



# Council Annual

**To All Members of the Council on Tuesday, 09 May 2023**

**Date of meeting: Monday, 15 May 2023**

**Time: 18:30**

**Venue: The Council Chamber**

**The Symington Building, Adam and Eve Street, LE16 7AG**

**Members of the public can access a live broadcast of the meeting from the [Council website](#), and the meeting webpage. The meeting will also be open to the public.**

Dear Councillor

The Annual Meeting of the Harborough District Council, which you are invited to attend, is to be held as detailed above.

The business to be transacted is set out in the Agenda below.

Yours faithfully

LIZ ELLIOTT

INTERIM CHIEF EXECUTIVE AND HEAD OF PAID SERVICE

HARBOROUGH DISTRICT COUNCIL

## **Agenda**

- |          |                                                                        |              |
|----------|------------------------------------------------------------------------|--------------|
| <b>1</b> | <b>Report of the Returning Officer</b>                                 | <b>3 - 6</b> |
| <b>2</b> | <b>Election of Chairman for the Year 2023/2024</b>                     |              |
| <b>3</b> | <b>Investiture of Chairman and Declaration of Acceptance of Office</b> |              |
| <b>4</b> | <b>Vote of thanks to retiring Chairman</b>                             |              |
| <b>5</b> | <b>Response by retiring Chairman</b>                                   |              |

|           |                                                                                 |                |
|-----------|---------------------------------------------------------------------------------|----------------|
| <b>6</b>  | <b>Appointment of Vice- Chairman for the year 2023/2024</b>                     |                |
| <b>7</b>  | <b>Investiture of Vice- Chairman and Declaration of Acceptance of Office</b>    |                |
| <b>8</b>  | <b>Receive the Minutes of the Annual Meeting of Council held on 23 May 2022</b> |                |
| <b>9</b>  | <b>Minutes Annual Council 2022</b>                                              | <b>7 - 12</b>  |
| <b>10</b> | <b>Chairman's Announcements</b>                                                 |                |
| <b>11</b> | <b>Election of the Leader of the Council</b>                                    |                |
| <b>12</b> | <b>Annual Review of Constitution report</b>                                     | <b>13 - 33</b> |
| <b>13</b> | <b>Calculation and application of political balance</b>                         | <b>34 - 44</b> |
| <b>14</b> | <b>Scheme of Delegations</b>                                                    | <b>45 - 45</b> |
| <b>15</b> | <b>Rota of Meetings - May 2023 to May 2024</b>                                  | <b>46 - 59</b> |
| <b>16</b> | <b>Appointment of Representatives on Outside Bodies</b>                         | <b>60 - 63</b> |

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Circulate to: **All Councillors**

# Harborough District Council



## Report to Council Meeting of 15 May 2023

|                         |                                                                          |
|-------------------------|--------------------------------------------------------------------------|
| <b>Title:</b>           | Report of the Returning Officer                                          |
| <b>Status:</b>          | Public                                                                   |
| <b>Key Decision:</b>    | No                                                                       |
| <b>Report Author:</b>   | Chief Executive, Liz Elliott<br>l.elliott@harborough.gov.uk              |
| <b>Lead Councillor:</b> | TBC                                                                      |
| <b>Appendices:</b>      | A – List of persons elected to Harborough District Council on 4 May 2023 |

### Summary

- i. On 4 May 2023, 34 seats on the Harborough District Council were contested at the local government election.
- ii. The persons identified at Appendix A were elected to the Council.

### Recommendations

1. Council is invited to note those elected to Harborough District Council as set out at Appendix A.

### Reasons for Recommendations

It is a statutory requirement that the Council receive a report from the Returning Officer following local government elections.

## 1. Purpose of Report

- 1.1 This report identifies the persons elected to Harborough District Council on 4 May 2023.

## **2. Background**

- 2.1 Councillors of Harborough District Council for the municipal year 2022 – 2023 retired with effect from 9 May 2023 (as opposed to 8 May 2023 due to the additional Coronation bank holiday).
- 2.2 Elections to fill the vacancies took place on 4 May 2023, with successful candidates taking office on 9 May 2023 as opposed to 8 May 2023 due to the additional Coronation bank holiday.

## **3. Details**

- 3.1 The Returning Officer for Harborough District Council (currently the Chief Executive) is required to notify the Council of those councillors elected to it, which are listed as set out as Appendix A to this report.

## **Recommendation**

- 5.1.1 Council is invited to note the details of the newly appointed councillors.

## **Background papers**

None

**HARBOROUGH DISTRICT COUNCIL**

**Alphabetical List of Councillors  
following  
Local Elections held on 4<sup>th</sup> May 2023**

| <b>Councillor (Party)</b>      | <b>Ward</b>                                         |
|--------------------------------|-----------------------------------------------------|
| <b>Buddy ANDERSON (LD)</b>     | <b>Market Harborough – Great Bowden &amp; Arden</b> |
| <b>Joanne ASHER (LD)</b>       | <b>Lubenham</b>                                     |
| <b>Neil BANNISTER (C)</b>      | <b>Dunton</b>                                       |
| <b>Jonathan BATEMAN (C)</b>    | <b>Misterton</b>                                    |
| <b>Paul BEADLE (LAB)</b>       | <b>Lutterworth West</b>                             |
| <b>Stephen BILBIE (C)</b>      | <b>Fleckney</b>                                     |
| <b>Alan BIRCH (LD)</b>         | <b>Fleckney</b>                                     |
| <b>Mrs Amanda BURRELL (LD)</b> | <b>Thurnby &amp; Houghton</b>                       |
| <b>Paul DANN (C)</b>           | <b>Broughton Astley – Primethorpe &amp; Sutton</b>  |
| <b>Peter ELLIOTT (LD)</b>      | <b>Thurnby &amp; Houghton</b>                       |
| <b>Stuart FINAN (LD)</b>       | <b>Market Harborough – Little Bowden</b>            |
| <b>Rose FORMAN (GREEN)</b>     | <b>Market Harborough – Welland</b>                  |
| <b>David GAIR (LAB)</b>        | <b>Lutterworth East</b>                             |
| <b>Simon GALTON (LD)</b>       | <b>Thurnby &amp; Houghton</b>                       |
| <b>Clive GRAFTON-REED (C)</b>  | <b>Broughton Astley – Primethorpe &amp; Sutton</b>  |
| <b>Mark GRAVES (LD)</b>        | <b>Broughton Astley – South &amp; Leire</b>         |
| <b>James HALLAM (C)</b>        | <b>Glen</b>                                         |
| <b>Robin HOLLICK (C)</b>       | <b>Kibworths</b>                                    |

|                                 |                                                     |
|---------------------------------|-----------------------------------------------------|
| <b>Peter JAMES (LD)</b>         | <b>Market Harborough – Little Bowden</b>            |
| <b>Barbara JOHNSON (LD)</b>     | <b>Market Harborough – Logan</b>                    |
| <b>Phil KING (C)</b>            | <b>Kibworths</b>                                    |
| <b>James KNIGHT (LAB)</b>       | <b>Lutterworth West</b>                             |
| <b>Phil KNOWLES (LD)</b>        | <b>Market Harborough – Great Bowden &amp; Arden</b> |
| <b>Rani MAHAL (C)</b>           | <b>Glen</b>                                         |
| <b>Sindy MODHA (C)</b>          | <b>Billesdon &amp; Tilton</b>                       |
| <b>Amanda NUNN (C)</b>          | <b>Bosworth</b>                                     |
| <b>Mrs Rosita PAGE (C)</b>      | <b>Ullesthorpe</b>                                  |
| <b>Michael RICKMAN (C)</b>      | <b>Neville</b>                                      |
| <b>Martin SARFAS (LD)</b>       | <b>Lutterworth East</b>                             |
| <b>Lynne TAYLOR (GREEN)</b>     | <b>Market Harborough – Welland</b>                  |
| <b>Simon WHELBAND (C)</b>       | <b>Kibworths</b>                                    |
| <b>Geraldine WHITMORE (LD)</b>  | <b>Market Harborough – Logan</b>                    |
| <b>Darren WOODIWISS (GREEN)</b> | <b>Market Harborough – Welland</b>                  |
| <b>Joshua WORRELL (C)</b>       | <b>Broughton Astley – South &amp; Leire</b>         |

CONSERVATIVES: 15  
 LIBERAL DEMOCRATS: 13

LABOUR: 3  
 GREEN: 3

HARBOROUGH DISTRICT COUNCIL  
MINUTES OF THE ANNUAL MEETING OF COUNCIL

23<sup>rd</sup> May 2022 commencing at 6:30 p.m.

Present:

Councillor Bilbie (outgoing Chairman)

Councillor Bannister (incoming Chairman)

Councillors: Mrs Ackerley, Beadle, Dr Bremner, Mrs Burrell, Champion, Critchley, Dann, Dunton, Elliott, Fosker, Frenchman, Galton, Golding, Graves, Hallam, Hollick, James, Johnson, King, Knowles, Mahal, Modha, Nunn, Mrs Page, Rickman, Mrs Robinson, Mrs Simpson, Whelband and Mrs Wood.

Officers: D. Atkinson, L. Elliott, S. Green, S. Hamilton, N. Kwasa, C. Mason,  
B. Morris, N. Kwasa

Apologies: Bateman, Liquorish and Sarfas

CHAIRMAN'S ANNOUNCEMENTS

Councillor Bilbie stated that he was delighted to announce that the first item of this Annual Council would be Granting the Freedom of the District to Dylan Fletcher-Scott MBE and Laura Sugar MBE.

1. GRANTING THE FREEDOM OF THE DISTRICT TO DYLAN FLETCHER-SCOTT MBE AND LAURA SUGAR MBE

The Chairman welcomed Laura Sugar and the parents of Dylan Fletcher-Scott, to whom the Council was very proud to honour as Paralympian and Olympians from the Harborough District.

The award gave Harborough District Council the opportunity to show its support to the outstanding achievements of these two athletes at the 2020 Olympic and Paralympic games. Laura won a gold medal for Team GB in the women's KL3 Paracanoe at the 2020 (21) Tokyo Paralympic Games, and Olympian sailor Dylan won a gold medal for Team GB in the Men's 49er.

2. CHAPLAIN'S ADDRESS

Father Philip O'Reilly delivered the Chaplain's address.

### 3. ELECTION OF CHAIRMAN FOR THE YEAR 2022/2023

Nominations were invited for the election of Chairman of the Council for the ensuing year.

Councillor Bannister was nominated by Councillor King and seconded by Councillor Knowles.

There being no other nominations, it was therefore;

**RESOLVED that Councillor Neil Bannister be elected Chairman of the Council for the 2022/23 year.**

### 4. INVESTITURE OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Bannister made and subscribed to the Statutory Declaration of Office and thanked Members for his re-appointment. He then took the Chair.

### 5. VOTE OF THANKS TO RETIRING CHAIRMAN

A number of votes of thanks were given to the retiring Chairman, Councillor Bilbie by Councillors King, Hallam, Knowles and from the incoming Chairman Bannister.

### 6. RESPONSE BY RETIRING CHAIRMAN

Councillor Bilbie delivered a concluding speech and presented a cheque to his nominated charity, Vista, represented by Kate Naish and Lisa Harrson-Byrne.

### 7. ELECTION OF VICE- CHAIRMAN FOR THE YEAR 2022/2023

Nominations were invited for the election of Vice-Chairman of the Council for the ensuing year.

Councillor Rani Mahal was nominated by Councillor King and seconded by Councillor Bannister.

There being no other nominations, it was therefore;

**RESOLVED that Councillor Rani Mahal be appointed Vice-Chairman of the Council for the 2022/23 year.**



#### 8. INVESTITURE OF VICE- CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Mahal made and subscribed to the Statutory Declaration of Office and thanked Members for her appointment.

#### 9. APPROVE THE MINUTES OF THE ANNUAL MEETING OF COUNCIL ON 5 MAY 2021

It was moved by Councillor King, seconded by Councillor Knowles and;

**RESOLVED that the Minutes of the Annual Meeting of Council held on 5 May 2021 be agreed as a true and correct record.**

#### 10. CHAIRMAN'S ANNOUNCEMENTS

The Chairman congratulated Councillor Mahal on her appointment as Vice-Chairman of the Council and announced that:

- His chaplain duties for the year will be undertaken by representatives from multi-faiths.
- During the forthcoming municipal year he will hold a Civic Carol Service, Civic Service and Civic Dinner.
- The Council would be raising the Armed Forces Day flag at a ceremony on Monday 20th June 2022. .
- Any monies raised from civic events will be donated to the Leicestershire and Rutland branch of the Motor Neurone Disease Association

#### 11. TO RECEIVE AN OFFICER'S REPORT ON THE ROTA OF MEETINGS MAY 2022 - MAY 2023

Members received and considered the draft Rota of Meetings for May 2022 - May 2023. Councillor King moved that the proposed rota of meetings be adopted and implemented. This was seconded by Councillor Whelband.

Councillor Knowles moved an amendment to the motion in that the number of meetings of the full Council be increased from four to eight. This was seconded by Councillor Dunton. A vote was taken on the motion as amended to determine if it should become the substantive motion. The vote was lost.

