



**Cannock Chase Council**

**Annual Council Meeting**

**Wednesday 25 May 2022 at 6:00pm**

**Meeting to be held in the Council Chamber, Civic Centre, Cannock**

Notice is hereby given of the above-mentioned meeting of the Council, which you are summoned to attend for the purpose of transacting the business set out below:

Prior to the commencement of the formal business of the meeting the following will take place:

- Outgoing Chairman's Remarks
- Youth Endeavour Award

**Part 1**

**1. Apologies**

**2. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members**

To declare any interests in accordance with the Code of Conduct.

Members should refer to the guidance included as part of this agenda.

**3. Election of a Chair of the Council**

To elect a Chair of the Council for the municipal year 2022-23.

**4. Election of a Vice-Chair of the Council**

To elect a Vice-Chair of the Council for the municipal year 2022-23.

**5. Minutes**

To confirm the Minutes of the Meeting held on 27 April 2022, Minute Nos. 85 – 96; Page Nos. 52 – 58.

**6. The Chair's Announcements and Correspondence**

To receive any announcements and correspondence from the Chair of the Council.

**7. Election of the Leader of the Council**

To elect a Leader of the Council in accordance with the requirements set out in the Constitution.

**8. The Leader's Announcements and Correspondence**

To receive any announcements and correspondence from the Leader of the Council.

**9. Form and Composition of the Cabinet**

To receive notification from the Leader of the Council of the number and identity of Cabinet members and their portfolios (Item 9. – To Follow).

**10. Leader of the Opposition**

To receive confirmation of acceptance of office from the Leader of the Opposition.

**11. Form and Composition of the Shadow Cabinet**

To receive notification from the Leader of the Opposition of the number and identity of Shadow Cabinet members and their shadow portfolios (Item 11. – To Follow).

**12. Allocation of Seats to Committees and Other Bodies**

Report of the Chief Executive (Item 12.1 - 12.4).

**13. Appointment of Members, Chairs and Vice-Chairs to the Council's Committees, Sub-Committees and Other Bodies for 2022-23.**

Council is requested to consider:

- (i) The appointment of Councillors to Committees etc. as proposed by each of the Group Leaders.
- (ii) The appointment of Chairs and Vice-Chairs to Committees, Sub-Committees and Other Bodies\*.

\*Provided that advance notification of any Political Groups' proposed membership, Chairs and Vice-Chairs to Committees etc. has been circulated by the Proper Officer to all Members at least 24 hours before the start of the Annual Meeting (this will be in the form of a schedule circulated to all Members via email).

**14. Council Appointed Representatives on Outside Bodies 2022-23**

Report of the Chief Executive (Item 14.1 - 14.3).

In accordance with the Council Procedure Rules, Appendix 1 to this report (the completed schedule of proposed appointees) will be circulated at the meeting.



**T. Clegg  
Chief Executive**

17 May 2022

## **Guidance on Declaring Personal, Pecuniary, and Disclosable Pecuniary Interests at Meetings**

### **Definition of what is a Personal, Pecuniary and Disclosable Pecuniary Interest**

**A Personal Interest** is one where your well-being or financial position, or those of a member of your family or any person with whom you have a close association would be affected to a greater extent than the majority of Council Tax payers, ratepayers, or inhabitants of the electoral ward(s) affected by the decision. You automatically have a personal interest if you have given notice in the Register of Members' Interests, e.g. if you are appointed to an outside body by the Council.

**A Pecuniary Interest** is a personal interest where the matter

- a) affects your financial position or that of a member of your family or any person with whom you have a close association or a body in which you have registered in the Register of Members Interests or
- b) relates to the determining of any consent, licence, permission or registration in relation to you or any person with whom you have a close association or a body in which you have registered in the Register of Members Interests

and, in either case, where a member of the public knowing the facts would reasonably regard the interest as so significant it is likely to affect your judgement of the public interest

**A Disclosable Pecuniary Interest** is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) in respect of employment, office, trade, profession or vocation carried out for profit or gain; sponsorship; contracts; land; licences; corporate tenancies; or securities, as defined with the Localism Act, 2011.

