


	<b>Agenda Item:11</b>	
Committee:	<b>Council</b>	
Date:	<b>19 May 2021</b>	
Report Title:	<b>Committee Structure, Political Balance and Allocation of Seats</b>	

## 1. PURPOSE/SUMMARY

- 1.1. The purpose of this Report is to agree the committee structure and terms of reference for the forthcoming municipal year as well as confirming the allocation of seats to those committees and also to outside bodies in accordance with political proportionality rules and to receive notification of the appointments to them (where known).

## 2. KEY ISSUES

- 2.1. The Constitution provides under Rule 1, paragraph 1.2 that at the Annual Meeting, Council will:
- (a) determine which committees and panels should be established for the ensuing municipal year;
  - (b) agree the terms of reference for those committees/panels as outlined in the [constitution](#)
  - (c) allocate the seats and position of the Chairman and Vice Chairman to Political Groups in accordance with political proportionality rules where appropriate in respect of committees, panels and outside bodies;
  - (d) receive notification and to appoint Councillors to the allocated seats on each committee and panel and to serve as Chairman and Vice-Chairman.
- 2.2. Political Groups are allocated seats proportionate to their size.
- 2.3. In order to ensure that political proportionality is successfully achieved at an individual committee level in addition to achieving political proportionality across the total number of committee seats available, it is necessary to increase the total number of available committee seats. It is proposed that the number of seats on the Audit and Risk Management Committee increases from 11 (the current number of seats allocated) to 12.

## 3. RECOMMENDATIONS

It is recommended that Council:

- 3.1. Increase the number of committee seats on the Audit and Risk Management Committee from 11 to 12.
- 3.2. Maintains the Committees and Panels set out at Appendix A for the 2021/2022 municipal year;
- 3.3. Agrees that the terms of reference set out at Part 3 of the Council's [constitution](#) in relation to the committees and panels referred to at paragraph 3.1 above should continue as currently drafted;
- 3.4. Agrees the allocation of seats and position of Chairman and Vice Chairman on those committees subject to political balance arrangements (Appendix A);
- 3.5. Agrees the appointments to seats allocated in accordance with paragraphs 3.3 above (Appendix B) to include co-opted or non-members.
- 3.6. Agrees the list of Outside Bodies and allocation of seats in accordance with political

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balance arrangements as set out at Appendix C for 2021/22. Appointments will be made by Cabinet.

<b>Wards Affected</b>	All
<b>Portfolio Holder(s)</b>	N/A
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<b>Background papers</b>	Constitution

#### **4. BACKGROUND/INTRODUCTION**

- 4.1. For each municipal year, Council has to set out the Committees and Panels which are to be established. On establishing the Committees and Panels, in accordance with the rules relating to Political Proportionality the seats on each committee and panel together with the position of Chairman and Vice Chairman are then allocated to Political Parties. Council also receives notification of the appointments to these Committees. Council is also required to confirm allocations to Outside Bodies based again on political proportionality.

#### **5. COMMITTEE STRUCTURE**

- 5.1. As per paragraph 2.1, the Constitution provides that the Council considers the establishment and terms of reference of committees at its Annual Meeting. This must be determined before seats can be allocated to committees in accordance with the political proportionality rules.
- 5.2. The Committees and Panels of Fenland District Council are as identified in Appendix A and their terms of reference are as set out at Part 3 of the Constitution. No changes have been proposed to either for the forthcoming municipal year.

#### **6. ALLOCATION OF SEATS**

##### **6.1. Political Proportionality**

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- 6.1.1. As per paragraph 2.1 the Constitution provides that the Council allocation of seats and position of Chairman and Vice Chairman on those committees subject to political balance arrangements.
- 6.1.2. The rules relating to political proportionality in relation to membership of committees are set out in the Local Government and Housing Act 1989 and the supporting regulations.
- 6.1.3. For the purposes of the regulations a political group must consist of two or more members who have signed a declaration to that effect.
- 6.1.4. Where one or more groups exists the relative proportions of the groups should be used in allocating seats on committees/outside bodies. Therefore any elected members who are not part of a group are not automatically allocated seats on committees. If however there are any seats which remain unallocated after political groups have been given their proportionate allocation, those unallocated seats will be given to ungrouped members.
- 6.1.5. The distribution of the 39 current members of the Council within the group structures is as follows. It is :

Group	Number	Percentage
Conservatives	26	67%
Fenland Independents Alliance (Including 2 Liberal Democrats)	13	33%

- 6.1.6. The proposed allocation of seats and position of Chairman and Vice Chairman on the committees referred to at paragraph 5 and subject to political balance arrangements are as set out at Appendix A.

## **6.2. Outside Bodies**

- 6.2.1. Also in accordance with political proportionality requirements Fenland District Council allocates seats on outside bodies where there are 2 or more appointments to be made. The list of Outside Bodies and the allocation of seats is as set out at Appendix C.
- 6.2.2. Confirmation of membership to the Outside Bodies will be undertaken by a subsequent meeting of Cabinet which will allow sufficient time for Group Leaders to appoint to their allocation of seats.

