

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

AGENDA

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.

| | | |
|-----------|---|----------------|
| 4 | Minutes | 3 - 4 |
| | To approve the minutes of the meeting of Special Council held on 2 April 2024. | |
| 5 | Apologies | |
| | To receive any apologies for non-attendance. | |
| 6 | Declarations of Interest | |
| | To receive any declarations of interest. | |
| 7 | Notification by the Leader of the Council of the Councillors Appointed to the Cabinet | |
| | 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 | |
| 8 | Annual Review of the Constitution | 5 - 18 |
| | Report of the Monitoring Officer | |
| 9 | Political Balance | 19 - 24 |
| | Report of the Monitoring Officer | |
| 10 | Audit and Risk Committee | |
| | (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 | |
| 11 | Licensing and Regulatory Committee | |
| | (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.

Minutes of the meeting of the **Council**
South Staffordshire Council held in the
Council Chamber Community Hub,
Wolverhampton Road, Codsall, South
Staffordshire, WV8 1PX on Tuesday, 26
March 2024 at 19:00

Present:-

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

42 PRIORITY BUSINESS (IF ANY)

There was no priority business.

43 MINUTES OF MEETING

The minutes of the meeting of Council from 20 February 2024 were approved and signed by the Chairman.

44 APOLOGIES

Apologies were given by Councillor B Bond, Councillor M Davies, Councillor C Evans, Councillor S Harper-Wallis, Councillor M Perry, Councillor G Spruce and Councillor K Williams.

45 DECLARATIONS OF INTEREST

There were no declarations of interest.

46 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 11.4

There were no questions pursuant to Council Procedure Rule 11.4.

47 LEADER'S REPORT

RESOLVED: that members noted the Leader's Report.

48 COMMITTEE UPDATES

RESOLVED: that members note the Committee Updates.

49 COUNCIL PAY POLICY STATEMENT FOR 2024/25

It was proposed by Councillor R Lees BEM and seconded by Councillor V Wilson.

RESOLVED: that members approve:

(a) the Pay Policy Statement for 2024/25

17 April 2024

(b) the New Talent Attraction and Retention Policy

(c) the Updated Market Supplement Policy

50 **SOUTH STAFFORDSHIRE COUNCIL PLAN 2024 - 2028**

It was proposed by Councillor R Lees BEM and seconded by Councillor V Wilson.

RESOLVED: that members approved the Council Plan 2024 - 2028.

51 **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman thanked all those that attended and supported her Civic Dinner on Friday Evening which was a successful evening and thanked everyone who had supported her during her term of office. The Chairman reminded members that there was a special Council meeting next Tuesday.

The Meeting ended at: 19:15

CHAIRMAN

Minutes of the meeting of the **Council**
South Staffordshire Council held in the
Council Chamber Community Hub,
Wolverhampton Road, Codsall, South
Staffordshire, WV8 1PX on Tuesday, 02
April 2024 at 18:30

Present:-

Councillor Andrew Adams, Councillor Jeff Ashley, Councillor Meg Barrow, Councillor John Brindle, Councillor Gary Burnett, Councillor Val Chapman, Councillor Mike Davies, Councillor Philip Davis, Councillor Steph Dufty, Councillor Robert Duncan, Councillor Sue Duncan, Councillor Christopher Evans, Councillor Mark Evans, Councillor Dr Paul Harrison, Councillor Rita Heseltine, Councillor Diane Holmes, Councillor Fiona Hopkins, Councillor Victor Kelly, Councillor Roger Lees, Councillor Vincent Merrick, Councillor John Michell, Councillor Rob Nelson, Councillor Kath Perry, 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 Victoria Wilson

52 PRIORITY BUSINESS (IF ANY)

There was no priority business.

53 APOLOGIES

Apologies were given from Councillor H Adams, Councillor P Allen, Councillor B Bond, Councillor B Cope, Councillor S Harper-Wallis, Councillor M Jackson, Councillor D Kinsey and Councillor K Williams.

54 DECLARATIONS OF INTEREST

There were no declarations of interest.

55 NEW LOCAL PLAN: AGREEING THE NEW PUBLICATION PLAN FOR CONSULTATION AND SUBMISSION

Proposed by Councillor V Wilson and seconded by Councillor R Lees. Councillor G Burnett asked for a named vote but the proposal was not supported.

RESOLVED: that Council approve:

(a) that the Publication Plan be subject to public consultation and the following consultation be submitted to the Secretary of State.

(b) the Strategic Planning Team Manager, in consultation with the Cabinet Member for Business Enterprise and Community Infrastructure, has delegated authority, prior to consultation, to make any minor changes to the text, format and appearance of the documents or the background documents in the interests of clarity and accuracy if considered necessary.

