

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO COUNCIL

Agenda Item No. 4

meeting date: TUESDAY 17 MAY 2011
title: COMMITTEE ARRANGEMENTS FOR MUNICIPAL YEAR 2011/2012
submitted by: CHIEF EXECUTIVE
principal author: OLWEN HEAP

1 PURPOSE

- 1.1 To determine the Council's committee arrangements for the Municipal Year 2011/2012.
- 1.2 Relevance to the Council's ambitions and priorities –
 - Council's Ambitions – whilst the Council's committee arrangements do not contribute directly to the achievement of the Council's ambitions, they set the framework for the Council's decision making processes.
 - Other considerations – the Council decided under the provisions of the Local Government Act 2000, after consultation with the electorate, to retain its committee arrangements rather than opt for an executive form of governance.

2 BACKGROUND

- 2.1 The basis of the Council's present committee structure was approved by the Policy and Finance Committee at its meeting on 3 April 2008.
- 2.2 The terms of reference of committees, including PLACE as approved at Special Policy and Finance committee on 18 August 2009, together with the Constitution of the Parish Council Liaison Committee are set out at Appendix 'A'.
- 2.3 The Local Authorities (Alternative Arrangements) (England) Regulations 2001 require the Council to make arrangements to ensure that the Overview and Scrutiny Committee has power to review and scrutinise decisions made by policy committees and to recommend that such decisions be reconsidered. This is done by means of a call-in procedure. The Council's present call-in procedure, which is set out at Appendix 'B', was approved by the Council at its meeting on 25 August 2009.
- 2.4 A timetable of meetings for the Municipal Year 2011/2012 was provisionally approved by the Policy & Finance Committee at its meeting on 29 March 2011. The timetable for meetings is set out at Appendix 'C'.
- 2.5 As well as approving the number of committees and their terms of reference, the Council must also determine the number of seats on each committee. The allocation of these seats will then be in accordance with the political balance provisions of the Local Government and Housing Act 1989. Appendix 'D' shows the Allocation of Committee Seats if the present committee structure and number of seats on each committee is approved.
- 2.6 The Council will also have to determine the allocation of Committee seats to Councillor Jim Rogerson who does not belong to a political group. Appendix 'E' recommends the allocation of seats to Councillor Jim Rogerson.
- 2.7 The Council appointed 13 councillors to represent the Council on the Parish Council Liaison Committee in 2010/2011. The representation was 9 Conservatives and 4 Liberal Democrats. It is suggested that the proportion of representatives for 2011/2012 remains the same.
- 2.8 Under Standing Order 20(8) it is necessary to appoint an Emergency Committee. The Emergency Committee will have power to take any necessary action when a need for urgent action arises between meetings of a committee. The Emergency Committee for the Municipal Year 2010/2011 consisted of the Leader and Deputy Leader, a conservative councillor and the Shadow Leader. It is recommended that the membership of the Emergency Committee for 2011/2012 remains the same.

2.9 Under section 53 of the Local Government Act 2000 the Council must establish a Standards Committee. The function of the committee is to promote and maintain high standards of conduct by the members of the Council. By virtue of section 53(10) of the Act the Standards Committee is not subject to the political balance provisions of the Local Government and Housing Act 1980. The Council's present Standards Committee is made up of 4 Independent members, 4 Parish Council members and 4 Borough Councillors that include Barry Dearing (Chairman and Independent member), Pauline Walsh (Independent member), Graham Wilkinson (Independent member), Ernest Law-Riding (Parish Council member), David Moon (Parish Council member), 3 conservatives and 1 liberal democrat. In order to make the necessary appointments to replace those members no longer eligible ie Richard Bennett (now a Borough councilor), Cyril Law and Marjorie Birch (no longer Parish councilors), delegation to arrange for the appointment of new members to the Head of Legal Services needs to be approved.

3 RISK ASSESSMENT

3.1 The approval of this report may have the following implications:-

- Resources – the estimated costs of administering the committee arrangements in 2011/2012 are included in the approved budget for 2011/2012.
- Technical, Environment and Legal – none.
- Political – none.
- Reputation – none.

4 **RECOMMENDED THAT THE COUNCIL**

- 4.1 approves the number of committees and their terms of reference set out in Appendix 'A';
- 4.2 approves the call-in procedure set out in Appendix 'B';
- 4.3 approves the timetable of meetings set out at Appendix 'C';
- 4.4 approves the number of seats on each committee and the allocation of those seats set out in paragraph 3 of Appendix 'D';
- 4.5 approves the allocation of committee seats to Councillor Jim Rogerson – see Appendix 'E';
- 4.6 agrees the representation on the Parish Council Liaison Committees set out in paragraph 2.7 above;
- 4.7 appoints an Emergency Committee in accordance with Standing Order 20(8) as set out in paragraph 2.8 above and;
- 4.8 appoints a Standards Committee in accordance with section 53 of the Local Government Act 2000 as set out in paragraph 2.9 above and approve delegation to the Head of Legal Services to arrange the appointment of further members as necessary.

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

- 1 Agenda for Annual Meeting of Council 11 May 2010

For further information please ask for Olwen Heap on extension 4408.