



Leicester
City Council

Governance Services
City Hall
115 Charles Street
Leicester
LE1 1FZ

7 May 2025

Sir or Madam

I hereby summon you to a meeting of the LEICESTER CITY COUNCIL to be held at the Town Hall, on THURSDAY, 15 MAY 2025 at FIVE FIFTEEN O'CLOCK in the afternoon, for the business hereunder mentioned.

Monitoring Officer

AGENDA

AUDIO STREAM OF MEETING

A live audio stream of the meeting can be heard on the following link:

<https://www.youtube.com/@leicestercitycouncildemocr5339>

- 1. LORD MAYOR'S ANNOUNCEMENTS**
- 2. ELECTION OF LORD MAYOR**
- 3. ELECTION OF HIGH BAILIFF**
- 4. ELECTION OF DEPUTY LORD MAYOR**

5. APPOINTMENT OF LORD MAYOR'S SPIRITUAL ADVISER
6. THANKS TO THE RETIRING LORD MAYOR
7. ESTABLISHMENT OF SCRUTINY COMMITTEES AND REGULATORY COMMITTEES [Item 7](#)
(Pages 1 - 12)
8. NOTIFICATION OF EXECUTIVE APPOINTMENTS
9. ANNUAL CALENDAR OF MEETINGS [Item 9](#)
(Pages 13 - 30)
10. ANY OTHER URGENT BUSINESS

Information for members of the public

Fire & Emergency Evacuation Procedure

- The Council Chamber Fire Exits are the two entrances either side of the top bench or under the balcony in the far-left corner of the room.
- In the event of an emergency alarm sounding make your way to Town Hall Square and assemble on the far side of the fountain.
- Anyone who is unable to evacuate using stairs should speak to any of the Town Hall staff at the beginning of the meeting who will offer advice on evacuation arrangements.
- From the public gallery, exit via the way you came in, or via the Chamber as directed by Town Hall staff.

Meeting Arrangements

- Please ensure that all mobile phones are either switched off or put on silent mode for the duration of the Council Meeting.
- Please do not take food into the Council Chamber.
- Tweeting in formal Council meetings is fine as long as it does not disrupt the meeting. Will all Members please ensure they use their microphones to assist in the clarity of the audio recording.

You have the right to attend, view, formal meetings such as full Council, committee meetings & Scrutiny Commissions and see copies of agendas and minutes. On occasion however, meetings may, for reasons set out in law, need to consider some items in private.

Dates of meetings and copies of public agendas and minutes are available on the Council's website at <https://cabinet.leicester.gov.uk/>, or by contacting us using the details below.

Making meetings accessible to all

Braille/audio tape/translation - If you require this please contact the Governance Officer (production times will depend upon equipment/facility availability).

Further information

If you have any queries about any of the above or the business to be discussed, please contact:

Sharif Chowdhury on 01164540538

Alternatively, email sharif.chowdhury@leicester.gov.uk or call in at City Hall.

For Press Enquiries - please phone the **Communications Unit on 0116 454 415**

Appointment of Council Committees 2025- 2026 Municipal Year

Decision to be taken by
Full Council

Date of meeting: 15th May 2025

Lead director/officer: Kamal Adatia

Useful information

- Ward(s) affected: All
- Report author: Kamal Adatia, Monitoring Officer
- Author contact details: Kamal.Adatia@leicester.gov.uk
- Report version number: 1

1. Summary

This report sets out (i) the Committees and Boards to be appointed for the 2025/26 municipal year; (ii) their Terms of Reference, (iii) the number of Members of each such Committee/Board; and (iv) their Chair and Vice-Chair(s).

2. Recommended actions/decision

2.1 That the:-

Overview Select Committee
Adult Social Care Scrutiny Commission
Children, Young People and Education Scrutiny Commission
Culture and Neighbourhoods Scrutiny Commission
Economic Development, Transport and Climate Emergency Scrutiny Commission
Housing Scrutiny Commission; and
Public Health and Health Integration Scrutiny Commission

all be established in accordance with their existing Terms of Reference, the size of each being in accordance with the lists detailed in Appendix A, and the Chair and Vice Chair positions being confirmed in accordance with the lists circulated to Members. It should be noted that any remaining places will be filled in accordance with relevant procedures and in consultation with the relevant Groups/Members.

