

**TO:- Council**

Councillor Meg Barrow , Councillor Andrew Adams , Councillor Helen Adams , Councillor Penny Allen , Councillor Jeff Ashley , Councillor Barry Bond MBE , Councillor John Brindle , Councillor Gary Burnett , Councillor Val Chapman , Councillor Bob Cope , Councillor Mike Davies , Councillor Philip Davis , Councillor Steph Dufty , Councillor Robert Duncan , Councillor Sue Duncan , Councillor Christopher Evans , Councillor Mark Evans , Councillor Warren Fisher , Councillor Sam Harper-Wallis , Councillor Dr Paul Harrison MBE , Councillor Rita Heseltine , Councillor Diane Holmes , Councillor Fiona Hopkins , Councillor Matthew Jackson , Councillor Victor Kelly , Councillor Dan Kinsey BEM , Councillor Roger Lees BEM , Councillor Vincent Merrick , Councillor John Michell , Councillor Rob Nelson , Councillor Kath Perry MBE , Councillor Martin Perry , Councillor Ray Perry , Councillor Robert Reade , Councillor Gregory Spruce , Councillor Christopher Steel , Councillor Wendy Sutton , Councillor Sue Szalapski , Councillor Bernard Williams , Councillor David Williams , Councillor Kath Williams , Councillor Victoria Wilson

Notice is hereby given that the Annual General Meeting of South Staffordshire Council will be held as detailed below for the purpose of transacting the business set out below.

Date: Tuesday, 07 May 2024

Time: 19:00

Venue: Council Chamber Community Hub, Codsall, South Staffordshire, WV8 1PX



D. Heywood  
Chief Executive

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**A G E N D A**

**Part I – Public Session**

**1 Election of Chairman of the Council**

To elect the Chairman of the Council for the Municipal Year 2024/25

(The new Chairman of the Council will be invested with the chain of office and, having taken the chair, will sign the declaration of acceptance of office)

**2 Election of Vice-Chairman of the Council**

To elect the Vice-Chairman of the Council for the Municipal Year 2024/25

**3 Minutes**

**1 - 2**

To approve the minutes of the meeting of Council held on 26 March 2024.

<b>4</b>	<b>Minutes</b>	<b>3 - 4</b>
	To approve the minutes of the meeting of Special Council held on 2 April 2024.	
<b>5</b>	<b>Apologies</b>	
	To receive any apologies for non-attendance.	
<b>6</b>	<b>Declarations of Interest</b>	
	To receive any declarations of interest.	
<b>7</b>	<b>Notification by the Leader of the Council of the Councillors Appointed to the Cabinet</b>	
	The Leader of the Council will inform the Council of:-	
	(1) the Councillors he has appointed to the Cabinet for the Municipal Year 2024/25 and the Lead Responsibilities they will each hold	
	(2) the Member of the Cabinet he has appointed as Deputy Leader of the Council for the Municipal Year 2024/25	
<b>8</b>	<b>Annual Review of the Constitution</b>	<b>5 - 18</b>
	Report of the Monitoring Officer	
<b>9</b>	<b>Political Balance</b>	<b>19 - 24</b>
	Report of the Monitoring Officer	
<b>10</b>	<b>Audit and Risk Committee</b>	
	(a) To appoint 8 members to the Audit and Risk Committee for the Municipal Year 2024/25	
	(N.B. (i) The political balance calculations to comply with Section 15 of the Local Government and Housing Act 1989 will be set out in the report of the Monitoring Officer	
	(ii) A member of the Cabinet may not also be a member of the Audit and Risk Committee)	
	(b) To elect the Chairman of the Audit and Risk Committee for the Municipal Year 2024/25	
	(c) To elect the Vice-Chairman of the Audit and Risk Committee for the Municipal Year 2024/25	
<b>11</b>	<b>Licensing and Regulatory Committee</b>	
	(a) To appoint 15 members to the Licensing and Regulatory Committee for the Municipal Year 2024/25	
	(N.B. The political balance calculations to comply with Section 15 of the Local Government and Housing Act 1989 will be set out in the report of the Monitoring Officer)	
	(b) To elect the Chairman of the Licensing and Regulatory Committee for the Municipal Year 2024/25	
	(c) To elect the Vice-Chairman of the Licensing and Regulatory Committee for the Municipal Year 2024/25	

