



## SHEFFIELD CITY COUNCIL Report to Council

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**Report of:** Chief Executive

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**Date:** 20<sup>th</sup> May 2015

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**Subject:** Notification of Cabinet, Shadow Cabinet and Cabinet Adviser Appointments, and the Leader's Scheme of Delegation for the Discharge of Executive Functions

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**Author of Report:** Paul Robinson, Head of Democratic Services

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**Summary:**

This report outlines the constitutional requirements for the appointment of a Leader of the Council and notification of arrangements for the discharge of Executive functions.

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**Recommendations:**

That the Council:-

- (1) Receives, notes and approves where relevant, the Leader's notification of:-
    - (i) appointment of a Deputy Leader and Cabinet Members, including their portfolio areas of responsibility;
    - (ii) appointment of advisors to the Cabinet;
    - (iii) appointment of Cabinet Members to serve on the Cabinet Highways Committee, including substitutes; and
    - (iv) the scheme of delegation for the discharge of Executive functions(all to be circulated in a schedule presented at the meeting).
  - (2) Notes the main opposition group's notification of the Leader of the Opposition and approves the appointment of Shadow Cabinet Members (to be circulated in a schedule presented at the meeting).
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**Background Papers:** Constitution of Sheffield City Council

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**Category of Report:** OPEN

## Statutory and Council Policy Checklist

<b>Financial implications</b>
YES – Cleared by Pauline Wood
<b>Legal implications</b>
YES – Cleared by Gillian Duckworth
<b>Equality of Opportunity implications</b>
NO
<b>Tackling Health Inequalities implications</b>
NO
<b>Human Rights implications</b>
NO
<b>Environmental and Sustainability implications</b>
NO
<b>Economic impact</b>
NO
<b>Community Safety implications</b>
NO
<b>Human Resources implications</b>
NO
<b>Property implications</b>
NO
<b>Area(s) affected</b>
None
<b>Relevant Scrutiny Committee if decision called in</b>
N/A
<b>Is the item a matter which is reserved for approval by the City Council?</b>
Yes
<b>Press release</b>
NO

# **Notification of Cabinet, Shadow Cabinet and Cabinet Adviser Appointments, and the Leader's Scheme of Delegation for the Discharge of Executive Functions**

## **1. INTRODUCTION**

- 1.1 This report outlines the constitutional requirements for the appointment of a Leader of the Council and notification of arrangements for the discharge of Executive functions.

## **2. THE ESTABLISHMENT OF THE EXECUTIVE**

- 2.1 Under the Constitution, the Council at its Annual Meeting is required to appoint a Leader to hold office until the next Annual Meeting (and it will do this under a separate item of business on the agenda for the Annual Meeting). The Executive (Cabinet) shall consist of up to 10 members, including the Leader. The Constitution provides for the Leader to present to the Council's Annual Meeting the names and Wards of the Members he or she has appointed to be members of the Executive, including the Deputy Leader, and in addition, a scheme of delegation for the discharge of Executive functions. The functions of the Executive, including portfolio holder areas of responsibility, are set out in the current Leader's Scheme of Delegation, but are subject to change at the discretion of the Leader.

- 2.2 The Leader may also establish sub-groups consisting of Executive members which can also take decisions. There is currently one established sub-group, the Cabinet Highways Committee, comprising 4 of the Cabinet members, with the remaining Cabinet Members acting as substitutes. The functions delegated to the Committee are described in Schedule 4 of the Leader's Scheme of Delegation and are to:-

"Exercise all the Council's executive functions arising from the Council's roles as the Highways Authority and Road Traffic Authority, including transport and parking matters, where these relate to:-

1. the Capital Programme;
2. policy statements;
3. matters that have drawn objections from members of the public; and
4. schemes with a value in excess of £250,000."

The Leader may establish further sub-groups and delegate functions to them, reporting this to Council at the earliest opportunity.

- 2.3 The Council does not propose to amend the current and published arrangements in respect of Executive functions adopted by the Council on 7<sup>th</sup> April 2010, with regard to the Strong Leader and Cabinet governance arrangements.

