

Policy and Resources Committee	
Meeting Date	15 July 2024
Report Title	Membership of Sub-Committees
EMT Lead	Lisa Fillery – Director of Resources
Head of Service	
Lead Officer	Jo Millard – Democratic and Electoral Services Manager
Classification	Open
Recommendations	<p>The Policy and Resources Committee is asked to:</p> <ol style="list-style-type: none"> 1. Agree the membership of the Appointments Sub-Committee based on the Groups’ nominations for membership at Appendix I; and 2. Agree the membership of the Investigation and Disciplinary Sub-Committee based on the Groups’ nominations for membership at Appendix II; and 3. Agree the membership of the Statutory Officers Disciplinary Appeals Sub-Committee based on the Groups’ nominations for membership at Appendix III.

1 Purpose of Report and Executive Summary

- 1.1 This report asks the Policy and Resources Committee to agree the membership of the Appointments Sub-Committee, the Investigation and Disciplinary Sub-Committee and the Statutory Officers Disciplinary Appeals Sub-Committee, based on Groups’ nominations for membership.

2 Background

- 2.1 The Council’s constitution establishes three sub-committees of the Policy and Resources Committee. The membership of each sub-committee, each comprising of seven members, must be drawn from the parent committee. Sub-committee seats are not separately included in the political balance calculation, but the membership of sub-committee places should be as proportionate as far as reasonably practicable, noting that it is not possible to allocate part seats. For guidance, the table below sets out proportionality percentages of political groups and Members must consider how the seven seats on each sub-committee are allocated across the five political groups:

Group	Number of Members	Overall proportionality
Labour	16	34.04%
SIA	11	23.40%
Green	3	6.38%
Conservative	10	21.28%
Lib Dem	4	8.51%
Independent*	2	4.3%
Vacant**	1	2.12%
Total	47	100%

*Independent Councillor, not a group

** Vacant seat to be allocated after By-Election

2.2 Under Part 2.2.1 of the constitution, the Policy and Resources Committee has the following sub-committees, each comprised of seven members of the Committee who have, or are willing to receive appropriate training on the conducting of hearings and employment:

Appointments Sub-Committee

The functions of the Appointments Sub-Committee are to

- i. agree the appointments of Directors of the Council/Shared Services; and
- ii. make recommendations to Full Council on the appointments of the Head of Paid Service, Monitoring Officer and Section 151 Officer.

This sub-committee can include any seven members of the Policy and Resources Committee who have had or are willing to have appropriate training, with the proviso that sub-committee membership is as politically balanced as is reasonably practical.

Investigation and Disciplinary Sub-Committee

The function of this sub-committee is to hear any disciplinary action against one of the Council's statutory officers, the Head of Paid Service, Monitoring Officer or the Section 151 Officer.

This sub-committee can include any seven members of the Policy and Resources Committee who have had or are willing to have appropriate training, with the proviso that sub-committee membership is as politically balanced as is reasonably practical. However, it must be noted that membership of this sub-committee is mutually exclusive of membership of the Statutory Officers Disciplinary Appeals Sub-Committee.

Statutory Officers Disciplinary Appeals Sub-committee

The function of this sub-committee is to hear any disciplinary appeals brought by a statutory officer on any disciplinary sanction short of dismissal.

This sub-committee can include any seven members of the Policy and Resources Committee who have had or are willing to have appropriate training, with the proviso that sub-committee membership is as politically balanced as is reasonably practical. However, it must be noted that membership of this sub-committee is mutually exclusive of membership of the Investigation and Disciplinary Sub-Committee.

3 Proposals

- 3.1 The Policy and Resources Committee is asked to agree the membership of the Appointments Sub-Committee, the Investigation and Disciplinary Sub-Committee and the Statutory Officers Disciplinary Appeals Sub-Committee, based on Groups' nominations as set out in Appendix 1.

4 Alternative Options

- 4.1 Places on sub-committees should be allocated as far as practicable in accordance with the wishes of political groups and agreed by the Policy and Resources Committee, so there are no alternative options.

5 Consultation Undertaken or Proposed

- 5.1 All Group Leaders have been asked to advise Democratic Services of their nominations to seats on sub-committees.

6 Implications

Issue	Implications
Corporate Plan	The recommendations in this report contribute to the council priority to renew local democracy and make the council fit for the future.
Financial, Resource and Property	As with the parent committee and all service committees, the working group will need to operate within the budget framework adopted each year by Council.
Legal, Statutory and Procurement	The establishment of sub-committees is set out in the Council's constitution.
Crime and Disorder	None identified at this stage.

Environment and Climate/Ecological Emergency	None identified at this stage.
Health and Wellbeing	None identified at this stage.
Safeguarding of Children, Young People and Vulnerable Adults	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	None identified at this stage.

7 Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Groups' Nominations for the Appointments Sub-Committee, the Investigation and Disciplinary Appeals Sub-Committee and the Statutory Officers Disciplinary Appeals Sub-Committee – To-Follow

8 Background Papers

8.1 There are no background papers.