

North Tyneside Council

Report to Council

Date: 19 May 2016

ITEM 12

Title: Annual Appointments and
Timetable of Meetings 2016/17

Portfolio(s): Elected Mayor

Cabinet Member(s): N Redfearn

Report from Service

Area: Law and Governance

Responsible Officer: Vivienne Geary, Head of Law and Governance (Tel: (0191) 6435339)

Wards affected: ALL

PART 1

1.1 Executive Summary:

The Council is requested to approve the appointment of committees/sub committees, the appointment of chairs and deputy chairs of those committees/sub committees, the allocation of seats to the political groups on those committees/sub committees and the appointment of representatives to serve on outside bodies that exercise non-executive functions for the 2016/17 Municipal Year.

The Council is also requested to approve the timetable of meetings for 2016/17.

1.2 Recommendation(s):

It is recommended that Council:

1. approve the appointment of committees/sub committees for the 2016/17 municipal year and determine the number of seats for each committee as set out in paragraph 1.5.1.1 of the report;
2. approve the allocation of seats on committees/sub committees to political groups represented on the Council as set out in Appendix 1 to this report, and agree that the leaders of the political groups inform the Head of Law and Governance of their respective groups' nominations of members to each committee/sub committee by 12 noon on Friday 20 May 2016;
3. approve the appointment of chairs and deputy chairs of committees/sub committees for the 2016/17 municipal year, as set out in paragraph 1.5.3.1 of the report;
4. note the appointment of Reverend Michael Vine as the Church of England Diocesan representative on the Overview, Scrutiny and Policy Development Committee and that the appointment of the Roman Catholic Diocesan representative on the Committee is to be confirmed; and consider and

determine whether or not it is appropriate to appoint any representative of other faiths/denominations to serve on the Committee;

5. note that the Elected Mayor will appoint at least one Councillor onto the Health and Wellbeing Board for the 2016/17 Municipal Year;
6. approve the appointment of representatives to serve on outside bodies that do not exercise executive functions for the 2016/17 municipal year, as set out in Appendix 2 to this report;
7. approve the timetable of meetings for 2016/17, as set out in Appendix 3 to this report and agree that each committee, at its first meeting in the new municipal year, will determine its own commencement time; and
8. agree that the meetings of the Full Council proposed for 21 July 2016, 24 November 2016 and 23 March 2017 be those at which questions will be taken from members of the public.

1.3 Forward Plan:

Twenty eight days notice of this report has been given and it first appeared on the Forward Plan that was published on 11 April 2016.

1.4 Council Plan and Policy Framework

This report has no direct relevance to the Our North Tyneside Plan priorities.

1.5 Information:

1.5.1 Appointment of Committees/Sub Committees 2016/17

1.5.1.1 The Council is requested to appoint committees/sub committees for the 2016/17 municipal year as listed below.

Committee/Sub-Committee	No of Seats
Overview, Scrutiny and Policy Development Committee	15
Adult Social Care, Health and Wellbeing Sub-Committee	12
Children, Education and Skills Sub-Committee	12
Culture and Leisure Sub Committee	12
Economic Prosperity Sub-Committee	12
Environment Sub-Committee	12
Finance Sub-Committee	7
Housing Sub Committee	12
Appointments and Disciplinary Committee	7
Audit Committee	9 (7 elected/2 independent)
Licensing Committee	15
Planning Committee	15
Regulation and Review Committee	18
Standards Committee	9
Health and Well Being Board	See section 1.5.1.2

1.5.1.2 The Council also established a Health and Wellbeing Board with effect from 1 April 2013 in accordance with the requirements of the Health and Social Care Act 2012.

As the Authority operates executive arrangements, the Elected Mayor may instead of or in addition to making a nomination of at least one Councillor onto the Board, be a member of the Board.

It is a matter for the Elected Mayor to nominate at least one Councillor onto the Board. The Authority's Constitution currently states that the membership of the Board will comprise five councillors to be nominated by the Elected Mayor.

The rules relating to the allocation of committee seats according to the political balance of the Council do not apply to the membership of the Board.

1.5.2 Allocation of Seats to Political Groups

1.5.2.1 The rules and requirements for securing political balance on Committees and Sub-Committees appointed by Local Authorities are contained in the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 as amended.

1.5.2.2 The general effects of the balance rules on the Council are that it is under a duty to:

- (i) ensure that the membership of those bodies covered by the rules reflects the political composition of the Council as far as practicable;
- (ii) allocate seats on these bodies to the political groups in proportion to their numerical strength on the Council as far as practicable;
- (iii) accept a nomination made by the groups for the filling of seats allocated to them;
- (iv) review the allocation of seats to political groups at or as soon as practical after the Annual Council Meeting and at certain other specified times.

1.5.2.3 Section 15 of the Local Government and Housing Act 1989 requires the following principles to be applied in determining the allocation of committee seats to political groups:

- a) that not all the seats on the committee are allocated to the same political group;
- b) that the majority of the seats on the committee are allocated to a particular political group if that group has a majority of the authority's membership;

Having first satisfied a) and b) above then:

- c) the total of all seats on ordinary Committees shall be allocated to the groups in proportion to their respective political strengths on the Council.

Once a), b) and c) above have been satisfied then:

- d) the number of seats on other affected bodies (Sub-Committees/other bodies) shall also be allocated to the political groups in proportion of their respective political strengths on the Council.

1.5.2.4 The Council composition is 52 Labour members (including the Elected Mayor), 7 Conservative members, and 2 Liberal Democrat members.

1.5.2.5 Details of the allocation of seats to political groups on committees will follow.

1.5.2.6 Nomination of Committee Members

The leaders of the political groups are requested to inform the Head of Law and Governance of their respective groups' nominations of members to each of the above committees and sub committees, and also the Constitution Task Group and the Members Support Group, by 12 noon on Friday 20 May 2016.

