


Agenda Item No.:	10	
Committee:	Council	
Date:	12 May 2022	
Report Title:	Committee Structure, Political Balance and Allocation of Seats	

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.

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.

3. RECOMMENDATIONS

It is recommended that Council:

- 3.1. Maintains the Committees and Panels set out at Appendix A for the 2022/23 municipal year;
- 3.2. 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;
- 3.3. Agrees the allocation of seats and position of Chairman and Vice Chairman on those committees subject to political balance arrangements (Appendix A);
- 3.4. Agrees the appointments to seats allocated in accordance with paragraph 3.3 above (Appendix B) to include co-opted or non-members; and
- 3.5. Agrees the list of Outside Bodies and allocation of seats in accordance with political balance arrangements as set out at Appendix C for 2022/23. Appointments will be made by Cabinet.

Wards Affected	All
Portfolio Holder(s)	N/A
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Background papers	Fenland District Council's Constitution

4. BACKGROUND/INTRODUCTION

- 4.1. For each municipal year, Council must agree 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 or 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

- 6.1.1. As per paragraph 2.1 the Constitution provides that the Council allocation of seats and position of Chairman and Vice Chairman are subject to political balance arrangements where appropriate.
- 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:

Group	Number	Percentage
Conservatives	27	69%
Fenland Independents Alliance (Including 2 Liberal Democrats)	12	31%

- 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
<p>Overview and Scrutiny</p>	<p>Up to 13 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>9 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>
<p>Planning Committee</p>	<p>Up to 13 members of the Council. No more than four 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>9 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>
<p>Licensing Committee (Licensing Act 2003)</p>	<p>Up to 13 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>Appointment: Chairman Vice Chairman</p>	<p>9 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>Audit and Risk Management Committee</p>	<p>Up to 13 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 7 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>9 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 6 Members of the Council</p> <p>3 substitute members</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>4 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>To the Conservative Group To the Conservative Group</p> <p>Currently: Councillor Andrew Donnelly Vacancy</p> <p>Stuart Webster Claire Hawden-Beal</p>

<p>Appointments Panel</p>	<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>
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Appendix B- Appointments to Committees and Panels

Cabinet (10)

Councillor Ian Benney	Councillor Mrs Dee Laws
Councillor Chris Boden (C)	Councillor Andrew Lynn
Councillor Sam Clark	Councillor Peter Murphy
Councillor Mrs Jan French (VC)	Councillor Chris Seaton
Councillor Miss Sam Hoy	Councillor Steve Tierney

Overview and Scrutiny Panel (13)

Councillor Gavin Booth	Councillor Alex Miscandlon (VC)
Councillor David Connor	Councillor Mark Purser
Councillor Mike Cornwell	Councillor Robert Skoulding
Councillor Steve Count	Councillor David Topgood
Councillor Anne Hay	Councillor Bob Wicks
Councillor Michael Humphrey	Councillor Fred Yeulett
Councillor David Mason (C)	

Substitutes:

Clr Sarah Bligh, Clr Andy Maul, Clr Michelle Tanfield, Clr Simon Wilkes
 Clr Maureen Davis, Clr Mrs Kay Mayor + 2 vacancies

Planning Committee (13)

Councillor Ian Benney	Councillor Mrs Kay Mayor
Councillor Mike Cornwell	Councillor Peter Murphy
Councillor David Connor (C)	Councillor Mark Purser
Councillor Mrs Maureen Davis (VC)	Councillor Rob Skoulding
Councillor Mrs Jan French	Councillor Will Sutton
Councillor Charlie Marks	Councillor David Topgood
	Vacancy

Substitutes:

Clr Gavin Booth, Clr Daniel Divine, Clr David Patrick, Clr Michelle Tanfield
 Clr Michael Humphrey, Clr Andrew Lynn, Clr Alex Miscandlon, Clr Billy Rackley

Licensing Committee (13)

Councillor David Connor	Councillor Mrs Kay Mayor
Councillor Miss Sam Hoy	Councillor Nick Meekins
Councillor Michael Humphrey (C)	Councillor Billy Rackley
Councillor Andrew Lynn	Councillor Robert Skoulding (VC)
Councillor Charlie Marks	Councillor David Topgood
Councillor Andy Maul	Councillor Simon Wilkes