The original motion as moved by Councillor King, that the proposed rota of meetings be adopted and implemented, was taken to the vote. It was therefore;

**RESOLVED that the Draft Rota of Meetings, May 2022 – May 2023 be adopted and implemented.**

**12. TO DECIDE THE ALLOCATION OF SEATS TO POLITICAL GROUPS FOR THE YEAR 2021/2022 IN ACCORDANCE WITH THE POLITICAL BALANCE RULES UNDER THE LOCAL GOVERNMENT AND HOUSING ACT 1989**

Members received and considered the report on Political Balance Calculations and Appointment Allocations. It was moved by Councillor King and seconded by Councillor Whelband to agree the allocation of seats as detailed in the report. The motion was taken to the vote and it was therefore;

**RESOLVED unanimously that the allocation of seats as detailed in the report be agreed.**

Following the vote, it was confirmed by the Director – Law and Governance that Chairmanships would be agreed at the first meeting in the municipal year of each Committee or Panel.

**13. TO APPOINT THE SCRUTINY COMMISSION, SCRUTINY PANELS, THE AUDIT AND STANDARDS COMMITTEE AND OTHER SUCH COMMITTEES OR PANELS AS THE COUNCIL CONSIDERS APPROPRIATE TO DEAL WITH MATTERS WHICH ARE NEITHER RESERVED TO COUNCIL NOR ARE EXECUTIVE FUNCTIONS (AS SET OUT IN SECTION B OF PART 3 OF THE COUNCIL'S CONSTITUTION)**

Members received and considered the report on appointments to Committees and Panels. It was moved by Councillor King and seconded by Councillor Dann to agree the appointments as detailed in the report. The motion was taken to the vote and it was therefore;

**RESOLVED that the appointments to Committees and Panels as detailed in the report be agreed.**

**14. TO APPOINT THE CHAIRMAN OF THE SCRUTINY COMMISSION FOR THE YEAR 2022/2023**

Members considered the appointment of the Chairman of the Scrutiny Commission for the year 2022/2023. It was moved by Councillor King to appoint Councillor Mrs Rosita Page and this was seconded by Councillor Dann.

There were no further nominations, and it was therefore;

**RESOLVED that Councillor Mrs Rosita Page be appointed as the Chairman of the Scrutiny Commission for the year 2021/2022.**

Councillor Mrs Page thanked the Chairman and the Committee.

**15. TO AGREE THE SCHEME OF DELEGATIONS OR SUCH PART OF IT AS THE CONSTITUTION DETERMINES IT IS FOR THE COUNCIL TO AGREE**

Members received and considered the scheme of delegation in Section B of Part 3 of the Council's Constitution for the 2022/2023. The Portfolio Holder advised that references relating to the senior management team within Section B of Part 3 of the Constitution would be updated and considered at the forthcoming Constitutional Review Committee in June 2022 and subsequently recommended to Council for approval.

It was moved by Councillor Dann to agree the current scheme of delegations as set out in Section B of Part 3 of the Council's Constitution agreed for the 2022/23 year, and this was seconded by Councillor King.

**16. TO RECEIVE AN OFFICER'S REPORT ON THE APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

Members received and considered the report on the appointment of representatives on outside bodies.

Members were advised that the Council had the names and nominations in respect of the appointments to the Outside bodies, apart from the nomination to the PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee where two nominations had been received for the main representative, Councillor and one nomination for the named Deputy.

Councillor King moved an amendment to the motion that the first nomination should be the Portfolio holder for Corporate and Regulatory Services, currently Councillor Dann, and the substitute be the Portfolio holder for Environment and Waste, currently Councillor Bateman.

The Chairman requested a vote to be undertaken on the main representative for the PATROL Adjudication Joint Committee.

It was moved by Councillor King to make appointments to the Outside Bodies as detailed in Appendix A to the report. This was seconded by Councillor Da

The amended motion was taken to the vote and

**RESOLVED that Councillor Dann, as Portfolio holder for Corporate and Regulatory Services be elected as the representative to PATROL.**

The main recommendations were then debated and it was moved by Councillor King, seconded by Councillor Dann and

**RESOLVED that:**

- i. those representing the Council on outside bodies over the past year be thanked for their work on behalf of the Council;**
  - ii. nominations to the vacancies on Outside Bodies (which are not Executive appointments) be considered and appointments made;**
- and**
- iii. in the absence of nominations, the Chief Executive be given delegated authority to fill the vacancies in consultation with the Political Group Leaders.**

There were no further items.

The meeting ended at 19.52

# Harborough District Council



## Report to Council Meeting of 15 May 2023

|                         |                                                                                                    |
|-------------------------|----------------------------------------------------------------------------------------------------|
| <b>Title:</b>           | Annual Review of the Constitution of the Council                                                   |
| <b>Status:</b>          | Public                                                                                             |
| <b>Key Decision:</b>    | No                                                                                                 |
| <b>Report Author:</b>   | Director of Law & Governance, Monitoring Officer, Clare Pattinson<br>c.pattinson@harborough.gov.uk |
| <b>Lead Councillor:</b> | TBC                                                                                                |
| <b>Appendices:</b>      | A – Roadmap<br>B – form for providing comments and feedback on the proposed constitution           |

### Summary

- i. It is best practice for a local authority to review its constitution on an annual basis to ensure that it remains fit for purpose.
- ii. The Council has been aware for some time that there are areas of the constitution that could be streamlined and updated to reflect the current local government environment. It therefore tasked the Constitutional Review Committee with undertaking this review.
- iii. On 26 April 2023 the Constitutional Review Committee concluded that while substantial strides had been taken in identifying updates to the constitutions, the review was not yet complete. Accordingly, at this stage it is premature to ask the Council to consider the same.
- iv. This report therefore summarises the issues identified in the current constitution and proposes solutions for the same.
- v. Council is asked to endorse the approach taken to date to review the constitution, and note that the revised constitution will be presented to the next meeting of Council for adoption.

### Recommendations

1. Council is invited to note:
  - (a) the work undertaken by the Constitutional Review Committee to identify proposed changes to the constitution;
  - (b) that the revised constitution will be presented to the next meeting of Council for decision;
  - (c) that councillors are invited, before the next meeting of the Constitutional Review Committee, to contribute to the review of the constitution via a feedback template (as an online Form or as a Word document), direct contact with the Chair of the Constitution Review Committee or the Monitoring Officer, and via online questionnaires;

## **Reasons for Recommendations**

1. The constitution ensures that the governance framework of a local authority is open, transparent, and undertaken applying proper decision making principles. It is a fundamental building block of good governance and legislation requires it to be reviewed and updated as appropriate.
2. As well as governing the conduct of meetings, the constitution sets out the decision taking structure of the Council and the regulations under which a range of processes take place, together with Codes of Conduct for Councillors and Officers, working relationships and other detailed matters which together govern the Local Authority. It is therefore vital that the constitution is maintained and provides a framework for scrutiny and challenge of individual decisions.
3. This interim report allows Council to review progress made to date on the review of the constitution and input into the same.

## **1. Purpose of Report**

- 1.1 This report includes an assessment of the current constitution for Harborough District Council, and suggestions for future versions of the constitution. It provides a summary of the assessment and proposals (referred to as the “roadmap” at Appendix A).

## **2. Background**

- 2.1 Councillors have acknowledged that whilst the constitution has been updated in some respects to reflect changes within the Council over the last two years, it has not been comprehensively reviewed and refreshed. It is however a fundamentally important document, setting out the parameters within which both officers and councillors will operate.

- 2.2 The Local Government and Housing Act 1989 confirms at Section 20 that local authorities must set out their “standing orders”, and that the Secretary of State can specify the detail that must be included. This detail is currently contained within the requirements of the Local Authorities (Standing Orders)(England) Regulations 2001. Further, section 37 of the Local Government Act 2000 requires local authorities operating executive arrangements (such as the Leader and Cabinet model) to prepare and keep up to date a document which contains:
- 2.2.1 such information as the Secretary of State may direct;
  - 2.2.2 the authority’s standing orders (i.e. rules of procedure);
  - 2.2.3 the code of conduct for councillors; and
  - 2.2.4 such information as the authority considers appropriate.
- 2.3 The Council’s constitution was last considered and adopted by councillors on 22 June 2022. It follows a relatively standard presentation via a number of Parts and can be accessed on the Council’s website<sup>1</sup>.
- 2.4 A MS Teams site was set up for the Constitution Review Committee (‘CRC’) to encourage Members to contribute their views as the revised proposals were brought forward. To help focus attention where instructions were required, questionnaires were used as well as the site’s messaging function. The site library was also populated with folders which contained a variety of documents, including the ‘Roadmap’ for the constitution review<sup>2</sup> – a high level document identifying all of the potential areas for improvement in the constitution – and a copy of the existing constitution for ease of reference (see Appendix A).
- 2.5 Members of the CRC have been encouraged to canvass the views of fellow councillors to inform their feedback on the proposed changes to the Constitution. Multiple methods of feeding back have been provided, including a MS Word document with a table<sup>3</sup> and, most recently, an MS Form allowing feedback<sup>4</sup> to be provided by paragraph number, section, part or generally.

1

<https://cmis.harborough.gov.uk/CMIS5/Document.ashx?czJKcaeAi5tUFL1DTL2UE4zNRBcoShgo=JG32kUvaRyobRInuuA46THcoUQQ312hEvLIqscQbEQEJHBdz0acL7Q%3d%3d&rUzwRPf%2bZ3zd4E7lkn8Lyw%3d%3d=pwRE6AGJFLDNIh225F5QMaQWCtPHwdhUfCZ%2fLUQzgA2uL5jNRG4jdQ%3d%3d&mCTIbCubSFfXsDGW9IXnlq%3d%3d=hFfIUdN3100%3d&kCx1AnS9%2fpWZQ40DXFvdEw%3d%3d=hFfIUdN3100%3d&uJovDxwdjMPoYv%2bAJvYtyA%3d%3d=ctNJFf55vVA%3d&FgPIIEJYlotS%2bYGoBi5olA%3d%3d=NHdURQburHA%3d&d9Qjji0ag1Pd993jsyOJqFvmyB7X0CSQK=ctNJFf55vVA%3d&WGewmoAfeNR9xqBux0r1Q8Za60lavYmz=ctNJFf55vVA%3d&WGewmoAfeNQ16B2MHuCPMRKZMwaG1PaO=ctNJFf55vVA%3d>

2

<https://harboroughcouncil.sharepoint.com/:w:/r/sites/CouncillorBriefings/Shared%20Documents/Constitution%20Review/Draft%20Constitution/CRC%20MST%20Roadmap.docx?d=w33c0eff55b9f421982bd403c439412eb&csf=1&web=1&e=VRJcsL>

3

<https://harboroughcouncil.sharepoint.com/:w:/r/sites/CouncillorBriefings/Shared%20Documents/Blank%20Comments%20on%20the%20draft%20constitution.docx?d=w72ca338bb55b4a1e848b6faab7a1436a&csf=1&web=1&e=QkQ2Gi>

<sup>4</sup> <https://forms.office.com/e/WuvYBnPsh7>

### 3. Details

- 3.1 A thorough review of the constitution is required to ensure that it is a coherent and consistent document. It appears that, over recent years, the constitution has been updated in a piecemeal fashion and this means that there are inconsistencies and contradictions throughout the document. These inconsistencies have required a greater degree of interpretation of the constitution than would usually be expected. Further, the constitution omits certain matters and in other areas is incorrect. For example:
- 3.1.1 Article 2 (Part 2) references the qualifying age for election to the Council as 21- this changed to 18 years as a consequence of section 17 of the Electoral Administration Act 2006;
  - 3.1.2 The Councillors Allowance Scheme (Part 6 of the Constitution) does not include the allowance payable to the Chair of the Council;
  - 3.1.3 The special responsibility allowances in the constitution approved in June 2022 are incorrectly recorded as being equal – the correct figures were adopted in 2019 and there has been no Independent Remuneration Panel since (the allowances have however been paid at the correct rate notwithstanding the inaccuracy contained in the constitution);
  - 3.1.4 The Management Structure (Part 7) is out of date with delegations recorded to posts that are not reflected on the structure;
  - 3.1.5 The articles (Part 2) do not contain any reference to a “Scrutiny Commissioner” or even a Chair of Scrutiny but rather reference the “Scrutiny Commission and Panels” yet the Council Procedure Rules (Part 4) include appointment of a Scrutiny Commissioner in the agenda of the Annual Meeting, and the Members Allowance Scheme (Part 6) awards a special responsibility allowance to the “Chairman of the Scrutiny Commission”;
  - 3.1.6 The Council designates a Crime and Disorder Committee, but delegates its functions to the Communities Scrutiny Panel and therefore does not nominate members to the Crime and Disorder Committee;
  - 3.1.7 Section B.2.4 of the Responsibility for Function section (Part 3) delegates responsibility to “the Director with responsibility for regulatory functions” but no director is delegated this responsibility within the Scheme of Officer Delegation;
  - 3.1.8 The Statement of Required Practice for Procurement, at paragraph 58, does not reference the Equality Act 2010, instead referencing the legislation that it replaced.
- 3.2 Accordingly, it is necessary, proportionate and appropriate for the updating of the constitution to be undertaken as a matter of priority to remove such inaccuracies and inconsistencies and thereby establish a more solid foundation for the Council’s actions.
- 3.3 Further, there is a legal requirement, with limited exemptions, to have documents which are available on public sector websites to be accessible. The review of the constitution has taken into account accessibility requirements and has resulted in changes in the format, numbering and layout of the constitution.