(c) the Strategic Planning Team Manager, in consultation with the Cabinet Member for Business Enterprise and Community Infrastructure, has delegated authority following Regulation 19 consultation to submit the Local Plan to the Secretary of State for Examination, and propose minor modifications to the plan to the Secretary of State prior to submission; noting that any main modification changes arising from this Regulation 19 consultation would necessitate a new Regulation 19 consultation.

17 April 2024

The Meeting ended at: 19:00

CHAIRMAN

SOUTH STAFFORDSHIRE COUNCIL

COUNCIL – 7 MAY 2024

ANNUAL REVIEW OF THE CONSTITUTION

REPORT OF THE MONITORING OFFICER

LEAD CABINET MEMBER – COUNCILLOR ROGER LEES BEM, LEADER OF THE COUNCIL

PART A – SUMMARY REPORT

1. SUMMARY OF PROPOSALS

The report sets out a number of changes to the Constitution recommended to be adopted at Annual Council on 7 May 2024. The changes proposed are set out in detail in paragraph 3.

2. SUMMARY IMPACT ASSESSMENT

| | | |
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| POLICY/COMMUNITY IMPACT | Do these proposals contribute to specific Council Plan objectives? | |
| | Yes | The constitution is a legal requirement and provides the legal framework for ensuring that the Council can deliver the Council Plan. |
| | Has an Equality Impact Assessment (EqIA) been completed? | |
| | Yes | Available to Members as a meeting document; no negative impacts were identified. |
| SCRUTINY POWERS APPLICABLE | No – decision of Council | |
| KEY DECISION | No | |
| TARGET COMPLETION/ DELIVERY DATE | Target delivery date is adoption of constitution on 7 May 2024 | |
| FINANCIAL IMPACT | No | There are no direct financial implications arising from this report. |
| LEGAL ISSUES | Yes | It is a legal requirement of the Council that it has a constitution. This report ensures that it meets this requirement. Legally the constitution must be followed or the Council will potentially act unlawfully and is open to legal challenge. |
| OTHER IMPACTS, RISKS & OPPORTUNITIES Including climate impacts and health impacts if applicable | No | No other specific risks and implications. |
| IMPACT ON SPECIFIC WARDS | No | Applies to all of the Council |

PART B – ADDITIONAL INFORMATION

3. INFORMATION

- 3.1 As set out above it is a legal requirement that the Council has a constitution. The constitution is a critical document. It sets out how the Council operates and the rules that must be met in carrying on its business (often known as “standing orders”).

The Constitution is reviewed and readopted on an annual basis. A full copy of the proposed Constitution is available on CMIS for viewing.

However, it is important to note that the constitution can be reviewed or amended at any point in the year if the Council so decides.

- 3.2 A summary of the changes proposed for the Municipal Year 2024/25 is set out below:

Proposed changes

- Introduction of specific rules around alternative budget proposals/motions.
- Changes to requirement to stand when speaking at meetings
- Clarification on officers speaking at meetings
- Change of day of Audit and Risk Committee
- Changes/clarification to delegated powers in respect of planning matters
- Changes/clarification to delegated powers in respect of grant agreements
- Minor administrative changes
- Change to quorum level for Cabinet to bring it in line with other committees

3.3 Council Procedure Rules – Budget Proposals

- 3.3.1 The Council’s current Council Procedure Rules provide that members can raise amendment Motions at a meeting of Council. Whilst this is not at issue, if the amendment Motion was one in respect of budget setting, then raising such a Motion on the evening, without prior consultation with the Director of Finance as to the impact of the proposal on the soundness of the budget, would present difficulties.
- 3.3.2 It is therefore proposed that for Motions proposing an amendment to the proposed budget, be that by an amendment Motion or by way of an Alternative Budget Proposal, prior notification and engagement with officers is required. The proposed rules are set out in Appendix A to this report but in summary require engagement with the Director of Finance (Section 151 Officer) and the Corporate Director of

Governance (Monitoring Officer) prior to the meeting, and notification of proposals to all members.

- 3.3.3 The prior engagement with officers will ensure that (1) the Section 151 Officer is able to give assurance to members as to the impact of such proposals on the budget position and that a balanced budget position was achievable and (2) the Monitoring Officer is able to give assurance to members that legal requirements have been met.
- 3.3.4 The prior notification to members of the proposals will enable members to fully consider the proposal prior to the meeting, enabling them to make a determination on the evening in possession of all relevant information. Without this, any proposal tabled on the evening would inevitably require an adjournment in proceedings so that the implications on the budget position could be fully assessed and advised upon, before a decision was reached by members.