### **Please make it clear whether it is a Personal, Pecuniary or Disclosable Pecuniary Interest**

It would be helpful if, prior to the commencement of the meeting, Members informed the Monitoring Officer of any declarations of interest, of which you are aware. This will help in the recording of the declarations in the Minutes of the meeting.

### **Declaring Interests at Full Council**

The Code of Conduct requires that personal interests where you have a personal interest in any business of the Council, and where you are aware or ought reasonably to be aware of the existence of the personal interest, and you attend a meeting of the Council at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

Some items will be mentioned in the papers for full Council but are not actually being considered by Full Council. In such circumstances the Monitoring Officer's advice to Members is that there is no need to declare an interest unless the particular matter is mentioned or discussed. As a general rule, Members only need to declare an interest at full Council in the following circumstances:

- Where a matter is before the Council for a decision and/or
- Where the matter in which the Member has an interest is specifically mentioned or discussed at the Council meeting.

**Cannock Chase Council**  
**Minutes of the Meeting of the Council**  
**Held in the Council Chamber, Civic Centre, Cannock**  
**On Wednesday 27 April 2022 at 6:00 p.m.**

**Part 1**

**Present:** Councillors:

Smith, C.D. (Chairman)	
Buttery, M.S. (Vice-Chairman)	
Adamson, G.	Jones, P.G.C.
Allen, F.W.C.	Jones, Mrs. V.
Arduino, L.	Kraujalis, J.T.
Beach, A.	Kruskonjic, P.
Cartwright, Mrs. S.M.	Lyons, N.
Crabtree, S.K.	Lyons, Mrs. O. (Leader)
Davis, Mrs. M.A.	McCall, M.
Fisher, P.A.	McMahon, J.B.
Fitzgerald, Mrs. A.A.	Muckley, A.M.
Frew, C.L.	Newbury, J.A.A.
Haden, Mrs. P.K.	Preece, J.P.T.L.
Hewitt, P.M.	Startin, P.D.
Hoare, M.W.A.	Thompson, Mrs. S.L.
Hughes, R.J.	Wilkinson, Ms. C.L.
Johnson, J.P.	Wilson, Mrs. L.J.
Johnson, T.B.	Witton, P.T.
Jones, B.	Woodhead, P.E.

**85. Apologies**

Apologies were submitted for Councillors A.S. Boucker, Ms. A.J. Dunnett, G.N. Molineux, M. Sutherland, and Mrs. H.M. Sutton.

**86. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members**

No other Declarations of Interests were made in addition to those already confirmed by Members in the Register of Members' Interests.

## **87. Minutes**

### **Resolved:**

That the Minutes of the meeting held on 2 March 2022 approved.

## **88. Chairman's Announcements and Correspondence**

### **(i) Member Retirements**

There were eight serving Members retiring from their positions this year, and the Chairman wanted to take the opportunity to acknowledge their service to the Council as this would be their last meeting:

- Councillor P.M. Hewitt - four years' service and held positions in both the Shadow Cabinet and Cabinet.
- Councillor P.D. Startin - four years' service and held positions of Deputy Leader of the Opposition and Chairman of the Planning Control Committee.
- Councillor Ms. C.L. Wilkinson - four years' service and very productive Member of the Council.
- Councillor P.T. Witton - eight years' service and former Chairman of the Council.
- Councillor Mrs. H.M. Sutton - 14 years' service and held a position in the Shadow Cabinet.
- Councillor Mrs. M.A. Davis - 24 years' service and held positions in the Cabinet and Shadow Cabinet.
- Councillor G. Adamson - 25 years' service. Councillor Adamson held office of Leader of the Council for 15 years in total over two periods - 1985 to 1990 and 2011-2021, and more recently was Leader of the Opposition. During these times he played a key role in taking the Authority forward and ensuring the Council had given the best service possible to the District's residents. Councillor casework had always been close to Councillor Adamson's heart, helping those in need, and he had certainly been a passionate and dedicated Councillor.

Thanks were then given to Councillor Adamson for all the time he had given to the Authority and its residents, which was outstanding.

- Councillor F.W.C. Allen - the Chairman noted it was only right that Councillor Allen received a special mention as he was soon to retire from the Council having served for a remarkable 46 years. This was not quite a record for the Council, but it was nevertheless a service record that would be hard to beat and one to be admired.