1.5.3 Appointment of Chairs and Deputy Chairs of Committees/Sub Committees

1.5.3.1 The Council is requested to appoint Chairs and Deputy Chairs to its various Committees/Sub Committees for the 2016/17 municipal year as set out below.

	Committee/Sub Committee	Chair	Deputy Chair
1.	Overview, Scrutiny and Policy Development Committee		
2.	Adult Social Care, Health and Wellbeing Sub-Committee		
3.	Children, Education and Skills Sub-Committee		
4.	Culture and Leisure Sub-Committee		
5.	Economic Prosperity Sub-Committee		
6.	Environment Sub-Committee		
7.	Finance Sub-Committee		
8.	Housing Sub-Committee		
9.	Health and Wellbeing Board		
10.	Licensing Committee		
11.	Planning Committee		
12.	Regulation and Review Committee		
13.	Standards Committee		

1.5.3.2 In accordance with the Authority's practice, the Elected Mayor is Chair of the Appointments and Disciplinary Committee.

1.5.3.3 The Authority's Constitution requires that the two co-opted members of the Audit Committee shall fulfil the roles of Chair and Deputy Chair of the Committee. Mr Kevin Robinson currently serves as Chair of the Committee, with Mr Malcolm Wilkinson serving as Deputy Chair.

In accordance with the Audit Committee's terms of reference, the terms of office of Messrs Robinson and Wilkinson are due to expire in September 2017.

1.5.4 Church representatives on Overview, Scrutiny and Policy Development Committee

1.5.4.1 The Council is requested to note the appointment of Reverend Michael Vine as the Church of England Diocesan representative on the Overview, Scrutiny and Policy Development Committee and that the Roman Catholic Diocesan representative on the Committee is to be confirmed; and to consider and determine whether or not it is appropriate to appoint any representative of other faiths/denominations to serve on the Committee.

1.5.5 Appointment of Representatives to serve on Outside Bodies exercising non-executive functions

1.5.5.1 The Council is requested to appoint representatives to serve on those outside bodies which do not exercise executive functions for the 2016/17 municipal year, as set out in Appendix 2 to this report.

1.5.6 Timetable of Meetings 2016/17

1.5.6.1 The Council is requested to approve a timetable of meetings for the 2016/17 municipal year, as set out in Appendix 3 to this report.

The timetable provides for:-

- a) a programme of meetings of the Council, its overview and scrutiny, regulatory and other committees and sub-committees;
- b) the majority of these meetings have been scheduled to meet on a monthly cycle but with a minimal number of meetings being scheduled in August, April and the later weeks in December and no meetings on Maundy Thursday, or other key religious days;
- c) the dates of Cabinet meetings are included in the timetable for information. These are determined by the Elected Mayor;
- d) Two Member briefings per month, one in the afternoon and one in the evening;
- e) Member development including the provision of training for regulatory committees taking place between the Annual Council Meeting and the first meeting of these committees.

1.5.6.2 The Council is requested to specify those Council meetings during the year at which questions from members of the public will be taken. For Members' information, in the current municipal year, three meetings were specified for that purpose, ie those meetings held in July 2015, November 2015 and March 2016.

1.6 Decision options:

The recommendations contained in this report are based on constitutional or legislative requirements. If more than one nomination is received for any chair or deputy chair position, a vote will be held with the nominee receiving the highest number of votes being appointed to the position.

1.7 Reasons for recommended option:

To ensure that the Council makes the various appointments set out in the report in accordance with the Authority's Constitution and the relevant legislation and that the necessary arrangements can be made to convene the meetings of the Authority.

1.8 Appendices:

Appendix 1: Allocation of seats on Committees/Sub Committees to political groups represented on the Council (to follow).

Appendix 2: List of Outside Bodies exercising non-executive functions

Appendix 3: Timetable of meetings 2016/17

1.9 Contact officers:

Dave Brown – Law and Governance
Alison Campbell – Finance

Tel: 643 5358
Tel. 643 7038

1.10 Background information:

The following background papers/information have been used in the compilation of this report and are available at the office of the author:

Local Government and Housing Act 1989
Local Government (Committees and Political Groups) Regulations 1990 and amendment Regulations
The Local Government and Public Involvement in Health Act 2007
North Tyneside Council Constitution
Results of Municipal Elections 5 May 2016

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

2.1 Finance and other resources

Allowances for the Committee/Sub Committee Chairs and Deputy Chairs are included in the 2016/17 budget for Law and Governance.

2.2 Legal

This report fulfils the requirement of the Authority's Constitution to appoint committees/sub committees at its Annual Meeting and to approve a programme of meetings at its Annual Meeting if this has not already been approved by the Council. Section 15 of the Local Government and Housing Act 1989 specifies the principles to be applied in determining the allocation of committee seats to political groups.

2.3 Consultation/community engagement

The group leaders have been consulted on the revised allocation of seats on each committee/sub committee for the 2016 -17 Municipal Year.

2.4 Human rights

The contents of the report are consistent with the requirements of the Human Rights Act 1998.

2.5 Equalities and diversity

There are no equalities and diversity implications arising directly from this report.

2.6 Risk management

As the recommendations are procedural and a recognised part of the business of the Annual Council meeting, no further risk assessment has been undertaken.

2.7 Crime and disorder

There are no direct crime and disorder implications arising from this report.

2.8 Environment and sustainability

There are no direct environment and sustainability implications arising from this report.

PART 3 - SIGN OFF

- Deputy Chief Executive x
- Head of Service x
- Mayor/Cabinet Member(s) x
- Chief Finance Officer x
- Monitoring Officer x
- Head of Corporate Strategy x