

Monitoring Officer Report

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Portfolio: Leader

Ward(s) Affected: All

Purpose of the Report:

This annual report to Council seeks approval of the Council's committee structure and the appointments therein. It also contains a request for dispensation from the six month rule for a member who is currently not able to attend meetings.

Recommendations:

That Council approves:

1. Subject to the consent of the elected Leader of the Council; the delegation of responsibilities, Cabinet portfolio and Cabinet Policy Panels as included in section 2 of this report.
2. The allocation of seats on Council committees in accordance with Appendix 1 attached to this report and to appoint to these seats, as advised by Group Leaders.
3. The appointment of Chairman and Vice-Chairman as set out in Appendix 2 attached to this report.
4. The appointments of Directors for Broadland Growth Limited as the Leader, Portfolio Holder for Planning and the Managing Director and the Portfolio Holder for Finance as the Shareholder representative.
5. The appointment of Ruth Goodall, Mary Evans and Kevin Wilkins as co-opted parish and town council members of the Standards Committee.
6. To grant dispensation to Councillor Harrison from attending meetings of the Council and the Committees on which he serves, until the end of November.

1. Summary

- 1.1 This annual report to Council seeks approval of the Council's committee structure and the appointments therein.
- 1.2 It also contains a request to excuse Councillor Harrison from attending meetings of the Council and the committees on which he serves, until the end of November.

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 which were convened in May 2019. In summary, the following portfolios are proposed:

Cabinet Portfolio	Corresponding Policy Panel/Committee
Leader	
Economic Development	Economic Success Policy Development Panel
Environmental Excellence	Environmental Excellence Policy Development Panel
Finance	Audit Committee
Housing and Wellbeing	Wellbeing Policy Development Policy
Planning	Place Shaping Policy Development Panel
Transformation and Organisational Development	Service Improvement and Efficiency Committee

3. Appointments to Committees

- 3.1 Following the approval of the Committee Structure, the Council must review its appointments to the Committees.
- 3.2 Seats on the Council Committees and sub-committees have to be politically proportionate to the number of seats on the Council. The number of seats on the Council is 31 Conservative, 12 Liberal Democrat, 2 Labour and 2 Green so the 104 committee seats are allocated in the following proportions:

Conservative – 69 seats (66%)
Liberal Democrats – 27 seats (26%)
Labour – 4 seats (4%)
Green – 4 seats (4%)

- 3.3 The appointments to these committee seats must reflect the wishes of each political group. Group Leaders have been asked to make nominations on this basis.
- 3.4 Cabinet and its policy panels are exempted from the requirements to be politically proportionate.
- 3.5 Licensing and Regulatory Committee has 13 seats and is politically proportionate. This may meet as a full committee; however, will more often meet as a sub-committee of 3 members to consider individual licence applications and appeals. 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.
- 3.6 The full schedule of the appointments to Committees 2022/23, as proposed by each Group Leader, is included at Appendix 1.

Appointment of Chairman and Vice Chairman

- 3.7 The Council is also responsible for appointing the Chairman and Vice-Chairman of specific committees, and these as set out in Appendix 2 of this report.

Appointment of Directors to Broadland Growth

- 3.8 Council is requested to determine the appointment of Directors to the Joint Venture Company. The Directors for the Council are proposed to be the Leader, the Portfolio Holder for Planning and the Managing Director. The Portfolio Holder for Finance will be the Shareholder representative.

Appointment of co-opted members to Standards Committee

- 3.9 The Standards Committee can co-opt up to four Parish and Town Council Members. There are currently three co-opted members - Ruth Goodall, Mary Evans and Kevin Wilkins.
- 3.10 Council is requested to confirm or deny these appointments.

4. Dispensation from the six month rule

- 4.1 Section 85 of the Local Government Act 1972 provides that if a member of a local authority fails throughout a period of six consecutive months from the date of his/her last attendance to attend any meeting of the authority, he/she shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority
- 4.2 However, under the terms of section 85(1) of the Local Government Act 1972 the Council may pass a resolution that in the circumstances of the councillor's illness and inability to attend, the six months rule shall not apply.

- 4.3 David Harrison is currently unwell and not expected to be able to attend meetings for several months. Therefore, the Council is requested to grant a dispensation from attending meetings until the end of November. The Monitoring Officer will keep this under review with the Leader of the Liberal Democrat Group.

5. Issues and risks

- 5.1 **Resource Implications** – no implications

- 5.2 **Legal Implications** – included in the report

- 5.3 **Equality Implications** – no implications

- 5.4 **Environmental Impact** – no implications

- 5.5 **Crime and Disorder** – no implications

- 5.6 **Risks** – no other risks

6. Conclusion

- 6.1 This report asks Council to agree to the appointments to Committees, including Chairman and Vice-Chairman and to excuse Councillor Harrison from attending meetings.

7. Recommendations

- 7.1 Subject to the consent of the elected Leader of the Council; the delegation of responsibilities, Cabinet portfolio and Cabinet Policy Panels as included in section 2 of this report.
- 7.2 The allocation of seats on Council committees in accordance with Appendix 1 attached to this report and to appoint to these seats, as advised by Group Leaders.
- 7.3 The appointment of Chairman and Vice-Chairman as set out in Appendix 2 attached to this report
- 7.4 The appointments of Directors for Broadland Growth Limited as the Leader, the Portfolio Holder for Planning and the Portfolio Holder for Finance as the Shareholder representative.
- 7.5 The appointment of Ruth Goodall, Mary Evans and Kevin Wilkins as co-opted parish and town council members of the Standards Committee.
- 7.6 To grant dispensation to Councillor Harrison from attending meetings of the Council and the Committees on which he serves, until the end of November.