- 3.4 Councillors will find attached at Appendix A the 'Roadmap' for the proposed updating of the constitution. This document evolves as the constitution is updated but clearly identifies all of the sections of the constitution, and sets out the potential issues with the same. It then goes on to summarise at a high level what is proposed to resolve the identified issues. This could be to delete the section, merge it with another part of the constitution, re-draft it or take no action if the section is appropriate. In the event that the section requires input from a body other than the Council (such as an Independent Remuneration Panel for the Members Allowances) suggestions are made as to how the section could be changed with appropriate agreement. This document is therefore an introduction to the proposed changes to the constitution. Reading the roadmap does not replace reviewing the proposed amendments, but will provide an overview of which can guide more focused consideration of the proposed changes to the constitution. Further detail of the changes proposed are summarised below.

## **Part One – Introduction**

- 3.5 The Council is required by law to provide a summary of its constitution. The vast majority of councils meet this requirement by summarising the constitution in the introduction. The existing introduction has been updated to include details of the district and more clearly reflect the contents of the constitution. A glossary of common local government abbreviations and terms is included to assist understanding of the constitution and enable multiple definitions of the same terms to be removed from the body of the constitution, thus reducing duplication and inconsistencies throughout. Further, particularising terms allows updates to the terms to be made to those terms without needing to repeat the update throughout the constitution.

## **Part Two - Articles**

- 3.6 The Articles of the Council form the fundamental building of the Constitution and therefore how the Council will operate. They define the elements that make up the Council and the responsibility each has towards the Council. While changes have been proposed to the language and presentation of the Articles to more accurately reflect the Council, the biggest change is the suggestion that some of the Articles can be harmonised and combined, while others can be removed in their entirety from the Constitution. Where removal is recommended, this is not advocating for the Council to abandon use of the former content of the website, rather that it is placed on another part of the site for access. In determining what should stay in the constitution, regard was had to regulations prescribing the content of the constitution.
- 3.7 It is proposed that the existing articles are revised as set out below – the proposed revised article number appearing in brackets:
- Article 1 (1) This introduces the constitution and sets out its purpose. It also sets out how the constitution will be interpreted, updated and suspended.
- Article 2 (2) This article introduces the Members of the Council. It has been updated and modernised, with cross references linking to functions and roles in other areas of the constitution. The rights, duties, roles and functions of a councillor have been expanded upon.

- Article 3 (3) This article relates to the relationship between citizens and the Council. It has not fundamentally changed however additional information has been included, language simplified and cross referencing opportunities identified.
- Article 4 (4) This article relates to the “full” Council of 34 councillors. It has been updated and modernised and cross referencing introduced. It is proposed that the reference to housing land transfers are removed given the Council no longer owns more than 500 homes. It explains the policy framework and the relationship between Council and its committees. Article 4 also introduces the requirements for managing the budget and how the responsibility for functions will be discharged, cross referencing the delegations capability.
- Article 5 (-) This article currently is entitled “Chairing the Council”. It is proposed this is combined with the Civic Protocol and retained at Part 5 of the constitution.
- Article 6 (5) The Leader and the Cabinet are introduced in this Article, which will become the new Article 5 if the proposed deletion of the current Article 5 is accepted. This sets out the form and composition of the executive decision makers of the Council, including the appointment of the Leader and the Cabinet. Cross referencing to procedure rules have been added.
- Article 7 (6) The original Article 7 addressed the scrutiny function, so it is proposed this is now re-numbered Article 6. The article has been updated to reflect the decision to remove the scrutiny commissioner and instead have 2 overview and scrutiny panels, with an increased number of councillors sitting on each, which will hopefully allow for more independent councillors to access the function as of right if so returned after the election. The implication of this change impacts across other articles as well as Parts 3 – 5 of the constitution. This article also identifies the statutory scrutiny officer.
- Article 8 (7) Formerly Article 8, the proposed new article 7 provides the detail on the delegation of Council functions to committees. It provides a summary of each type of committee and its role within the Council.
- Article 9 (8) The proposed new Article 8 details arrangements for outside bodies and joint arrangements, merging the former articles 8 and 9 to create one complete article setting out the limits of authority to act on behalf of the Council with other bodies and addresses the power of competence. Cross referencing is indicated and provision also made for partnerships, companies, trusts and charities that the Council has an interest in. This includes the responsibilities of statutory chief officers in relation to those bodies. Further, the article now references internal and external bodies, and lists the Council’s current joint arrangements.
- Article 10 (9) The proposed new Article 9 details the arrangements for senior officers of the authority, including the statutory officers. It has been expanded to more clearly define Statutory Chief Officers from Chief Officers, and links to the relevant Officer Employment Rules (Part 4) and the Protocols (Part 5). Details as to areas of responsibility have been referred to the Officer Delegation Scheme at Part 3 to ensure there is no repetition of

responsibilities (and therefore reduced risk that areas will be missed when the constitution is updated in future).

Article 11 (10) The proposed new Article 10 reflects the decision making framework for the Council. It has been cross referenced to the rules adopted at Part 4 of the Constitution, and the protocols at Part 5. It cross references the Scheme of Delegation at Part 3 of the Constitution without replicating it to reduce duplication and minimise potential future risk that the constitution is not fully updated.

Article 12 (11) The proposed new Article 11 reflects the corporate governance around the management of the Council's financial and legal affairs. The article has been updated and now provides for technological advances such as electronic signing and sealing of documents, and the utilisation of Welland Partnership for procurement advice.

- 3.8 It is important that the articles contain the structure by which the council will operate, without duplicating information better presented elsewhere in the Constitution or outside of the constitution. The above proposals ensure that the statutory requirements for the constitution are met, collects related topics together and removes duplication.

### **Part Three – Responsibility for Functions**

- 3.9 This part of the constitution effectively sets out who does what within the governance structure of the Council. It will separate the functions which belong to the Council (i.e. non-executive functions) from those that belong to the executive (effectively everything not reserved to Council) as well as recording whether the function has been delegated to a committee, individual member or officer. The draft of this part of the constitution is not yet available.

### **Part Four – Rules and Procedure**

- 3.10 This part of the constitution contains the various sets of rules and procedures that apply to the various different parts of the Council. These documents provide a consistent framework through which the council operates:

#### **Council Procedure Rules**

- 3.11 These rules have been refreshed and updated to ensure consistency. They provide for more public and member engagement in Cabinet meetings in particular through the ability to submit questions in advance of meetings, and ask questions in the meeting. There are proposals for tweaks to the rules, such as specific provision in relation to the circumstance in which meetings can be cancelled or called with shorter notice. Member instructions are sought on the handling of outstanding business in the event that the guillotine applies to a meeting. The rules also now address the issue of hybrid virtual meetings.

#### **Access to Information Rules**

- 3.12 These rules have been updated and refreshed to provide greater clarity and remove duplication. They reflect the removal of the Scrutiny Commissioner and provide a clear route for Key Decisions to be made, recorded and challenged. They ensure a more consistent approach to access to information for agendas and minutes, and also reflect

the current legal position on notice of meetings – in particular private formal meetings of the Cabinet. The rules also determine how decisions will be published to ensure transparency and openness in the Council's activities.

### **Budget and Policy Framework Rules**

- 3.13 Legislation prescribes the policies that the Council must adopt by law as part of its Policy Framework. Thereafter, the Council can decide which policies it wishes to include in its policy framework. Any policy which is part of the policy framework can only be amended by Council. It is therefore important that the Council ensure that the policies it designates as part of its policy framework are those that are most fundamental to the district. Similarly, only Council can determine the budget, and it is the responsibility of all other sections of the Council to ensure that the decisions they implement do not conflict with the budget set by Council.

### **Executive Procedure Rules**

- 3.14 This is the proposed name for the former Cabinet Procedure Rules to help officers and staff distinguish between the rules that apply to functions which are executive in nature, and those which are reserved to the Council or its committees. They address similar features to the Council Procedure Rules – access to meetings, minutes and agenda's etc. - but reflect the difference between the discharge of executive functions, particularly Key Decisions, and those which are non-executive in nature.

### **Overview and Scrutiny Procedure Rules**

- 3.15 It is proposed that "Overview" is included in the title of these rules as the statutory designation of the functions discharged is that of "overview and scrutiny". Each function is of equal value and importance and it is therefore appropriate that each is represented in the title of the procedure rules. The changes to these rules appear more fundamental as a consequence of the decision to remove the role of Scrutiny Commissioner, and instead retain the two overview and scrutiny panels with increased membership, additional meetings and greater capacity to support focused task and finish groups. Where the Scrutiny Commissioner had a role in any governance process for the Council, it is proposed that this responsibility is attributed to the chairs of the Overview and Scrutiny Panels instead.

### **Financial Procedure Rules**

- 3.16 These rules provide assurance, transparency and accountability in relation to the financial affairs of the Council. They propose the consistent adoption of "Chief Finance Officer" to identify the responsible officer throughout, removing references to individual posts that no longer exist in the management structure, and functions that the Chief Finance Officer no longer has to perform, such as "day to day operational oversight of Internal Audit". They also remove references to committees that no longer exist in the Council (e.g. Constitutional Affairs Committee reference at paragraph 9 of the current rules) and introduce designations recommended as good practice such as the Money Laundering Reporting Officer. Specific provision is also proposed for alternative service delivery vehicles, such as the Council's company.
- 3.17 The review of Financial Procedure Rules will not be completed until such time as the review of the Procurement and Contract Rules is complete.

## **Procurement and Contract Rules**

- 3.18 This is the proposed new name for the current Contract and Procurement Rules to ensure that there can be no confusion between them (abbreviated to CPR) and the Council Procedure Rules (also abbreviated to CPR). Councillors will recall that the Cabinet Procedure Rules (also abbreviated to CPR) are proposed to be renamed as the Executive Procedure Rules for the same reason. Although each paragraph of the constitution is proposed to have a unique reference number, it is considered prudent to ensure that the abbreviations of the rules are also unique.
- 3.19 The Council has recently entered into arrangements for its procurement function to be provided through the Welland Partnership rather than the previous in-house provision. Accordingly, it is proposed that the Procurement and Contract Rules be reviewed with the new procurement advice provider and any amendments brought forward upon completion of this review. While it is hoped that this can be achieved prior to the next meeting of Council, this will depend upon the Welland Partnership's capacity to assist with the review. It is anticipated that this review will recommend that the Procurement and Contract Rules incorporate the provisions of the current Statement of Required Practice for Procurement (SORP), removing the need for these to be a stand alone document.

## **Officer Employment Rules**

- 3.20 Much of the content of these rules is statutory in nature, however it is not currently presented in a very reader friendly manner. Further, at present the Council provides for an Employment Committee, an Investigation and Disciplinary Committee, an Appeals Committee and an appointments panel. It is proposed that these rules be simplified while still meeting the statutory requirements and protections of employees and respecting councillors desire to be involved in the recruitment processes. This can be achieved by having an Employment Committee which has the power to delegate employment functions to sub-committees it creates, such as appointment or disciplinary of statutory chief officers.

## **Part Five – Codes and Protocols**

- 3.21 This is the part of the constitution which contains the conduct and behaviour expectations of councillors and officers. It is currently in multiple sub-sections and contains duplications and inconsistencies. The proposals below are for rationalisation of the codes and protocols to those which are necessary and appropriate for the constitution. Where the code or protocol is desirable rather than integral to the constitution, it should be made available to the appropriate audience by means other than through inclusion in the constitution, such as on the website, intranet or SharePoint site.

### **Councillor Code of Conduct**

- 3.22 The Councillor Code of Conduct is largely the model code of conduct recommended by the Local Government Association (LGA), which is why it is the only part of the constitution which will remain written in the first person. To aid understanding, the Nolan Principles of Public Life have been promoted to the start of the Code and the list of definitions expanded. It is proposed that the arrangements for investigation of a

complaint are removed from the constitution and published on the website with the complaints procedure. It is not a requirement to have the arrangements in the constitution and is unnecessary to repeat the code again in the arrangements.

### **Employee Code of Conduct**

- 3.23 The Employee Code of Conduct forms part of the employment contract between the Council and its employees and therefore no changes can be made to this document without appropriate consultation with the recognised trade union. If further changes are required to this part of the constitution, they will be brought forward in due course.

### **Councillor and Officer Relations Protocol**

- 3.24 This is the proposed updated Member Officer Protocol. The updates set out expectations of councillors and officers more plainly and comprehensively than previously to reduce the amount of interpretation required. It is proposed that the Public Interest Disclosure (“Whistle-blowing”) Protocol is removed from the constitution as although it is an important policy, it does not form part of the Policy Framework therefore should not be included within the constitution. Rather, it will be included on the Council’s website and intranet for ease of reference. IT is proposed the same approach is taken with the Anti-Fraud and Corruption Policy and Strategy also.

### **Members Planning Code of Good Practice, local code and code for Licensing Members**

- 3.25 Whilst all three of these codes are important from a procedural perspective, they are not part of the policy framework and it is therefore proposed that some of the principles are absorbed within the Councillor and Officer Relations Protocol, but the substantive body of the documents be published as helpful guidance documents on the website.

