

SHEFFIELD CITY COUNCIL

ANNUAL COUNCIL MEETING – 19TH MAY, 2021

ITEM 7 – ESTABLISHMENT OF COUNCIL COMMITTEES FOR THE MUNICIPAL YEAR 2021/22 AND APPOINTMENT OF MEMBERS TO SERVE ON THOSE COMMITTEES

It is moved by Councillor Terry Fox, seconded by Councillor Tony Damms, that the City Council:-

(a) notes the political proportionality framework and the illustrative example of how this may be applied in the Municipal Year 2021/22, as set out in the report circulated with the agenda for this meeting;

(b) approves the changes to be made to the Council's committee structure for the Municipal Year 2021/22, as outlined in the note circulated at the meeting, and involving (i) the establishment of four Transitional Committees on a politically proportionate basis and including representation from Cabinet Members, to undertake policy development work to support the activities of the Cabinet and (ii) the reduction in the number of Scrutiny and Policy Development Committees from five to three;

(c) (i) agrees that the terms of reference of Council Committees in the Municipal Year 2021/22 be as currently set out in the Council's Constitution, subject to (A) the amendment of the terms of reference/remits of the Scrutiny and Policy Development Committees to reflect the changes now made to the number of those Committees, (B) the addition of the draft terms of reference for the Transitional Committees set out in the note circulated at the meeting, and (C) the inclusion of the terms of reference for the Local Area Committees which were approved at the Extraordinary Council meeting on 18th March 2021, and (ii) requests the Director of Legal and Governance to amend Part 3 of the Constitution (Responsibility For Functions) to reflect these changes to the

terms of reference of the Committees, and to make any minor consequential amendments that may be necessary;

(d) approves the names and composition of the Local Area Committees, in accordance with the details circulated at the meeting and requests the Director of Legal and Governance to amend the Area Committee Procedure Rules in the Constitution to incorporate the names and composition of the Committees, and to make any minor consequential amendments that may be necessary;

(e) (i) approves the sizes of individual committees to be subject to proportional balance in the Municipal Year 2021/22 and the initial allocation of seats to political groups on individual committees before final adjustment, as set out in the note circulated at the meeting; (ii) agrees that, in order to ensure that each political group has the required number of seats overall in comparison to the total number of seats available on all Committees to reflect their composition on the Council as a whole, (A) the Labour Group's adjustment of three seats be from three Committees (other than the Licensing Committee) to be nominated by the Group Whip and reported back to the next Council meeting, with two of those seats being allocated to the Liberal Democrat Group and one seat being allocated to Councillor Lewis Chinchon and (B) the Green Group's adjustment of one seat be from the Licensing Committee, with the seat being allocated to Councillor Lewis Chinchon; and (iii) approves the appointment of Members to all Council Committees in the Municipal Year 2021/22 to reflect the arrangements now agreed and the wishes of the political groups, in accordance with the schedule circulated at the meeting (and including substitutes where appropriate), and, for the purposes of Council Procedure Rule 25.4, the consent of the Council be given in any case where a Member chooses not to be appointed to serve on any Scrutiny or Regulatory Committee;

(f) agrees to continue to disapply proportionality to the Senior Officer Employment Sub-Committees and the Appeals and Collective Disputes Sub-Committees for the reasons set out in paragraph 3.2.3 of the report;

(g) notes that the effect upon the Special Responsibility Allowance element of the budget for Members' Allowances of the establishment of Council Committees for the Municipal Year 2021/22 and the appointments proposed to be made later this day to the positions of Chairs of those Committees, is cost neutral;

(h) note that proposals to introduce an appropriate Special Responsibility Allowance for the Chairs of the Transitional Committees and the Deputy Chairs of the Local Area Committees will be developed for consideration by the Council's Independent Remuneration Panel who will be asked to make recommendations for consideration by full Council in due course; and

(i) requests that in the event of any changes to the political composition of the Council occurring during the course of the Municipal Year, political proportionality be reviewed by the Council as soon as practicable thereafter.

ESTABLISHMENT OF COUNCIL COMMITTEES 2021/22

It is proposed that the committee structure for 2021/22 includes several changes from the structure operated in 2020/21.

These proposed changes are outlined below:

Transitional Committees –

- The establishment of four Transitional Committees, with names and remits to be determined at the meeting of the Council in June 2021, to undertake policy development work to support the activities of the Cabinet.
- Draft terms of reference for these Committees is attached to this note.
- These Committees will be established on a politically proportionate basis with 10 seats each and their composition will include representation from relevant Cabinet Members.
- The Committees will be chaired by non-executive Members, and it is proposed to introduce an appropriate Special Responsibility Allowance for the Chairs and Deputy Chairs of the Committees. The Council's Independent Remuneration Panel will be asked to make recommendations for consideration by full Council in due course.

