

<b>Bath &amp; North East Somerset Council</b>	
MEETING:	Council
MEETING DATE:	16 <sup>th</sup> May 2024
TITLE:	<b>Appointment of Committees and Panels and other Annual Business</b>
WARD:	ALL
<b>AN OPEN PUBLIC ITEM</b>	
<p><b>List of attachments to this report:</b></p> <p>Appendix 1 – Terms of Reference of Panels, Committees and other bodies in the Council’s Constitution</p> <p>Appendix 2 – Current political proportionality table</p> <p>Appendix 3 – Member Advocates – Annual Activity report</p>	

## **1 THE ISSUE**

1.1 This report invites the Council to consider its non-executive and regulatory Committee arrangements for the Council Year May 2024 to May 2025 and associated annual business.

## **2 RECOMMENDATION**

Council is asked to:

- 2.1 Approve the structure for non-executive and regulatory decision making and Policy Development & Scrutiny working (set out in current form in Appendix 1);
- 2.2 Accordingly, appoint those bodies with membership, terms of reference and delegated powers as set out in the Constitution (and with any necessary amendments arising from this meeting);
- 2.3 Approve the allocation of seats on those Committees and Panels (such seats to be filled in accordance with the nominations made by the political groups);
- 2.4 Appoint to chair each committee and panel those Councillors as may from time to time be nominated by the political group to whom the chairmanship of the body is allocated;
- 2.5 Authorise the Monitoring Officer to fill any casual vacancies in membership of all the bodies constituted and vacancy in the office of Chair of such bodies in accordance with the wishes of the political groups;

- 2.6 Determine the bodies on which co-opted and independent members are to have seats, as either voting or non-voting members and appoint such members accordingly (current arrangements are set out in Appendix 1);
- 2.7 Note the arrangements for the conduct of Cabinet business, as set out in section 5;
- 2.8 Note the activity of the Member Advocates, as set out in Appendix 3;
- 2.9 Instruct the Monitoring Officer, in consultation with Group Leaders, to make appointments on non-executive outside bodies and note that the Leader or Cabinet Members will do so for executive outside bodies, where such vacancies arise;
- 2.10 Note the calendar of meeting dates that has been prepared up to May 2025 which is available on the Council's website;
- 2.11 Authorise the Monitoring Officer to make and publicise any amendment to the Council's Constitution required, or take any other necessary action, as a result of decisions taken at this meeting on this and other reports within the agenda, or otherwise as required by law.

### **3 FINANCIAL IMPLICATIONS**

- 3.1 None.

### **4 APPOINTMENT OF COMMITTEES AND PANELS AND THEIR CHAIRS AND MEMBERS**

- 4.1 The Council's Constitution sets out the approved non-executive and regulatory decision-making structure and the Council's overview and scrutiny arrangements (known as Policy Development & Scrutiny). The size, terms of reference and delegated powers of those bodies are set out in the Constitution and attached as Appendix 1 to this report.
- 4.2 The current political proportionality table is attached at Appendix 2. It shows when a seat is allocated to a particular group, but they have offered it to another group to fill. This offer can be withdrawn at any time and the seat allocation remains with the political group listed in the table.
- 4.3 Political groups have appointed members to the bodies listed in Appendix 1 and as Chairs of the Policy Development and Scrutiny Panels and the regulatory, non-executive committees. Unless otherwise advised by the political groups, these appointments continue for the 4 year term.

### **5 CABINET WORKING & REPORT OF SPECIAL URGENT DECISIONS**

- 5.1 Council is reminded that the arrangements for the discharge of executive (Cabinet) functions are the sole responsibility of the Leader of Council.
- 5.2 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 require any decisions taken by the Cabinet or single Cabinet Member under special urgency provisions in the previous year to be reported to Council (Constitution rule 3.5.16 refers). This Council has decided that will happen on an annual basis.

5.3 There were no such decisions taken in the previous municipal year.

## **6 MEMBER ADVOCATES**

6.1 The Council has appointed a number of Member Advocates to champion the needs of a particular interest;  
<https://democracy.bathnes.gov.uk/documents/s80638/Member%20Advocates.pdf>

6.2 The scheme requires a brief annual report to Council about the work the Advocate has done in their role in the preceding year. A summary of these is attached at Appendix 3.

## **7 APPOINTMENTS ON OUTSIDE BODIES**

7.1 Currently, appointments are made by full Council (through delegation to the Monitoring Officer in consultation with Group Leaders) for Council functions, and by the Leader for Cabinet ones.

## **8 RISK MANAGEMENT**

8.1 No risk assessment related to the issue and recommendations has been undertaken as the Council needs to put in place the arrangements contained in this report.

## **9 EQUALITIES**

9.1 Not applicable.

## **10 ADVICE SOUGHT AND CONSULTATION**

10.1 The Council's Chief Executive, Monitoring Officer (Head of Legal and Democratic Services) and Section 151 Officer (Executive Director - Resources) have had the opportunity to input to this report and have cleared it for publication.

10.2 Group Leaders have been consulted on relevant aspects of this report.

<b>Contact person</b>	Jo Morrison, Democratic Services Manager (ext 4358)
<b>Background papers</b>	The Council's Constitution
<b>Please contact the report author if you need to access this report in an alternative format</b>	