Councillor Allen began his working life as a miner at Littleton Colliery, but it was his love of horses that led him to eventually becoming a bookies clerk. He also served as a Magistrate for 26 years and had been a Governor at Red Hill school for over 30 years.

Councillor Allen was first elected to the St. Chads Ward in 1976 and was now retiring from the Council as a long-standing Councillor for Cannock North Ward. He had held positions on the Cabinet and more recently Shadow Cabinet, as well as being a former Deputy Leader. He had also served on numerous committees and represented the Council externally on outside bodies. Furthermore, he served as Chairman of the Council twice, and it was during his time as Chairman

in 1989-90 when he fulfilled his lifelong ambition to ride a racehorse, which he did at Uttoxeter racecourse, raising money for his chosen charity, Save the Children.

When choosing to stand as a Councillor, Councillor Allen's intention was to be able to help people with their housing problems and along with planning matters, housing had always been a great passion of his. It was thanks to this that Councillor Allen was able to take a key role in seeing the redevelopment of major estates in the District including Bevan Lee, Elizabeth Road, and Moss Road.

Councillor Allen was a true gentleman and without doubt, his commitment to the Council and its residents was exemplary. He would be a great loss to the Council not just as a person, but for his knowledge and expertise too.

On behalf of all Members and Officers, the Chairman thanked all other Members who were retiring for their dedication and service to the Council and its residents, noting they would all be dearly missed in the Chamber and were sent everyone's very best wishes for the future.

Finally, on behalf of all Members and Officers, the Chairman thanked Councillor Allen for his service and dedication to Cannock Chase and sent him everyone's best wishes.

The Chairman then invited other Members to speak about their retiring colleagues.

## **(ii) Chairman's Raffle**

An email had been circulated to all Members yesterday afternoon regarding a raffle the Chairman would be holding to raise money for his chosen charity, Stafford and District Riding for the Disabled Group. All Members were encouraged to participate, with the draw being made at the end of this evening's meeting.

The Chairman noted that all donations were greatly appreciated and that every penny helped to support this worthy organisation.

## **89. Leader's Announcements and Correspondence**

### **(i) Homes for Ukraine**

There were currently two routes for Ukrainian nationals to enter the UK:

1. Ukraine Family Scheme - this allowed family members of British nationals and individuals settled in the UK to come to or stay in the UK, and
2. Ukraine Sponsorship Scheme - this allowed Ukrainian nationals and their family members to come to the UK if they had a named sponsor under the 'Homes for Ukraine' scheme.

Both routes entitled Ukrainian nationals to access a visa for up to three years, and hence were entitled to live, work, and study in the UK and access public funds, including benefits.

It was vital that Members encouraged any residents wishing to offer support to do so through the official channels, as this enabled the correct checks to be undertaken and ensured the safety of both the individuals being welcomed and those opening up their homes to them.

As of 22 April, 25 sponsors under the 'Homes for Ukraine' scheme had registered across Cannock Chase, with 56 arrivals being expected.

A huge thank you was given to everybody involved in the tremendous efforts seen across the District to support Ukraine and offer a warm welcome to those arriving here.

**(ii) Platinum Jubilee**

As Members were aware, this was a very special year. Last Thursday marked Her Majesty The Queen's 96<sup>th</sup> birthday, and 2 June would mark 70 years since her coronation to the throne.

Communities and residents across Cannock Chase were planning to host some fantastic celebrations to mark the occasion, both over the four-day bank holiday weekend and throughout the summer.

To support these events, the Council had produced an event information pack that was available online. In addition to this, the Council had created a specific webpage for the Platinum Jubilee that would collate information on events being held locally.

**(iii) McArthurGlen Designer Outlet Village**

The Designer Outlet had recently celebrated its first anniversary and the success of the first year.

852 staff were now employed at the Outlet, 92% of whom lived within a 15-mile radius.

Roles had been recruited to through the partnership with Walsall College Retail Academy, and the careers event held in October 2021 attracted over 200 candidates, 34 of whom had secured roles and started employment within two weeks of the event.

A further 165 roles were due to become available, bringing the total employment figure to 1,017 people.