2.2 That the:-

Governance and Audit Committee
Health and Wellbeing Board
Standards Committee
Planning and Development Control Committee
Licensing and Public Safety Committee; and
Licensing Sub-Committees

all be established in accordance with their existing Terms of Reference, the size of each being in accordance with the lists circulated to all Members and attached at Appendix A, and the Chair and Vice Chair positions being confirmed in accordance

with the lists circulated to members separately (noting that any remaining places will be filled in accordance with relevant procedures and in consultation with the relevant Members) except that:

- (i) The Terms of Reference of the Governance & Audit Committee be amended in line with paragraph 3.7 below.
- (ii) The Terms of Reference of the Health & Wellbeing Board be amended in line with paragraph 3.8 below.

3. Background and options with supporting evidence

Appointment of Committees & Boards

3.1 In accordance with the Constitution the Annual Meeting of the Council will appoint such Committees and Boards as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are Cabinet functions; will agree the size of each Committee in accordance with political balance rules and will appoint a Chair, Vice-Chair for each Committee and Board.

3.2 The various politically balanced Committees and Boards to be appointed for 2025/2026 are shown at Appendix A of this report. There are other Committees/Boards that operate (such as the Health & Wellbeing Board, the Fire & Rescue Authority, the Police & Crime Panel) but the constitution of their Membership is not a matter for Full Council and Members are separately consulted by the Monitoring Officer about these where needed.

3.3 Political balance rules have been applied in the allocation of seats to political groups on each individual Committee/Board and the overall number of seats allocated to each political group reflects the relative size of each group as a percentage of the total number of Council Members. The legal provisions governing allocation are found in the Local Government and Housing Act 1989 and the associated Local Government (Committees and Political Groups) Regulations 1990. Appendix A denotes instances where a Committee place is to be awarded to either the Green or Liberal Democrat Group or to a non-Grouped member. The Monitoring Officer will write to all Groups immediately after the AGM to populate ordinary places.

Appointment of Chairs and Vice-Chairs

3.4 Council is required to appoint the Chair and Vice-Chair of each body in accordance with the lists circulated separately to Members

Membership

3.5 Council is asked to note that in accordance with Council Procedure Rule 35 appointment of Councillors to fill ordinary places on Committees or Sub-Committees, or any vacancies which may arise, shall be by the Monitoring Officer in consultation with the political group, and with the consent of any Councillor being appointed

Calendar of meetings

3.6 The calendar of meetings is to be taken as a separate item on the Council Agenda for the AGM. This is the overall plan for meetings for the forthcoming year and has been drawn up in order to accommodate all known formal meetings, balanced over the municipal year. Further amendments to the calendar can be accommodated at committee level subject to relevant provisions within the Council committee and Scrutiny committee procedure rules within the Constitution.

Terms of Reference

3.7 The Constitution requires Council to agree the Terms of Reference of certain Committees and Boards. It is proposed that all Terms of Reference remain the same, save for the changes specified below:

Governance & Audit Committee:

- Replacement of following sentence in section 1.1 (Internal Audit – page 61 here [leicester-city-constitution-november-2024.pdf](#)):

To review any proposals made in relation to the appointment of external providers of internal audit services and to make recommendations

with:

To review any proposals made in relation to the delivery of internal audit services, including the appointment of external providers of internal audit services, making recommendations as appropriate.

- Addition of words underlined to section 1.2 (External Audit):

“To note issues/recommendations identified by the External Auditor in relation to work completed on the claims and returns certified for the Council.”

3.8 Health & Wellbeing Board

- New line 3.12 added at page 68 here - [leicester-city-constitution-november-2024.pdf](#) to state a responsibility to:

“Oversee the function and outcomes delivered by the Leicester Integrated Health and Care Group, which is a subgroup of the Health & Wellbeing Board.”

4. Financial, legal implications

4.1 Financial implications

There are no direct financial implications arising from this report. The Allowances for Members, including Special Responsibility Allowances for Chairs and Vice-Chairs, are agreed through the Member Allowances Scheme (MAS) which is separately agreed by Full Council.

Stuart McAvoy – Head of Finance
2nd May 2025

4.2 Legal implications

The report deals throughout with the Council’s Constitutional requirements regarding the establishment of Committee arrangements for the municipal year. These are in turn reflective of legislation which has been referenced in the main body of the report.

