

## **Monitoring Officer Report**

**Report Author(s):** Emma Hodds  
Monitoring Officer  
01508 533791  
[Emma.hodds@southnorfolkandbroadland.gov.uk](mailto:Emma.hodds@southnorfolkandbroadland.gov.uk)

**Portfolio:** Leader and External Affairs

**Ward(s) Affected:** All

### **Purpose of the Report:**

This annual report to Council seeks approval of the Council's committee structure and to the appointments therein.

### **Recommendations:**

That Full Council approves:

- a) Subject to the consent of the elected Leader of the Council, the delegation of responsibilities, Cabinet portfolio and Cabinet Policy Committees, as included in section 2 of this report.
- b) The allocation of seats on Council Committees in accordance with Appendix 1 of the report and to appoint to these seats as advised by Group Leaders.
- c) The appointment of Chairman and Vice-Chairman as set out in Appendix 2 of this report.
- d) The disbanding of the Joint Consultative Committee

## 1. Summary

- 1.1 This annual report to Council seeks approval to the Council's committee structure and to agree the appointments therein.

## 2. Committee Structure

- 2.1 The Leader of the Council, once elected, will confirm to this meeting their Cabinet Members and corresponding portfolios. The Leader of the Conservative Party has confirmed that if elected, he proposes to keep the current portfolio arrangements. In summary, the following portfolios are proposed:

Cabinet Portfolio	Corresponding Cabinet Policy Committees
Leader	<ul style="list-style-type: none"><li>• Regulation &amp; Planning</li><li>• Cross-cutting</li><li>• Commercial, Trading and Customer Focus</li></ul>
Clean and Safe Environment	<ul style="list-style-type: none"><li>• Economy and Environment</li><li>• Regulation and Planning</li><li>• People and Communities</li></ul>
Stronger Economy	<ul style="list-style-type: none"><li>• Economy and Environment</li><li>• Regulation and Planning</li><li>• People and Communities</li></ul>
Better Lives	<ul style="list-style-type: none"><li>• People and Communities</li></ul>
Customer Focus	<ul style="list-style-type: none"><li>• Commercial, Trading and Customer Focus</li><li>• Economy and Environment</li></ul>
Finance and Resources	<ul style="list-style-type: none"><li>• Finance, Resources, Audit and Governance</li><li>• Cross Cutting</li></ul>
Governance and Efficiency	<ul style="list-style-type: none"><li>• Finance, Resources, Audit and Governance</li><li>• Commercial, Trading and Customer Focus</li><li>• Cross Cutting</li></ul>

## 3. Allocation of Committee seats

- 3.1 Three councillors have resigned from the Conservative Party and have formed a new Independent Group. This means it has been necessary to recalculate the political balance of the Council, in accordance with the political balance rules.

- 3.2 The requirement for ordinary committees of the council to be politically proportionate to the number of the seats on the council is covered by Section 15 of the Local Government and Housing Act 1989. Scrutiny committee is also required to be politically balanced. The principles governing political proportionality are that:
- a) No one group to have all the seats;
  - b) The group with the majority of seats on the Council to have a majority of seats on each committee;
  - c) Seats are allocated on each committee in the same proportion as the overall number of seats on the Council; and
  - d) The total number of seats on committees are allocated in proportion to the overall number of seats on the Council.
- 3.3 Under the Local Government Act 2000, Cabinet and its non-decision-making Policy Committees are exempt under the rules of political balance. Licensing panels are also exempt as they are quasi-judicial.
- 3.4 With effect from May 2022, the division of member seats and percentage allocation of each political group on the Council is as follows:

Conservative Group	32 members	71%
Lib Dem Group	10 members	22%
Independent Group	3 members	7%

There is also one Labour councillor but one member cannot be classed as a group for this calculation.