3.4 Council Procedure Rules – proposed amendments

3.4.1 Standing to speak

The Council's Procedure Rules currently provide at 15.5:

Only one councillor to stand at a time

A councillor when speaking shall stand (see Rule 20.1) and address the Chairman. If two or more councillors rise, the Chairman shall call on one to speak; the other or others shall then sit. While a councillor is speaking the other councillors shall remain seated, unless rising to a point of order or personal explanation.

And at 20.1

Standing to speak

When a councillor speaks at a Council meeting they must stand and address the meeting through the Chairman. If more than one councillor stands, the Chairman will ask one to speak and the others must sit. Other councillors must remain seated whilst a councillor is speaking unless they wish to make a point of order or give a personal explanation. This rule will apply at Council and Overview and Scrutiny Meetings and at other meetings at the discretion of the Chairman of the meeting.

- 3.4.2 The practice of standing when speaking has lapsed and with the audio-visual enhancements now available in the Council Chamber, the requirement for such practice is lessened. There are also equality implications to consider; the requirement to stand may present difficulties for some members with protected characteristics and therefore it is suggested that the rules are amended to reflect current practice.

New Rule 20.1:

Whilst a councillor is speaking, other councillors must remain seated unless they wish to make a point of order or give a personal explanation.

New Rule 15.5:

A councillor when speaking may stand but is not required to do so. If two or more councillors indicate a wish to speak, the Chairman shall call on the councillors to speak in the order noted by the Vice-Chairman.

3.5 Officers speaking

Currently the Constitution provides that members may ask questions and answers may be provided by the relevant member. There is on occasion a need for specific information to be provided which the relevant officer may be in a better position to provide due to their day-to-day operational roles. It is therefore proposed that the rules are amended to include provision for officers to answer questions with the consent of the relevant member. There would be an amendment to Council Procedure Rules 11.5 and 12.5 to include an answer being provided by an officer.

3.6 Audit and Risk Committee

3.6.1 Currently the Audit and Risk Committee meets on a Tuesday afternoon at 4.00 pm. This causes some scheduling difficulties, as Cabinet meets at 2.00 p.m. and Council, Overview and Scrutiny Committee, Planning Committee and Wellbeing Select Committee all meet on Tuesday evenings. It is proposed that Audit and Risk Committee is moved to a Thursday afternoon to allow for more flexibility in scheduling dates.

3.6.2 Although the meeting day is not specifically referred to in the Constitution, the proposal is included in this report for member approval.

3.7 Part 3 – Responsibility for Functions

A number of minor changes to the Scheme of Delegation to Officers (in Part 3 of the Constitution) have been proposed. The main changes are set out below.

* Delegation to allow Corporate Director of Place and Communities/Assistant Director Enterprise and Growth/Lead Planning Manager to sign Statements of Common Ground in consultation with the Cabinet Member for Business Enterprise and Community Infrastructure

* Delegation to the Corporate Director of Place and Communities to agree Strategic Masterplans in consultation with the Chairman of Planning Committee and the Cabinet Member for Business Enterprise and Community Infrastructure

* Clarification that the Corporate Director of Place and Communities can authorise the issue of section 215 Notices (Town and Country Planning Act 1990) without prior consultation with ward councillors

* Clarification that s.111 of the Local Government Act 1972 can be used to complete s.106 Agreements where necessary

* Delegation to Assistant Directors to sign grant agreements (including but not exclusively those relating to UKSPF and RPF monies and grants made under the Community Wellbeing funding). This is not amending the approval process for the

grants, merely clarifying that Assistant Directors can then sign the ensuing individual grant agreements.

For ease of reference, a track changes version of the planning delegations is included as Appendix B.

3.8 Administrative Changes

- 3.8.1 The procurement thresholds referenced in Contract Procedure Rules in Part 4 of the Constitution are updated by Government on a 2 yearly basis. The Constitution will be updated to reflect the new limits.
- 3.8.2 The functions at Assistant Director level have been amended (no new delegations are sought) following realignment of functions; this will be reflected in Part 3 of the Constitution.
- 3.8.3 Reflecting the recent changes in the composition of the Cabinet within the Constitution.

3.9 Quorum level for Cabinet

- 3.9.1 Currently the Constitution provides, in Part 2 Article 7.8, that the quorum for a meeting of Cabinet shall be three voting members. It is proposed to bring the quorum level for Cabinet in line with other committees i.e. one quarter.

4. IMPACT ASSESSMENT – ADDITIONAL INFORMATION

A detailed Equalities Impact Assessment was produced in March 2015 in conjunction with the approval of the revised constitution. This has been updated as necessary, but no negative impacts are envisaged. The Assessment is available to Members as a meeting document.

5. PREVIOUS MINUTES

The Constitution was last revised and adopted in May 2023.

