

Committee Name and Date of Committee Meeting

Council – 05 November 2025

Report Title

Amendments to Appointments of Members to Committees, Boards and Panels.

Is this a Key Decision and has it been included on the Forward Plan?

No

Strategic Director Approving Submission of the Report

Judith Badger, Strategic Director of Finance and Customer Services

Report Author(s)

Emma Hill, Head of Democratic Services

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Ward(s) Affected

Borough-Wide

Report Summary

Section 15 of the Local Government and Housing Act 1989, places on local authorities the duty to allocate seats to political groups and sets out the principles to be followed when determining such allocation, following formal notification of the establishment of political groups in operation on the Council.

The allocation of seats must follow three principles:

- (a) that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
- (b) Balance must be achieved across the total number of available seats on committees; and
- (c) Balance must be achieved on each individual committee or body where seats are available.

This report informs Council of amendments to the nomination of Members to serve on Committees, Boards and Panels.

Recommendations

1. That approval be given to the appointment of Members to committees, boards and panels, as detailed in the Mayor's Letter.

List of Appendices Included

None

Background Papers

Membership of Political Groups on the Council, Political Balance and Entitlement to Seats to Full Council on 21 May 2025.

Consideration by any other Council Committee, Scrutiny or Advisory Panel

None

Council Approval Required

Yes

Exempt from the Press and Public

No

Amendments to appointment of Members to Committees, Boards and Panels.

1. Background

- 1.1 Section 15 of the Local Government and Housing Act 1989, places on local authorities the duty to allocate seats to political groups and sets out the principles to be followed when determining such allocation, following formal notification of the establishment of political groups in operation on the Council.

There is a requirement to annually review the entitlement of the political groups to seats on the committees of the Council.

The allocation of seats must follow three principles:

- (a) that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
 - (b) Balance must be achieved across the total number of available seats on committees; and
 - (c) Balance must be achieved on each individual committee or body where seats are available.
- 1.2 Local authorities are able to depart from the statutory provisions where there is no vote against doing so.
- 1.3 In accordance with the above, the Membership of Political Groups on the Council, Political Balance and Entitlement to Seats report was presented to the Annual Council (Business) Meeting on 21 May 2025.

2. Key Issues

- 2.1 Section 16 of the Local Government and Housing Act 1989 states that where the Council has determined the allocation to different Groups of the seats to which the Act applies, it shall be the duty of the authority to give effect to a Group's wishes about who is to be appointed to the Seats that they have been allocated.
- 2.2 Those members not in a political group may still at the discretion of the Council, be allocated a due share of seats, although the Council will decide how to allocate seats to non-aligned councillors.
- 2.3 The Head of Democratic Services has received notification that it has become necessary to make amendments to the appointment of Members to serve on the committees, boards, and panels of the Council, which will be detailed in the Mayor's Letter when issued.

3. Options considered and recommended proposal

- 3.1 No alternative options were considered.

- 3.2 It is recommended that the appointments to the Committees, Boards and Panels be amended and noted as detailed in the Mayor's Letter.

4 Consultation on proposal

- 4.1 Consultation has taken place within the political groups and non-aligned members directly and with the members concerned.

5 Timetable and Accountability for Implementing this Decision

- 4.1 Once appointed by Council, the appointment will be effective immediately and the Governance Team will ensure meeting appointments and committee membership details are updated accordingly and arrange any required committee specific training prior to the next schedule meeting.

6 Financial and Procurement Advice and Implications

- 6.1 There are no financial and procurement implications directly arising from this report.

7 Legal Advice and Implications

- 7.1 The composition and allocation of membership of the above bodies has been based on the relevant legislative requirements in accordance with the Council's Constitution.

8 Human Resources Advice and Implications

- 8.1 There are no human resources implications arising from this report.

9 Implications for Children and Young People and Vulnerable Adults

- 9.1 The appointment of members to serve on committees and other bodies of the council will indirectly impact on children and young people and vulnerable adults through the activities and decisions of those bodies. There are no apparent direct implications at the time of writing this report.

10 Equalities and Human Rights Advice and Implications

- 10.1 There are no equalities implications arising from the report. Political groups are required to have regard to the provisions of the Equality Act 2010 when nominating Member appointments to committees and other offices.

11 Implications for CO₂ Emissions and Climate Change

- 11.1 There are no implications for CO₂ Emissions and Climate Change arising from this report.

12 Implications for Partners

- 12.1 The appointment of councillors to serve on external bodies and partnerships is designed to have a positive impact on the council's relationship with those organisations and enhance the relationship through the presence of accountable and elected representatives.

13 Risks and Mitigation

- 13.1 By having regard to the detail of the report above in respect of meeting statutory requirements, any risk implications will have been mitigated. Consequently, there are no risks to be borne in mind in respect of the recommendations.

14 Accountable Officer(s)

Emma Hill, Head of Democratic Services

Approvals obtained on behalf of:

	Named Officer	Date
Chief Executive		17/10/25
Strategic Director of Finance & Customer Services (S.151 Officer)	Judith Badger	20/10/25
Assistant Director of Legal Services (Monitoring Officer)	Phil Horsfield	08/10/25
Assistant Director of Human Resources (if appropriate)	N/A	Click here to enter a date.
Head of Human Resources (if appropriate)	H/A	Click here to enter a date.

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