

**Annual Council Meeting**

23 May 2013

**Report of the Assistant Director, Governance & ICT**

**Allocation to Seats and Appointments to the Council Structure and Outside Bodies for 2013/14**

**Summary**

1. At its Annual General Meeting, Full Council considers the allocation to seats on Committees and other bodies every year and makes appropriate appointments for the coming Municipal Year.

**Background**

2. Council is now asked to makes those appointments and to allocate those places on the committees and other bodies that it wishes to set up, in accordance with the political balance requirements under the 1989 Local Government & Housing Act.

**Cabinet Reshuffle**

3. Following the enactment of the Local Government and Public Involvement in Health Act 2007, which requires councils to adopt new executive arrangements, the Cabinet Leader is appointed for his full term of office and is empowered to appoint the members of Cabinet and to approve their portfolios. The existing Cabinet Leader has, in fact, reshuffled his Cabinet to take effect as of midnight 22 May 2013. In accordance with the Constitution the Monitoring Officer is required to report the consequential changes to the portfolios described in Part 3B, paragraph 2 of the Constitution. The changes to take effect to those portfolios are as follows:

**Cabinet and Council Leader – James Alexander**

Economic Development and Regeneration

Policy, Strategy and Partnerships

Business and Policy Support

Staff Relations

Business and Skills Development

*Add internationalisation*

**Deputy Leader – Tracey Simpson-Laing**

Deputises for Leader as required

Civic and Democratic Services (inc. Scrutiny and Electoral Services)

**Transport, Planning and Sustainability – Dave Merrett**

Planning

City Development and Transport

Environment Strategy

Carbon Reduction

Conservation and Urban Design

Parking Strategy

Highways Strategy

Flood Protection

Air Quality

*Add Taxi Licensing in conjunction with Chair of Licensing*

***‘Corporate Services’ Rename to ‘Finance, Performance and Customer Service’* – Dafydd Williams**

Customer Services

Legal Services

Human Resources and Payroll

Financial Services

Financial Procedures and Risk Management

ICT

Performance and Business Assurance

Procurement Services

Business Change

Health and Safety

Fraud

Property Services

Council Accommodation

Business Continuity

Financial Inclusion

*Add Communications and Media*

*Add Emergency Planning*

*Add Cleaning Services*

## **Environmental Services – David Levene**

Smarter York

*Remove Cleaning Services*

Waste Management

Street Environment

Civil Engineering and Highways

Parking Services

Waste Management Strategy (Client)

## **Health, Housing and Adult Social Services – Tracey Simpson-Laing**

Assessment and Personalisation

Older People, Mental Health, Respite

Commissioning and Partnerships

Service and Delivery Transformation

Housing Landlord (HRA)

Housing General

*Add Public Health*

*Add Services for carers*

*Add Adult Safeguarding*

## **Leisure, Culture and Tourism – Sonja Crisp**

Libraries

Leisure

Parks

Arts and Culture

Heritage

Tourism

City Centre Management, Markets and Events

*Note: Equalities and Inclusion Peer Review (Responsibility over peer review to remain with Leisure, Culture and Tourism for continuity)*

## **Education, Children and Young People – Janet Looker**

School Improvement and Staff Development

Children and Families

Partnerships and Early Intervention

Resource Management

Lifelong Learning

Youth Services

*Add School Place Planning*

*Add Play Policy*

## **Crime and Stronger Communities – Linsay Cunningham-Cross**

Safer Neighbourhoods

Anti-Social Behaviour

*Add Licensing Enforcement*

*Add Licensing Policy in conjunction with Chair of Licensing*

Trading Standards

*Add Domestic Violence in conjunction with Cabinet Member for Health, Housing and Adult Social Services as part of Public Health remit*

*Remove Emergency Planning*

Youth Offending

Environmental Health

Alcohol and Drugs Action

Neighbourhood Management

Volunteering

Licensing and Bereavement

Registrar

*Add Fair Trade*

*Add Parish Council liaison*

*Add Equalities and Inclusion (Responsibility over peer review to remain with Leisure, Culture and Tourism for continuity)*

### **Allocation of Seats**

4. Under agenda item 5(b), Full Council is asked to approve appointments to those available seats to which the political balance rules must be applied under the terms of the Local Government & Housing Act 1989. Council is also asked to consider applying the rules to the remaining bodies it chooses to set up, in accordance with previous practice. Full details are contained in Annex A to this report.

