

Report to the Council



15 May 2025

Wards: ALL

Appointment of Chairs and Deputy Chairs

Report of the Director of Legal Services and Partnerships

This item is not exempt  
Therefore exempt reasons are not applicable

This is a non-key decision.

1. Purpose of the Report and Summary
  - 1.1 This report proposes the appointment of Chairs and Deputy Chairs to Committees of the Council.
2. Recommendations
  - 2.1 To elect to the roles of Chair and Deputy Chair members of the Committees of the Council identified at Appendix 1 (to follow), with the exception of Area Committees.
  - 2.2 To confirm the appointment of Chairs of Area Committees of the Council following each Area Committee being convened at a convenient break point within the meeting of Annual Council.
3. Reasons for Recommendations
  - 3.1 The Council is required to elect members of relevant Committees to chair its committees, the recommendation brings into effect this requirement and ensures that the Council's governance structure can operate effectively.
4. Key Organisational Impacts

4.1 The reports proposes the appointment of the Chairs and Deputy Chairs of the Committees of the Council which will enable the decision making process to function effectively.

4.2 Equalities Impact Information

The report provides details for the appointment of Chairs and Deputy Chairs of the Committees of the Council, there are therefore no direct equalities impacts.

5. Consultation

5.1 The Constitution (Part C1 Council Procedure Rules s. 34.2) requires that nominations are submitted to the Town Clerk by political groups/councillors in advance of the meeting and included on the Order of Business.

6. Background

6.1 The Council's Governance structure operates by way of a number of Committees, as established within Part B of the Constitution (Council and Executive Scheme of Delegation). Each Committee is required to appoint a Chair and Deputy to Chair to ensure the effective operation of the Committee.

6.2 The Constitution (s. 2.7.5, Part A: Articles) provides that only the Council can make appointments to Committees of the Council. This report proposes, at Appendix 1, those Members who will fulfil the role of Chair and Deputy Chair of each Committee as per Part C1 Council Procedure Rules (s. 34).

6.3 The Chairs and Deputy Chairs of Area Committees will be appointed at their first meeting and subsequently reported to Council.

7. Issues for Consideration

7.1 Whilst the Local Government and Housing Act 1989 requires the Council to review the political representation on Committees to ensure political balance no such requirement is present for the appointment of Chairs and Deputies outside of ensuring that the overall political balance is maintained.

8. Options and Risk Assessment

8.1 To elect the Chairs and Deputy Chairs of the Committees identified at as Appendix 1 (to follow), from the membership of such committees.

The Constitution provides at Part C1 34.1 for Annual Council to

appoint by a majority of members present and voting, the chairs and deputy chairs of committees, with the exception of Area Committees. Outside of Annual Council vacancies in the roles are filled by the relevant committee itself.

- 8.2 To confirm the appointment of chairs and deputy chairs of Area Committees following a break in the meeting of Council to facilitate each Area Committee determining its Chair and Deputy Chair.

This arrangement is specifically provided for in the constitution of the Council at Part C1 s 34.4 to enable the members of the relevant Area Committee to elect their chairs and deputy chairs. While theoretically, Council could override this arrangement, the approach of Area Committees electing the chairs has been adopted reflecting that each member of Council is a member of one Area Committee and Area Committees exercise functions delegated to them by the Leader of Council and Council and are accountable for their governance

9. Comments of the Monitoring Officer (Director of Legal Services & Partnerships)

- 9.1 As the report notes at paragraph 7 above, with the exception of Area Committees, chairs and deputy chairs of Committees approved by Council are appointed at the Annual Meeting of Council.

[IA]

10. Comments of the Section 151 Officer (Director of Finance and Transformation)

The S151 Officer notes the requirement to, and process for, appointment of Chairs and Deputy Chairs of Area Committees. (SM)

11. Comments of the Assistant Director OD & HR and compliance with the Equality Duty

- 11.1 There are no staffing or equality issues arising from this decision. KH

12. Comments of Overview and Scrutiny

- 12.1 This report has not been subject to pre-decision scrutiny.  
(Sc8756 - MK)

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Director of Legal Services and Shared Partnerships

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Officer Interests: None

Background Documents: - A list of background documents must be included.  
These documents are then available (if not exempt) for public inspection.

### Implications Matrix

**This section must be completed and you must ensure that you have fully considered all potential implications**

This matrix provides a simple check list for the things you need to have considered within your report

If there are no implications please state

I have informed and sought advice from HR, Legal, Finance, Overview and Scrutiny and the Climate Change Advisor and any other key stakeholders i.e. Portfolio Holder, relevant Ward Members etc prior to submitting this report for official comments	Yes
I have considered whether this report requests a decision that is outside the Budget and Policy Framework approved by Council	Yes
Value for money considerations have been accounted for within the report	Yes
The report is approved by the relevant City Manager	Yes
I have included any procurement/commercial issues/implications within the report	Yes
I have considered the potential media interest in this report and liaised with the Media Team to ensure that they are briefed to respond to media interest.	Yes
I have included any equalities and diversity implications within the report and where necessary I have completed an Equalities Impact Assessment and the outcomes are included within the report	Yes
Any Health and Safety implications are included within the report	Yes
Any human rights implications are included within the report	Yes
I have included any community safety implications and paid regard to Section 17 of the Crime and Disorder Act within the report	Yes
I have liaised with the Climate Change Advisor and any environmental and climate	Yes

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change issues/sustainability implications are included within the report	
I have included information about how this report contributes to the City Plan/ Area priorities within the report	Yes
I have considered the impact on air quality, carried out an appropriate assessment and included any resulting actions or opportunities necessary to improve air quality in the report.	Yes