

This report will be made public on 25 April 2022

Report number **A/22/06**

To: Council
Date: 4 May 2022
Status: Non-Executive Decision
Responsible Officer: Amandeep Khroud, Assistant Director – Governance and Law

SUBJECT: APPOINTMENTS TO COMMITTEES (INCLUDING THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN) OF THE COUNCIL

SUMMARY: This report lists the committees and of the Council. The description of the role and function of each committee contained in this report is a summary only and the full definition and description of each is set out in the constitution.

REASON FOR RECOMMENDATIONS:

The Council is asked to agree the recommendations set out below because it is required to constitute its committees for 2022/23 and elect chairmen and vice-chairmen of the committees.

RECOMMENDATIONS:

1. To receive and note report A/22/06.
2. To make the necessary appointments to the committees of the Council for 2022/2023.
3. To appoint the chairman and vice-chairman of:
 - Audit and Governance Committee
 - Planning and Licensing Committee
 - Personnel Committee

1. POLITICAL BALANCE

1.1 The Local Government and Housing Act 1989 requires the Council to allocate seats on committees to political groups in accordance with the size of each group on the council as a whole and in accordance with the following principles which should be observed as far as is reasonably practicable:

- a) That not all seats on the same committee are allocated to the same political group;
- b) That the majority of the seats on a committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the Council's membership;
- c) That, subject to a) and b) above, the number of seats on committees allocated to each political group bears the same proportion of the total of all the seats on committees;
- d) That, subject to a) and c) above, the number of seats on a committee allocated to each political group bears the same proportion to the number of all seats on that committee.

1.2 Since February 2020, the council has been made up of the following political groups and individuals:

Overall balance	No	Percentage
Conservative	13	43.33
Green	6	20
Folkestone and Hythe Indep	2	6.67
Labour	5	16.67
Liberal Democrats	2	6.67
UKIP	2	6.67
Total	30	100.01

1.3 The percentage equivalent has been used to calculate the allocation of seats for each committee. There are no changes to this since the annual meeting in May 2021.

Number of seats - 35	Cons	Green	Indep	Lab	Lib Dem	Ukip
Personnel	7	3	1	1	1	0
Overview	10	4	2	0	2	1
Audit and Governance	6	2	1	1	0	1
Planning and Licensing	12	5	2	1	2	1
Total	35	14	6	3	6	3

1.5 Members will note that it is not possible to achieve exact political balance without rounding up or down in some cases. However the total number of

seats for all the committees allocated to each political group broadly compares with the proportion of full Council seats held by each group. In addition, at individual committee level, the balance of seats broadly compares with the same proportions of seats held by each group on full council.

2. SIZE OF COMMITTEES

- 2.1 It is for Council to decide the size of committees having due regard to the requirements of the Local Government and Housing Act 1989.

3. THE OVERVIEW AND SCRUTINY COMMITTEE FUNCTION

- 3.1. The function of the Overview and Scrutiny Committee are set out in its Terms of Reference, which are shown in part 7 of the constitution.

It is proposed that the Membership for the Overview and Scrutiny Committee be as shown below:

	2021 Member	Party	2022 Nominated Member	Party
1	Councillor Gane	CONS	Councillor Gane	CONS
2	Councillor Mrs Carey	CONS	Councillor Mrs Carey	CONS
3	Councillor Rolfe	CONS	Councillor Rolfe	CONS
4	Councillor Brook	CONS	Councillor Brook	CONS
5	Councillor Wing	GREEN	Councillor Wing	GREEN
6	Councillor Shoob	GREEN	Councillor Shoob	GREEN
7	Councillor McConville	LABOUR	Councillor McConville	LABOUR
8	Councillor Keutenius	LABOUR	Councillor Keutenius	LABOUR
9	Councillor Fuller	LIB DEMS	Councillor Fuller	LIB DEMS
10	Councillor Mullard	UKIP	Councillor Mullard	UKIP

4. COMMITTEES OF THE COUNCIL

- 4.1 These committees report directly to the Council and are responsible for a range of non-executive functions. Members of the Executive/Cabinet may serve on some non-executive committees.

4.2 Audit and Governance Committee

The function of the Audit and Governance Committee is to:

- Review the risk management framework and the associated control environment, independent review of the Council's financial and nonfinancial performance.
- Promote, advise on and monitor high standards of conduct by councilors and co-opted members and deals with other aspects of the standards framework contained in the Localism Act 2011.
- Exercise all the council's non-executive functions that have not been reserved to full council or delegated to any other committee.

- Advise council on any constitutional matters or revisions to the Constitution.