6. BACKGROUND PAPERS

Constitution of South Staffordshire Council

7. RECOMMENDATION

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| 7.1 That the revised Constitution be adopted by Council and replace all previous versions of the Constitution. |
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Report prepared by:
Lorraine Fowkes – Corporate Director of Governance (Monitoring Officer)

ALTERNATIVE BUDGETS AND AMENDMENTS TO THE BUDGET

- 13.6 Where, at a Council meeting, a Member wishes to move an alternative budget to be adopted by the Council, they must not propose a budget which would mean setting an unlawful / deficit budget. If a Member wishes to propose an alternative budget, they must consult with the Director of Finance at least a month before formal notice (referred to in 13.8) is required. This is to ensure that the financial implications have been adequately assessed.
- 13.7 Where at a Council meeting a Member wishes to move amendment(s) to the budget to be adopted by the Council they must not propose amendments which would mean setting an unlawful/deficit budget. An amendment should not include a proposed change to the level of council tax, or significant changes to the financial assumptions of service delivery, which would otherwise require consultation. If a Member wishes to propose an amendment to budget motion, they must consult with the Director of Finance at least a month before formal notice (referred to in 13.8) is required. This is to ensure that the financial implications have been adequately assessed.
- 13.8 Members must give formal notice in writing of any proposed amendment(s) to the budget or any which would constitute an alternative budget to the Director of Finance and Monitoring Officer no later than 12 noon 10 working days before the Council meeting (not including the day of the meeting). Such notice shall be circulated to all Members and the alternative proposal(s) and amendments will all be dealt with as amendments in the order they are received by the Monitoring Officer.

CORPORATE DIRECTOR OF PLACE AND COMMUNITIES

1. Within the overall resources allocated by the Council and in direct support of the Council's objectives to act on behalf of the Council on all matters relating to the discharge of the Council's functions relating to economic growth, skills and employment, business place partnership, strategic planning, all planning related functions, major developments and infrastructure, localities and stronger three tier working, strategic lead for the wider public sector partnership. Also all functions within the remit of the Assistant Director Enterprise and Growth.

Development Management Functions

2. Within the overall resources allocated by the Council and in direct support of the Council's objectives to act on behalf of the Council on all matters relating to the discharge of the Council's functions relating to planning, development management, tree preservation, high hedges, conservation, street naming and numbering, grants for the repair of historic building and areas, protection of hedgerows, local list of buildings of Architectural or Historical Interest, major planning infrastructure sites, completion of the current SAD. For the avoidance of doubt this does not confer authority on the Corporate Director of Place and Communities to reply to a consultation undertaken in respect of a possible Development Consent Order under the Planning Act 2008
3. To authorise the issue of Stop Notices, Temporary Stop Notices, Enforcement Notices, Listed Building Enforcement Notices, Planning Contravention Notices and Breach of Condition Notices as well as any other enforcement powers under the relevant sections of the Town and Country Planning Act 1990, Listed Building and Conservation areas Act 1990 and the Planning and Compensation Act (2004) all as amended.
4. Determination as to the expediency of initiating enforcement proceedings, including the authorisation or an Enforcement Notice, Breach of Condition Notice, to require maintenance of untidy land/buildings, Stop Notice, Temporary Stop Notice, Listed Building Enforcement Notice, Planning Contravention Notices and Conservation Area Enforcement Notice; subject to consultation/notification provisions set out in internal scheme of delegation.
5. The removal or obliteration of placards or posters under Section 225 of the Town and Country Planning Act 1990 (or as amended).
6. The making of Directions under Article 4 of the Town and Country Planning (General Permitted Development Order) or subsequent legislation.
7. To approve direct action pursuant to Section 219 Town and Country Planning Act 1990 or subsequent legislation.
8. The making of Discontinuance, Revocation and Modification orders subject to the completion of a covenant not to claim compensation in respect of the Orders.
9. To carry out or instruct an appropriate contractor to carry out works comprising direct action authorised pursuant to Section 219 of the Town and Country Planning Act 1990 or subsequent legislation; and to take action to recover costs incurred.

10. Power to execute urgent works pursuant to Section 54 Planning (Listed Buildings and Conservation Areas) Act 1990 or subsequent legislation to preserve an unoccupied Listed Building and to recover expenses
11. To comment on behalf of the Council on County Council determinations on applications to divert/extinguish public rights of way, after consultation with the appropriate ward member(s) electronically through the Council's e-mail system.
12. To determine planning and allied applications in accordance with the scheme of delegation of planning decisions set out in Appendix A attached.
13. ~~Subject to prior consultation with all relevant ward councillors, to~~To authorise the issue of notices under Section 215 of the Town and Country Planning Act 1990
14. To authorise any urgent action necessary to preserve any building which ~~he~~they considers important and which appears to be in danger of alteration or demolition or collapse, pending a report to the next available meeting of the Planning Committee.
15. To authorise any action necessary in respect of works to dangerous trees under Section 23 the Local Government (Miscellaneous Provisions) Act 1976, and associated powers and functions.
16. To make representations on Licensing Act 2003 applications as the local planning authority.
17. To determine commuted sums for Section 106 agreements.
18. The power to enter into agreements under S.111 of the Local Government Act 1972 where this is necessary to facilitate agreements under S.106 of the Town and Country Planning Act 1990 (as amended) including any modifications thereto.