- 2.4 Details of the Leader's notification of appointments of a Deputy Leader; the Cabinet Members (including their portfolio areas of responsibility); advisers to the Cabinet; Cabinet Members to serve on the Cabinet Highways Committee (including substitutes); and the scheme of delegation for the discharge of Executive functions, will be circulated in a schedule presented at the Council's Annual Meeting.
- 2.5 Details of the main opposition group's notification of the Leader of the Opposition and the appointment of Shadow Cabinet Members, will also be circulated in a schedule presented at the meeting.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 There are no direct financial implications arising from this report. However, all the posts of Cabinet Member and Cabinet Adviser attract Special Responsibility Allowances (SRAs) under the Council's Members' Allowances Scheme, as do some of the posts of Shadow Cabinet Member (the number of posts attracting an allowance depends on the size of the main opposition group). Therefore, the appointments to be made by the Leader of the Council and the Leader of the main opposition group at the Council's annual meeting will have financial implications.
- 3.2 In the Municipal Year 2014/15, in addition to the Deputy Leader, there were a further 7 Cabinet Members, plus 10 Cabinet Advisers, in receipt of an SRA. The Leader also receives an SRA, as does the Leader of the main opposition group (while ever the Group has more than 20% membership of the Council). One post of Opposition Group Office Holder (a Shadow Cabinet Member) also received an SRA.
- 3.3 The Members' Allowances Scheme for 2015/16 approved by the Council at its special meeting on 6<sup>th</sup> March 2015, made no changes to the Special Responsibility Allowances, so the amounts paid in 2014/15 for the various roles for which special responsibility allowances are paid will be the same in 2015/16. However, any changes to the numbers of appointments made to the various roles will have financial implications. The number of Opposition Group Office Holders attracting an allowance depends on the size of the opposition group(s), and following the Municipal Elections held on 7<sup>th</sup> May 2015, the number of posts that will attract an allowance in 2015/16 remains at one, on the basis that the main opposition group now has 20.24% (i.e. more than 20% but less than 30%) of the membership of the Council. This membership size also entitles the Leader of the main opposition group to retain his/her SRA.
- 3.4 The financial implications of the appointments of Members to positions of Special Responsibility in the Municipal Year 2015/16, will be outlined at the Council's annual meeting.

#### **4. LEGAL IMPLICATIONS**

4.1 The legal implications are set out in the body of this report.

#### **5. RECOMMENDATIONS**

5.1 That the Council receives, notes and approves where relevant, the Leader's notification of:-

5.1.1 appointment of a Deputy Leader and Cabinet Members, including their portfolio areas of responsibility;

5.1.2 appointment of advisers to the Cabinet;

5.1.3 appointment of Cabinet Members to serve on the Cabinet Highways Committee, including substitutes; and

5.1.4 the scheme of delegation for the discharge of Executive functions;

(all the above to be circulated in a schedule presented at the meeting).

5.2 That the Council notes the main opposition group's notification of the Leader of the Opposition and approves the appointment of Shadow Cabinet Members (to be circulated in a schedule presented at the meeting).

John Mothersole  
Chief Executive

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## SHEFFIELD CITY COUNCIL Report to Council

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**Report of:** Chief Executive

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**Date:** 20<sup>th</sup> May 2015

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**Subject:** Establishment of Council Committees in 2015/16 and Appointment of Members to Serve on those Committees

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**Author of Report:** Paul Robinson, Head of Democratic Services

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### **Summary:**

This report outlines the requirements set out in the Local Government and Housing Act 1989 to allocate seats on Council Committees to political groups on a politically proportionate basis. The report asks Council to establish, and agree the terms of reference of, its Committees, and to appoint named Members to them to reflect the wishes of each of the political groups. Alternative arrangements in not applying strict political proportionality can be put in place provided Council gives unanimous support without any Member dissenting from that approach.

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### **Recommendations:**

That the Council:-

- (1) Notes the political proportionality framework and the illustrative example of how this might be applied, as set out in the report.
- (2) Considers how it wishes to allocate seats on committees in light of this illustrative approach.
- (3) Determines whether 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), and to the Standards Committee (paragraph 3.3.2).
- (4) Agrees:
  - (i) the sizes of individual committees to be subject to proportional balance and the initial allocation of seats to political groups on individual committees before final adjustment;

- (ii) the final adjustments of seats to ensure that each 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; and
  - (iii) the appointment of Members to committees to reflect the wishes of the political groups in accordance with the schedule to be circulated at the meeting and including substitutes where appropriate; and
- (5) Agrees that the terms of reference of the Committees in 2015/16 be as currently set out in the Constitution.