## **12 Overview and Scrutiny Committee**

(a) To appoint the Overview and Scrutiny Committee for the Municipal Year 2024/25

(N.B. the Constitution specifies that:-

(i) the Overview and Scrutiny Committee shall comprise all members of the Council who are not members of the Cabinet

(ii) the Chairman of the Overview and Scrutiny Committee may not also chair the Wellbeing Select Committee)

(b) To elect the Chairman of the Overview and Scrutiny Committee for the Municipal Year 2024/25

(c) To elect the Vice-Chairman of the Overview and Scrutiny Committee for the Municipal Year 2024/25

## **13 Asset Scrutiny Panel**

(a) To elect 7 members to sit on the Asset Scrutiny Panel

(N.B. (i) The political balance calculations to comply with Section 15 of the Local Government and Housing Act 1989 will be set out in the report of the Monitoring Officer)

(b) To elect the Chairman of the Asset Scrutiny Panel for the Municipal Year 2024/25

(c) To elect the Vice-Chairman of the Asset Scrutiny Panel for the Municipal Year 2024/25

## **14 Wellbeing Select Committee**

(a) To appoint a Wellbeing Select Committee for the Municipal Year 2024/25 comprising 12 members of the Overview and Scrutiny Committee (plus the County Council Lead Member for Health Scrutiny [as a full voting member of the Select Committee] in accordance with the agreement with Staffordshire County Council)

(N.B. (i) The political balance calculations to comply with Section 15 of the Local Government and Housing Act 1989 will be set out in the report of the Monitoring Officer)

(ii) The Wellbeing Select Committee is the Council's Crime and Disorder Committee for the purposes of the Crime and Disorder (Overview and Scrutiny) Regulations 2009

(iii) The Wellbeing Select Committee will discharge the Council's responsibilities under the Health and Social Care Act 2001 and the National Health Service Act 2006 in accordance with the agreement between Staffordshire County Council and South Staffordshire Council (including scrutiny of proposals for and by health service organisations and the promotion of health and wellbeing activities in the district)

(iv) The Chairman of the Wellbeing Select Committee may not also chair the Overview and Scrutiny Committee)

(b) To elect the Chairman of the Wellbeing Select Committee for the Municipal Year 2024/25

(c) To elect the Vice-Chairman of the Wellbeing Select Committee for the Municipal Year 2024/25

## **15 Planning Committee**

(a) To appoint 18 members to the Planning Committee for the Municipal Year 2024/25

(N.B. The political balance calculations to comply with Section 15 of the Local Government and Housing Act 1989 will be set out in the report of the

Monitoring Officer)

(b) To elect the Chairman of the Planning Committee for the Municipal Year 2024/25

(c) To elect the Vice-Chairman of the Planning Committee for the Municipal Year 2024/25

**16 Standards and Resources Committee**

(a) To appoint 12 members to the Standards and Resources Committee for the Municipal Year 2024/25

(N.B. (i) The Leader of the Council and the Chairman of the Council may not be members of the Standards and Resources Committee

(ii) No more than 1 member of the Cabinet may also be a member of the Standards and Resources Committee

(iii) The Chairman and Vice-Chairman should be voting members of the Standards and Resources Committee

(iv) The political balance calculations to comply with Section 15 of the Local Government and Housing Act 1989 will be set out in the report of the Monitoring Officer)

(b) To elect the Chairman of the Standards and Resources Committee for the Municipal Year 2024/25

(c) To elect the Vice-Chairman of the Standards and Resources Committee for the Municipal Year 2024/25

(d) To co-opt six Parish Councillors to the Standards and Resources Committee for the Municipal Year 2024/25 in a non-voting capacity

**17 Standards and Resources Sub-Committee - Hearings**

(a) To appoint 6 members of the Standards and Resources Committee to the Hearings Sub-Committee for the Municipal Year 2024/25

(N.B. The political balance calculations to comply with Section 15 of the Local Government and Housing Act 1989 will be set out in the report of the Monitoring Officer)