APPENDIX A

SCHEME OF DELEGATION OF PLANNING DECISIONS

1. The powers delegated shall only be exercised after ensuring that all statutory requirements have been complied with and after considering all representations received.
2. The powers delegated shall be:-
 - 2.1 To determine applications for planning permission and applications for reserved matters (including those applications which do not meet the Council's Space About Dwellings Standards).
 - 2.2 To determine approvals and consents pursuant to any condition imposed on a planning consent and applications to modify or discharge planning obligations, including those imposed in relation to applications made under the Development Consent Order for the West Midlands Interchange.
 - 2.3 To decline to determine an application for planning permission.
 - 2.4 To determine ~~all whether applications for~~ prior approval ~~is required~~ (under any relevant part of the General Permitted Development Order).

- 2.5 To determine approvals to and agreements to certain other matters relating to the exercise of permitted development rights as defined in the General Permitted Development Order.
- 2.6 The determination of applications under the Town and Country Planning (Control of Advertisements) Regulations 2007 and the service of discontinuance notices thereunder.
- 2.7 Determination of applications for a certificate of existing or proposed lawful use or development; for listed building consent and related powers; - for hazardous substances consent and related powers; Permission in Principle; Demolition Consent Orders; Certificates of Appropriate Alternative Consents or applications to modify or discharge planning obligations, non-material amendments and minor material amendments.
- 2.8 Determination of applications to fell or carry out works to trees protected by a tree preservation order or trees within conversation areas.
- 2.9 Determination of complaints under Part 8 of the Anti-Social Behaviour Act 2003 (high hedges) or subsequent legislation.
- 2.10 Determination of applications for garages/outbuildings in a domestic curtilage in the Green Belt or Open Countryside.
- 2.11 To determine all applications submitted associated with the Development Consent order for West Midlands Interchange (WMI). Following consultation with the Chairman of the Planning Committee, approvals/consents and approval of guarantees/security for compensation under Part 5 of the Order, in relation to applications made under the Development Consent Order for the West Midlands Interchange. If a Councillor wishes an application made under the Development Consent Order for WMI to be determined by Planning Committee, they shall notify the Corporate Director of Place and Communities and the Assistant Team Manager for Strategic Projects within 5 days of being notified of the proposal.
- 2.12 To agree Statements of Common Ground (SoCG) with relevant parties to set out factual planning matters, including areas of joint agreement, disagreement and joint working where appropriate. [Corporate Director of Place and Communities/Assistant Director Enterprise and Growth/Lead Planning Manager to sign Statements of Common Ground in consultation with the Cabinet Member for Business Enterprise and Community Infrastructure.](#)
- 2.13 To consider and deal with all approvals, consents, compliance and any matters arising therefrom pursuant to the Governments First Homes Programme.
- 2.14 To work with Neighbourhood Plans groups to assist them in preparing suitable Neighbourhood Plans, and in doing so, carry out the following legislative tasks:
 - a) Designating Neighbourhood Area and Forum
 - b) Carrying out Pre-Submission Consultation & Publicity
 - c) Accepting the Plan Submission to the LPA
 - d) To carry out a check of Legal Requirements
 - e) To submit the Plan to the Examiner
 - f) To carry out the Publication of Examiners Report
 - g) To carry out the Council's consideration of Examiner's Report
 - a.If satisfied that the plan meets Basic Conditions publish a Decision Statement to proceed to Referendum

- b. If not satisfied that the plan meets the Basic Conditions, plan is refused and decision is publicised.
- h) Confirm that the Neighbourhood Plan is formally made and forms part of the South Staffordshire Development Plan, should the majority of those voting in the Neighbourhood Plan referendum be in favour.

2.15 Corporate Director of Place and Communities to agree Strategic Masterplans in consultation with the Chairman of Planning Committee and the Cabinet Member for Business Enterprise and Community Infrastructure.