### **Chairmans Protocol and Vice-Chairs protocol.**

- 3.26 It is proposed that these two documents are combined and retained as one document within the constitution given that the role of the Vice-Chair is to deputise for the Chair of the Council.

### **Monitoring Officer Protocol**

- 3.27 This protocol offers guidance on the statutory functions provided by the Monitoring Officer for both the Council and local councils (i.e. town and parish councils). It is proposed to be updated to aid clarity and remove duplication

## **Part Six – Councillors Allowance Scheme**

- 3.28 Changes to the allowances paid to councillors can only be made by Council following receipt of a report from an Independent Remuneration Panel. The proposed amendments to the scheme therefore merely correct inaccuracies (e.g. the Special Responsibility Allowance percentage), remove roles that no longer exist (i.e. the Scrutiny Commissioner) and articulate statutory elements of the scheme more comprehensively.

## **Part Seven – Management Structure**

- 3.29 This Part of the Constitution has been updated to reflect the current management structure, relying on the post title only, removing reference to individual names, to minimise the updates required to it. It also included statutory officer designations to aid understanding of responsibilities.

### **Next Steps**

- 3.30 As set out at the beginning of this report, whilst it is appreciated that a comprehensive review of a constitution is a daunting task, it is nonetheless an important one which should not be delayed further given the risks outlined below. Councillors are reminded that the Constitution can be amended at any Council meeting, or the responsibility for undertaking the update can be delegated to the Constitutional Review Committee or an officer. Further, any amendments made to the constitution can be evaluated in practice and either reversed or changed. The outcome of the recent local government elections make it even more vital that the constitution is fit for purpose.

## **4. Implications of Decisions**

### **Corporate Priorities**

- 4.1 The Council has identified that its corporate priorities are Place and Community, Healthy Lives, Environment and Sustainability and the Economy. It has also identified critical outcomes under each priority. However, without a transparent and robust governance document underpinning its activities, the Council's ability to deliver its corporate priorities is compromised. The refresh of the constitution is therefore required to support the Council to deliver all four priorities and the critical outcomes thereunder.

### **Consultation**

- 4.2 The constitution is largely prescribed by statute, however where there are choices to be made, it has consulted with the Constitutional Review Committee and the wider Council membership as set out in the body of the report. However, there has been no public consultation on the proposed changes, not is any proposed given the size of the document, the scale of the changes, and the detailed knowledge of the local government environment required to contribute meaningfully to proposed changes.

### **Financial**

- 4.3 The review of the constitution has no material direct financial impact for the Council, other than the cost of officer and councillor time, though the inconsistencies in the Members Allowance Scheme could lead to incorrect allowances being paid or claimed. Failing to undertake the review in a coherent and comprehensive manner increases the risk of financial consequences for the Council as risks, contradictions and omissions will remain unaddressed, and may crystallise into financial consequences in connection with contracts and decisions.

### **Legal**

- 4.4 The requirement for the Council to adopt “standing orders”, commonly referred to as a constitution, is contained within section 20 of the Local Government and Housing Act 1989 and supplemented by the Local Authorities (Standing Orders)(England) Regulations 2001 as amended. The proposals put forward in this report will ensure that the Council is compliant with the legislation.

### **Environmental Implications**

- 4.5 The content of this report has no direct impact upon the Council’s ambition to achieve net zero carbon emissions as a consequence of its activities.

### **Risk Management**

- 4.6 As set out within the report, it is apparent that there are areas of the constitution which are currently not as clear or transparent as they could be, which raises the risk profile of the Council’s activities. These risks are wide ranging as set out above, and appear throughout the constitution. They have the potential to crystallise in a number of scenarios, including in respect of contractual arrangements, decision making, enforcement, legal proceedings etc.
- 4.7 Crystallisation of risk could lead to decisions being vulnerable to successful judicial review, compromise the ability to undertake effective enforcement activity and ultimately jeopardise service delivery within the District. To date the Council has not faced a challenge to its administrative and governance arrangements however it is not advised that this lack of challenge is considered a factor that reduces the risks.
- 4.8 The risks could be substantially addressed by completing the review of the constitution and implementing robust and transparent governance processes across all aspects of the Council’s operations. Updating the constitution would not, in itself, remove all potential liabilities. It would however ensure that future risks are reduced, and historic risks are limited.

### **Equalities Impact**

- 4.9 The Council has a statutory duty to assess and consider the impact of its activities and decision in respect of those with protected characteristics. It must demonstrate that it has had regard to its public sector equality duty when making decisions which affect people with characteristics protected from discrimination: age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. It is important that decision-makers are provided with all necessary information to enable them to have ‘due regard’ when making decisions.
- 4.10 The review of the constitution does not impact directly upon those with protected characteristics however it is likely that an Equality Impact Assessment will be undertaken in respect of the document as a whole once the final version is proposed to Council for debate and adoption.

### **Data Protection**

- 4.11 The review of the constitution does not involve any personal information and therefore there are no impacts or issues relating to data protection arising from the report.



## **Alternative Options Considered**

- 4.12 It is not considered appropriate for the Council to take no action in respect of the issues raised within this report given their fundamental nature. The Council can build on the in-house work done to date with a view to adopting a revised constitution in the near future. Alternatively, it could pause the review process and recommence the same at a later date, either using the current internal expertise, or by commissioning an external review to repeat the work done to date and deliver a revised constitution. However, for the reasons set out in this report, it is strongly recommended that immediate steps are taken to address vulnerabilities within the Council.

## **Recommendation**

### **5.1.1 Council is invited to note:**

- (a) the work undertaken by the Constitutional Review Committee to identify proposed changes to the constitution;
- (b) that the revised constitution will be presented to the next meeting of Council for decision;
- (c) that councillors are invited, before the next meeting of the Constitutional Review Committee, to contribute to the review of the constitution via a feedback template (as an online Form or as a Word document), direct contact with the Chair of the Constitution Review Committee or the Monitoring Officer, and via online questionnaires;

## **Background papers**

### **6.1.1 Minutes of Council meeting from June 2022, adopting the current constitution;**

### **6.1.2 Centre for Governance and Scrutiny report on reviewing constitutions.**

| URN | Part | Section                       | Issue                                                                                                                                                                                                                                          | Proposal                                                                                                                                                                                                                                                                                                                                     |
|-----|------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | 1    | Summary & Explanation         | <ul style="list-style-type: none"> <li>- Plain English would improve readability</li> <li>- Include a glossary of terms and use them consistently throughout the document</li> <li>- Commence numbering standard for whole document</li> </ul> | Updated and now with more plain English. Some basic information about the district included and a glossary of terms added.                                                                                                                                                                                                                   |
| 2.  | 2    | Article 1 Constitution        | <ul style="list-style-type: none"> <li>- Improve readability</li> </ul>                                                                                                                                                                        | Updated and modernised                                                                                                                                                                                                                                                                                                                       |
| 3.  | 2    | Article 2 Members             | <ul style="list-style-type: none"> <li>- Remove unnecessary and or duplicate content</li> </ul>                                                                                                                                                | Updated and modernised. Cross references to functions and roles in material areas of the constitution, areas for hyperlinking                                                                                                                                                                                                                |
| 4.  | 2    | Article 3 Citizens            | <ul style="list-style-type: none"> <li>- Plain English</li> </ul>                                                                                                                                                                              | Update, consolidate, remove duplication, identify areas for hyperlinks                                                                                                                                                                                                                                                                       |
| 5.  | 2    | Article 4 Council             | <ul style="list-style-type: none"> <li>- Review functions of the Council</li> <li>- Set out local choices</li> <li>- Set out the committee / non-exec structure of governance</li> </ul>                                                       | Update and modernise. Remove reference to Housing Land transfer (don't have 500 houses), include the fact that Council can appoint and delegate to committees (allowing article and officers and cross reference to the scheme of delegation.<br><b>Suggest:</b> Scrutiny review the plans and strategies that comprise the policy framework |
| 6.  | 2    | Article 5 Chairing Council    | <ul style="list-style-type: none"> <li>- Plain English, reflect the rules of the Council (Scrutiny Commissioner?)</li> </ul>                                                                                                                   | Combine with article 4 re Council and put the civic content with the civic protocol at Part 5, Section 5.<br><b>Delete as standalone article.</b>                                                                                                                                                                                            |
| 7.  | 2    | Article 6 Leader and Cabinet  | <ul style="list-style-type: none"> <li>- Plain English and remove duplication</li> </ul>                                                                                                                                                       | Becomes Article 5 upon deletion of civic article. Update to more comprehensively reflect executive provisions, cross reference to the executive scheme of delegation, include provisions for vacancies, delegation etc.<br><b>Re-number</b>                                                                                                  |
| 8.  | 2    | Article 7 Scrutiny Commission | <ul style="list-style-type: none"> <li>- Reflect outcome of the scrutiny review</li> <li>- Remove duplication and ensure consistency with Scrutiny Procedure Rules and Access to Information Rules</li> </ul>                                  | Becomes Article 6 upon deletion of civic article. Updated to remove Scrutiny Commission and provide additional detail for the panels.<br><b>Re-number</b>                                                                                                                                                                                    |

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|     |   |                                                  |                                                                                                                                                                                                                               | <b>Suggest:</b> Further work is undertaken on the panel terms of reference once the desired focus is known (place, corporate priorities etc).                                                                                                                                   |
| 9.  | 2 | Article 8<br>Regulatory and<br>other Committees  | <ul style="list-style-type: none"> <li>- Lack of detail – refers to Part 3 Section B.</li> <li>- Decide whether to retain, merge with article 4 etc</li> </ul>                                                                | Regulatory & Other Committees – proposed to merge with existing Article 9 to become new Article 7 - Committees following the deletion of the civic article. Parts of old 8 and 9 to feed into article 4<br><b>Merge and re-number</b>                                           |
| 10. | 2 | Article 9<br>Audit and<br>Standards              | <ul style="list-style-type: none"> <li>- Plain English</li> <li>- Decide whether to retain or merge with Article 4 / create alternative article of broader remit</li> <li>- Remove duplication</li> </ul>                     | Merge existing 8 and 9 to become new article 7 – Committees.<br><b>Merge and re-number</b>                                                                                                                                                                                      |
| 11. | 2 | Article 10<br>Area Committees                    | <ul style="list-style-type: none"> <li>- Not used so need to determine if retained or not</li> </ul>                                                                                                                          | No area committees utilised. Can be reintroduced if there is a desire to have an area committee in the future.<br><b>Delete</b>                                                                                                                                                 |
| 12. | 2 | Article 11<br>Joint<br>Arrangements              | <ul style="list-style-type: none"> <li>- Plain English</li> <li>- Ensure this is applied to the Councils work</li> </ul>                                                                                                      | Update – rename as Alternative Service Delivery to allow for companies, partnerships etc.<br>Re-number to XX due to deletion of previous articles<br><b>Re-number</b>                                                                                                           |
| 13. | 2 | Article 12<br>Officers                           | <ul style="list-style-type: none"> <li>- Update to reflect current structure</li> <li>- Plain English</li> <li>- Remove duplication if appropriate</li> </ul>                                                                 | Update – modernise and harmonise to reflect the changes throughout the document and the organisation<br>Re number to XX due to deletion of previous articles<br><b>Re-number</b>                                                                                                |
| 14. | 2 | Article 13<br>Decision Making                    | <ul style="list-style-type: none"> <li>- Remove duplication</li> </ul>                                                                                                                                                        | Update – modernise and harmonise to reflect the changes throughout the document and the organisation<br>Re-number to XX due to deletion of previous articles<br><b>Re-number</b>                                                                                                |
| 15. | 2 | Article 14<br>Finance,<br>Contracts and<br>Legal | <ul style="list-style-type: none"> <li>- Ensure consistency with Financial procedure rules, budget framework and contract rules</li> <li>- Ensure consistency with MO protocol</li> <li>- Review settlement limits</li> </ul> | Update – modernise and harmonise to reflect the changes throughout the document and the organisation<br>Further updates likely to be necessary once Welland Partnership is embedded for procurement<br>Re-number to XX due to deletion of previous articles<br><b>Re-number</b> |

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| 16. | 2 | Article 15<br>Review of<br>Constitution                           | <ul style="list-style-type: none"> <li>- Remove duplication</li> <li>- Ensure consistency with MO protocol and constitution review committee terms of reference</li> <li>- Combine with article 16?</li> </ul> | Merge with 1 and 16 and re-number XX due to deletion of previous articles.<br><b>Merge and delete</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 17. | 2 | Article 16<br>Suspension and<br>interpretation of<br>constitution | <ul style="list-style-type: none"> <li>- Combine with article 15 and or article 5?</li> </ul>                                                                                                                  | Merge with 15 and re-number XX due to deletion of previous articles.<br><b>Merge and delete</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 18. | 2 | Schedule 1                                                        | Include within Article 7 if required, or delete in entirety, executive arrangements being defined by law                                                                                                       | Executive arrangements comprehensively set out in existing Article 7 (proposed article 5 due to removal / combining of other articles). Also reflected in Scheme of Delegation.<br><b>Delete</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 19. | 3 | Introduction                                                      | Review and update                                                                                                                                                                                              | Reviewed and updated – now includes a glossary of terms and additional information as to the local area and the content and purpose of the constitution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 20. | 3 | Responsibility for<br>Functions                                   | Review and update                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 21. | 3 | Section A – local<br>choice                                       | Review and update                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 22. | 3 | Section B –<br>Council functions                                  | Review and update                                                                                                                                                                                              | Delete Crime and Disorder Committee – does not meet<br>Delete Appeals Committee – not required when have an investigating and disciplinary committee to investigate and the Employment Committee as well as a Chief Officer Appointments Panel.<br><b>Suggest:</b> Propose that chief officer appointment panel and investigating and disciplinary committee become formal sub-committees of the Employment committee<br><b>Suggest: a number of historic committees be deleted from the website as neither appointed to at last annual meeting of council</b> (Community Governance Review Committee , Electoral Review Committee , Ethical Governance Committee, Governance and Audit |