(b) To co-opt three parish councillors to the Sub-Committee

**18 Standards and Resources Sub-Committee - Assessment**

(a) To appoint 6 members of the Standards and Resources Committee to the Assessment Sub-Committee for the Municipal Year 2024/25

(N.B. The political balance calculations to comply with Section 15 of the Local Government and Housing Act 1989 will be set out in the report of the Monitoring Officer)

(b) To co-opt three parish councillors to the Sub-Committee

**19 Disciplinary and Grievance Appeals Committee**

To appoint 7 members to the Disciplinary and Grievance Appeals Committee for the Municipal Year 2024/25

(N.B. (i) The political balance calculations to comply with Section 15 of the Local Government and Housing Act 1989 will be set out in the report of the Monitoring Officer

(ii) This Committee must include at least one member of the Cabinet

(iii) No member of this Committee may also be a member of the Investigatory

and Disciplinary Committee

**20 Discretionary Housing Payments Scheme**

To elect 8 members from which panels will be drawn to consider disputes arising from the Discretionary Housing Payments Scheme during the Municipal Year 2024/25

**21 Investigatory and Disciplinary Committee**

To appoint 7 members to the Investigatory and Disciplinary Committee for the Municipal Year 2024/25

(N.B. (i) The political balance calculations to comply with Section 15 of the Local Government and Housing Act 1989 will be set out in the report of the Monitoring Officer

(ii) This Committee must include at least one member of the Cabinet

(iii) No member of this Committee may also be a member of the Disciplinary and Grievance Appeals Committee)

**22 Housing Review Panel**

To appoint 3 members (and 3 named substitute members) to the Housing Review Panel for the Municipal Year 2024/25

(N.B. The Constitution specifies that the Housing Review Panel shall comprise:

(i) a Cabinet Member (not the Member for Welfare Services) (Substitute: Leader of the Council)

(ii) one member and named substitute from the controlling Group on the Council

(iii) one member and named substitute appointed by the Leader of the Main Opposition Group on the Council or in the absence of such a Leader, one member and named substitute nominated by the Leader of the Council, who shall not be members of the controlling Group on the Council)

**23 Local Joint Committee**

To elect 6 members to the Local Joint Committee for the Municipal Year 2024/25

**24 Lottery Advisory Panel**

To appoint 10 members to the Lottery Advisory Panel

**25 Personal Development Review and Appointments Panel**

To elect 6 members to sit on the Personal Development Review and Appointments Panel

**26 Appointment of Representatives to Serve on Outside Bodies**

To make appointments to outside bodies as follows:-

(Note: All appointments to be made for the Municipal Year 2024/25 unless otherwise stated)

(1) STAFFORDSHIRE COUNTY COUNCIL:-

(a) Health Select Committee

Nomination of 1 member and 1 substitute member

(N.B. This Committee comprises 8 County Councillors and 8 District/Borough Councillors. The District/Borough members are Chairmen of their Council's Health Scrutiny Committee/Panel. It is recommended that the member nominated also serves as Chairman of the Wellbeing Select Committee)

(b) Staffordshire Planning Forum

Nomination of 1 member and 1 substitute member

(c) Corporate Parenting Panel

Nomination of 1 member

(2) Bilbrook Playing Fields Committee

Nomination of 1 member

(3) 2078 Boscobel Squadron Air Training Corps

Nomination of 1 member

(4) Campaign to Protect Rural England

Nomination of 1 member

(5) Cannock Chase Area of Outstanding Natural Beauty Joint Committee

Nomination of 1 member and 1 substitute member

(6) Codsall Village Hall and Playing Fields Committee

Nomination of 1 representative

(7) Environmental Protection UK

Nomination of 2 members

(8) Forest of Mercia Members' Advisory Panel

Nomination of 2 members

(9) Four Ashes Energy Recovery Facility Local Liaison Committee

Nomination of 3 members

(10) Hilton Main Recreation and Social Welfare Fund Grant Panel

Nomination of 1 member (who must be a member for a ward formerly part of Cannock Chase Rural District Council)

