

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ANNUAL COUNCIL

meeting date: TUESDAY 23 MAY 2023
title: COMMITTEE ARRANGEMENTS FOR MUNICIPAL YEAR 2023/2024
AND APPROVAL OF DOCUMENTS IN THE CONSTITUTION
submitted by: CHIEF EXECUTIVE
principal author: JENNY MARTIN

1 PURPOSE

1.1 To determine the Council's committee arrangements for the Municipal Year 2023/2024 and to approve the documents contained in the Council's Constitution.

1.2 Relevance to the Council's objectives and priorities –

- Council's Objectives – whilst the Council's committee arrangements do not contribute directly to the achievement of the Council's objectives, they set the framework for the Council's decision-making processes.

- Other considerations – the Council decided under the provisions of the Local Government Act 2000, after consultation with the electorate, to retain its committee arrangements rather than opt for an executive form of governance. This decision has been reconsidered and confirmed by the Policy & Finance committee.

2 BACKGROUND

2.1 The basis of the Council's present committee structure was approved by the Policy and Finance Committee at its meeting on 3 April 2008 as amended to include an Economic Development committee.

2.2 The terms of reference of committees including the Emergency committee, and the call-in procedure are set out in Appendix A and B together with the Constitution of the Parish Council Liaison Committee.

2.3 A timetable of meetings for the Municipal Year 2023/2024 was provisionally approved by the Policy & Finance Committee at its meeting on 28 March 2023. The timetable for meetings is set out at Appendix 'C'.

2.4 As well as approving the number of committees and their terms of reference, the Council must also determine the number of seats on each committee. The number of seats on each committee needs approving and the allocation of these seats will be in accordance with the political balance provisions of the Local Government and Housing Act 1989. Appendix 'D' shows the Allocation of Committee Seats if the present committee structure is approved.

2.5 The Chief Executive has been notified by 4 of the independent councillors that they wish to be a group in line with the Local Government Regulations 1990.

- 2.6 The Council appointed 13 councillors to represent the Council on the Parish Council Liaison Committee in 2022/2023. Although political balance provisions do not apply, if they were to be applied, the proportion for 2023/24 would be Conservatives 6, Liberal Democrats 3, Labour 2, Independent Group 1, Green 1 and Independent 0.
- 2.7 Under Standing Order 20(8) it is necessary to appoint an Emergency Committee. The Emergency Committee will have power to take any necessary action when a need for urgent action arises between meetings of a committee. The Emergency Committee for the Municipal Year 2022/2023 consisted of the Leader and Deputy Leader, a conservative councillor and the Shadow Leader. The political balance rules also apply to the Emergency Committee so it is recommended that the membership be the Leader, Deputy Leader, Leader of the Opposition and Leader of the Labour Group.
- 2.8 It has also been necessary to update the following documents contained in the Council's Constitution:
- Corporate Structure Chart
 - Corporate Debt Write Off Policy
 - Contract Procedure Rules
 - Financial Regulations
- 2.9 These can be viewed on the Council's website at [Agenda for Constitution on Tuesday, 23rd May, 2023 | Ribble Valley Borough Council \(moderngov.co.uk\)](https://www.moderngov.co.uk/agenda/2023/05/23/constitution)

3 RISK ASSESSMENT

- 3.1 The approval of this report may have the following implications:-
- Resources – the estimated costs of administering the committee arrangements in 2023/2024 are included in the approved budget for 2023/2024.
 - Technical, Environment and Legal – none.
 - Political – none.
 - Reputation – none.

4 **RECOMMENDED THAT THE COUNCIL**

- 4.1 approves the number of committees and their terms of reference set out in Appendix 'A';
- 4.2 approves the call-in procedure set out in Appendix 'B';
- 4.3 approves the timetable of meetings set out at Appendix 'C';
- 4.4 approves the number of seats on each committee and the allocation of those seats set out in paragraph 3 of Appendix 'D';

- 4.5 agrees the representation on the Parish Council Liaison Committees set out in paragraph 2.6 above;
- 4.6 appoints an Emergency Committee as set out in paragraph 2.7 above.
- 4.7 approves the updated documents contained in the Council's Constitution as set out in paragraph 2.8 above.

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

- 1 Agenda for Annual Meeting of Council 10 May 2022

For further information please contact Jenny Martin at jenny.martin@ribblevalley.gov.uk.