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**Background Papers:** Constitution of Sheffield City Council

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**Category of Report:** OPEN

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## Statutory and Council Policy Checklist

<b>Financial implications</b>
YES – Cleared by Pauline Wood
<b>Legal implications</b>
YES – Cleared by Gillian Duckworth
<b>Equality of Opportunity implications</b>
NO
<b>Tackling Health Inequalities implications</b>
NO
<b>Human Rights implications</b>
NO
<b>Environmental and Sustainability implications</b>
NO
<b>Economic impact</b>
NO
<b>Community Safety implications</b>
NO
<b>Human Resources implications</b>
NO
<b>Property implications</b>
NO
<b>Area(s) affected</b>
None
<b>Relevant Scrutiny Committee if decision called in</b>
N/A
<b>Is the item a matter which is reserved for approval by the City Council?</b>
Yes
<b>Press release</b>
NO

# **Establishment of Council Committees in 2015-16 and Appointment of Members to Serve on those Committees**

## **1. INTRODUCTION**

- 1.1 This report outlines the requirements set out in the Local Government and Housing Act 1989 to allocate seats on Council Committees to political groups on a politically proportionate basis. It asks Council to agree that the existing terms of reference of all Committees/Sub-Committees and other bodies, as specified in the Council's Constitution, remain unchanged, but that the sizes of the Overview and Scrutiny Management Committee, the four Scrutiny and Policy Development Committees, the Planning and Highways Committee and the Audit Committee be changed slightly for the reasons outlined in this report.
- 1.2 Alternative arrangements in not applying strict political proportionality can be put in place provided Council gives unanimous support without any Member dissenting from that approach.

## **2. POLITICAL BALANCE**

- 2.1 The political balance requirements of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 apply, with some limited exceptions, to any committees and sub-committees established under the Constitution. They also apply to the Scrutiny and Policy Development Committees, which are treated as committees for the purposes of the Local Government Act 2000. The allocation of seats on committees must be in the same proportion as the number of members of the group bears to the membership of the Authority as a whole. The political balance rules do not apply to the Executive (Cabinet) or the Shadow Cabinet, nor the Licensing Committee (although past and existing practice has ensured that it is politically balanced). In addition, any formal Area Committees established under the Local Government Act 2000 are similarly exempted.
- 2.2 The Council has a duty when allocating or reviewing the allocation of seats on committees to give effect so far as is reasonably practicable to the following four principles:-
- (i) all the seats are not allocated to the same political group;
  - (ii) the majority of the seats go to the political group in the majority on the full Council;
  - (iii) subject to the above two principles, the total number of seats on the ordinary committees of the Authority are allocated to each political group in the same proportion as the group's representation on the full

Council; and

- (iv) subject to the above three principles, the number of seats on each committee are allocated to each political group in the same proportion as the group's representation on the Council.

2.3 Following the Municipal Elections held on 7<sup>th</sup> May, 2015, and on the assumption that all the newly elected Councillors will formally join their respective political group on the Council, the Council will continue to have 4 political groups. The Labour Group has 59 Members, the Liberal Democrat Group has 17 Members, the Green Group has 4 Members, and the UKIP Group has 4 Members. The total number of Members on the Council is 84.

2.4 This means that the percentage allocation is as follows:-

Labour:	$59 \div 84 \times 100 = 70.24\%$
Liberal Democrat:	$17 \div 84 \times 100 = 20.24\%$
Greens:	$4 \div 84 \times 100 = 4.76\%$
UKIP:	$4 \div 84 \times 100 = 4.76\%$

2.5 The number of main committee seats are allocated in the same proportion as the group's representation on the Council. For example, on a committee with 15 seats available for allocation this would be calculated as follows:-

Divide the number of seats available on the committee between the groups in the same proportion as the number of seats a group has on the Council:-

Labour	$59 \div 84 \times 15 = 10.54$
Liberal Democrat	$17 \div 84 \times 15 = 3.04$
Greens	$4 \div 84 \times 15 = 0.71$
UKIP	$4 \div 84 \times 15 = 0.71$

This shows that 13 whole seats are allocated, 10 to the Labour Group and 3 to the Liberal Democrat Group. Two seats remains for allocation and are awarded on the highest part percentage claim, i.e. to the Green Group (0.71) and the UKIP Group (0.71), giving an overall allocation of 10 : 3 : 1 : 1 seats (Labour : Liberal Democrat : Green : UKIP), being the total of 15 available for allocation.

2.6 This approach is replicated for each individual committee and Appendix 1 shows an illustrative example of the overall allocation across all politically proportionate committees based on the committee sizes in 2014/15, but with:

- committee sizes of 13 seats being adjusted for the reason that the new percentage allocation gives an improper seat allocation of 14 (i.e. 9:3:1:1) after applying the proportional allocation of 9.13 : 2.63 : 0.62 : 0.62 (see Appendix 2), where both the Green Group and the UKIP Group are equally entitled to the final place remaining for allocation;
- the Overview and Scrutiny Management Committee being increased

from 18 seats to 19 seats so as to fulfil the political proportionality requirements whilst also providing sufficient seats to accommodate the appointment to the Committee of the Deputy Chairs of the other 4 Scrutiny and Policy Development Committees, as these Members are appointments from the largest opposition group on the Council (see section 3.1 of this report); and

- the Audit Committee being increased from 6 seats to 7 seats for the same reason as for committee sizes of 13 seats, i.e. the new percentage allocation gives an improper seat allocation of 7 (4:1:1:1) after applying the proportional allocation of 4.21 : 1.21 : 0.29 : 0.29 (see Appendix 2), where both the Green Group and the UKIP Group are equally entitled to the final place remaining for allocation.