Scrutiny and Policy Development Committees –

- The reduction in the number of Scrutiny and Policy Development Committees from five to three.
- The Economic and Environmental Wellbeing and the Safer and Stronger Communities Committees will not be re-established in 2021/22.
- The Children, Young People and Family Support Committee will be re-established with its membership continuing to include co-opted parent governor representatives and co-opted members nominated by each of the local Church of England and Roman Catholic Diocesan Boards, and who have voting rights in connection with matters relating to education functions.
- The Healthier Communities and Adult Social Care Committee will be re-established and will retain responsibility for the review and scrutiny of local health services, including the power of referral to the Secretary of State for Health, under the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
- The Overview and Scrutiny Management Committee will be re-established and its terms of reference/remit will be expanded to include the exercise of the functions under Section 19 of the Police and Justice Act 2006, and thus will be the Council's Crime and Disorder Committee.

Local Area Committees –

- The Local Area Committees will be established to operate from 2021/22, and their proposed names and composition are attached.
- The introduction of a Special Responsibility Allowance for the Chairs of the Committees is expected to be approved under a separate item of business on the agenda for this annual meeting of the Council.
- it is proposed to introduce an appropriate Special Responsibility Allowance for the Deputy Chairs of the Committees. The Council's Independent Remuneration Panel will be asked to make recommendations for consideration by full Council in due course.

Proportional Seat Allocations to Political Groups –

- A revised Proportional Seat Allocation to Political Groups in 2021/22, based on the proposed revised committee structure outlined above, is attached.
- In terms of providing sufficient seats across Scrutiny, Planning, Licensing and Transitional Committees, to accommodate all non-Executive Members, the allocations, before final adjustment, offer:-
 - 52 seats for the Labour Group, for the 34 non-Executive Members (41, less 7 Cabinet Members). The 7 Cabinet Members are likely to take at least 7 seats on the Transitional Committees, and the Chairs of the remaining 2 Scrutiny Cttees are likely to also serve on the Overview and Scrutiny Management Committee. These 7 seats and 2 duplicates, still leave 43 seats for the 34 non-Executive Members.
 - 36 seats for the 29 Liberal Democrats. This would also accommodate the Deputy Chairs of the remaining 2 Scrutiny Cttees (assuming the role continues to be provided to the Lib Dems) to also serve on the Overview and Scrutiny Management Committee.
 - 18 seats for the Green Group, for the 10 non-Executive Members (13, less 3 Cabinet Members). The 3 Cabinet Members are likely to take at least 3 seats on the Transitional Committees, leaving 15 seats for the 10 non-Executive Members.
- As can be seen from the table, the Labour Group needs to offer up three places (from 3 different Committees) and the Green Group needs to offer up one place (on a different Committee to the ones offered by Labour). At least one of these places needs to be on a main committee (Planning, Licensing, Scrutiny, or Transitional) and offered to Cllr Chinchin.

TRANSITIONAL COMMITTEES

Terms of Reference

To act as an advisory committee to the Executive in respect of [any of its functions] within the following areas.

(a) Executive decision making

- Ensure earlier cross-party engagement prior to decision making so that a broad view and range of ideas can be considered.
- All decisions appearing on the Forward Plan that are to be taken by the Executive or an Executive Member should be considered by the relevant Transitional Committee prior to the decision being taken, unless the Transitional Committee has previously agreed that the decision does not need to be considered.
- The Executive must have regard to the advice of a Transitional Committee when making a decision. That advice, including explanation for any recommendations, will be contained within a report considered by the Executive. The justification for not accepting advice from a Transitional Committee is to be made clear in the options considered by the Executive.

(b) Policy development

- Assist and advise the Executive in the development of Policy Framework issues.
- Advise the Executive at an early stage in respect of the formulation and development of policies and projects that will help to deliver corporate priorities

(c) Participation, liaison and consultation

- May give consideration to any petitions received by the Council which may be of relevance to the policy areas within its remit.
- May consider and implement mechanisms to encourage and enhance community participation in the development of policy options.
- May conduct research, community and other consultation in the analysis of policy and possible options for the purpose of advising the Executive on the delivery of corporate priorities.
- May liaise with other organisations operating in the area, whether national, regional or local, to ensure that policy recommendations are thus enhanced to reflect the interests of local people.

(d) Relationship with Area Committees

- Receive and review reports or recommendations from an Area Committee where the matter does not fall within the powers delegated to the Area Committee.
- Have regard to the outcome of consultation carried out by Area Committees on matters under consideration by the Transitional Committee.