	Vacancy
Substitutes: Cllr Bob Wicks, Cllr David Patrick Cllr Ian Benney, Cllr Alex Miscandlon, Cllr Peter Murphy, Cllr Mark Purser	
Audit and Risk Management Committee (13)	
Councillor Ian Benney	Councillor Jason Mockett
Councillor Gavin Booth	Councillor Mark Purser
Councillor Maureen Davis (VC)	Councillor Robert Skoulding
Councillor Kim French (C)	Councillor Steve Tierney
Councillor Jan French	Councillor Bob Wicks
Councillor Nick Meekins	Councillor Fred Yeulett
	Vacancy
Substitutes: 4 vacancies Cllr David Connor, Cllr Sam Hoy, Cllr Michael Humphrey, Cllr Dee Laws	
<u>Conduct Committee (6)</u>	
Councillor Andy Maul	
Councillor Jason Mockett	Councillor David Topgood (VC)
Councillor David Patrick	Councillor Mrs Susan Wallwork (C)
Councillor Mark Purser	
Substitutes: Cllr Simon Wilkes Cllr Sam Hoy, Cllr David Connor	
Independent People Independent Person: Stuart Webster Deputy Independent Person: Claire Hawden-Beal	Town/Parish Reps Councillor Andrew Donnelly Vacancy
<u>Appointments Panel (7)</u>	
Councillor Chris Boden	Councillor Robert Skoulding
Councillor Steve Count	Councillor Will Sutton
Councillor Mrs Jan French	Councillor Steve Tierney
Councillor Andy Maul	
Substitutes: Cllr Fred Yeulett Cllr Kim French, Cllr Sam Hoy	
<u>Investment Board (3)</u>	
Councillor Ian Benney	
Councillor Chris Boden	Councillor Steve Tierney
Substitutes: Cllr Sam Hoy, Cllr Chris Seaton	

Appendix C - Allocation of seats on Outside Bodies

Ref No	Outside Body	Number of representatives required	Current nominated representatives 2021/22	Proportionality
1	Anglia Revenue Partnership	1 + 2 substitutes	Cllr Mrs French Substitute members Cllr Connor Cllr Miss French	Conservative Party representation
2	Benwick Internal Drainage Board (IDB)	4	Cllr Laws Cllr Miscandlon Cllr Mrs Mayor Cllr Wicks	3 Conservatives 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
3	Cambridgeshire Horizons Board	1	Cllr Boden	Conservative Party representation
4	Cambridgeshire Military Community Covenant Board	1	Cllr Tierney	Conservative Party Representation
5	Cambridgeshire Police and Crime Panel	1 + 1 substitute	Cllr Lynn substitute member Cllr Connor	Conservative Party Representation
6	Cambridgeshire Health and Wellbeing Board + District Lead Members Group	1	Cllr Clark	Conservative Party Representation
7	Chatteris Community Centre Association	2	Cllr Murphy or Cllr Benney TBC Cllr Divine	1 Conservative 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
8	College of West Anglia Governing Body	1	Cllr Topgood	Conservative Party Representation

Ref No	Outside Body	Number of representatives required	Current nominated representatives 2021/22	Proportionality
9	Community Learning and Skills Partnership	1	Cllr Benney	Conservative Party Representation
10	Curf and Wimblington Combined IDB	1	Cllr Davis	Conservative Party Representation
11	Feldale IDB	7	Cllr Laws Cllr Boden Cllr Miscandlon Cllr Mrs Mayor Cllr Wicks	5 Conservatives (1 Conservative vacancy) 2 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party) (1 FIA Vacancy)
12	Fenland Association of Community Transport	1	Cllr Seaton	Conservative Party Representation
13	Fenland Diverse Communities Forum	1	Cllr Tierney	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	Cllr Hoy	Conservative Party Representation
16	Fenland Transport and Access Partnership	1	Cllr Topgood	Conservative Party Representation
17	Fenland Transport Strategy	2	Cllr Seaton Cllr Wicks	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	Current nominated representatives 2021/22	Proportionality
18	Fenland Twinning Association	4	Cllr Mrs Hay Cllr Mrs Mayor Cllr Topgood Cllr Cornwell	3 Conservatives 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
19	Hanson, Fletton Brickworks Industry	1	Cllr Boden	Conservative Party Representation
20	Health Committee	1 + 1 substitute	Cllr Clark Substitute Member Cllr Topgood	Conservative Party Representation
21	Hundred of Wisbech IDB	15	Cllr Topgood Cllr Wallwork Cllr Lynn Cllr Hoy Cllr Rackley Cllr Sutton Cllr Booth Cllr Tanfield	10 Conservatives (5 Conservative vacancies) 5 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party) (2 FIA Vacancies)
22	Kings Lynn IDB	1	Cllr Rackley	Conservative Party Representation
23	LGA/ LGA Rural Commission/ LGA Urban Commission	1 + 1 Substitute	Cllr Boden Substitute member Cllr Mrs French	Conservative Party Representation
24	Manea and Welney Drainage Commissioners	3	Cllr Marks Cllr Sutton	2 Conservative (1 Conservative vacancy) 1 Fenland Independents Alliance (including 2 Liberal Democrats)