- 3.5 A calculation has been carried out to allocate seats to each ordinary committee based on the percentages, following the principles of the 1989 Act. This has resulted in the following allocation of committee seats to political parties:

<b>Committee</b>	<b>seats</b>	<b>Cons 71%</b>	<b>Lib Dem 22%</b>	<b>Ind 7%</b>
		<b>Number</b>	<b>Number</b>	<b>Number</b>
Development Management	9	6	2	1
Electoral Arrangements	8	5	2	1
Emergency	6	4	2	0
FRAG	9	6	2	1
JAP	4	3	1	0
Joint Scrutiny	6	4	2	0
Licensing, Appeals & Complaints	15	11	3	1
Scrutiny	9	6	2	1
Standards	5	4	1	0
	<b>71</b>	<b>49</b>	<b>17</b>	<b>5</b>

## **4. Appointments to Committees**

- 4.1 Following the approval of the Committee Structure, the Council must review its appointments to the Committees.
- 4.2 To confirm, the Council is responsible for appointing Members to fill the allocated seats on Council Committees but can only appoint Members proposed by the Group Leaders. Group Leaders have been asked to make nominations on this basis.
- 4.3 As with previous years, 15 Members will be appointed to the Licensing, Appeals and Complaints Committee and the Licencing and Gambling Act Committee. These committees may meet as a full committee, however, will more often meet as a sub-committee of 3 Members to consider individual appeals and applications. Officers use a system of rotation of members for sub-committees and will try to maintain political balance, where possible. However, licensing panels are not subject to the political proportionate rules.
- 4.4 The Development Management Committee works on an appointment basis, with any substitutes to be drawn from the substitute pool in the first instance, in accordance with the scheme of substitutes.
- 4.5 A full schedule of the appointments to be made to Committees 2022/23 is included at Appendix 1.
- 4.6 The Council is also responsible for appointing the Chairman and Vice-Chairman of specific committees, as set out in Appendix 2 of the report.

## **5. Committee Structure**

- 5.1 The Commercial, Trading and Customer Focus was constituted in June 2020 to form and review the Council's policy in respect of being a commercially focussed organisation through the development and implementation of innovation and growth focussed activity. The Committee has ensured:
  - Recovery of the Leisure Centres
  - Adoption of the Joint ICT & Digital Strategy
  - Adoption of the Customer Charter
  - The move to joint systems for all IT systems

The Leader of the Conservative Party has confirmed that if elected, he would wish to review the Terms of Reference for this Committee to ensure that it remains focussed on the right areas. With this in mind, the Committee won't meet until after the next Council meeting, when Council will consider the new terms of reference and appointments to this Committee at the Council meeting in July.

- 5.2 The Joint Consultative Committee has not met since May 2018. Since the inception of the One Team the Joint Consultation Forum and the Joint Negotiating Forum has been in place, consisting of employee representatives, trade union representatives and management representatives. The terms and conditions for

the One Team were negotiated in 2019 and approved by Full Council in December 2019, with the delegation of the related policies being agreed. Since that time the fora had been working well, and where necessary any major changes to policy would come to Cabinet for approval. As the trade union is well represented on these fora it is proposed to disband this Committee.

## **6. Issues and risks**

6.1 **Resource Implications** – not applicable to this report.

6.2 **Legal Implications** – the recommendations contained in this report ensures that the Council remains compliant with relevant legislation.

6.3 **Equality Implications** – not applicable to this report.

6.4 **Environmental Impact** – not applicable to this report.

6.5 **Crime and Disorder** – not applicable to this report.

6.6 **Risks** – not applicable to this report.

## **7 Conclusion**

7.1 This report asks Council to agree to the appointments to Committees, including Chairman and Vice-Chairman.

## **8 Recommendations**

That Full Council approves:

- a) Subject to the consent of the elected Leader of the Council, the delegation of responsibilities, Cabinet portfolio and Cabinet Policy Committees as included in section 2 of this report.
- b) The allocation of seats on Council Committees in accordance with Appendix 1 of the report and to appoint to these seats as advised by Group Leaders.
- c) The appointment of Chairman and Vice-Chairman as set out in Appendix 2 of this report.
- d) The disbanding of the Joint Consultative Committee.

## **Appointments to Committees, 2022/23**

### **Allocation of Seats on Committees**

#### **Cabinet (7)**

7 Conservative

#### **Regulation and Planning (9)**

7 Conservative / 2 Liberal Democrat

#### **Economy and Environment (9)**

7 Conservative / 2 Liberal Democrat

#### **People and Communities (9)**

7 Conservative / 2 Liberal Democrat

#### **Commercial, Trading and Customer Focus (9)**

7 Conservative / 2 Liberal Democrat

(appointments to be deferred until July Council meeting)

#### **Joint Consultative Committee (6)**

5 Conservative/ 1 Liberal Democrat - **RECOMMEND TO DISBAND**

#### **Community Action Fund Panel (5)**

4 Conservative / 1 Liberal Democrat

To be composed of the Portfolio Holder for Better Lives, the Chairman of the People and Communities Policy Committee, and the Shadow Portfolio Holder for Better Lives, plus two other members nominated by the Leader of the Council.