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|     |   |                                                                           |                                                                                                                                                                                                                                                                          | Committee, Harborough Highways, pre 2016 scrutiny panels and commission,                                                                                                                                                               |
| 23. | 3 | C(1) – allocation of Executive Functions and Officer Scheme of Delegation | Review and update                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                        |
| 24. | 3 | C(2) delegation of responsibility for executive functions                 | Review and update                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                        |
| 25. | 4 | 4(1) standing orders / Council procedure rules                            | Clarify / update to remove areas of uncertainty.<br>Address timescales for speeches etc, deadlines for questions, motions etc. Cross reference to other rules as appropriate and remove any duplication                                                                  | Updated to remove duplication, streamline and harmonise. Consideration to be given to time limits and standing items on agenda in particular.                                                                                          |
| 26. | 4 | 4(2) Access to information                                                | Clarify / update to reflect current structure of governance                                                                                                                                                                                                              | Fundamental re-write to reflect the current provisions re access to information and how this dovetails to the councillor officer protocol and other rules.                                                                             |
| 27. | 4 | 4(3) Budget & Policy framework                                            | Remove duplication from other areas e.g. articles                                                                                                                                                                                                                        | Updated to distinguish between arrangements for budget and arrangements for policy framework. Makes provision for budget setting (subject to CFO comment) and the relationship with other rules. Makes the link to the corporate plan. |
| 28. | 4 | 4(4) Cabinet                                                              | Update to include questions from the public (on notice) and questions from Members (on notice), amend the agenda order, reduce cabinets to every 6 weeks, provide delegation to individual cabinet members (no longer portfolio members), remove standing sub-committees | Reduce frequency of cabinet, increase provisions for questions from public and members, allow delegation to cabinet members and further delegation to officers, remove standing sub-committees                                         |
| 29. | 4 | 4(5) Scrutiny                                                             | Reflect changes agreed at scrutiny – remove commission, expand membership of the panels, rename the panels                                                                                                                                                               | Fundamental update to remove reference to Scrutiny Commission and streamline the processes around overview and scrutiny. Naming of panels, membership etc                                                                              |

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|-----|---|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |   |                                                        |                                                                                                                                                        | will be in Article 7 (or equivalent). Provisions for substitution, quorum etc will be as per Council Procedure Rules                                                                                                                                                                                                                                                                                                                                                             |
| 30. | 4 | 4(6) Financial                                         | Update to reflect current management structure, review financial levels (including Key Decision) and delegations to managers / budget responsibilities | Updated and with Chief Finance Officer for comment prior to being shared with CRC                                                                                                                                                                                                                                                                                                                                                                                                |
| 31. | 4 | 4(6)(a) Statement of Required Practice for Procurement | Adapt to reflect the future procurement arrangements, combine with 32.                                                                                 | <b>NO ACTION TO BE TAKEN</b> given the Council intends to work with the Welland Procurement Partnership for procurement services in the near future. They will review our arrangements as part of joining them and make recommendation of future changes to contracts and SORP.                                                                                                                                                                                                  |
| 32. | 4 | 4(7) Contracts                                         | Update to reflect procurement arrangements, combine with 31 and reflect provisions for electronic procurement / sealing etc                            | <b>NO ACTION TO BE TAKEN</b> given the Council intends to work with the Welland Procurement Partnership for procurement services in the near future. They will review our arrangements as part of joining them and make recommendation of future changes to contracts and SORP.                                                                                                                                                                                                  |
| 33. | 4 | 4(8) Officer Employment                                | Review and update as necessary to reflect current management structure                                                                                 | Updated to streamline the processes, more clearly delineate the difference in recruitment processes for statutory officers, chief officers and other staff, and to tighten reference to the statutory basis for the processes, and draw in the relevant JNC handbook. Once finalised, these rules will be subject to consultation with recognised trade union as required.                                                                                                       |
| 34. | 5 | 5(1) Members Code of Conduct                           | This is broadly the model code therefore minimal updating should be required                                                                           | Update <ul style="list-style-type: none"> <li>– standardising numbering and terminology</li> <li>– move Appendix A (Nolan Principals of Public Life) into introduction to the code</li> <li>- remove Appendix C – best practice principals as these should be considered by the members recommending adoption of the draft code (i.e. CRC and Audit and Standards committee) and not form part of the Code of Conduct. This could be included on a member team page /</li> </ul> |

|     |   |                                                             |                                                                                                          |                                                                                                                                  |
|-----|---|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
|     |   |                                                             |                                                                                                          | intranet / website if considered of use but is not required in the constitution.                                                 |
| 35. | 5 | 5(1)(a) arrangements for dealing with Member CoC complaints | Duplicates the code of conduct in full, and is not required to be in the constitution.                   | Remove from constitution, include on website and intranet as required, but not to be included in the constitution.               |
| 36. | 5 | 5(2) Officer Code of Conduct                                |                                                                                                          | No change – any change to be led by HR in consultation with the recognised trade union.                                          |
| 37. | 5 | 5(3) Protocol on Member and Officer Relations               | Update to reflect current management structures and ways of working                                      | Update<br>Move content of some tables to articles e.g. scrutiny, outside bodies. Rename as Councillor Officer Relations Protocol |
| 38. | 5 | 5(3)(a) Public Interest Disclosures (Whistle-blowing)       | Not required to be in the constitution                                                                   | <b>Remove</b> from constitution, include on website and intranet                                                                 |
| 39. | 5 | 5(4) Members planning code of good practice                 | Not required in constitution but strengthens position on appeals etc so retain but combine with item 40. | Combine with Local Code and add to the Councillor Officer Protocol<br><b>Merge</b>                                               |
| 40. | 5 | 5(4)(a) Local Code                                          | Not required in constitution but strengthens position on appeals etc so retain but combine with item 39  | Combine with Members planning code of good practice<br><b>Merge</b>                                                              |
| 41. | 5 | Role of elected members in relation to licensing hearings   | Not required to be in the constitution                                                                   | <b>Remove</b> from constitution, include on website and intranet as do not need to be in the Constitution.                       |
| 42. | 5 | 5(5)(a) Chairman's protocol                                 | Not required in constitution, combine with 43 on removal from the constitution                           | <b>Remove</b> from constitution, combine with 43 and include on website and intranet                                             |
| 43. | 5 | 5(5)(b) Vice Chair protocol                                 | Not required in constitution, combine with 42 on removal from the constitution                           | <b>Remove</b> from constitution, combine with 42 and include on website and intranet                                             |
| 44. | 5 | 5(6) Monitoring Officer Protocol                            | Not required in constitution but strengthens position on challenges / appeals etc so retain              | Updated                                                                                                                          |

|     |   |                                |                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----|---|--------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 45. | 5 | 5(7) Anti fraud and Corruption | Not required in constitution                                                                         | <b>Remove</b> from constitution, include on website and intranet                                                                                                                                                                                                                                                                                                                                          |
| 46. | 6 | Members allowances scheme      | Does not mention Chairs Allowances<br>Consumables / devices Allowances<br>No SRA for Chair of Audit? | No change to substance as an Independent Remuneration Panel is required after the election to resolve current issues with the scheme. However, changes to presentation to clarify the extent of provisions and reflect statutory provisions.<br>SRA factors updated to correct error in 2022 version which put all members at an SRA at 2.750. Now reflecting the actual agreed figures.<br><b>Update</b> |
| 47. | 7 | Management Structure           | Out of date<br>References DCA in Part 3 but no part 3 found?                                         | Updated to remove individual name and include statutory chief officer designations<br><b>Update</b>                                                                                                                                                                                                                                                                                                       |



Comments of .....Cllr .....

Date ..... 2023.....

| Para | Comment | Proposal | Outcome |
|------|---------|----------|---------|
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# Harborough District Council



## Report to Council Meeting of 15 May 2023

|                         |                                                                                                                 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Title:</b>           | Calculation and application of Political Balance                                                                |
| <b>Status:</b>          | Public                                                                                                          |
| <b>Key Decision:</b>    | No                                                                                                              |
| <b>Report Author:</b>   | Director of Law & Governance, Monitoring Officer, Clare Pattinson<br>c.pattinson@harborough.gov.uk              |
| <b>Lead Councillor:</b> | TBC                                                                                                             |
| <b>Appendices:</b>      | A – List of Committees<br>B - Calculation of Political Balance<br>C – Proposed application of Political Balance |

### Summary

- i. The Council is required to determine the political balance of its councillors following local government elections, which calculation is used to inform the allocation of seats on council committees, sub-committees and panels.
- ii. The calculation of political balance is largely a factual and mathematical exercise by which the proportions of each political group represented on the council are identified and applied to the number of seats available on council committees. Where the figures are required to be rounded up or down however, there may need to be some adjustment to ensure that representation across all parties is fair.
- iii. Council is asked to approve the calculation of political balance and endorse the allocation of seats to political parties in accordance with that calculation.

### Recommendations

Council is invited to:

#### **Appointment of Committees**

- a. decide whether all or some of the committees listed at 3.2 are to be appointed for the municipal year 2023/2024;
- b. confirm whether the committees listed at 3.3.1 – 3.3.4 are formally dissolved;
- c. formally resolve to dissolve any committees listed in 3.2 which are not appointed for the coming municipal year;
- d. decide the number of seats on the committees, sub-committees and panels to be appointed for the forthcoming municipal year if different from the current arrangements;

#### **Political Balance**

- e. agree the political balance of the Council in accordance with the 1989 Act calculations set out in Appendix A;
- f. authorise the Director of Governance and Law, in consultation with the relevant Group Leader, to determine any further necessary adjustments to be made to individual Committee and Sub-Committee allocations in accordance with the provisions of Sections 15 and 16 of the Local Government and Housing Act 1989;
- g. authorise the Director of Governance and Law to allocate seats to political groups in respect of any sub-committee which might be established from time to time in accordance with the provisions of Sections 15 and 16 of the 1989 Act;
- h. note that groups should provide their nominations to Democratic Services for the seats allocated to them by 21 May 2023;

#### **Constitution**

- i. authorise the Director of Governance and Law to amend the Constitution of the Council to give effect to decisions of Council in respect of the number, size and terms of reference of the committees appointed by Council.

### **Reasons for Recommendations**

- iv. It is a statutory requirement that the Council calculate its political balance and apply this to the governance arrangements it has adopted.

## **1. Purpose of Report**

- 1.1 This report identifies the political balance calculation for Harborough District Council following local government elections on 4 May 2023 and suggests how this can be applied to the various committees it designates.

## **2. Background**

- 2.1 At the annual meeting of Council, councillors are required to decide what committees and sub-committees to establish for the coming municipal year. This includes the allocation of seats to political groups represented on the Council in accordance with the provisions of the Local Government and Housing Act 1989 (the “1989 Act”). Councillors should also determine the size and terms of reference of those committees. Not all committees are included in the requirement for political balance – neither Scrutiny panels nor Cabinet are subject to the political balance provisions.
- 2.2 Section 15 (Duty to Allocate Seats to Political Groups) of the 1989 Act sets out the requirements as to political proportionality on Council bodies and requires the Council, in allocating seats on committees and sub-committees of the Council to political groups, to give effect, so far as practicable, to the following four principles:
- 2.2.1 that not all seats on the committee/sub-committee are allocated to the same political group;
  - 2.2.2 that the political group having a majority of seats on the Council should have a majority on each committee and sub-committee;
  - 2.2.3 that, subject to 2.2.1 and 2.2.2 above, the number of seats on the Council’s committees and sub-committees allocated to each political group, bears the same proportion to the total number of such committee/sub-committee seats as the number of members of that group bears to the membership of the full Council; and
  - 2.2.4 that, subject to 2.2.1 to 2.2.3 above, seats will be allocated on each committee and sub-committee in the same ratio as exists on the full Council.
- 2.2.5 Section 16 (Duty to Give Effect to Allocations) of the 1989 Act requires the Council to give effect to the allocations determined in accordance with the wishes of the relevant group.