AREA COMMITTEE PROCEDURE RULES

1. Arrangements for Area Committees

1.1 Composition

There shall be seven Area Committees as set out in the table below. They shall be constituted and operate in accordance with Article 10 of this Constitution and these Procedure Rules.

Name of Area Committee	Comprising these Wards
Central	Broomhill and Sharrow Vale City Hillsborough Walkley
East	Darnall Manor Castle Park and Arbourthorne Richmond
North	East Ecclesfield Stannington Stocksbridge and Upper Don West Ecclesfield
North East	Burngreave Firth Park Shiregreen and Brightside Southey
South	Beauchief and Greenhill Gleadless Valley Graves Park Nether Edge and Sharrow
South East	Birley Beighton Mosborough Woodhouse
South West	Crookes and Crosspool Dore and Totley Ecclesall Fulwood

Proposed Proportional Seat Allocations to Political Groups in 2021/22

Committee	Labour	Lib Dem	Green	Other	Total
Overview and Scrutiny Management Committee	6	4	2	0	12
CYP&FS Scrutiny Cttee	6	5	2	0	13
HC&ASC Scrutiny Cttee	6	5	2	0	13
Transitional Committee 1	5	3	2	0	10
Transitional Committee 2	5	3	2	0	10
Transitional Committee 3	5	3	2	0	10
Transitional Committee 4	5	3	2	0	10
Planning and Highways Cttee	6	5	2	0	13
Licensing Cttee	8	5	2	0	15
Audit & Standards Cttee	4	2	1	0	7
Admissions Cttee	4	2	1	0	7
Senior Officer Employment Cttee	8	5	2	0	15
Appeals and Collective Disputes Cttee	8	5	2	0	15
Total Initial Allocation	76	50	24	0	150
Overall Political Balance Requirement	73	52	23	2	150
Adjustments Required	-3	+2	-1	+2	

NB: O&SMC remaining at its original size of 12 seats, whilst providing at least one seat for each political group on the Council; the 2 Scrutiny Committees established at their original size of 13 seats; Transitional Committees established at 10 seats to allow for Cabinet Member representation whilst still providing sufficient places across the Scrutiny, Planning, Licensing, and Transitional Committees for all 74 non-Executive Members of the Council and allowing for the fact that the Chairs (& Deputy Chairs) of the Scrutiny Committees also sit on the O&SMC.

Total of 150 seats = 6 seats more than in 2019/20 & 2020/21 (144 seats)

Labour	150 x 48.81%	=	73.22 (73)		= 73
Liberal Democrat	150 x 34.52%	=	51.78 (51)	+1	= 52
Greens	150 x 15.48%	=	23.22 (23)		= 23
Other	150 x 1.19%	=	1.78 (1)	+1	= 2
			(148)		(150)

MEMBERSHIP OF COUNCIL COMMITTEES 2021/22

Title/Post	Labour	Liberal Democrat	Green/Other
Scrutiny and Policy Development Committees:-			
(1) Overview & Scrutiny Management Committee (Chair = Lead Member for Scrutiny; membership includes the Chairs of the 4 Scrutiny and Policy Development Committees)	Cllrs Denise Fox (5 vacancies)	Cllrs Penny Baker, Mike Levery, Barbara Masters and Richard Williams	Cllrs Angela Argenzio and Martin Phipps
(2) Children, Young People and Family Support	Cllrs Mick Rooney (5 vacancies)	Cllrs Kevin Oxley, Mike Levery, Barbara Masters, Ann Whitaker and Ann Woolhouse	Cllrs Maroof Raouf and Kaltum Rivers; Peter Naldrett (Parent Governor Representative - to 13/09/21) (2 PGR vacancies); Sam Evans (Diocese Representative)(1 vacancy); Alison Warner (School Governor Representative); Alice Riddell (Healthwatch – Observer)
(3) Healthier Communities & Adult Social Care	Cllrs (x6)	Cllrs Sue Auckland, Steve Ayris, Penny Baker, Richard Williams and Alan Woodcock	Cllrs Bernard Little and Martin Phipps; Lucy Davies (HealthWatch Representative - Observer)