**(iv) UK Shared Prosperity Fund**

Cannock Chase Council had been allocated £3,021,807 through the fund. This money was very welcome and fitted well with the creation of the pipeline of projects.

Further updates would be provided in due course.

**(v) Local Elections**

Thanks were given to all the Council's Officers for their hard work and support over the past year.

Thanks were also given to those Councillors who were not seeking re-election next week, having dedicated many years to serve the Council and residents across Cannock Chase.

Finally, all candidates, of all colours and political affiliations, were wished the very best of luck for the elections.

**90. Changes to Membership of Committees etc. 2021/22**

Councillor P.E. Woodhead, Leader of the Chase Community Independents & Green Group, notified Council of changes to the Group's membership of the Planning Control Committee for approval by Council (Item 6.1).

**Resolved:**

That the changes to the Chase Community Independents & Green Group's membership of the Planning Control Committee, as detailed at item 6.1 of the agenda, not be approved.



**91. Comments and Questions on Part 1 Minutes of Cabinet, Committees, Sub-Committees and Panels under Rule 9**

None received.

**92. Corporate Plan 2022-26**

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 8.1 - 8.12).

**Resolved:**

That the Corporate Plan 2022-26, as set out in Appendix 1 of the report, be approved, and included in the policy framework of the Council.

**93. Interim Position Report - First Stage of the Business Case for the Extension of Shared Services Arrangements**

Consideration was given to the Report of the Leader of the Council (Item 9.1 - 9.29).

Councillor A.M. Muckley moved the following Amendment, which was duly seconded:

“That an additional recommendation be included under paragraph 2.1:

In order to ensure transparency throughout the process, a group of Members will meet to look at the expansion of shared services and be formed of a proportionate group of Members.”

The Leader gave assurance that this matter would be fully considered as part of determining the governance arrangements for the wider sharing of services. On this basis, Councillor Muckley withdrew the Amendment.

**Resolved:**

That:

- (A) The opportunities of further shared services with Stafford Borough Council continue to be explored.
- (B) The Joint Chief Executive, Mr T. Clegg, be authorised to continue to develop the second stage of the detailed business case, which is to be reported to Cabinet on 13 October 2022 and Council on 16 November 2022 (“the Term”) together with an outline implementation plan.
- (C) During the Term, Mr Clegg would remain employed by Stafford Borough Council and seconded to Cannock Chase Council by agreement under section 113 of the Local Government Act 1972.
- (D) The full costs of the Joint Chief Executive post continue to be shared with Stafford Borough Council on a 50/50 basis as set out in the report to Council on 19 May 2021.
- (E) To continue to provide adequate cover arrangements and a mechanism in relation to conflict of interests, the Joint Deputy Chief Executive arrangements remain in place during the Term to support the completion of the detailed business case in line with the report to Council on 19 May 2021.
- (F) The non-decision-making Shared Services Board continue to consider any matters that could arise in the interim. The Board would report to both Councils’ Cabinets with the final proposal being put to each Council meeting for final determination.

- (G) The Head of Law and Administration, together with the interim Deputy Chief Executive (Joint Shared Head of Human Resources), in consultation with the Leader of each Council, be authorised to finalise the necessary legal and HR arrangements in relation to the above decisions.
- (H) The budget provision for independent advice and support to the development of the second stage of the business case be increased to £60,000, with the full costs to be shared 50/50 by each Council.
- (I) The Local Government Association be invited to:
  - (i) Engage with Members early in the development of the second stage of the business case to seek their views on the wider sharing of services.
  - (ii) Hold one-to-one sessions with all Heads of Service to obtain feedback on existing shared services and their considerations and thoughts on the proposals.
  - (iii) Review the second stage of the completed business case, prior to its submission to both Councils for consideration, to ensure that it provided sufficient and balanced information for Members to make a final decision on.

#### **94. Senior Management Recruitment and Appointments**

Consideration was given to the Report of the Chief Executive (Item 10.1 - 10.5).