## **3. Details**

### **Committees**

- 3.1 Councillors may be aware that a review of the constitution is currently being undertaken. This report does not seek to pre-empt that report, but rather to tidy up and get early clarification on the committees to be established (and therefore appointed to) by Council.
- 3.2 The review of the constitution has identified that the Council currently appoints to the following committees and sub-committees:
- a. Planning Committee;
  - b. Regulatory Committee;
  - c. Constitutional Review Committee;
  - d. Audit and Standards Committee;
  - e. Employment Committee;

- f. Investigating and Disciplinary Committee;
- g. Appeals Committee;
- h. Licensing Committee;
- i. Performance Scrutiny Panel;
- j. Communities Scrutiny Panel;
- k. Scrutiny Commission;
- l. Revenues and Benefits Joint Committee;

It is proposed that the Scrutiny Commission be deleted in favour of larger scrutiny panels.

- 3.3 The review has also been unable to identify with certainty when (or if) resolutions to terminate the following committees were passed:
- a. Annual Parish Liaison – it is likely this is not a committee but rather an event listed as a committee for administration purposes;
  - b. Community Governance Review Committee – the work of this committee finished in 2020;
  - c. Electoral Review Committee – the work of this committee appears to have ceased in May 2019;
  - d. Harborough Highways – this appears to have ceased in 2017;
- 3.4 **Council is requested to:**
- a. **decide whether all or some of the committees listed at 3.2 are to be appointed for the municipal year 2023/2024;**
  - b. **confirm whether the committees listed at 3.3.1 – 3.3.4 are formally dissolved;**
  - c. **formally resolve to dissolve any committees listed in 3.2 which are not appointed for the coming municipal year;**
  - d. **decide the number of seats on the committees, sub-committees and panels to be appointed for the forthcoming municipal year if different from the current arrangements.**

## Political Balance

- 3.5 Appendix A sets out the current political balance<sup>1</sup> of the Council generally for the forthcoming municipal year following the elections on 4 May 2023.
- 3.6 Appendix B applies the political balance provisions to committees of varying sizes from 3 to 15 members for ease of reference. Councillors will note that the allocation of seats between minority groups will need to be agreed, hence the reference to TBD (i.e. To Be Determined) by Council.
- 3.7 Appendix C applies the political balance provisions as set out at Appendix A to the committees which existed prior to the election. It shows the proportionate distribution of

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<sup>1</sup> Total number of councillors elected for the group, divided by total number of councillors on the Council, times 100

seats among the groups (i.e. Conservative Group, Green Group, Labour Group, Liberal Democrat Group) and the areas where decisions are required.

- 3.8 The distribution of seats between groups has been calculated on a proportional split of the 42 seats which are included within the political balance arrangements. In each case the determination of seat numbers has followed the general principle of rounding up or down. There has therefore been some adjustment to the resulting distribution in order to correct the consequences of this and to give effect to the principles in Section 15 of the 1989 Act, as set out above.
- 3.9 It is for Council to determine the size of each committee. The distribution of seats for potential committee sizes between 3 and 15 councillors is as set out in Table 2<sup>2</sup>. If the committees are reappointed to the size they were in the last municipal year, the distribution of seats will be as set out Appendix C.
- 3.10 In the event that Council decides to amend the sizes of committees, sub-committees and panels subject to political balance, or the number of committees, sub-committees and panels, the calculations will be adjusted accordingly and recirculated to councillors.
- 3.11 Council is therefore requested to:
- a. agree the political balance of the Council in accordance with the 1989 Act calculations set out in Appendix A;**
  - b. authorise the Director of Governance and Law, in consultation with the relevant Group Leader, to determine any further necessary adjustments to be made to individual Committee and Sub-Committee allocations in accordance with the provisions of Sections 15 and 16 of the Local Government and Housing Act 1989;**
  - c. authorise the Director of Governance and Law to allocate seats to political groups in respect of any sub-committee which might be established from time to time in accordance with the provisions of Sections 15 and 16 of the 1989 Act;**
  - d. note that groups should provide their nominations to Democratic Services for the seats allocated to them by 21 May 2023;**

## 4. Implications of Decisions

### Corporate Priorities

- 4.1 The Council has identified that its corporate priorities are Place and Community, Healthy Lives, Environment and Sustainability and the Economy. It has also identified critical outcomes under each priority. The distribution of seats according to political composition ensures fair representation of all groups in the delivery of the Council's corporate objectives. Councillors will no doubt review the priorities in due course to determine whether any changes to the same are required.

### Consultation

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<sup>2</sup> number of seats on the committee, divided by 100 and multiplied by the group percentage.

- 4.2 No consultation has been undertaken to date given the uncertainty as to whether there is to be a formal coalition, no overall control or informal arrangements.

### **Financial**

- 4.3 The allocation of seats between political parties has no direct impact on the finances of the Council. It is recognised that the Council will need to provide additional group rooms given the recent changes in composition, however this is anticipated to be covered by introducing a “minority group room” which can be utilised by the minority Labour and Green groups, each of which has 3 members.

### **Legal**

- 4.4 The requirement for the Council to recognise, calculate and apply the political balance is set out within the 1989 Act as set out in the body of the report. The Council's decisions may not be lawful if the political balance requirement is not respected. The proposals put forward in this report will ensure that the Council is compliant with the legislation.

### **Environmental Implications**

- 4.5 The content of this report has no direct impact upon the Council's ambition to achieve net zero carbon emissions as a consequence of its activities.

### **Risk Management**

- 4.6 As set out in the Legal implications, the risk of not complying with statutory requirements is that the Council will be acting ultra vires and therefore capable of being subject to successful challenge of its decisions.

### **Equalities Impact**

- 4.7 The Council has a statutory duty to assess and consider the impact of its activities and decision in respect of those with protected characteristics. It must demonstrate that it has had regard to its public sector equality duty when making decisions which affect people with characteristics protected from discrimination: age, disability, gender assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. It is important that decision-makers are provided with all necessary information to enable them to have ‘due regard’ when making decisions.
- 4.8 The review of the committees and the calculation and application of political balance does not impact directly upon those with protected characteristics therefore no Equality Impact Assessment will be undertaken.

### **Data Protection**

- 4.9 The review of the constitution does not involve any personal information and therefore there are no impacts or issues relating to data protection arising from the report.

### **Alternative Options Considered**

- 4.10 The Council is required to calculate the political balance and apply it, therefore there are no alternative options other than to not undertake this exercise, which will have the implications listed in this section 4 of the report.

## **Recommendation**

5.1 Given the content of this report, Council is invited to:

### **Appointment of Committees**

- a. decide whether all or some of the committees listed at 3.2 are to be appointed for the municipal year 2023/2024;
- b. confirm whether the committees listed at 3.3.1 – 3.3.4 are formally dissolved;
- c. formally resolve to dissolve any committees listed in 3.2 which are not appointed for the coming municipal year;
- d. decide the number of seats on the committees, sub-committees and panels to be appointed for the forthcoming municipal year if different from the current arrangements;

### **Political Balance**

- e. agree the political balance of the Council in accordance with the 1989 Act calculations set out in Appendix A;
- f. authorise the Director of Governance and Law, in consultation with the relevant Group Leader, to determine any further necessary adjustments to be made to individual Committee and Sub-Committee allocations in accordance with the provisions of Sections 15 and 16 of the Local Government and Housing Act 1989;
- g. authorise the Director of Governance and Law to allocate seats to political groups in respect of any sub-committee which might be established from time to time in accordance with the provisions of Sections 15 and 16 of the 1989 Act;
- h. note that groups should provide their nominations to Democratic Services for the seats allocated to them by 21 May 2023;

### **Constitution**

- i. authorise the Director of Governance and Law, to amend the Constitution of the Council to give effect to decisions of Council in respect of the number, size and terms of reference of the committees appointed by Council.

## **Background papers**

None.



## Appendix A – Political Balance Across the Council

| Party            | No. of Councillors | %            |
|------------------|--------------------|--------------|
| Conservative     | 15                 | 44 (44.1176) |
| Liberal Democrat | 13                 | 38 (38.2352) |
| Labour           | 3                  | 9 (8.8235)   |
| Green            | 3                  | 9 (8.8235)   |
| Other            | 0                  | 0            |
| <b>Total</b>     | <b>34</b>          | <b>100</b>   |

## Appendix B – Balance across committee sizes

| Councillors elected per party | % total seats available | Total politically balanced | Number of seats on committee | Number of seats on committee | Number of seats on committee | Number of seats on committee | Number of seats on committee | Number of seats on committee | Number of seats on committee | Number of seats on committee | Number of seats on committee | Number of seats on committee | Number of seats on committee | Number of seats on committee | Number of seats on committee | Number of seats on committee | Total number of seats |
|-------------------------------|-------------------------|----------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|-----------------------|
| <b>Total</b>                  |                         | <b>42</b>                  | <b>3</b>                     | <b>4</b>                     | <b>5</b>                     | <b>6</b>                     | <b>7</b>                     | <b>8</b>                     | <b>9</b>                     | <b>10</b>                    | <b>11</b>                    | <b>12</b>                    | <b>13</b>                    | <b>14</b>                    | <b>15</b>                    |                              |                       |
| <b>Con 15</b>                 | <b>0.44</b>             | <b>18.48</b>               | <b>1.32</b>                  | <b>1.8</b>                   | <b>2.2</b>                   | <b>2.6</b>                   | <b>3.1</b>                   | <b>3.5</b>                   | <b>4.0</b>                   | <b>4.4</b>                   | <b>4.8</b>                   | <b>5.3</b>                   | <b>5.7</b>                   | <b>6.2</b>                   | <b>6.6</b>                   | <b>18</b>                    |                       |
| <b>Lib 13</b>                 | <b>0.38</b>             | <b>15.96</b>               | <b>1.14</b>                  | <b>1.5</b>                   | <b>1.9</b>                   | <b>2.3</b>                   | <b>2.7</b>                   | <b>3.0</b>                   | <b>3.4</b>                   | <b>3.8</b>                   | <b>4.2</b>                   | <b>4.6</b>                   | <b>4.9</b>                   | <b>5.3</b>                   | <b>5.7</b>                   | <b>16</b>                    |                       |
| <b>Lab 3</b>                  | <b>0.09</b>             | <b>3.78</b>                | <b>0.10</b>                  | <b>0.1</b>                   | <b>0.2</b>                   | <b>0.2</b>                   | <b>0.2</b>                   | <b>0.3</b>                   | <b>0.3</b>                   | <b>0.3</b>                   | <b>0.4</b>                   | <b>0.4</b>                   | <b>0.4</b>                   | <b>0.5</b>                   | <b>0.5</b>                   | <b>4</b>                     |                       |
| <b>Gre 3</b>                  | <b>0.09</b>             | <b>3.78</b>                | <b>0.10</b>                  | <b>0.1</b>                   | <b>0.2</b>                   | <b>0.2</b>                   | <b>0.2</b>                   | <b>0.3</b>                   | <b>0.3</b>                   | <b>0.3</b>                   | <b>0.4</b>                   | <b>0.4</b>                   | <b>0.4</b>                   | <b>0.5</b>                   | <b>0.5</b>                   | <b>4</b>                     |                       |
| <b>0</b>                      |                         |                            | <b>2.67</b>                  | <b>3.55</b>                  | <b>4.44</b>                  | <b>5.33</b>                  | <b>6.22</b>                  | <b>7.11</b>                  | <b>8.00</b>                  | <b>8.88</b>                  | <b>9.77</b>                  | <b>10.66</b>                 | <b>11.55</b>                 | <b>12.44</b>                 | <b>13.33</b>                 | <b>42.00</b>                 |                       |

|                 |                    |           |          |          |          |          |          |          |          |           |           |           |           |           |           |           |  |
|-----------------|--------------------|-----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--|
|                 |                    |           |          |          |          |          |          |          |          |           |           |           |           |           |           |           |  |
| <b>Con 15</b>   | <b>0.44</b>        | <b>18</b> | <b>1</b> | <b>1</b> | <b>2</b> | <b>2</b> | <b>3</b> | <b>3</b> | <b>4</b> | <b>4</b>  | <b>4</b>  | <b>5</b>  | <b>5</b>  | <b>6</b>  | <b>6</b>  | <b>18</b> |  |
| <b>Lib 13</b>   | <b>0.38</b>        | <b>16</b> | <b>1</b> | <b>1</b> | <b>2</b> | <b>2</b> | <b>3</b> | <b>3</b> | <b>3</b> | <b>4</b>  | <b>4</b>  | <b>4</b>  | <b>5</b>  | <b>5</b>  | <b>6</b>  | <b>16</b> |  |
| <b>Lab 3</b>    | <b>0.09</b>        | <b>4</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>4</b>  |  |
| <b>Green 3</b>  | <b>0.09</b>        | <b>4</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>0</b>  | <b>4</b>  |  |
| <b>TOTAL 34</b> |                    |           | <b>2</b> | <b>2</b> | <b>4</b> | <b>4</b> | <b>6</b> | <b>6</b> | <b>7</b> | <b>8</b>  | <b>8</b>  | <b>9</b>  | <b>10</b> | <b>11</b> | <b>12</b> | <b>42</b> |  |
|                 | <b>TBD</b>         |           | <b>1</b> | <b>2</b> | <b>1</b> | <b>2</b> | <b>2</b> | <b>3</b> | <b>2</b> | <b>2</b>  | <b>3</b>  | <b>3</b>  | <b>13</b> | <b>3</b>  | <b>3</b>  | <b>0</b>  |  |
|                 | <b>Total seats</b> |           | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>8</b> | <b>9</b> | <b>9</b> | <b>10</b> | <b>11</b> | <b>12</b> | <b>23</b> | <b>14</b> | <b>15</b> | <b>42</b> |  |
|                 |                    |           |          |          |          |          |          |          |          |           |           |           |           |           |           |           |  |
|                 |                    |           |          |          | <b>2</b> |          | <b>2</b> |          | <b>2</b> |           |           |           |           |           |           |           |  |