Kamal Adatia - City Barrister
8th May 2025

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Regulatory and Scrutiny Membership 2025/26

PLANNING AND DEVELOPMENT CONTROL COMMITTEE

CHAIR	
VICE CHAIR	

Size: 11 Councillors
Composition: Labour 6 Green 1
Conservative 3 Liberal Democrat 1

LICENSING AND PUBLIC SAFETY COMMITTEE

CHAIR	
VICE CHAIR	
VICE CHAIR	

Size: 15 Councillors
Composition: Labour 8 Green 1
Conservative 4 Liberal Democrat 1
Other 1

Licensing Enforcement Sub-Committee

The Licensing Enforcement Sub-Committee shall consist of any 5 Members appointed for each meeting by the Monitoring Officer from the membership of the Licensing Committee.

Licensing (Hearings) Sub-Committee

The Licensing (Hearings) Sub-Committee shall consist of any 3 Members appointed for each meeting by the Monitoring Officer from the membership of the Licensing Committee.

HEALTH AND WELLBEING BOARD

CHAIR	
VICE-CHAIR	

Composition:

- Up to five Elected Members of Leicester City Council
- The Executive Lead Member for Health & Wellbeing
- Four Elected Members nominated by the City Mayor
- Up to seven representatives of the NHS
- Up to four Officers of Leicester City Council
- Up to eight further representatives including Healthwatch Leicester / Other Representatives

OVERVIEW SELECT COMMITTEE

CHAIR	
VICE CHAIR	

Size 12 Councillors
 Composition Labour 7 Green 1
 Conservative 3 Liberal Democrat 1

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(Calendar of Meetings)

May 25					
	Monday	Tuesday	Wednesday	Thursday	Friday
				1	2
Week 1					
	5	6	7	8	9
Week 2	BANK HOLIDAY				
	12	13	14	15	16
Week 3				Annual Council – 5pm	
	19	20	21	22	23
Week 4					
	26	27	28	29	30
Week 5	BANK HOLIDAY	Half Term	Half Term	Half Term	Half Term

June 25					
	Monday	Tuesday	Wednesday	Thursday	Friday
	2	3	4	5	6
Week 1				Health and Wellbeing Board – 9.30am	
	9	10	11	12	13
Week 2			Planning and Development Control Committee – 5.30pm		
	16	17	18	19	20
Week 3	Joint Health Scrutiny – 10am		Children, Young People, and Education Scrutiny Commission – 5.30pm	Culture and Neighbourhoods Scrutiny Commission – 5.30pm	
	23	24	25	26	27
Week 4	Governance and Audit Committee – 5.30pm	Licensing Enforcement – 10am Housing Scrutiny Commission – 5.30pm	Economic Development, Transport, and Climate Emergency Scrutiny Commission – 5.30pm	Adult Social Care Scrutiny Commission- 5.30pm	
	30				
Week 5					

July 25					
	Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3	4
Week 1		Licensing and Public Safety Committee – 5.30pm	Planning and Development Control Committee – 5.30pm	Council – 5pm	
	7	8	9	10	11
Week 2	Governance and Audit Committee – 5.30pm	Public Health Scrutiny Commission – 5.30pm	Overview Select Committee – 5.30pm		
	14	15	16	17	18
Week 3	SUMMER HOLIDAY				
	21	22	23	24	25
Week 4			Planning and Development Control Committee – 5.30pm		
	28	29	30	31	
Week 5		Licensing Enforcement Committee – 5.30pm			

August 25					
	Monday	Tuesday	Wednesday	Thursday	Friday
					1
Week 1					
	4	5	6	7	8
Week 2					
	11	12	13	14	15
Week 3					
	18	19	20	21	22
Week 4		Children, Young People, and Education Scrutiny Commission – 5.30pm	Planning and Development Control Committee – 5.30pm	Culture and Neighbourhoods Scrutiny Commission – 5.30pm	
	25	26	27	28	29
Week 5	BANK HOLIDAY	SCHOOL HOLIDAY ENDS Licensing Enforcement – 10am Housing Scrutiny Commission – 5.30pm	Economic Development, Transport, and Climate Emergency Scrutiny Commission – 5.30pm	Adult Social Care Scrutiny Commission – 5.30pm	

September 25					
	Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4	5
Week 1					
	8	9	10	11	12
Week 2		Public Health Scrutiny Commission – 5.30pm	Planning and Development Control Committee – 5.30pm		
	15	16	17	18	19
Week 3			Governance and Audit Committee – 5.30pm	Council – 5pm	
	22	23	24	25	26
Week 4			Overview Select Committee – 5.30pm	Health and Wellbeing Board – 9.30am	
	29	30			
Week 5		Licensing Enforcement – 10am			