2.7 This illustration also shows that the total number of seats across all politically proportionate Committees is **150** (compared with 141 in 2014/15, an increase of 9 seats). The sizes of any of the Committees is however at the discretion of the Council to vary should it so choose, providing there are sufficient seats across the Council’s scrutiny, planning and licensing committees to enable each non-executive member of the Council to be appointed to one of those committees in accordance with Council Procedure Rule 25.4 which specifies that every Member of the Council, except those appointed to the Cabinet, shall be appointed a member of at least one Scrutiny and Policy Development Committee or one Regulatory Committee. The basis of the mathematical calculation on differing sized Committees is shown at Appendix 2.

2.8 Applying each group’s percentage allocation (set out in paragraph 2.4) to the total number of seats on Committees (150), gives the following results:-

Labour	150 x 70.24%	= 105.36
Liberal Democrat	150 x 20.24%	= 30.36
Greens	150 x 4.76%	= 7.14
UKIP	150 x 4.76%	= 7.14

This shows that 149 whole seats are allocated, 105 to the Labour Group, 30 to the Liberal Democrat Group, 7 to the Green Group and 7 to the UKIP Group. One seat remains for allocation and is awarded on the highest part percentage claim – in this instance, to the Labour Group as the larger of the two groups sharing the same highest part percentage claim (0.36).

2.9 The closest practical distribution to political groups (after rounding) is therefore 106 : 30 : 7 : 7 (Labour : Liberal Democrat : Green : UKIP).

2.10 There is no requirement for the Cabinet or any Cabinet Committee, Shadow Cabinet or Area Committees to be politically balanced. Neither do the political balance rules apply to the Licensing Committee, but the Council chooses to apply the rules to this Committee. The Council has agreed to disapply proportionality to the Standards Committee. Taking into account the allocation detailed in the table in Appendix 1, a number of adjustments (5 seats) are required to ensure political balance on the overall number of

seats across all Committees available to each political group. This illustrates that the Labour Group has an under allocation of 5 seats; the Liberal Democrat Group has an over allocation of 1 seat; the Green Group has an over allocation of 2 seats, and the UKIP Group has an over allocation of 2 seats, and final adjustment is required. The practical arrangements for making the required adjustments are outlined at the end of Appendix 1. A schedule of nominations from each of the political groups to occupy the requisite number of allocated seats, will be tabled at the meeting.

### **3. THE ESTABLISHMENT OF COMMITTEES/SUB-COMMITTEES UNDER THE CONSTITUTION**

#### **3.1 Scrutiny Committees**

3.1.1 The Council's Constitution provides for the appointment of Scrutiny Committees and they are subject to the rules on political proportionality. In 2014/15, there were 4 Scrutiny and Policy Development Committees (each containing 13 Members), plus the Overview and Scrutiny Management Committee (with its membership including the Chairs and Deputy Chairs of the 4 Committees, as specified in the Scrutiny Procedure Rules within the Constitution). The membership of the Children, Young People and Family Support Scrutiny and Policy Development Committee also includes provision for at least 2 voting co-opted parent governor representatives and 2 voting co-opted members nominated by each of the local Church of England and Roman Catholic Diocesan Boards. An overview and scrutiny committee of a local authority, or a sub-committee of such a committee, may not include any member of the authority's executive.

3.1.2 The terms of reference and remits of the Scrutiny and Policy Development Committees are set out in Part 3 of the Constitution. The Healthier Communities and Adult Social Care Scrutiny and Policy Development Committee has the 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. It is proposed that existing arrangements be continued, but that:-

- the Overview and Scrutiny Management Committee is established with 19 seats (an increase of 1 seat from its size in 2014/15) so as to fulfil the political proportionality requirements whilst also providing sufficient seats to accommodate the appointment to the Committee of the Deputy Chairs of the other 4 Scrutiny and Policy Development Committees, as these Members are appointments from the largest opposition group on the Council; and
- the four Scrutiny and Policy Development Committees be established with 15 seats (an increase of 2 seats from their size in 2014/15) for the reasons set out in paragraph 2.6 above, whilst also providing sufficient seats (together with those seats to be made available on the planning and licensing committees) to enable each member of the Liberal Democrat Group (17) to be appointed to one of those

committees in accordance with Council Procedure Rule 25.4 (see paragraph 2.7).