**Appendix C – Application of Political Balance to Current Committees**  
**(if unchanged)**

|                         | <b>Appeal Committee - 5</b> | <b>Investigation and<br/>Disciplinary -5</b> | <b>Audit and Standards<br/>Committee - 7</b> | <b>Constitutional Review<br/>Committee - 7</b> | <b>Planning Committee -<br/>9</b> | <b>Regulatory<br/>Committee - 9</b> | <b>Total</b> |
|-------------------------|-----------------------------|----------------------------------------------|----------------------------------------------|------------------------------------------------|-----------------------------------|-------------------------------------|--------------|
| <b>Conservative</b>     | <b>2</b>                    | <b>2</b>                                     | <b>3</b>                                     | <b>3</b>                                       | <b>4</b>                          | <b>4</b>                            | <b>18</b>    |
| <b>Liberal Democrat</b> | <b>2</b>                    | <b>2</b>                                     | <b>3</b>                                     | <b>3</b>                                       | <b>3</b>                          | <b>3</b>                            | <b>16</b>    |
| <b>Green</b>            | <b>?1</b>                   | <b>?1</b>                                    | <b>?1</b>                                    | <b>?1</b>                                      | <b>1</b>                          | <b>1</b>                            | <b>4</b>     |
| <b>Labour</b>           | <b>?1</b>                   | <b>?1</b>                                    | <b>?1</b>                                    | <b>?1</b>                                      | <b>1</b>                          | <b>1</b>                            | <b>4</b>     |
| <b>Total</b>            | <b>5</b>                    | <b>5</b>                                     | <b>7</b>                                     | <b>7</b>                                       | <b>9</b>                          | <b>9</b>                            | <b>42</b>    |

# Harborough District Council



## Report to Council Meeting of 15 May 2023

|                         |                                                             |
|-------------------------|-------------------------------------------------------------|
| <b>Title:</b>           | Scheme of Delegations                                       |
| <b>Status:</b>          | Public                                                      |
| <b>Key Decision:</b>    | No                                                          |
| <b>Report Author:</b>   | Chief Executive, Liz Elliott<br>l.elliott@harborough.gov.uk |
| <b>Lead Councillor:</b> | TBC                                                         |
| <b>Appendices:</b>      |                                                             |

### Summary

- i. The Constitution Review Committee was tasked by Council to review the Constitution of the Council and make recommendations. This was hoped to be available for this annual meeting but it was decided that an update should come to this meeting, with a view to the draft constitution being considered by Council in July 2023.
- ii. As a consequence of the lack of information as to the arrangements for committees, sub-committees, panels, scrutiny panels and Cabinet arrangements, no proposals can be made at this point in relation to the scheme of delegations. Accordingly, Council is invited to confirm the existing delegations, in anticipation of a comprehensive review of the same being presented to Council in July 2023.

### Recommendations

1. Council is invited to confirm the existing scheme of delegations as set out within Part 3 of the Constitution,.

### Reasons for Recommendations

- iii. It is a statutory requirement that the Council review and confirm the scheme of delegations.

# Harborough District Council



## Report to Council Meeting of 15 May 2023

|                         |                                                                                                    |
|-------------------------|----------------------------------------------------------------------------------------------------|
| <b>Title:</b>           | Rota of Meetings                                                                                   |
| <b>Status:</b>          | Public                                                                                             |
| <b>Key Decision:</b>    | No                                                                                                 |
| <b>Report Author:</b>   | Director of Law & Governance, Monitoring Officer, Clare Pattinson<br>c.pattinson@harborough.gov.uk |
| <b>Lead Councillor:</b> | TBC                                                                                                |
| <b>Appendices:</b>      | A – Proposed rota of meetings                                                                      |

### Summary

- i. The Council's constitution currently requires the rota of meetings to be approved at the Annual Council meeting.
- ii. The Council is invited to consider the proposed rota of meetings.

### Recommendations

1. Council is invited to:
  - (a) Consider the draft rota of meetings and determine whether to adopt or amend it.
  - (b) authorise the Director of Governance and Law, in consultation with the relevant Group Leaders, to determine any further necessary adjustments to be made to the rota of meetings.

### Reasons for Recommendations

- iii. The Council is required to publish its rota of meetings.

## PROVISIONAL ROTA OF MEETINGS FOR MUNICIPAL YEAR 2023-2024

Key: Member Induction and Development session Provisional Rota of Meetings Member briefing sessions

| May 2023                           |                                                                                                 |                                                                                                                            |                                                                                                                                                                     |        |
|------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| MONDAY                             | TUESDAY                                                                                         | WEDNESDAY                                                                                                                  | THURSDAY                                                                                                                                                            | FRIDAY |
| 1 – Bank Holiday                   | 2                                                                                               | 3                                                                                                                          | 4 – Local Elections                                                                                                                                                 | 5      |
| 8 - Kings Coronation Bank Holiday  | 9<br>Housekeeping/enrolment stations post elections 15.00-18.00<br><br>Inaugural Group meetings | 10<br>Housekeeping/enrolment stations mop-up 16.30-17.30 (refreshments available)<br><br>Statutory Officer briefings 17:30 | 11<br>Decision making, governance, standards, conflicts of interests 17:45 – 19:30 (refreshments 17:00)<br><br>Service Intro's 19:30<br>• Communities<br>• Planning | 12     |
| 15<br><br>Annual Council           | 16<br>• Meeting Training – 17:30<br>• Regulatory Com'tee intro – 19:15                          | 17<br>• Licensing – 18:00<br>• Planning – 19:15                                                                            | 18<br>• Scrutiny training– 18:00                                                                                                                                    | 19     |
| 22<br>• Corporate Overview – 18:00 | 23<br>Planning Committee – induction training 18:00                                             | 24<br>• Audit and Standards training – 18:00                                                                               | 25                                                                                                                                                                  | 26     |
| 29 – Bank Holiday                  | 30                                                                                              | 31                                                                                                                         |                                                                                                                                                                     |        |

## PROVISIONAL ROTA OF MEETINGS FOR MUNICIPAL YEAR 2023-2024

Key: Member Induction and Development session Provisional Rota of Meetings Member briefing sessions

| June 2023                                                                                                          |                                                                                           |                                                                                              |                                                                                                 |               |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------|
| MONDAY                                                                                                             | TUESDAY                                                                                   | WEDNESDAY                                                                                    | THURSDAY                                                                                        | FRIDAY        |
|                                                                                                                    |                                                                                           |                                                                                              | 1 – Half Term                                                                                   | 2 – Half Term |
| 5<br><span style="background-color: #FF00FF;">Cabinet</span>                                                       | 6<br><span style="background-color: #FF00FF;">Planning Committee</span>                   | 7                                                                                            | 8<br><span style="background-color: #FF00FF;">Employment Committee</span>                       | 9             |
| 12<br>• <span style="background-color: #00FF00;">Licensing Committee specifics 18:00</span>                        | 13<br>• <span style="background-color: #00FF00;">Equality and Safeguarding – 18:00</span> | 14<br>• <span style="background-color: #00FF00;">Role of the Portfolio Holder – 18:00</span> | 15<br><span style="background-color: #FF00FF;">Performance Overview &amp; Scrutiny Panel</span> | 16            |
| 19                                                                                                                 | 20<br><span style="background-color: #FF00FF;">Planning Committee reserve date</span>     | 21                                                                                           | 22<br><span style="background-color: #FFFF00;">Member Briefing – enforcement - 18:00</span>     | 23            |
| 26<br>• <span style="background-color: #00FF00;">Planning Committee – induction training mop-up as required</span> | 27                                                                                        | 28                                                                                           | 29<br><span style="background-color: #FF00FF;">Constitutional Review Committee</span>           | 30            |



# **PROVISIONAL ROTA OF MEETINGS FOR MUNICIPAL YEAR 2023-2024**

**Key:**   **Member Induction and Development session**   **Provisional Rota of Meetings**   **Member briefing sessions**

| July 2023                                                       |                                                                       |                                                                                  |                                                   |        |
|-----------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------|---------------------------------------------------|--------|
| MONDAY                                                          | TUESDAY                                                               | WEDNESDAY                                                                        | THURSDAY                                          | FRIDAY |
| 3                                                               | 4                                                                     | 5                                                                                | 6                                                 | 7      |
| 10<br><b>Cabinet</b><br><br>• Mop-up training sessions as req'd | 11<br><br>Mop-up training sessions as req'd<br><br>Planning Committee | 12<br><br>Mop-up training sessions as req'd<br><br>Audit and Standards Committee |                                                   | 14     |
| 17                                                              | 18<br><br>Member Briefing – Statement of Common Ground - 18:00        | 19                                                                               | 20<br><br>Communities – Overview & Scrutiny Panel | 21     |
| 24<br><br>Council                                               | 25                                                                    | 26                                                                               | 27                                                | 28     |
| 31                                                              |                                                                       |                                                                                  |                                                   |        |

**PROVISIONAL ROTA OF MEETINGS FOR MUNICIPAL YEAR 2023-2024**

Key: **Member Induction and Development session** **Provisional Rota of Meetings** **Member briefing sessions**

| August 2023 (RECESS) |         |           |          |        |
|----------------------|---------|-----------|----------|--------|
| MONDAY               | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|                      | 1       | 2         | 3        | 4      |
| 7                    | 8       | 9         | 10       | 11     |
| 14                   | 15      | 16        | 17       | 18     |
| 21                   | 22      | 23        | 24       | 25     |
| 28 – Bank Holiday    | 29      | 30        | 31       |        |

## PROVISIONAL ROTA OF MEETINGS FOR MUNICIPAL YEAR 2023-2024

Key: Member Induction and Development session Provisional Rota of Meetings Member briefing sessions

| September 2023                                                |                                                                          |                                                                                                  |                                                                                                 |        |
|---------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------|
| MONDAY                                                        | TUESDAY                                                                  | WEDNESDAY                                                                                        | THURSDAY                                                                                        | FRIDAY |
|                                                               |                                                                          |                                                                                                  |                                                                                                 | 1      |
| 4<br><span style="background-color: #FF00FF;">Cabinet</span>  | 5                                                                        | 6                                                                                                | 7                                                                                               | 8      |
| 11                                                            | 12<br><span style="background-color: #FF00FF;">Planning Committee</span> | 13                                                                                               | 14<br><span style="background-color: #FF00FF;">Performance Overview &amp; Scrutiny Panel</span> | 15     |
| 18<br><span style="background-color: #FF00FF;">Council</span> | 19                                                                       | 20                                                                                               | 21<br><span style="background-color: #FFFF00;">Member Briefing – Budget</span>                  | 22     |
| 25<br><i>Lib Dem party conference</i>                         | 26<br><i>Lib Dem party conference</i>                                    | 27<br><span style="background-color: #FF00FF;">Cabinet Sub-Committee<br/>Grants Committee</span> | 28<br><span style="background-color: #FF00FF;">Scrutiny Commission</span>                       | 29     |

## PROVISIONAL ROTA OF MEETINGS FOR MUNICIPAL YEAR 2023-2024

Key: Member Induction and Development session Provisional Rota of Meetings Member briefing sessions

| October 2023                                                                                |                                                                          |                                                                                     |                                                                                                                      |        |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--------|
| MONDAY                                                                                      | TUESDAY                                                                  | WEDNESDAY                                                                           | THURSDAY                                                                                                             | FRIDAY |
| 2<br><i>Conservative Party Conference</i>                                                   | 3<br><i>Conservative Party Conference</i>                                | 4<br><i>Conservative Party Conference</i>                                           | 5<br><span style="background-color: #FF00FF;">Constitutional Review Committee</span>                                 | 6      |
| 9<br><i>Labour Party Conference</i>                                                         | 10<br><i>Labour Party Conference</i>                                     | 11<br><i>Labour Party Conference</i>                                                | 12                                                                                                                   | 13     |
| 16 – Half Term<br><span style="background-color: #FF00FF;">Cabinet</span>                   | 17 – Half Term                                                           | 18 – Half Term                                                                      | 19 – Half Term<br><span style="background-color: #FF00FF;">Scrutiny Panel – reserve date</span>                      | 20     |
| 23                                                                                          | 24                                                                       | 25<br><span style="background-color: #FF00FF;">Audit and Standards Committee</span> | 26<br><span style="background-color: #FFFF00;">Member Briefing – Budget – annual constitution review kick-off</span> | 27     |
| 30<br><span style="background-color: #00FF00;">Budget Setting Skills – 18:30 – 20:30</span> | 31<br><span style="background-color: #FF00FF;">Planning Committee</span> |                                                                                     |                                                                                                                      |        |