3 PROVIDED THAT any decision:-

- 3.1 shall not approve any application which does not comply with the Council's Space About Dwellings Standards (SAD) or is a disproportionate extension to a building within the Green Belt or Open Countryside, or is for a replacement dwelling(s) in the Green Belt and Open Countryside, where the proposed new building(s) is materially larger than the original, but is acceptable because of the permitted development fallback position, (this does not apply to applications in relation to the West Midlands Interchange Development Consent Order which are subject to separate provisions set out at point 2.11 of this Scheme of Delegation), without having first notified all ward councillors electronically and affording the ward councillors three clear working days to request that the application be referred to the Planning Committee for determination.
- 3.2 is not contrary to the policies and proposals of the Development Plan.
- 3.3 where the Council is the applicant or landowner (with the exception of any application for prior approval or for certificate of proposed or existing use/development).
- 3.4 where the applicant is a member of the Council.
- 3.5 where the applicant is a member of Development Management or Building Control or a Senior Manager (Corporate Leadership Team/Assistant Directors).
- 3.6 The limit to the delegation above shall not apply:
- 3.6.1 For the approval of minor amendments to an approved development where the amendments would not conflict with any consultation responses previously received.
4. The delegations in paragraph 2.1 and 2.2 above shall not operate if any ward Member has notified the Corporate Director of Place and Communities of their wish to speak at Planning Committee during the consideration of an application in respect of a material objection of a planning nature. This notification must be made through the call-in procedure, completing in full the requisite form AND agreeing to speak at the relevant planning committee either in support or against the development. The application site must be in the member's own ward. If the application site is in a single member ward, and the relevant member has declared an interest in the matter, then the application can be called-in by a member from outside the ward.
5. To refuse to determine applications submitted in accordance with, and subject to the limitations of, Section 17 of the Planning and Compensation Act 1991.
6. To determine all applications for prior approval of the Council as local planning authority for any relevant categories of permitted development in accordance with, and subject to the limitations of,

the Town and Country Planning (General Permitted Development) Order 1995 as amended.

7. The delegations shall not operate if the Corporate Director of Place and Communities does not consider it prudent to exercise his or her delegated authority, in which case he/she shall report the matter to the Planning Committee.
8. The Corporate Director of Place and Communities shall prepare and circulate to Members of the Council each week a list of registered applications. Any Member of the Council has 21 days in which to make representations on the application. Any request that the application is referred to the Planning Committee for determination must be within that councillor's ward and the request must be received using the prerequisite form, completed in full. If a planning application is called-in by a ward member the ward member must be agreeable to speak at the relevant planning committee or if unable to attend, to nominate a representative to attend. The call in request will not be accepted without an agreement to speak at the requisite Planning Committee.
9. The Corporate Director of Place and Communities may bring before the Planning Committee any application, and request that it be delegated on a 'case by case' basis for determination by him/her. Any such delegation may be subject to the receipt and resolution of specified outstanding matters, including receipt of consultees' views, expiry of statutory notices and expiry of consultation periods, and on the basis that the outstanding matters referred to, when resolved, did not give rise to any new issue or objection.
10. Once the agenda for Planning Committee has been set, officers of the Council will notify members of planning applications within their ward to be determined. If a ward member wants to request a site visit by the Planning Committee members and relevant interested parties then this must be carried out in strict accordance with the approved "Site Visit Protocol". Any request for a site visit is at the discretion of the Chairman of Planning Committee (or in their absence the Vice-Chairman) who will have the final say on appropriateness of the visit. Attendance to the site visit by the requesting ward member is a pre-requisite of acceptance by the Chairman (or Vice-Chairman) of Planning Committee. Site visits can only be requested by ward members for planning applications within their own ward (subject to the exception set out in point 8 above). The ability to request a Site Visit as per the above relates to ward members for which the proposed development relates as well as members of the Planning Committee.
11. Any actions pursuant to the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 or subsequent Regulations including issuing of Screening and Scoping Opinions.
12. To comment on behalf of the Council on:
 - (a) Consultations from adjoining local planning authorities
 - (b) Overhead lines
 - (c) County Council matters
 - (d) County Council applications, after consultation with the appropriate ward member(s) electronically through the Council's e-mail system
 - (e) Consultations from outside bodies relating to landscaping/arboricultural matters.

For the avoidance of doubt this does not confer authority on the Corporate Director of Place and Communities to reply to a consultation undertaken in respect of a possible Development Consent Order under the Planning Act 2008.

