

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

PART 1 – PUBLIC DOCUMENT

Any interest to declare/ or conflict and any dispensation granted [N/A]

SERVICE DIRECTORATE: LEGAL AND COMMUNITY

1. DECISION TAKEN

That the following Substitute Members be appointed to outstanding vacancies (subsequent to the appointments made at the Annual Council meeting on 23 May 2024):

- Council Tax Setting Committee - Cllr Paul Ward
- Employment Committee - Cllr Steve Jarvis
- Employment Appeals Committee - Cllr Tim Johnson
- Joint Staff Consultative Committee - Cllr Tim Johnson

2. DECISION TAKER

Melanie Stimpson, Democratic Services Manager.

3. DATE DECISION TAKEN:

22 August 2024

4. REASON FOR DECISION

- 4.1 As per the constitution, the Service Director: Legal and Community and the Democratic Services Manager (given as a sub delegation) have delegated authority to make appointments (or where relevant nominate) Councillors or Substitutes to Committees, Sub-Committees, panels, boards and outside bodies, in consultation with Group Leaders during the civic year in respect of the appointments that have previously been made at Annual Council.

5. ALTERNATIVE OPTIONS CONSIDERED

- 5.1 None considered. Appointments to seats allocated to each political party under the provisions of Section 15 of the Local Government and Housing Act 1989 are made on a politically proportionate basis at the Annual Council meeting. It is therefore a matter for the respective Group Leaders on who they wish to nominate as an appointment or replacement.
- 5.2 Regarding outside organisation and other bodies to which the Council has a seat, it is for Group Leaders to discuss and determine which Members be appointed.

6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

- 6.1 In accordance with the Constitution, the delegated decision is made having consulted the Group Leaders.

7. FORWARD PLAN

- 7.1 This decision is not a key Executive decision and has therefore not been referred to in the Forward Plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

- 8.1 Following the Annual Council meeting there remained several vacancies regarding Substitute Members on committees.
- 8.2 The respective Group Leaders were approached regarding the outstanding vacancies and the subsequent notification was given as to the Liberal Democrat vacancies.
- 8.3 The Labour and Cooperative and Conservative Group Leaders were notified/consulted on the appointment to substitute members on 14 August.

9. LEGAL IMPLICATIONS

- 9.1. 14.6.9 (a) Delegation of Authority – Service Director: Legal and Community of the Constitution states:

(xx) To make appointments (or where relevant nominate) Councillors or Substitutes to Committees, Sub-Committees, panels, boards and outside bodies, in consultation with Group Leaders during the civic year in respect of the appointments that have previously been made at Annual Council.

- 9.2 14.6.2 (c) Scheme of Delegations to Officers – General Principles - All officers discharging these functions may authorise any member of their staff to act on their behalf and shall keep a written record of all sub-delegations in a register held by the Monitoring Officer (subject to the limitations at 14.6.3 and within specific policies).

- 9.3 Sub delegation to Democratic Services Manager under 1.14.1 of officer's delegations:

e) The appointment, nomination or revocation of appointment of any individual to any office/ body other than to Full Council in the event of vacation of office, in consultation with Group Leaders in respect of elected Councillors (in accordance with any requirements under the Local Government (Committees and Political Groups) Regulations 1990, or any legislation replacing the same under section 14.5.1 of the Constitution.

10. FINANCIAL IMPLICATIONS

- 10.1 There are no direct financial implications.

11. RISK IMPLICATIONS

- 11.1 Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.

- 11.2 A vacancy on a Committees, Sub-Committees or Panel be that as a Full Member or as a Substitute Member could result in the respective political party not being fully represented at a particular meeting or that the district council is not represented at the outside organisation/bodies meetings.

12. EQUALITIES IMPLICATIONS

12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2 There are no direct equalities implications arising from this report.

13. SOCIAL VALUE IMPLICATIONS

13.1 The Social Value Act and “go local” policy do not apply to this decision.

14. ENVIRONMENTAL IMPLICATIONS

14.1. There are no known Environmental impacts or requirements that apply to this report.

15. HUMAN RESOURCE IMPLICATIONS

15.1 None

16. BACKGROUND PAPERS

16.1 [Annual Council – 23 May 2024](#)

17. APPENDICES

17.1 None

NOTIFICATION DATE

23 August 2024

Signature of Decision Taker



Call-in does not apply to NON-EXECUTIVE DECISIONS – this is a NON-EXECUTIVE DECISION