## PROVISIONAL ROTA OF MEETINGS FOR MUNICIPAL YEAR 2023-2024

Key: **Member Induction and Development session**    **Provisional Rota of Meetings**    **Member briefing sessions**

| November 2023                                                    |         |           |                                                             |        |
|------------------------------------------------------------------|---------|-----------|-------------------------------------------------------------|--------|
| MONDAY                                                           | TUESDAY | WEDNESDAY | THURSDAY                                                    | FRIDAY |
|                                                                  |         | 1         | 2<br>Communities – Overview<br>& Scrutiny Panel             | 3      |
| 6<br>Council (Extra-ord<br>reserve date ref<br>Leisure Contract) | 7       | 8         | 9<br>Member Briefing –<br>Corporate Plan refresh –<br>18:00 | 10     |
| 13                                                               | 14      | 15        | 16                                                          | 17     |
| 20                                                               | 21      | 22        | 23<br>Annual Parish Liaison –<br>TBC                        | 24     |
| 27<br>Cabinet                                                    | 28      | 29        | 30                                                          |        |

## PROVISIONAL ROTA OF MEETINGS FOR MUNICIPAL YEAR 2023-2024

Key: Member Induction and Development session Provisional Rota of Meetings Member briefing sessions

| December 2023                                                 |                                                                         |                                                                                                                         |                                                                                   |                             |
|---------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------|
| MONDAY                                                        | TUESDAY                                                                 | WEDNESDAY                                                                                                               | THURSDAY                                                                          | FRIDAY                      |
|                                                               |                                                                         |                                                                                                                         |                                                                                   | 1                           |
| 4                                                             | 5<br><span style="background-color: #FF00FF;">Planning Committee</span> | 6                                                                                                                       | 7<br><span style="background-color: #FF00FF;">Scrutiny Panel -reserve date</span> | 8                           |
| 11<br><span style="background-color: #FF00FF;">Council</span> | 12                                                                      | 13<br><span style="background-color: #FFFF00;">Member Briefing –<br/>partnerships performance<br/>review - 18:00</span> | 14                                                                                | 15                          |
| 18                                                            | 19                                                                      | 20                                                                                                                      | 21                                                                                | 22                          |
| 25 – Council Offices closed.                                  | 26 – Council Offices closed                                             | 27 – Council Offices closed                                                                                             | 28 – Council Offices closed                                                       | 29 – Council Offices closed |

## PROVISIONAL ROTA OF MEETINGS FOR MUNICIPAL YEAR 2023-2024

Key: **Member Induction and Development session**    **Provisional Rota of Meetings**    **Member briefing sessions**

| January 2024       |                                          |                                        |                                                                                                     |        |
|--------------------|------------------------------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------|--------|
| MONDAY             | TUESDAY                                  | WEDNESDAY                              | THURSDAY                                                                                            | FRIDAY |
| 1 – New Year's Day | 2                                        | 3                                      | 4                                                                                                   | 5      |
| 8                  | 9                                        | 10                                     | 11                                                                                                  | 12     |
| 15<br>Cabinet      | 16<br>Planning Committee                 | 17<br>Member Briefing –                | 18                                                                                                  | 19     |
| 22                 | 23                                       | 24                                     | 25<br>Joint Budget Overview &<br>Scrutiny Panels – review<br>draft budget to inform final<br>budget | 26     |
| 29                 | 30<br>Constitutional Review<br>Committee | 31<br>Audit and Standards<br>Committee |                                                                                                     |        |

# **PROVISIONAL ROTA OF MEETINGS FOR MUNICIPAL YEAR 2023-2024**

**Key:** Member Induction and Development session Provisional Rota of Meetings Member briefing sessions

| February 2024                                                        |                                                                                                    |                                                                                                                    |                                                                                                                                                               |                |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| MONDAY                                                               | TUESDAY                                                                                            | WEDNESDAY                                                                                                          | THURSDAY                                                                                                                                                      | FRIDAY         |
|                                                                      |                                                                                                    |                                                                                                                    | 1                                                                                                                                                             | 2              |
| 5                                                                    | 6<br><span style="background-color: #FF00FF;">Licensing Committee/<br/>Regulatory Committee</span> | 7                                                                                                                  | 8<br><span style="background-color: #FFFF00;">Member Briefing –</span>                                                                                        | 9              |
| 12<br><span style="background-color: #FF00FF;">Cabinet</span>        | 13                                                                                                 | 14                                                                                                                 | 15<br><span style="background-color: #FF00FF;">Joint Budget Overview &amp;<br/>Scrutiny Panels – review<br/>final budget prior to<br/>Council despatch</span> | 16             |
| 19 – Half Term                                                       | 20 – Half Term<br><span style="background-color: #FF00FF;">Planning Committee</span>               | 21 – Half Term<br><span style="background-color: #FFFF00;"><i>County Council budget<br/>setting meeting</i></span> | 22 – Half Term                                                                                                                                                | 23 – Half Term |
| 26<br><span style="background-color: #FF00FF;">Budget Council</span> | 27                                                                                                 | 28<br><span style="background-color: #FF00FF;">Performance – Overview &amp;<br/>Scrutiny Panel</span>              | 29<br><span style="background-color: #FF00FF;">Budget Council (reserve<br/>date)</span>                                                                       |                |



## PROVISIONAL ROTA OF MEETINGS FOR MUNICIPAL YEAR 2023-2024

Key: Member Induction and Development session Provisional Rota of Meetings Member briefing sessions

| March 2024                                                    |                                                                          |           |                                                                                                     |                  |
|---------------------------------------------------------------|--------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------|------------------|
| MONDAY                                                        | TUESDAY                                                                  | WEDNESDAY | THURSDAY                                                                                            | FRIDAY           |
|                                                               |                                                                          |           |                                                                                                     | 1                |
| 4                                                             | 5                                                                        | 6         | 7<br><span style="background-color: #FF00FF;">Scrutiny Commission</span>                            | 8                |
| 11                                                            | 12                                                                       | 13        | 14<br><span style="background-color: #FFFF00;">Member Briefing</span>                               | 15               |
| 18                                                            | 19                                                                       | 20        | 21<br><span style="background-color: #FF00FF;">Communities Overview &amp;<br/>Scrutiny Panel</span> | 22               |
| 25<br><span style="background-color: #FF00FF;">Cabinet</span> | 26<br><span style="background-color: #FF00FF;">Planning Committee</span> | 27        | 28                                                                                                  | 29 – Good Friday |

## PROVISIONAL ROTA OF MEETINGS FOR MUNICIPAL YEAR 2023-2024

Key: Member Induction and Development session Provisional Rota of Meetings Member briefing sessions

| April 2024        |         |                                                                                              |                                                                                                 |                         |
|-------------------|---------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------|
| MONDAY            | TUESDAY | WEDNESDAY                                                                                    | THURSDAY                                                                                        | FRIDAY                  |
| 1 – Easter Monday | 2       | 3                                                                                            | 4<br><span style="background-color: #FF00FF;">Constitutional Review Committee</span>            | 5 – School Holidays end |
| 8                 | 9       | 10<br><span style="background-color: #FF00FF;">Cabinet Sub-Committee Grants Committee</span> | 11<br><span style="background-color: #FF00FF;">Performance Overview &amp; Scrutiny Panel</span> | 12                      |
| 15                | 16      | 17                                                                                           | 19                                                                                              | 19                      |
| 22                | 23      | 24<br><span style="background-color: #FF00FF;">Audit and Standards Committee</span>          | 25<br><span style="background-color: #FFFF00;">Member Briefing –</span>                         | 26                      |
| 29                | 30      |                                                                                              |                                                                                                 |                         |

# **PROVISIONAL ROTA OF MEETINGS FOR MUNICIPAL YEAR 2023-2024**

Key: **Member Induction and Development session**    **Provisional Rota of Meetings**    **Member briefing sessions**

| May 2024             |                          |           |                                            |        |
|----------------------|--------------------------|-----------|--------------------------------------------|--------|
| MONDAY               | TUESDAY                  | WEDNESDAY | THURSDAY                                   | FRIDAY |
|                      |                          | 1         | 2                                          | 3      |
| 6 – Bank Holiday     | 7<br>Cabinet             | 8         | 9<br>Communities Overview & Scrutiny Panel | 10     |
| 13                   | 14<br>Planning Committee | 15        | 16<br>Member Briefing –                    | 17     |
| 20<br>Annual Council | 21                       | 22        | 23                                         | 24     |
| 27- Bank Holiday     | 28                       | 29        | 30                                         | 31     |

# Harborough District Council



## Report to Council Meeting of 15 May 2023

|                         |                                                             |
|-------------------------|-------------------------------------------------------------|
| <b>Title:</b>           | Appointment of Representatives on Outside Bodies            |
| <b>Status:</b>          | Public                                                      |
| <b>Key Decision:</b>    | No                                                          |
| <b>Report Author:</b>   | Chief Executive, Liz Elliott<br>l.elliott@harborough.gov.uk |
| <b>Lead Councillor:</b> | TBC                                                         |
| <b>Appendices:</b>      | A : List of outside bodies                                  |

### Summary

- i. The Council is entitled to nominate representatives to a number of outside bodies as listed at Appendix A. Given the proximity of the Annual meeting to the election, it has not been possible to obtain from the political groups their nominations for these bodies.
- ii. Accordingly, Council is invited to consider the list of outside bodies and determine which group shall appoint to the outside bodies listed. Each group should forward their nominations to the Director of Governance and Law in accordance with Council's decision.

### Recommendations

Council is requested to:

1. Consider the list of outside bodies and determine which group shall appoint to the outside bodies listed in Appendix A.
2. Authorise the Director of Governance and Law to receive and give effect to the nominations for these bodies.

### Reasons for Recommendations

- iii. The Council is entitled to nominate representatives on the listed outside bodies.

## Representatives on Outside Bodies 2023

| <b>Body</b>                                           | <b>Term of Office</b> | <b>Number of Appointments Required</b> | <b>Nominations</b> | <b>Other Information</b>                                                                  | <b>Frequency of Meetings</b>     |
|-------------------------------------------------------|-----------------------|----------------------------------------|--------------------|-------------------------------------------------------------------------------------------|----------------------------------|
| East Midlands Councils                                | 1 year                | 2                                      |                    | Lead member<br><br>Alternate member to attend meetings in the absence of the full member. | FEB & JULY                       |
| Foxton Locks Partnership<br><br>(Canal & River Trust) | 4 years               |                                        |                    | Ward Member and 1 Other                                                                   | NOT ACTIVE AT PRESENT (02.07.15) |
| Active Harborough District                            | 1 year                | 1                                      |                    | Relevant Portfolio Holder                                                                 | QUARTERLY                        |
| Harborough Disability Access Group                    | 1 year                | 1                                      |                    | Relevant Portfolio Holder                                                                 |                                  |
| Harborough Innovation Centre Strategy Board           | 1 year                | 1                                      |                    | Relevant Portfolio Holder                                                                 | QUARTERLY                        |
| Market Harborough Museum Steering Group               | 1 year                | 1                                      |                    | Relevant Portfolio Holder                                                                 | 2 A YEAR                         |
| Police and Crime Panel                                | 1 year                | 1                                      |                    | Leader or relevant portfolio holder                                                       | BI-MONTHLY                       |

|                                                                |                               |                     |  |                                                                |                           |
|----------------------------------------------------------------|-------------------------------|---------------------|--|----------------------------------------------------------------|---------------------------|
| Leicestershire Safer Communities Strategy Board                | 1 year                        | 1                   |  | Relevant Portfolio Holder                                      | QUARTERLY                 |
| Harborough District Community Safety Partnership               | 1 year                        | 1                   |  | Relevant Portfolio Holder                                      | QUARTERLY                 |
| Leicestershire Partnership for Revenues and Benefits           | 1 year                        | 2                   |  | Relevant Portfolio Holder and 1 other                          | QUARTERLY                 |
| LANRAC<br>Leicestershire and Northampton Rail Action Committee |                               |                     |  |                                                                | ADHOC - CURRENTLY DORMANT |
| SPARSE                                                         | As required, suggested 1 year | 2 (Main and deputy) |  | Leader or Portfolio Holder (Wellbeing & Communities & Housing) |                           |
| MAG (Member Advisory Group on Planning)                        | 1 year                        | 1                   |  | Leader or Planning & Environment & Waste Portfolio Holder      | BI-MONTHLY                |
| District Councils Health & Housing Members Advisory Group      | 1 Year                        | 1                   |  | Sub Portfolio holder (Wellbeing & Communities)                 | QUARTERLY                 |
| Charnwood Contact Centre Partnership Board                     | On-going                      | 1                   |  | Relevant portfolio Holder                                      | QUARTERLY                 |

|                                                                                          |          |   |    |                                                                            |                 |
|------------------------------------------------------------------------------------------|----------|---|----|----------------------------------------------------------------------------|-----------------|
| Market Harborough and The Bowdens Charity                                                | On-going |   |    |                                                                            |                 |
| Robert Monk's Foxton Charity Board of Trustees                                           | 4 Years  |   |    | 2x Foxton residents appointed by HDC.                                      | N/A             |
| North Kilworth Townland Charities                                                        | On-going |   | 1) | Ward Councillors for Misterton and Bosworth<br>HDC Representative          | AS REQUIRED     |
| PATROL (Parking and Traffic Regulations Outside London)<br>Adjudication Joint Committee. |          | 1 |    | Councillor with general involvement in transport or environmental matters. | ANNUALLY - JULY |