Ref No	Outside Body	Number of representatives required	Current nominated representatives 2021/22	Proportionality
				and 1 Member of The Green Party) Councillor Sutton takes 1 Conservative seat
25	March Area Transport Study	2	Cllr Count Cllr Cornwell	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	Cllr Mrs French Cllr Mrs Laws Cllr Miscandlon Cllr Cornwell Cllr Wicks	4 Conservatives (1 Conservative vacancy) 2 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
27	March East IDB	11	Cllr Purser Cllr Clark Cllr Topgood Cllr Cornwell Cllr Marks Cllr Yeulett	7 Conservatives (4 Conservative vacancies) 4 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party) (1 FIA vacancy)
28	March Education Foundation	1	Cllr Purser	Conservative Party Representation
29	March Fifth District Drainage Commissioners	8	Cllr Mrs French Cllr Cornwell	5 Conservatives (4 Conservative

Ref No	Outside Body	Number of representatives required	Current nominated representatives 2021/22	Proportionality
			Cllr Yeulett	vacancies) 3 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party) (1 FIA vacancy)
30	March Sixth District Drainage Commissioners	4	Cllr Mrs French Cllr Cornwell	3 Conservatives (2 Conservative vacancies) 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
31	March Third IDB	5	Cllr Mrs French Cllr Cornwell Cllr Yeulett	3 Conservatives (2 Conservative vacancies) 2 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
32	Middle Level Commissioners	3	Cllr Laws Cllr Miscandlon Cllr Sutton	2 Conservatives 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
33	Needham and Laddus IDB	1	Cllr Sutton	Conservative Party Representation FIA has

Ref No	Outside Body	Number of representatives required	Current nominated representatives 2021/22	Proportionality
				Conservative seat
34	Nightlayer IDB	10	Cllr Benney Cllr Mrs French Cllr Hay Cllr Murphy Cllr Divine	7 Conservatives (3 Conservative vacancies) 3 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party) (2 FIA vacancies)
35	North Level District IDB	7	Cllr Humphrey Cllr Sam Clark Cllr Laws Cllr Mrs Mayor Cllr Miscandlon Cllr Booth Cllr Wicks	5 Conservatives 2 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
36	Wisbech Community Development Trust (Oasis Village Centre)	1	Cllr Rackley was the nominated representative but stood down in June 2020.	Conservative Party Representation
37	Ransonmoor District Drainage Commissioners	2	Cllr Connor Cllr Wicks	1 Conservative 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
38	RECAP	1 +1 Substitute member	Cllr Murphy Substitute member Cllr Tierney	Conservative Party Representation

Ref No	Outside Body	Number of representatives required	Current nominated representatives 2021/22	Proportionality
39	Rural Cambs CAB	3	Cllr Miscandlon Cllr Booth	2 Conservatives (1 Conservative vacancy) 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
40	Safer Fenland Partnership	1	Cllr Lynn	Conservative Party Representation
41	The Wash and North Norfolk Marine Partnership	1	Cllr Rackley	Conservative Party Representation
42	The Combined Authority	1 + 1 Substitute	Cllr Boden Substitute member Cllr Mrs French	Conservative Party Representation
43	The Combined Authority Overview and Scrutiny Committee	2 + 2 Substitutes	Cllr Hay Cllr Miscandlon Substitute members Cllr Tierney 1 vacancy	Conservative Party Representation
44	The Combined Authority Audit and Governance Committee	1 + 1 Substitute	Cllr Benney Substitute member Cllr Hoy	Conservative Party Representation
45	The Combined Authority Employment Committee	1 +1 sub	Cllr Miss French Cllr Mrs Davis (substitute)	Conservative Party Representation
46	The Combined Authority Housing and Communities Committee	1+1 Sub	Cllr Boden Cllr Mrs Laws (substitute)	Conservative Party Representation

Ref No	Outside Body	Number of representatives required	Current nominated representatives 2021/22	Proportionality
47	The Combined Authority Transport and Infrastructure Committee	1+1 Sub	Cllr Seaton Cllr Boden (substitute)	Conservative Party Representation
48	The Combined Authority Skills Committee	1+1 Sub	Cllr Seaton Cllr Mason (substitute)	Conservative Party Representation
49	Upwell IDB	2	Cllr Rackley Cllr Sutton	1 Conservative 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
50	Waldersey IDB	2	Cllr Rackley Cllr Sutton	1 Conservative 1 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
51	Warboys, Somersham and Pidley IDB	1	No nominated representative	Conservative Party Representation (1 Conservative vacancy)
52	Whittlesey & District IDB	5	Cllr Mason Cllr Laws Cllr Mrs Mayor Cllr Wicks	3 Conservatives 2 Fenland Independents Alliance (including 2 Liberal Democrats and 1 Member of The Green Party) (1 FIA vacancy)
53	Wisbech Access Strategy Member Steering Group	2	Cllr Lynn or Cllr Rackley TBC	1 Conservative 1 Fenland Independents

Ref No	Outside Body	Number of representatives required	Current nominated representatives 2021/22	Proportionality
			Cllr Booth	Alliance (including 2 Liberal Democrats and 1 Member of The Green Party)
54	Young People March	1	Cllr Purser	Conservative Party Representation
55.	Water Resources East (WRE) Strategic Advisory Group	1	Cllr Laws	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.