

What decision(s) are being recommended?

6. That, subject to receipt of nominations to the following vacancies or amendments to places indicated in the attached schedules:

Council approves (a) the places allocated in accordance with the wishes of the political groups and other councillors as shown and (b) fills the following vacancies:

Schedule C

Corporate Health and Safety Steering Group

1 Vacancy: – initially open to Independent

Corporate Parenting Board

1 Vacancy

1 Vacancy: – initially open to Independent

Works Council

2 Vacancies:

1 Vacancy: – initially open to Independent

1 Vacancy – open to all Members

- (ii) That Council notes the nomination of representatives/vacancies detailed in Appendix B – Council/Executive appointments and Appendix C – Executive appointments.

- (ii) That the bodies identified in the schedules submitted be regarded as approved duties for the payment of travel and subsistence allowance.
- (iii) That subject to consultation with the Deputy Mayor (for Executive appointments), the Group Leader (where a vacancy rests specifically with that political group), or the Chair of Council (for all other nominations/appointments), the Monitoring Officer be authorised to remove or replace representatives on outside bodies.

Rationale for the recommended decision(s)

- 7. The Council has to appoint to those Committees listed in the attached schedules to ensure that the meetings are quorate, and the decision-making process can prevail.

Other potential decision(s) and why these have not been recommended

- 8. Decide not to agree the terms of reference and appointments to Committees. This would prevent the Council from taking any decisions.

Impact(s) of the recommended decision(s)

Legal

- 8. The Council is required to agree the terms of reference and appointments to committees in accordance with the requirements of the Constitution.

Strategic priorities and risks

- 9. Failure to adhere to Local Code of Corporate Governance and deliver governance improvements outlined in the Annual Governance Statement. If the Council do not appoint to Council Committees, it could result in decisions not being taken or a delay in the decision-making process.

Human Rights, Equality and Data Protection

- 10. The subject of this report is not a policy, strategy, function or service that is new or being revised. It is considered that an equality impact assessment is not required.

Financial

- 11. There are no financial implications arising from the recommendations within this report

Actions to be taken to implement the recommended decision(s)

Action	Responsible Officer	Deadline
Update the Council's Committee Management system.	Democratic Services Officers	31 May 2023

Appendices

1	Appendix A - Council Appointments to Committees
2	
3	

Background papers

Body	Report title	Date

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