## **7. COMMITTEE APPOINTMENTS**

- 7.1. As per paragraph 2.1, the Constitution provides that Council agrees the appointments to the seats allocated at paragraph 6 above.
- 7.2. The terms of reference of the Conduct Committee also provide for the appointment of up to 2 co-opted members and Independent Persons.
- 7.3. The proposed allocations for the forthcoming municipal year are as set out at Appendix B.



## **Appendix A - Allocation of Seats on Committees & Panels**

Committee	Membership	Political Apportionment
Overview and Scrutiny	<p>Up to 12 members of the Council (none of which may be part of the Cabinet)</p> <p>6 substitute members</p> <p>Appointment:      Chairman                                  Vice Chairman</p>	<p>8 to Conservative Group 4 to The Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)</p> <p>Substitute members 4 to Conservative Group 2 to The Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)</p> <p>To the Conservative Group To the Conservative Group</p>
Planning Committee	<p>Up to 12 members of the Council. No more than three of which can be members of the Cabinet.</p> <p>Each political group can appoint up to 4 substitute members (8 substitute members)</p> <p>Appointment:      Chairman                                  Vice Chairman</p>	<p>8 to Conservative Group 4 to The Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)</p> <p>4 substitute members from each political group</p> <p>To the Conservative Group To the Conservative Group</p>
Licensing Committee (Licensing Act 2003)	<p>Up to 12 members of the Council.</p> <p>The same Members are to be appointed for the Licensing Act 2003 Committee and the Non Licensing Act 2003 Committee.</p> <p>6 substitute members</p>	<p>8 to the Conservative Group 4 to The Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)</p> <p>Substitute members 4 to Conservative Group 2 to The Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The</p>

	<p>Appointment: Chairman Vice Chairman</p>	<p>Green Party)</p> <p>To the Conservative Group To the Conservative Group</p>
<p>Audit and Risk Management Committee</p>	<p>Up to 12 members of the Council to be formed from: Up to 3 members of Cabinet not including the portfolio holder responsible for finance Up to 3 members drawn from the Overview and Scrutiny panel 6 Backbench members</p> <p>6 substitute members</p> <p>Appointment: Chairman Vice Chairman</p> <p>The Chairman may not be a member of Cabinet</p> <p>The Audit and Risk Management Determination Sub Committee is no more than 6 members drawn from the Audit and Risk Management Committee</p>	<p>8 to the Conservative Group 4 to The Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)</p> <p>Substitute members 4 to Conservative Group 2 to The Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)</p> <p>To the Conservative Group To the Conservative Group</p>
<p>Conduct Committee</p>	<p>Up to 5 Members of the Council</p> <p>3 substitute members</p>	<p>3 to Conservative Group 2 to The Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)</p> <p>Substitute members 2 to Conservative Group 1 to The Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)</p>

	<p>Appointment:           Chairman                                   Vice Chairman</p> <p>The Committee may also appoint itself up to two members of Town or Parish Councils to assist its work.</p> <p>Independent Person: Deputy Independent Person:</p>	<p>To the Conservative Group To the Conservative Group</p> <p>Currently: Councillor Andrew Donnelly Vacancy</p> <p>Stuart Webster Claire Hawden-Beal</p>
Appointments Panel	<p>Up to 7 members and not less than 3 nominated by the Leader to reflect political proportionality</p> <p>3 substitute members</p> <p>Appointment:           Chairman                                   Vice Chairman</p>	<p>5 to the Conservative Group 2 to The Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)</p> <p>Substitute members 2 to Conservative Group 1 to The Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)</p> <p>To the Conservative Group To the Conservative Group</p>





Substitutes	

<b>Audit and Risk Management Committee (12)</b>	
Substitutes	
<b>Conduct Committee (5)</b>	
Substitutes:	
<b>Independent People</b> Independent Person: Stuart Webster Deputy Independent Person: Claire Hawden-Beal	<b>Town/Parish Reps</b> Cllr Andrew Donnelly Vacancy
<b>Appointments Panel (7)</b>	
Substitutes:	

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## **Appendix C - Allocation of seats on Outside Bodies**

Ref No	Outside Body	Number of representatives required  2021/22	To Be Nominated Representatives 2021/22*	Proportionality
1	Anglia Revenue Partnership	1 + 2 substitutes		Conservative Party representation
2	Benwick Internal Drainage Board (IDB)	4		3 Conservatives  1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
3	Cambridgeshire Horizons Board	1		Conservative Party representation
4	Cambridgeshire Military Community Covenant Board	1		Conservative Party Representation
5	Cambridgeshire Police and Crime Panel	1 + 1 substitute		Conservative Party Representation
6	Cambridgeshire Health and Wellbeing Board + District Lead Members Group	1		Conservative Party Representation
7	Chatteris Community Centre Association	2		1 Conservative  1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)