October 25					
	Monday	Tuesday	Wednesday	Thursday	Friday
			1	2	3
Week 1			Planning and Development Control Committee – 5.30pm		
	6	7	8	9	10
Week 2		Standards Committee – 5.30pm			
	13	14	15	16	17
Week 3		Corporate Parenting Board – 5pm			
	20	21	22	23	24
Week 4	HALF TERM				
	27	28	29	30	
Week 5		Licensing Enforcement – 10am Children, Young People, and Education Scrutiny Commission – 5.30pm	Planning and Development Control Committee – 5.30pm		

November 25					
	Monday	Tuesday	Wednesday	Thursday	Friday
	3	4	5	6	7
Week 1	Culture and Neighborhoods Scrutiny Commission – 5.30pm	Public Health Scrutiny Commission – 5.30pm	Economic Development, Transport, and Climate Emergency Scrutiny Commission – 5.30pm		
	10	11	12	13	14
Week 2		Housing Scrutiny Commission – 5.30pm		Adult Social Care Scrutiny Commission – 5.30pm	
	17	18	19	20	21
Week 3		Licensing and Public Safety Committee – 5.30pm	Planning and Development Control Committee – 5.30pm	Council – 5pm	
	24	25	26	27	28
Week 4		Licensing Enforcement – 10am	Governance and Audit Committee – 5.30pm	Joint- Health Scrutiny – 10am	

December 25					
	Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4	5
Week 1		Corporate Parenting Board – 5pm	Overview Select Committee – 5.30pm	Health and Wellbeing Board – 9.30am	
	8	9	10	11	12
Week 2			Planning and Development Control Committee - 5.30pm		
	15	16	17	18	19
Week 3		Licensing Enforcement – 10am			
	22	23	24	25	26
Week 4	School holidays begin			BANK HOLIDAY (Christmas Day)	BANK HOLIDAY (Boxing Day)
	29	30	31		
Week 5					

January 26					
	Monday	Tuesday	Wednesday	Thursday	Friday
				1	2
Week 1					
	5	6	7	8	9
Week 2	Schools reopen				
	12	13	14	15	16
Week 3		Housing Scrutiny Commission – 5.30pm	Economic Development, Transport, and Climate Emergency Scrutiny Commission – 5.30pm	Adult Social Care Scrutiny Commission – 5.30pm	
	19	20	21	22	23
Week 4		Children, Young People, and Education Scrutiny Commission – 5.30pm	Planning and Development Control Committee – 5.30pm	Culture and Neighbourhoods Scrutiny Commission- 5.30pm	
	26	27	28	29	30
Week 5	Governance and Audit Committee – 5.30pm	Licensing Enforcement – 10am Public Health Scrutiny Commission – 5.30pm	Overview Select Committee – 5.30pm		

February 26					
	Monday	Tuesday	Wednesday	Thursday	Friday
	2	3	4	5	6
Week 1		Standards Committee – 5pm			
	9	10	11	12	13
Week 2		Corporate Parenting Board – 5pm	Planning and Development Control Committee – 5.30pm		
	16	17	18	19	20
Week 3	Half Term	Half Term	Half Term	Half Term	Half Term
	23	24	25	26	27
Week 4	Joint-Health Scrutiny – 10am	Licensing Enforcement – 10am	Budget Council – 5pm		

March 26					
	Monday	Tuesday	Wednesday	Thursday	Friday
	2	3	4	5	6
Week 1		Children, Young People and Education Scrutiny Commission – 5.30pm	Planning and Development Control Committee – 5.30pm	Health and Wellbeing Board – 9.30am Culture and Neighbourhoods Scrutiny Commission – 5.30pm	
	9	10	11	12	13
Week 2		Licensing and Public Safety Committee- 5.30pm	Economic Development, Transport, and Climate Emergency Scrutiny Commission – 5.30pm	Adult Social Care Scrutiny Commission – 5.30pm	
	16	17	18	19	20
Week 3	Governance and Audit Committee- 5.30pm	Housing Scrutiny Commission – 5.30pm	Overview Select Committee – 5.30pm		
	23	24	25	26	27
Week 4		Licensing Enforcement – 10am Public Health Scrutiny Commission – 5.30pm	Planning and Development Control Committee – 5.30pm	Council – 5pm	
	30	31			
Week 5	School holiday				