It is proposed that the membership of the Audit and Governance Committee be as shown below (this committee, following the decision of Council on 18 December 2019, minute 80 includes an independent member who is not a councillor):

	2021 Member	Party	2022 Nominated Member	Party
1	Councillor P Martin	CONS	Councillor P Martin	CONS
2	Councillor Mrs Berry	CONS	Councillor Mrs Berry	CONS
3	Councillor Shoob	GREEN	Councillor Shoob	GREEN
4	Councillor Davison	LABOUR	Councillor Davison	LABOUR
5	Councillor Mullard	UKIP	Councillor Mullard	UKIP
6	n/a	FH INDEP	n/a	FH INDEP
7	Andrew Vanburen – independent member			

* The Folkestone and Hythe Independent Party has stated that as both members of the political group are on the cabinet they will not be filling this seat.

4.4 Planning and Licensing Committee

The function of this committee is to:

- Exercise the council's powers in relation to town and country planning and the control of development.
- Determine applications for licences or registration where there are objections, including liquor licensing. The Licensing sub-committee is convened to determine the majority of referred licensing applications. Its membership is drawn from the planning and licensing sub – committee. The chairman of each licensing sub-committee meeting is determined at the start of the meeting.

It is proposed that the Committee Membership for the Planning and Licensing Committee remains the same, as shown below:

	2021 Member	Party	2022 Nominated Member	Party
1	Councillor Goddard	CONS	Councillor Goddard	CONS
2	Councillor Mrs Hollingsbee	CONS	Councillor Mrs Hollingsbee	CONS
3	Councillor P Martin	CONS	Councillor P Martin	CONS
4	Councillor Brook	CONS	Councillor Brook	CONS
5	Councillor Collier	CONS	Councillor Collier	CONS
6	Councillor J Martin	GREEN	Councillor J Martin	GREEN
7	Councillor Treloar	GREEN	Councillor Treloar	GREEN
8	Councillor Keen	LABOUR	Councillor Keen	LABOUR
9	Councillor Meade	LABOUR	Councillor Meade	LABOUR

10	Councillor Fuller	LIB DEM	Councillor Fuller	LIB DEM
11	Councillor Meyers	UKIP	Councillor Meyers	UKIP
12	Councillor Wimble	FH INDEP	Councillor Wimble	FH INDEP

4.7 Personnel Committee

The function of this Committee is to:

- Exercise the Council's powers to determine the terms and conditions of staff.
- Carry out the selection process, interview and appoint chief officers and make recommendations to the council on the appointment of the chief executive.

It is proposed that the Membership of the Personnel Committee be as shown below:

	2021 Member	Party	2022 Nominated Member	Party
1	Councillor Monk	CONS	Councillor Monk	CONS
2	Councillor Brook	CONS	Councillor Brook	CONS
3	Councillor Mrs Berry	CONS	Councillor Mrs Berry	CONS
4	Councillor Shoob	GREEN	Councillor Shoob	GREEN
5	Councillor Keen	LABOUR	Councillor Keen	LABOUR
6	Councillor Prater	LIB DEMS	Councillor Prater	LIB DEMS
7	Councillor Field	FH INDEP	Councillor Field	FH INDEP

5. COMMITTEE CHAIRMEN/VICECHAIRMEN

- 5.1 The council appoints the chairmen and vice-chairmen of the committees other than the joint standards hearing committee, the chairmanship of which alternates each meeting between a district and parish / town councillor. The Chairman of the Overview and Scrutiny Committee will be elected at the first meeting of the Committee.

The nominations for Chairmanship are set out below:

		Chairman 2021	Proposed for 2022
Audit and Governance	Chair	Councillor Martin (Cons)	Councillor Martin (Cons)
	Vice	Councillor Mrs Berry (Cons)	Councillor Mrs Berry (Cons)
Planning and Licensing	Chair	Councillor Goddard (Cons)	Councillor Goddard (Cons)
	Vice	Councillor P Martin (Cons)	Councillor P Martin (Cons)
Personnel	Chair	Councillor Monk (Cons)	Councillor Monk (Cons)
	Vice	Councillor Brook (Cons)	Councillor Brook (Cons)

6. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS

6.1 Legal officer's comments (AK)

There are no legal implications arising directly from this report.

6.2 Finance officer's comments

There are no financial implications arising directly from this report.

6.3 Diversities and equalities implications

No implications arising directly from this report.

9. CONTACT OFFICER AND BACKGROUND DOCUMENTS

Councillors with any questions arising from this report should contact the following officer prior to the meeting:

Jemma West, Committee Services Specialist
Telephone: 01303 853539
Email: Jemma.west@folkestone-hythe.gov.uk

The following background documents have been relied upon in the preparation of this report:

None