##### **Resolved:**

That:

- (A) The recruitment of a full-time, permanent, s151 Officer / Deputy Chief Executive be commenced.
- (B) A recruitment agency be appointed to support the search for, and recruitment of, a s151 Officer / Deputy Chief Executive.
- (C) A Member representative from Stafford Borough Council be included on the Appointments Panel for the s151 Officer / Deputy Chief Executive post.
- (D) Mr. J. Presland be appointed to the post of Head of Environment and Healthy Lifestyles on a permanent basis.
- (E) The forthcoming retirement of two of the shared Heads of Service from Stafford Borough Council be noted, along with the intention to cover these on an interim basis pending the completion of the business case for a wider sharing of services.

#### **95. Constitution Amendments**

Consideration was given to the Report of the Monitoring Officer (Item 11.1 - 11.14).

*(Councillor P.D. Startin left the meeting at the start of this item and was not present for the debate or vote on this matter.)*

##### **Resolved:**

That the proposed amendments to the Constitution, as detailed in Appendix 1 of the report, be approved.

#### **96. Comments and Questions on Part 2 Minutes of Cabinet, Committees, Sub-Committees and Panels under Rule 9**

None received.

The meeting closed at 7:59 p.m.

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**Chairman**

<b>Report of:</b>	<b>Chief Executive</b>
<b>Contact Officer:</b>	<b>Steve Partridge</b>
<b>Contact Number:</b>	<b>01543 464 588</b>
<b>Portfolio Leader:</b>	<b>Leader of the Council</b>
<b>Report Track:</b>	<b>Annual Council: 25/05/22</b>

**Annual Council  
25 May 2022  
Allocation of Seats to Committees and Other Bodies**

**1 Purpose of Report**

- 1.1 For Council to determine the allocation of seats to different Political Groups duly constituted, to the Council's Committees and Other Bodies, following the District elections held on 5 May 2022 that resulted in the election of 13 ward councillors.

**2 Recommendation(s)**

- 2.1 That the allocation of seats to the different Political Groups to the Council's Committees and Other Bodies as set out in Appendix 1 to the report be confirmed.

**3 Key Issues and Reasons for Recommendations**

**Key Issues**

- 3.1 Following the District elections held on 5 May 2022 that resulted in the election of 13 ward councillors, it has been necessary to review the allocation of seats to Committees, Sub-Committees and Other Bodies to ensure the allocations are proportionate to the membership of each Political Group.

**Reasons for Recommendations**

- 3.2 Council is required to confirm the allocation of seats to the different Political Groups in order that the appointment of Members, Chairs, and Vice-Chairs to Committees and Other Bodies can be subsequently considered under item 13 of the agenda for today's meeting.

**4 Relationship to Corporate Priorities**

- 4.1 The Council, through its democratic process, supports the Council's Corporate Priorities.

**5 Report Detail**

- 5.1 The Local Government and Housing Act 1989 (and further regulations since) requires the Council to allocate seats to the political parties in accordance with the political balance rules. The Council has previously determined that the size of the Council's Committees is fixed at the start of the municipal year and remains fixed for that year. In the event of any changes to party membership or a vacancy occurring during the year, the size of Committees would not change; the only change being the allocation of seats to political parties in accordance with the political balance rules.
- 5.2 Council is required to consider the allocation of seats to the different Political Groups in relation to the Council's Committees and Other Bodies, to give effect to, and reflect, so far as reasonably practicable, the political balance of the Members of the Council.
- 5.3 Under agenda item 13 of today's meeting, Council will be asked to consider and confirm the appointment of Members, Chairs and Vice-Chairs to Committees and Other Bodies as proposed by each of the Group Leaders in accordance with a political balance calculation previously provided to them.

**6 Implications****6.1 Financial**

None.

**6.2 Legal**

The Council has a duty under Section 15(3) of the Local Government and Housing Act 1989 ('the Act') to "determine the allocation to the different political groups into which the members of the authority are divided of all the seats which fall to be filled by appointments made from time to time by that authority...".

Sections 15(4) and (5) of the Act place a further duty upon the Council, in performing its obligations under subsection (3) above, to determine the allocation to different political groups of seats on Committees and Other Bodies, to give effect, so far as reasonably practicable, to the following principles:

- (a) That not all the seats are allocated to the same political group.
- (b) That the majority of the seats are allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership,
- (c) Subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of the Council as is borne by the number of members of that group to the membership of the Council; and
- (d) Subject to paragraphs (a) to (c) above, that the number of seats which are allocated to each political group bears the same proportion to the number of all the seats on Committees and Other Bodies as is borne by the number of members of that group to the membership of the Council.

