
Appointment of Council Committees 2022- 2023 Municipal Year

Decision to be taken by
Full Council

Date of meeting: 19th May 2022

Lead director/officer: Kamal Adatia

Useful information

- Ward(s) affected: All
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- Report version number: 1

1. Summary

This report sets out (i) the Committees and Boards to be appointed for the 2022/23 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

(i) That the:-

Overview Select Committee
Adult Social Care Scrutiny Commission
Children, Young People and Education Scrutiny Commission
Economic Development, Transport and Climate Emergency Scrutiny Commission
Health and Wellbeing Scrutiny Commission
Heritage, Culture, Leisure and Tourism Scrutiny Commission
Housing Scrutiny Commission; and
Neighbourhood Services Scrutiny Commission

all be established in accordance with the existing Terms of Reference, the size of each being in accordance with the lists circulated to all Members and attached at Appendix A), it being noted that any remaining places will be filled in accordance with relevant procedures and in consultation with the relevant Members.

(ii) That the:-

Audit and Risk 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 the existing Terms of Reference) the size of each being in accordance with the lists circulated to all Members and attached at

Appendix A (it being noted that the remaining places will be filled in accordance with relevant procedures and in consultation with the relevant Members) except that:

- (a) The Terms of Reference for the Audit & Risk Committee be amended to allow for the inclusion of an Independent Member amongst its membership (paragraph 3.9 refers) and
- (b) The size of the Licensing and Public Safety Committee be expanded from 10 places to 15 places (paragraph 3.5 refers).
- (iii) That the Chairs and Vice-Chairs (as appropriate) of the bodies listed in parts (i) and (ii) above be in accordance with the lists circulated to all Members attached at Appendix A and
- (iv) That the Employees Committee be established with the Terms of Reference and size as specified within the Council's Constitution, with the process for the appointment of Chair and membership being in accordance with the provisions of the Constitution.
- (v) That the updated "Scrutiny Reconfiguration" document be approved as attached at Appendix B (paragraph 3.11 refers)

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; and will appoint a Chair, Vice-Chair, Members and substitute Members (where appropriate) for each committee and board in accordance with political balance rules.
- 3.2 Except in relation to the Licensing and Public Safety Committee and its sub-committees where the Council has absolute discretion as to whether they are politically balanced, the membership of each of the Council's committees and sub-committees shall be in accordance with statutory requirements for political balance. As far as possible, the number of seats allocated to a political group on committees and sub-committees will reflect the size of that group in proportion to the total Council membership. (For the avoidance of doubt, Leicester City Council's Licensing and Public Safety Committee does make provision for one non-grouped place in its membership)

3.3 The various Committees and Boards to be appointed for 2021/2022 are shown at Appendix A.

3.4 Political balance rules have been applied where appropriate in terms of: (a) the allocation of seats to political groups on each individual Committee/Board; and (b) the overall number of seats allocated to each political group reflecting the relative size of each group as a percentage of the total number of Council Members.

Size of Committees

3.5 One change is proposed to the configuration of Committees. It is proposed that the size of the Licensing and Public Safety Committee comprise 15 Members rather than 10 Members. This Committee, through its two Sub-Committees, convenes lots of hearings throughout the municipal year in order to make Licensing decisions, and a wider pool from which to draw Sub-Committee members will help to ensure that such Sub-Committees can be convened with minimal delay.

Appointment of Chairs and Vice-Chairs

3.6 Appendix A also shows the nominees for Chair and Vice-Chair of each body and for Vice-Chair of each Committee and Board, for approval.

Membership

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

Terms of Reference

3.8 The Constitution requires Council to agree the Terms of Reference of all Committees and Boards. It is proposed that all Terms of Reference remain the same, save for one change to the membership of the Audit & Risk Committee.

Audit & Risk Committee membership:

3.9 Current membership comprises of eight Members, made up of Non-Executive Elected Councillors. Currently the Council complies with the CIPFA's guidance on the function and operation of audit committees in local authorities. There is no requirement to have an Independent Member however, it is noted in the audit committee guide that good practice shows that co-opting an independent member is beneficial to the Audit and Risk Committee. In addition, as part of the Redmond Review one of the recommendations was also for consideration to be given for the appointment of a suitably qualified Independent Member to audit committees. It is submitted that this would (i) bring additional knowledge and expertise to the

committee; (ii) reinforce the political neutrality and independence of the committee; (iii) maintain continuity of committee membership where membership is affected by the electoral cycle. By virtue of section 13 Local Government & Housing Act 1989 members of Committees who are not themselves Elected Members of the Council shall be non-voting.

3.10 The amended Terms of Reference would read:

Membership

The Committee shall comprise ~~eight~~ [nine] Members, made up of [eight] Non-Executive Elected Councillors [and one Independent Person]. A quorum of at least three Councillors will be required at all meetings. [The Independent Member shall be a non-voting co-optee of the Committee]

3.11 Embedded within the Constitution [scrutiny-configuration-2020-2021.pdf](#) ([leicester.gov.uk](#)) has been a list of key work areas for the Council's eight Scrutiny Commissions. These complement the Scrutiny Terms of Reference by providing more detail on work areas that fall within the portfolio of each Committee/Board. These were approved by Council at its meeting on 8th July 2021 and have been updated, for approval.

4. Financial, legal implications

4.1 Financial implications

There are no direct financial implications arising from this report, which merely seeks to reflect in report format items of business that are normally presented via the technical script presented at the AGM. 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.

Colin Sharpe, Deputy Director of Finance, ext 4081

4.2 Legal implications

The report deals throughout with the Council's Constitutional requirements regarding the establishment of Committee arrangements for the municipal year.

Kamal Adatia, City Barrister, ext 1401