### **Practice Relating to Substitutes**

5. It is proposed to continue with the flexibility of the new substitute system introduced following last year's Annual Meeting. In the first instance Members who need a substitute must approach a named substitute appointed by Council. As usual, Members should approach the first named substitute and only if that person is not available can they approach the second, and so on. If, however, no named substitute is available, the Chief Executive and the Monitoring Officer will be authorised to make changes to the membership of the Committee by appointing another member of the group as substitute for a specific meeting. That appointment will be made in accordance with an instruction of the relevant political group.

## **Appointments to Committees, Working Groups, Outside & Partnership Bodies**

6. Further to the allocation of seats referred to above, under agenda item 5, Full Council is asked make appointments to those Committees and other bodies set out in Annex B. These include outside and partnership bodies, together with Chairs and Vice Chairs of Committees and membership of Ward Committees. These appointments will be made in accordance with nominations to be made by political groups, together with nominations to places allocated to Independent Members.
7. Council is also specifically asked to note that it is being asked to approve appointments to:
  - (i) A new Planning Area Sub-Committee to ultimately cover the areas formerly covered by the previous East and West/City Centre Area Planning Sub-Committees. Further to the decision taken by Budget Council in February 2013 to remove one 'Planning Committee', Members will receive a detailed report at July Council on the operational and procedural changes required to put that decision into practice. In the meantime, Council is asked to appoint to one main Planning Committee and one Area Sub-Committee to enable planning business to proceed.

## **Consultation**

8. In accordance with the usual process for gathering nominations to available places at the Annual Council Meeting, all party Groups have been consulted on and provided with the necessary information on available places.

## **Options**

9. Options open to the Council are:
  - (i) to approve or not approve the allocation of seats in accordance with the arrangements set out in Annex A;
  - (ii) to make the appointments proposed to Committees and other bodies set out in Annex B, or propose alternatives;

## **Council Plan 2011-15**

10. Establishing an appropriate decision making and scrutiny structure, contributes to the Council delivering its core priorities set out in the Council Plan, effectively.

### **Implications**

11. There are no known implications in relation to the following in terms of dealing with the specific matter before Members, namely to consider the allocation of seats and places and the nominations to the Cabinet, Cabinet Leader and other bodies:

- **Financial**
- **Human Resources (HR)**
- **Equalities**
- **Crime and Disorder**
- **Property**
- **Other**

### **Legal Implications**

12. The Council is statutorily obliged to make appointments to committees, advisory committees, sub Committees and certain other prescribed bodies in accordance with the political balance rules. These rules may only be waived where no Member votes against the proposal.

### **Risk Management**

13. In compliance with the Council's risk management strategy, there are no known risks associated with the recommendations in this report, other than the failure to meet the above legal requirements and the risk of a Council operating with no agreed political management arrangements (in the form of a decision making and scrutiny structure) should Annual Council fail to make any such arrangements.

### **Recommendations**

14. Members are asked to consider the annexes attached to this report and
  - (i) Note the changes to Cabinet portfolio holders made by the Leader with effect from 22 May 2013;
  - (ii) Agree the allocation of seats in accordance with Annex A ; and

- (iii) Approve appropriate nominations to Committees and outside or partnership bodies, as well as appointments to Chairs and Vice-Chairs.

**Reason:** To fulfil the Council's statutory requirements.

**Contact details:**

**Author:**

Dawn Steel  
Head of Civic & Democratic  
Services  
Tel: 01904 551030

**Chief Officer Responsible for the  
report:**

Andrew Docherty  
Assistant Director, Governance & ICT

**Report  
Approved**



**Date** 15/5/2013

**Specialist Implications Officer(s)** None

**Wards Affected:**

**All**



**For further information please contact the author of the report**

**Annexes**

**Annex A** - Allocation of seats 2013/14

**Annex B** - Appointments to Committees and other bodies 2013/14,  
including outside bodies, Chairs/Vice-Chairs to Committees and Ward  
Committees

**Background Papers**

None.