<p><i>Scrutiny Committee Substitute Members:-</i></p>	(To Be Determined)	(To Be Determined)	(To Be Determined)
<p>Transitional Committees:- (names and remits to be confirmed)</p> <p>Transitional Committee 1</p> <p>Transitional Committee 2</p> <p>Transitional Committee 3</p> <p>Transitional Committee 4</p>	<p>Cllrs Dawn Dale and Zahira Naz (3 vacancies)</p> <p>Cllr Mark Jones (4 vacancies)</p> <p>Cllr Sioned-Mair Richards (4 vacancies)</p> <p>Cllr Jack Scott (4 vacancies)</p>	<p>Cllrs Sue Alston, Joe Otten and Andrew Sangar</p> <p>Cllrs Tim Huggan, Richard Shaw and Sophie Thornton</p> <p>Cllrs Ian Auckland, Alan Hooper and Martin Smith</p> <p>Cllrs Steve Ayris, Mohammed Mahroof and Colin Ross</p>	<p>Cllrs Peter Garbutt and Christine Gilligan</p> <p>Cllrs Ruth Mersereau and Alison Teal</p> <p>Cllrs Douglas Johnson and Paul Turpin</p> <p>Cllrs Alexi Dimond and Martin Phipps</p>
<p>Statutory/Regulatory Committees:-</p> <p>Planning and Highways Committee:-</p> <p><i>Planning and Highways Committee Substitute Members:-</i></p>	<p>Cllrs Dianne Hurst and Peter Price (4 vacancies)</p> <p>(To Be Determined)</p>	<p>Cllrs Roger Davison, Bob McCann, Andrew Sangar, Richard Williams and Alan Woodcock</p> <p>(To Be Determined)</p>	<p>Cllrs Peter Garbutt and Brian Holmshaw</p> <p>(To Be Determined)</p>

Licensing Committee	Cllrs David Barker and Karen McGowan (6 vacancies)	Cllrs Roger Davison, Mohammed Mahroof, Joe Otten, Vickie Priestley and Cliff Woodcraft	Cllr Angela Argenzio; Cllr Lewis Chinchin
Audit and Standards Committee (only non-Executive Members)	Cllrs Dianne Hurst, Josie Paszek and Sioned-Mair Richards (1 vacancy)	Cllrs Simon Clement-Jones and Mohammed Mahroof	Cllr Angela Argenzio; Independent Co-optees – Alison Howard (to May 2024) and (2 vacancies)
	<i>When Standards matters are to be considered, a representative of the Parish and Town Councils would also be able to attend.</i>		
Standards Consideration Sub-Committee	3 Members of the Audit and Standards Committee and 1 Non-voting Co-Opted Member (<i>Where a Parish or Town Council matter is being considered, a representative of the Parish or Town Councils should also be present</i>)		
Standards Hearing Sub-Committee	3 Members of the Audit and Standards Committee and 1 Non-voting Co-Opted Member (<i>Where a Parish or Town Council matter is being considered, a representative of the Parish or Town Councils should also be present</i>)		
Admissions Committee (Substitute Members to be appointed by the Chief Executive in consultation with the relevant Cabinet Portfolio Member or Opposition Spokesperson, as appropriate)	Cllrs Talib Hussain, Sioned-Mair Richards, Chris Rosling-Josephs and Sophie Wilson	Cllrs Vic Bowden and Andrew Sangar	Cllr Peter Garbutt
Senior Officer Employment Committee	Cllrs Jayne Dunn, Terry Fox, Julie Grocutt, Mazher Iqbal, George Lindars-Hammond, Cate McDonald and Paul Wood (1 vacancy)	Cllrs Penny Baker, Simon Clement-Jones, Mohammed Mahroof, Shaffaq Mohammed and Joe Otten	Cllrs Douglas Johnson and Paul Turpin

<p>South Area Committee</p>	<p>Khayum, Alan Law, Abtislam Mohamed, Peter Price, Safiya Saeed and Garry Weatherall</p> <p>Cllr Cate McDonald</p>	<p>Cllrs Ian Auckland, Sue Auckland, Steve Ayriss, Simon Clement-Jones, Richard Shaw and Sophie Thornton</p>	<p>Cllrs Alexi Dimond, Peter Garbutt, Maroof Raouf, Alison Teal and Paul Turpin</p>
<p>South East Area Committee</p>	<p>Cllrs Tony Downing, Denise Fox, Bryan Lodge, Karen McGowan, Mick Rooney, Chris Rosling-Josephs, Jackie Satur and Paul Wood</p>	<p>Cllrs Bob McCann, Kevin Oxley, Gail Smith and Ann Woolhouse</p>	
<p>South West Area Committee</p>	<p>Cllr Ruth Milsom</p>	<p>Cllrs Sue Alston, Roger Davison, Tim Huggan, Mohammed Mahroof, Barbara Masters, Shaffaq Mohammed, Joe Otten, Colin Ross, Andrew Sangar, Martin Smith and Cliff Woodcraft</p>	
<p>Health and Wellbeing Board (3 Cabinet Members - for Children and Families; Health and Social Care; and Neighbourhoods and Community Safety)</p>	<p>Cllrs</p>		
<p>Independent Remuneration Panel</p>			<p>Edward Fleming (to 6/2/22), David Baldwin (to 6/2/23) and Mark Power (to 6/2/25) (1 vacancy)</p>

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