13. To make minor modifications to the wording of conditions or reasons for refusal wording post committee, following consultation with the Proposer of the Motion that was contrary to the Officers Recommendation, to render them National Planning Policy Guidance compliant and include all relevant planning policies, and formalisation of the Decision Notice in the event of planning permission being granted or refused by the Planning Committee contrary to officer recommendation.
14. To make minor modifications to the wording of planning conditions or add further planning conditions as deemed necessary following the resolution to grant planning permission at a Planning Committee meeting (Subject to point 13 above).
- 14.15. To serve Community Protection Notice Warnings and Community Protection Notices under the Anti-Social Behaviour, Crime and Policing Act 2014 (as amended)

SOUTH STAFFORDSHIRE COUNCIL

COUNCIL – 7 MAY 2024

POLITICAL BALANCE

REPORT OF THE MONITORING OFFICER

PART A – SUMMARY REPORT

1. SUMMARY OF PROPOSALS

The report details the position re political balance in accordance with section 15 of the Local Government and Housing Act 1989.

2. SUMMARY IMPACT ASSESSMENT

| | | |
|--------------------------------------|--|--|
| POLICY/COMMUNITY IMPACT | Do these proposals contribute to specific Council Plan objectives? | |
| | N/a | Legal requirement |
| | Has an Equality Impact Assessment (EqIA) been completed? | |
| | No | None needed – meets legal requirements of the Local Government and Housing Act 1989 |
| SCRUTINY POWERS APPLICABLE | No | |
| KEY DECISION | No | |
| TARGET COMPLETION/ DELIVERY DATE | 7 May 2024 | |
| FINANCIAL IMPACT | No | This report has no financial implications. |
| LEGAL ISSUES | Yes | It is a legal requirement of the Council that it ensures the seats in the various committees meet the requirements of political balance. This report ensures that is done. |
| OTHER IMPACTS, RISKS & OPPORTUNITIES | No | No other specific risks and implications. |
| IMPACT ON SPECIFIC WARDS | No | Applies to all of the Council |

PART B – ADDITIONAL INFORMATION

3. INFORMATION

- 3.1 As set out above it is a legal requirement that the Council has political balance in accordance with section 15 of the Local Government and Housing Act 1989 (the 1989 Act).

The Council elections, which were “all out” elections, took place on 4 May 2023. The election produced the following result:

- Conservatives – 29 seats
- Independents – 5 seats
- Liberal Democrats – 4 seats
- Green Party – 2 seats
- Labour – 2 seats

- 3.2 The Conservative Group (made up of 29 members) is the largest single group. There are currently 4 opposition groups, the South Staffordshire Independents Group (made up of 5 members), the Liberal Democrats Group (made up of 4 members), the Green Group (made up of 2 members) and the Labour Group (made up of 2 members).

- 3.3 The provisions of the Local Government and Housing Act 1989 require the Council to review the representation of each political group on committees, panels etc. at each annual meeting or as soon as practicable after that meeting.

The regulations require that all Scrutiny, Standing and Regulatory Committees are politically balanced across the total number of committee places. Subject to that overriding requirement, each committee must also be politically balanced, as far as it is reasonably practicable.

The Cabinet is not subject to the political balance rules. Advisory bodies such as Member Working Groups and other ad hoc bodies and groups are not subject to the political balance rules either.

Section 15(4) sets out 4 rules and requires authorities to apply them in descending order of priority.

- *The first rule is that, where some or all of the members of an authority have formed into two or more political groups, then no Committee may comprise just members from the same political group.*

- *The second rule is that, where a majority of members of Council are members of one political group, that political group must have a majority of the seats on each Committee. For example, which dictates that a 10-member Committee be split at least 6:4.*

- *The third rule provides that, without being inconsistent with the first two rules, the number of seats allocated to each political group on all the Committees taken together be as near as possible proportionate to their strength on Council.*

• *The fourth rule provides that, so far as is consistent with Rules 1 to 3, each political party must be allocated that number of seats on each Committee taken individually as is proportionate to their strength on the Council. However, as set out above, this is subject to the need to give the majority group, a majority on each Committee.*

Any seats left unallocated go by default to any members who are not members of any political group. The decision on who these are allocated to is made by Council as those members do not belong to a Group.

The Council can only depart from these rules by passing a resolution with no member voting against the resolution, as it has previously done in relation to the Licensing and Regulatory Committee Sub-Committees (at the meeting on 24th March 2015).

3.4 The following political groups have the following political share:

- Conservative Group has a 69.0% share of the seats, this is based on 29 seats out of a total of 42 seats.
- The South Staffordshire Independents Group has a 11.9% share of the seats, this is based on 5 seats out of a total of 42 seats. As this group is the largest of the opposition groups, this is the major opposition group.
- The Liberal Democrat Group has a 9.5% share of the seats, this is based on 4 seats out of a total of 42 seats.
- The Green Group has a 4.8% share – this is based on 2 seats out of a total of 42 seats.
- The Labour Group has a 4.8% share – this is based on 2 seats out of a total of 42 seats.