Ref No	Outside Body	Number of representatives required 2021/22	To Be Nominated Representatives 2021/22*	Proportionality
8	College of West Anglia Governing Body	1		Conservative Party Representation
9	Community Learning and Skills Partnership	1		Conservative Party Representation
10	Curf and Wimblington Combined IDB	1		Conservative Party Representation
11	Feldale IDB	7		5 Conservatives  2 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
12	Fenland Association of Community Transport	1		Conservative Party Representation
13	Fenland Diverse Communities Forum	1		Conservative Party Representation
14	Fenland Health and Care Forum	Open meeting		Open meeting available for elected members and members of the public wishing to attend
15	Fenland Tension Monitoring Group	1		Conservative Party Representation

Ref No	Outside Body	Number of representatives required 2021/22	To Be Nominated Representatives 2021/22*	Proportionality
16	Fenland Transport and Access Partnership	1		Conservative Party Representation
17	Fenland Transport Strategy	2		1 Conservative  1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
18	Fenland Twinning Association	4		3 Conservatives  1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
19	Hanson, Fletton Brickworks Industry	1		Conservative Party Representation
20	Health Committee	1 + 1 substitute		Conservative Party Representation
21	Hundred of Wisbech IDB	15		10 Conservatives  5 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)

Ref No	Outside Body	Number of representatives required 2021/22	To Be Nominated Representatives 2021/22*	Proportionality
				Party)
22	Kings Lynn IDB	1		Conservative Party Representation
23	LGA/ LGA Rural Commission/ LGA Urban Commission	1 + 1 Substitute		Conservative Party Representation
24	Manea and Welney Drainage Commissioners	3		2 Conservative  1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
25	March Area Transport Study	2		1 Conservative  1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
26	March West and White Fen Internal Drainage Board (Previously known as March and Whittlesey IDB)	6		4 Conservatives  2 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)

Ref No	Outside Body	Number of representatives required 2021/22	To Be Nominated Representatives 2021/22*	Proportionality
27	March East IDB	11		7 Conservatives  4 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
28	March Education Foundation	1		Conservative Party Representation
29	March Fifth District Drainage Commissioners	8		5 Conservatives  3 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
30	March Sixth District Drainage Commissioners	4		3 Conservatives  1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
31	March Third IDB	5		3 Conservatives  2 Fenland Independents Alliance

Ref No	Outside Body	Number of representatives required  2021/22	To Be Nominated Representatives 2021/22*	Proportionality
				(including 2 Liberal Democrats and 1 Member of The Green Party)
32	Middle Level Commissioners	3		2 Conservatives  1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
33	Needham and Laddus IDB	1		Conservative Party Representation
34	Nightlayer IDB	10		7 Conservatives  3 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
35	North Level District IDB	7		5 Conservatives  2 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)



<b>Ref No</b>	<b>Outside Body</b>	<b>Number of representatives required  2021/22</b>	<b>To Be Nominated Representatives 2021/22*</b>	<b>Proportionality</b>
36	Wisbech Community Development Trust (Oasis Village Centre)	1		Conservative Party Representation
37	Ransonmoor District Drainage Commissioners	2		1 Conservative  1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
38	RECAP	1		Conservative Party Representation
39	Rural Cambs CAB	3		2 Conservatives  1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
40	Safer Fenland Partnership	1		Conservative Party Representation
41	The Wash and North Norfolk Marine Partnership	1		Conservative Party Representation
42	The Combined Authority	1 + 1 Substitute		Conservative Party Representation

Ref No	Outside Body	Number of representatives required 2021/22	To Be Nominated Representatives 2021/22*	Proportionality
43	The Combined Authority Overview and Scrutiny Committee	2 + 2 Substitutes		Conservative Party Representation
44	The Combined Authority Audit and Governance Committee	1 + 1 Substitute		Conservative Party Representation
45	The Combined Authority Employment Committee	1 + 1 Substitute		Conservative Party Representation
46	The Combined Authority Housing and Communities Committee	1 + 1 Substitute		Conservative Party Representation
47	The Combined Authority Transport and Infrastructure Committee	1 + 1 Substitute		Conservative Party Representation
48	The Combined Authority Skills Committee	1 + 1 Substitute		Conservative Party Representation
49	Upwell IDB	2		1 Conservative  1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
50	Waldersey IDB	2		1 Conservative  1 Fenland Independents

Ref No	Outside Body	Number of representatives required 2021/22	To Be Nominated Representatives 2021/22*	Proportionality
				Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
51	Warboys, Somersham and Pidley IDB	1		Conservative Party Representation
52	Whittlesey & District IDB	5		3 Conservatives  2 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
53	Wisbech Access Strategy Member Steering Group	2		1 Conservative  1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
54	Young People March	1		Conservative Party Representation

\*Confirmation of membership to the Outside Bodies will be undertaken by a subsequent meeting of Cabinet, which will allow sufficient time for Group Leaders to appoint to their allocation of seats.