(11) Marsh Recreation Ground and Community Centre Trust

Nomination of 1 member

(12) Leisure Centre Management Committees

(a) Cheslyn Hay Leisure Centre

Nomination of 2 members

(b) Codsall Leisure Centre

Nomination of 2 members

(c) Wombourne Leisure Centre

Nomination of 2 members

(13) Local Government Association

(a) Association

Nomination of 2 members (Primary Representative and 2nd Representative)

(b) District Council Network

Nomination of 1 member

(14) Midlands Joint Advisory Clean Air Council

Nomination of 1 member

(15) Monckton Recreation Management Committee

Appointment of 1 member

(16) PATROL (Traffic Penalty Tribunal) Adjudication Joint Committee

Nomination of 1 member and 1 substitute member

(17) PFCC Strategic Community Safety Forum

Nomination of 1 member

(18) Shoal Hill Common Joint Committee

(N.B. The provisions of the Local Government and Housing Act 1989 re political balance apply to this Committee)

Nomination of 3 members (1 of whom must be the member for Hatherton)

(19) Sow and Penk Internal Drainage Management Board

Nomination for the appointment of 1 representative (by agreement with Stafford Borough Council)

(20) Staffordshire Destination Management Partnership Board (Enjoy Staffordshire)

Nomination of 1 member

(21) Staffordshire Joint Police and Crime Panel

Nomination of 1 member

(22) Staffordshire Playing Fields Association

Nomination of 1 member

(23) Trysull and Seisdon Playing Fields Committee

Nomination of 1 representative

(To hold office from AGM of the Management Committee in October 2024 to the AGM in October 2025)

(24) West Midlands Employers

Nomination of 1 representative

(25) Wolverhampton Business (Halfpenny Green) Airport Consultative Committee

Nomination of 2 representatives who must either be members or employees of the Council

(26) Wombourne and District Community Association

Nomination of 1 member

(27) Saredon Quarry Liaison Committee

Nomination of 1 representative

(28) Seisdon Quarry Liaison Committee

Nomination of 1 representative

(29) iESE

Nomination of 1 representative

(30) Staffordshire Sustainability Board

Nomination of 1 representative

(31) Staffordshire Leaders Board

Nomination of 1 representative

**27** Independent Members' Remuneration Panel

To appoint an independent remuneration panel to consider:

- (a) the Members' Allowances Scheme
- (b) Parish Councillors' Remuneration arrangements

during the Municipal Year 2024/25

**28** Appointment of Independent Person

To re-appoint the following Independent Person for the Municipal Year 2024/25:

- (a) Independent Person

Stephen Cork

**29** Appointment of Independent Members of Complaints Panel

To appoint the following Independent Members to the Council's Complaint Panel for the Municipal Year 2024/25:

Nicola Davies, Steven Cork and Adrian Hamlyn

**30** Calendar of Meetings 2024 -2025

To approve the Calendar of Meetings 2024 - 2025

**25 - 26**

**31** Questions pursuant to Council Procedure Rule 11.4

Note: A Councillor may ask the Chairman of the Council, a member of the Cabinet or the Chairman of any Committee, Sub-Committee or Panel a question on any matter in relation to which the Council has powers or duties or which affects the District of South Staffordshire provided that:-

(a) they have given at least seven working days' notice in writing of the question to the Chief Executive; or

(b) the question relates to urgent matters, they have the consent of the Cabinet Member to whom the question is to be put, and the content of the question is given to the Chief Executive by 11.00 a.m. on the day of the meeting. Every question shall be put and answered without discussion but the person to whom the question has been put may decline to answer.



## **32** Chairman's Announcements

To receive any announcements which the Chairman wishes to bring to the attention of the members.

**Note: Members, officers, and the public are requested to stand at the conclusion of the meeting whilst the Chairman and Vice-Chairman leave the Council Chamber.**

### **RECORDING**

**Please note that this meeting will be recorded.**

### **PUBLIC ACCESS TO AGENDA AND REPORTS**

Spare paper copies of committee agenda and reports are no longer available. Therefore should any member of the public wish to view the agenda or report(s) for this meeting, please go to [www.sstaffs.gov.uk/council-democracy](http://www.sstaffs.gov.uk/council-democracy).