3.5 No members are outside of the political groups listed above.

3.6 The total number of Committee seats available is 132. On that basis, based on the third rule above:

- the Conservative Group should have a total of 91 seats
- the South Staffordshire Independents Group should have a total of 16 seats
- the Liberal Democrats Group should have a total of 13 seats
- the Green Group should have a total of 6 seats
- the Labour Group should have a total of 6 seats.

3.7 The proposed allocation is

| Committee | Total Seats | Conservative Group | South Staffordshire Independents Group | Liberal Democrats Group | Green Group | Labour Group |
|--|-------------|--------------------|--|-------------------------|-------------|--------------|
| Planning | 18 | 12 | 2 | 2 | 1 | 1 |
| Licensing and Regulatory | 15 | 10 | 2 | 1 | 1 | 1 |
| Audit & Risk | 8 | 6 | 1 | 1 | 0 | 0 |
| Asset Scrutiny | 7 | 5 | 1 | 1 | 0 | 0 |
| Well Being | 13* | 9 | 1 | 1 | 1 | 1 |
| Standards and Resources | 12 | 8 | 1 | 1 | 1 | 1 |
| Standards and Resources – hearing | 6 | 4 | 1 | 0 | 1 | 0 |
| Standards and Resources – assessment | 6 | 4 | 0 | 1 | 0 | 1 |
| Lottery Advisory Panel | 10 | 7 | 1 | 1 | 0 | 1 |
| Local Joint Committee | 6 | 4 | 1 | 1 | 0 | 0 |
| Personal Development and Review** | 6 | 4 | 1 | 0 | 1 | 0 |
| Discretionary Housing Payments Scheme | 8 | 6 | 1 | 1 | 0 | 0 |
| Disciplinary and Grievance Appeals Committee | 7 | 5 | 1 | 1 | 0 | 0 |
| Investigatory & Disciplinary Committee | 7 | 5 | 1 | 1 | 0 | 0 |
| Housing Review Panel | 3 | 2 | 1 | 0 | 0 | 0 |
| TOTAL | 132 | 91 | 16 | 13 | 6 | 6 |

* = includes Staffordshire County Council Representative (currently Conservative nominee)

** = Constitution states that Leader of the Main Opposition must be on this Committee.

4. IMPACT ASSESSMENT – ADDITIONAL INFORMATION

None

5. PREVIOUS MINUTES

24 March 2015 – for resolution that political balance rules do not apply to Sub-Committees of the Licensing and Regulatory Committee.

6. BACKGROUND PAPERS

Section 15 of the 1989 Act.

7. RECOMMENDATION

7.1 That the overall proportions for committees set out in paragraph 3.6 be approved.

Report prepared by: Lorraine Fowkes – Corporate Director of Governance (Monitoring Officer)

CALENDAR OF MEETINGS FOR MUNICIPAL YEAR 2024/2025

| 2024 | Planning Committee (6.30p.m) Council Chamber | Overview & Scrutiny Committee (6.30p.m) Council Chamber | Personal Development Review Committee | Wellbeing Select Committee (5.00p.m) Council Chamber | Audit and Risk Committee (4.00p.m) Council Chamber | Standards and Resources Committee (2:30p.m) Council Chamber | Licensing and Regulatory Committee (2.30p.m) Council Chamber | Cabinet (2.00p.m) Council Chamber | Council (7.00p.m) Council Chamber |
|------------------|---|--|--|---|---|--|---|--|--|
| MAY | 21 | 28 | | | | | | 14 | 7 (ANNUAL) |
| JUNE | 18 | | | 11 | 20 | 6 | | 4 | 25 |
| JULY | 16 | 23 | | | | | 18 | 2 | |
| AUGUST | 20 | | | | | | | | |
| SEPTEMBER | 17 | | | 10 | 5 | 12 | | 3 | 24 |
| OCTOBER | 15 | 8 | 7 21 | | | | 24 | 1 | |
| NOVEMBER | 19 | 26 | 4 18 | | 28 | 21 | | 5 | |
| DECEMBER | 17 | | | 3 | | | | 3 | 10 |
| 2025 | | | | | | | | | |
| JANUARY | 28 | 21 | | | | 23 | 16 | 7 | |
| FEBRUARY | 18 | | | | 6 | | | 4 | 25 |
| MARCH | 18 | 11 | | 4 | | 27 | | 4 | 25 |
| APRIL | 15 | | | | 24 | | 17 | 8 | |
| MAY | 20 | 27 | | | | | | 6 | 13 (ANNUAL) |
| JUNE | 17 | | | 10 | 26 | 5 | | 3 | 24 |
| JULY | 15 | 22 | | | | | 17 | 1 | |
| AUGUST | 19 | | | | | | | | |
| SEPTEMBER | 16 | 30 | | 9 | 4 | 11 | | 2 | 23 |