**6.3 Human Resources**

None.

**6.4 Risk Management**

None.

**6.5 Equality & Diversity**

None.

**6.6 Climate Change**

None.

<b>7 Appendices to the Report</b>
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Appendix 1: Political balance calculation as at 25 May 2022.

## Political Balance / Allocation of Seats on Committees etc. - for Annual Council Meeting on 25 May 2022

COMMITTEE	SEATS	CONSERVATIVE (25)			LABOUR (8)			CHASE COMMUNITY INDEPENDENTS (3) & GREEN (2)			LIB DEM (2)			INDEPENDENT (1)			TOTAL
		Pre-Change (Actual or Equiv)	Proposed	Diff	Pre-Change (Actual or Equiv)	Proposed	Diff	Pre-Change (Actual or Equiv)	Proposed	Diff	Pre-Change (Actual or Equiv)	Proposed	Diff	Pre-Change (Actual or Equiv)	Proposed	Diff	
<b>Council</b>	<b>41</b>	(05/21)	25		(05/21)	8		(05/21)	5		(05/21)	2		(05/21)	1		41
All Committees	78	46	47	1	17	15	-2	11	10	-1	4	4	0	0	2	2	78
* Planning Control	15	9	9	0	3	3	0	2	2	0	1	1	0	0	0	0	15
* Licensing & Public Protection	10	6	6	0	2	2	0	1	1	0	1	1	0	0	0	0	10
Audit & Governance	7	4	4	0	2	1	-1	1	1	0	0	0	0	0	1	1	7
Standards	7	4	4	0	1	1	0	1	1	0	1	1	0	0	0	0	7
<b>Scrutiny Committees</b>																	
*Economic Recovery	13	8	8	0	3	3	0	2	2	0	0	0	0	0	0	0	13
*Financially Resilient Council	13	8	8	0	3	2	-1	2	2	0	0	1	1	0	0	0	13
*Health & Wellbeing	13	7	8	1	3	3	0	2	1	-1	1	0	-1	0	1	1	13
<b>ACTUAL SEAT ALLOCATION</b>		<b>46</b>	<b>47</b>	<b>1</b>	<b>17</b>	<b>15</b>	<b>-2</b>	<b>11</b>	<b>10</b>	<b>-1</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>78</b>
** TU Consultative Forum	7	4	4	0	2	2	0	0	1	1	0	0	0	0	0	0	7
** Appeals & Complaints Panel	5	3	3	0	1	1	0	1	0	-1	0	0	0	0	1	1	5
** Appointments Panel	9	5	5	0	2	2	0	1	1	0	1	1	0	0	0	0	9
** Constitution Working Group	6	4	4	0	1	1	0	1	1	0	0	0	0	0	0	0	6
	27	16	16	0	6	6	0	3	3	0	1	1	0	0	1	1	27

KEY:

\* These Committees shall have named substitutes of one Councillor from each political group

\*\* Although not a Council Committee, political balance calculation applies

<b>Report of:</b>	<b>Chief Executive</b>
<b>Contact Officer:</b>	<b>Matt Berry</b>
<b>Contact Number:</b>	<b>01543 464 589</b>
<b>Portfolio Leader:</b>	<b>Leader of the Council</b>
<b>Report Track:</b>	<b>Council: 25/05/21</b>

**Annual Council  
25 May 2022  
Council Appointed Representatives on Outside Bodies 2022-23**

**1 Purpose of Report**

- 1.1 To consider the appointment of representatives to outside bodies for 2022-23 as set out in the schedule of nominations to be circulated at the Annual Council Meeting.
- 1.2 To confirm the Chief Executive's authority to make appointments to any other outside bodies throughout the municipal year and amend existing appointments as necessary, in accordance with the arrangements as set out in paragraph 3 of this report.