#### **Finance, Resources, Audit and Governance (9)**

Changes from – 7 Conservative and 2 Liberal Democrat to

6 Conservative / 2 Liberal Democrat/ 1 Independent

#### **Scrutiny Committee (9)**

Changes from 6 Conservative / 2 Liberal Democrat / 1 Labour (NOTE the Conservative Group has elected not to take their full allocation of seats) to

6 Conservative / 2 Liberal Democrat / 1 Independent

#### **Licensing Appeals and Complaints Committee / Licensing and Gambling Act Committee (15)**

Changes from 11 Conservative / 3 Liberal Democrat / 1 Labour (NOTE the Conservative Group has elected not to take their full allocation of seats) to

11 Conservative / 3 Liberal Democrat / 1 Independent

**Standards Committee (5)**

4 Conservative/ 1 Liberal Democrat

**Awards Committee (5)**

4 Conservatives, 1 Liberal Democrat

**Development Management Committee (9)**

Changes from 7 Conservative / 2 Liberal Democrat to

6 Conservative / 2 Liberal Democrat / 1 Independent

**Development Management Substitute Pool (7)**

4 Conservative / 2 Liberal Democrat/ 1 Independent

**Sites Sub- Committee (6)**

4 Conservative / 1 Liberal Democrat / 1 Independent

Six Members of the Sub-Committee including either the Chairman or Vice Chairman will be drawn from amongst membership of the Development Management Committee in rotation.

**Emergency Committee (5)**

4 Conservative / 1 Liberal Democrat

**Electoral Arrangements Review Committee (8)**

Changes from 5 Conservative / 2 Liberal Democrat / 1 Labour (NOTE the Conservative Group has elected not to take their full allocation of seats) to

5 Conservative / 2 Liberal Democrat / 1 Independent

**Aldermanic Review Panel**

To be composed the Chairman of the Council, the leaders of both the majority and main opposition groups, and any current members who have previously served as Chairman of the Council

**Joint Statutory Officer Hearing Committee (2 SNC members)**

Membership shall consist of one member of the Cabinet and one member of the Standards Committee

**Joint Statutory Officer Appeals Committee (3 SNC members)**

Members to be appointed from the Standards Committee who were not present at the Statutory Officer Hearing Committee at which the original recommendation was made to Council

**Joint Appointments Panel (4 SNC members)**

3 Conservative / 1 Liberal Democrat

**Joint Scrutiny Committee (6 SNC members)**

5 Conservative / 1 Liberal Democrat

## Appendix 2

### Chairmen of Committees

<b>Body</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
Council		
Scrutiny Committee		
Development Management Committee		
Licensing Appeals and Complaints Committee / Licensing and Gambling Acts Committee		
Standards Committee		
Electoral Arrangements Review Committee		
Awards Committee		
Emergency Committee		

<b>Body</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
Cabinet	Leader of the Council	Deputy Leader of the Council
Regulation and Planning		
Economy and Environment		
People and Communities		
Commercial, Trading and Customer Focus (to be deferred until July Council meeting)		
Finance, Resources, Audit and Governance		
Joint Consultative Committee – RECOMMENDED TO BE DISBANDED	UNISON	To be determined by the Committee
Community Action Fund Panel	Portfolio holder for Better Lives	



### Joint Committees

<b>Body</b>	<b>Chairman</b>	<b>Vice-Chairman</b>
Joint Statutory Officer Hearing Committee	To be chaired by the Independent Person from Broadland or South Norfolk (to be determined at the meeting)	
Joint Statutory Officer Appeals Committee	To be chaired by the Chairman of Standards Committee from South Norfolk or Broadland (to be determined at the meeting)	
Joint Appointment Panel	To be determined by the meeting	
Joint Scrutiny Committee	Chairman of the SNC Scrutiny Committee (chair to be shared with Broadland DC)	