

# **RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ANNUAL COUNCIL**

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meeting date: TUESDAY 14 MAY 2024  
title: COMMITTEE ARRANGEMENTS FOR MUNICIPAL YEAR 2024/2025  
AND APPROVAL OF DOCUMENTS IN THE CONSTITUTION  
submitted by: MARSHAL SCOTT - CHIEF EXECUTIVE  
principal author: REBECCA HODGSON – DEMOCRATIC SERVICES AND CIVIC  
OFFICER

## **1 PURPOSE**

- 1.1 To determine the Council's committee arrangements for the Municipal Year 2024/2025 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 2024/2025 was provisionally approved by the Policy & Finance Committee at its meeting on 9 April 2024. 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. Appendix 'E' shows the calculation of seats based on the current Political Balance.
- 2.5 In line with the Local Government (Committees and Political Groups) Regulations 1990, the Chief Executive has been notified of the following groups:
  - Four independent Councillors wish to be a group known as The Independents.

- Two green party Councillors and 2 Progressive Liberal Group Councillors wish to be a group know as the Green & Progressive Liberal Group.
- 2.6 The Council appointed 13 councillors to represent the Council on the Parish Council Liaison Committee in 2023/2024. Although political balance provisions do not apply, if they were to be applied, the representation for 2024/25 would be 6 Conservatives, 2 Liberal Democrats, 3 Labour, 1 Independent Group, 1 Green & Progressive Liberal Group and 0 Independent.
- 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 2023/2024 consisted of the Leader, Deputy Leader, Leader of the Opposition and Leader of the Green & Progressive Liberal Group. The political balance rules apply to the Emergency Committee. It is recommended that the membership of the Emergency Committee for 2024/25 consists of the Leader, Deputy Leader, Leader of the Opposition, and the Leader of the Liberal Democrats.
- 2.8 It has also been necessary to update the following documents contained in the Council's Constitution:
- Standing Orders;
  - Proper Officers in the Scheme of Delegation
  - Corporate Management Structure Chart
  - Financial Regulations
  - Contract Procedure Rules
  - Corporate Debt Policy
- 2.9 These can be viewed on the Council's website at [Agenda for Constitution on Tuesday, 14th May, 2024 | Ribble Valley Borough Council \(moderngov.co.uk\)](https://www.moderngov.co.uk/Agenda-for-Constitution-on-Tuesday-14th-May-2024-Ribble-Valley-Borough-Council)

### 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 2024/2025 are included in the approved budget for 2024/2025.
  - 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 23 May 2023

For further information please ask for Rebecca Hodgson on extension 4408.

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