**2 Recommendation(s)**

That:

- 2.1 Council determine the appointment of representatives to outside bodies for 2022-23, as set out in Appendix 1 of the report (to follow).
- 2.2 The Chief Executive, in consultation with the Political Group Leaders, makes appointments to additional outside bodies and amendments to any existing outside bodies, as necessary, throughout the municipal year.
- 2.3 In the event of the Political Group Leaders failing to agree on a nomination(s) to an outside body (as referred to in paragraph 2.2 above) the appointment will be a matter for determination by the Council.
- 2.4 Subject to paragraph 2.2 above, the Chief Executive when appointing representatives to outside bodies, be authorised to determine which of the appointments should be classed as an 'approved duty' for the purposes of claiming travelling and subsistence expenses.



### **3 Key Issues and Reasons for Recommendations**

#### **Key Issues**

- 3.1 Under the order of business for the Annual Council Meeting, as set out in the Council Procedure Rules (Part 4, Section 27 of the Constitution), the Council shall “appoint representatives to outside bodies provided that Group Leaders have submitted their nominations to the Proper Officer at least 48 hours prior to the commencement of the Annual Meeting. The submitted nominations shall be circulated to Members of the Council at the meeting and no amendments shall be permitted once the nominations are received by the Proper Officer.”.

#### **Reasons for Recommendations**

- 3.2 The appointment of representatives to serve on outside bodies must be undertaken annually in accordance with the requirements as set out in paragraph 3.1, above, and the terms of office and other conditions detailed in the schedule at Appendix 1 of the report (to follow).
- 3.3 For practical purposes, Council is also requested to delegate authority to the Chief Executive, in consultation with the Group Leaders, to make appointments to any additional outside bodies, and amend existing appointments as necessary, throughout the municipal year, on receipt of any nominations from individual Group Leaders.
- 3.4 Should Council agree to recommendation 2.2, then further delegated authority is sought for the Chief Executive to determine those appointments that are to be classed as an ‘approved duty’ for the purposes of the nominated representative claiming travelling and subsistence expenses.

### **4 Relationship to Corporate Priorities**

- 4.1 The Council, through its democratic process, contributes to the Council’s Corporate Priorities and promotes community engagement through the appointment of representatives to outside bodies.

### **5 Report Detail**

- 5.1 In helping to prepare the schedule of proposed appointments, details of the number of meetings of outside bodies called during the preceding 12-month period, together with details of the attendance of those appointed to such bodies has been provided to each of the Political Group Leaders prior to them submitting their nominations. However, it should be noted that this information may not provide an accurate picture of attendance / representation because, for example, the body may have met only infrequently / has failed to meet at all during the period; or has not fed back details of attendance on request.
- 5.2 Determination of appointments to representatives on outside bodies is a matter for Council in the first instance. To not cause undue delay in between Council meetings, recommendation 2.2 seeks delegation to the Chief Executive, in consultation with the Political Group Leaders, to make additional appointments to

new outside bodies or amend appointments to existing outside bodies. Recommendation 2.3 sets out that if agreement cannot be reached in such circumstances, then the matter will be referred to full Council for resolution.

- 5.3 Recommendation 2.4 seeks authority for the Chief Executive to determine which outside bodies should be classed as ‘approved duties’ under the Members’ Allowances Scheme for the purposes of paying travel and subsistence allowances.

## **6 Implications**

### **6.1 Financial**

There are no direct financial implications arising from this report. Any costs which arise from appointments determined as an approved duty, and thereby subject to travel and subsistence claims, will have to be met from existing Members’ budgets.

### **6.2 Legal**

Unless otherwise specified by statute, Section 101(1) of the Local Government Act 1972 empowers the Council to arrange for the discharge of any of its functions by an officer of the Council in that:

“subject to any express provision contained in this act or any act passed after this Act, a local authority may arrange for the discharge of any of their functions-

(a) by a committee, a sub-committee or an officer of the authority...”

Council can therefore delegate the appointment of representatives on outside bodies to the Chief Executive.

### **6.3 Human Resources**

None.

### **6.4 Risk Management**

None.

### **6.5 Equality & Diversity**

None.

### **6.6 Climate Change**

None.

## **7 Appendices to the Report**

Appendix 1: Schedule of proposed Outside Bodies appointments for 2022-23 (to follow).