April 26					
	Monday	Tuesday	Wednesday	Thursday	Friday
			1	2	3
Week 1					BANK HOLIDAY (Good Friday)
	6	7	8	9	10
Week 2	BANK HOLIDAY (Easter Monday)				
	13	14	15	16	17
Week 3	Schools reopen	Children, Young People, and Education Scrutiny Commission – 5.30pm	Planning and Development Control Committee – 5.30pm	Culture and Neighbourhoods Scrutiny Commission – 5.30pm	
	20	21	22	23	24
Week 4		Housing Scrutiny Commission – 5.30pm	Economic Development, Transport, and Climate Emergency Scrutiny Commission – 5.30pm	Adult Social Care Scrutiny Commission – 5.30pm	
	27	28	29	30	
Week 5		Licensing Enforcement – 10am Public Health Scrutiny Commission – 5.30pm	Overview Select Committee – 5.30pm		

May 26					
	Monday	Tuesday	Wednesday	Thursday	Friday
					1
Week 1					
	4	5	6	7	8
Week 2	BANK HOLIDAY	Corporate Parenting Board – 5.pm	Planning and Development Control Committee – 5.30pm		
	11	12	13	14	15
Week 3				Annual Council – 5pm	
	18	19	20	21	22
Week 4					
	25	26	27	28	29
Week 5	BANK HOLIDAY	Half Term	Half Term	Half Term	Half Term

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List of LCC formal meeting dates for 2025-26

Council

1. Thurs 15 May (Annual Council)
2. Thurs 3 July
3. Thurs 18 September
4. Thurs 20 November
5. Weds 25 February
6. Thurs 26 March
7. Thurs 14 May (Annual Council 2)

PDCC

1. Weds 11 June
2. Weds 2 July
3. Weds 23 July
4. Weds 20 August
5. Weds 10 September
6. Weds 1 October
7. Weds 29 October
8. Weds 19 November
9. Weds 10 December
10. Weds 21 January
11. Weds 11 February
12. Weds 4 March
13. Weds 25 March
14. Weds 15 April
15. Weds 6 May

Licensing and Public Safety

1. Tues 1 July
2. Tues 18 November
3. Tues 10 March

Licensing Enforcement

1. Tues 24 June
2. Tues 29 July
3. Tues 26 August
4. Tues 30 September
5. Tues 28 October
6. Tues 25 November
7. Tues 16 December
8. Tues 27 January
9. Tues 24 February
10. Tues 24 March
11. Tues 28 April

Governance and Audit

1. **Mon 23 June**
2. **Mon 7 July**
3. **Weds 17 September**
4. **Weds 26 November**
5. **Mon 26 January**
6. **Mon 16 March**

Standards

1. **Tues 7 October**
2. **Tues 3 February**

Health and Wellbeing Board

1. **Thurs 5 June**
2. **Thurs 25 September**
3. **Thurs 4 December**
4. **Thurs 5 March**

CYPE

1. **Weds 18 June**
2. **Tues 19 August**
3. **Tues 28 October**
4. **Tues 20 January**
5. **Tues 3 March**
6. **Tues 14 April**

Culture and Neighbourhoods

1. **Thurs 19 June**
2. **Thurs 21 August**
3. **Mon 3 November**
4. **Thurs 22 January**
5. **Thurs 5 March**
6. **Thurs 16 April**

Housing

1. **Tues 24 June**
2. **Tues 26 August**
3. **Tues 11 November**
4. **Tues 13 January**
5. **Tues 17 March**
6. **Tues 21 April**

Ec Dev

1. **Weds 25 June**
2. **Weds 27 August**
3. **Weds 5 November**
4. **Weds 14 January**
5. **Weds 11 March**
6. **Weds 22 April**

ASC

1. **Thurs 26 June**
2. **Thurs 28 August**
3. **Thurs 13 November**
4. **Thurs 15 January**
5. **Thurs 12 March**
6. **Thurs 23 April**

Public Health

1. **Tues 8 July**
2. **Tues 9 September**
3. **Tues 4 November**
4. **Tues 27 January**
5. **Tues 24 March**
6. **Tues 28 April**

OSC

1. **Weds 9 July**
2. **Weds 24 September**
3. **Weds 3 December**
4. **Weds 28 January**
5. **Weds 18 March**
6. **Weds 29 April**

Joint Health

1. **Mon 16 June**
2. **Thurs 27 November**
3. **Mon 23 February**

Corporate Parenting

1. **Tues 14 October**
2. **Tues 2 December**
3. **Tues 10 February**
4. **Tues 5 May**