### 3.2 Regulatory Committees

3.2.1 The Constitution allows for Council side functions to be delegated to Committees, with terms of reference set out in Part 3 of the Constitution, which deliver regulatory responsibilities. In 2014/15, these Committees (and their membership sizes) were as follows:

Planning and Highways Committee	(13)
Licensing Committee	(15)
Audit Committee	(6)
<i>(6 Non-Executive Members of the Council, plus 2 non-voting co-opted members each serving a 4-year term of office)</i>	
Admissions Committee	(7)
Senior Officer Employment Committee	(15)
Appeals and Collective Disputes Committee	(15)

It is proposed to retain all these Committees in 2015/16, but that:-

- the Planning and Highways Committee be established with 12 seats (a decrease of 1 seat) for the reason set out in paragraph 2.6 above; and
- the Audit Committee be established with 7 seats (an increase of 1 seat) for the reason set out in paragraph 2.6.

3.2.2 The Licensing Committee, set up under the Licensing Act 2003, can have a minimum of 10 and no more than 15 members under the legislation. Whilst technically this Committee is not required to be politically balanced, past practice has ensured that it is. It is proposed that this approach is continued, having a membership of 15.

The appointment of Licensing Sub-Committees to review cases under Section 10 of the Licensing Act 2003, is a statutory function reserved by the Act to the statutory Licensing Committee. Accordingly, it is a matter for the Licensing Committee to appoint these Sub-Committees and the custom and practice has been for any 3 Members of the Committee to be called to hear individual cases. It is proposed that existing arrangements be continued.

3.2.3 The Senior Officer Employment Committee and the Appeals and Collective Disputes Committee, with terms of reference set out in Part 3 of the Constitution, are established as politically proportionate committees of 15 Members. However, built into the terms of reference of both Committees is the facility to establish Sub-Committees to undertake their functions. The custom has been to disapply proportionality to these Sub-Committees and for any 3 Members of the parent Committee to be called to hear individual matters. It is proposed that this approach be continued.

### **3.3 Standards Committee**

3.3.1 The Constitution provides for the establishment of a Standards Committee to determine complaints under the Members' Code of Conduct referred to it by the Monitoring Officer, and to promote high standards of Councillor conduct. The composition, role and functions of the Committee are set out in Article 9 of the Constitution, and its terms of reference are set out in Part 3 of the Constitution.

3.3.2 The Standards Committee is a committee of Council, without the unique features which were conferred by previous legislation. It currently comprises 8 Members of the City Council drawn from the 2 largest political groups on the Council (5 from the Labour Group and 3 from the Liberal Democrat Group), with proportionality disapplied and a requirement that one Member from each group is to be present at each meeting, plus up to 4 non-voting co-opted members (including 1 representative of the 3 Parish and Town Councils). It is proposed that existing arrangements be continued.

### **3.4 Health and Wellbeing Board**

3.4.1 The Council has established a Health and Wellbeing Board in accordance with, and to discharge the statutory functions under, the Health and Social Care Act 2012. The membership and powers and responsibilities of the Board are set out in Article 9 of the Constitution, and the political balance rules do not apply to the Board. It is proposed that existing arrangements be continued.

### **3.5 Area Committees**

3.5.1 The Council did not establish any Area Committees in 2014/15 and has no plans to do so in 2015/16.

## **4. FINANCIAL IMPLICATIONS**

4.1 There are no direct financial implications contained within this report.

4.2 However, the posts of Chairs of Scrutiny and Policy Development Committees, Chair of Planning and Highways Committee, and Chair and Deputy Chair of Licensing Committee all attract Special Responsibility Allowances (SRAs) under the Council's Members' Allowances Scheme. Therefore, any structural or operational changes made in respect of those particular Committees do have the potential to impact on the SRAs associated with those Committees.

4.3 The Members' Allowances Scheme for 2015/16 approved by the Council at its special meeting held on 6<sup>th</sup> March 2015, made no changes to the Special Responsibility Allowances, so the amounts paid in 2014/15 for the roles referred to in paragraph 4.2 above will be the same in 2015/16. On the basis that the Council retains all its existing Committees/Sub-Committees

and makes no changes to their operation such that it impacts on any of their associated SRAs, then there will be no financial implications.

- 4.4 The financial implications of the appointments of Members to positions of Special Responsibility in the Municipal Year 2015/16, will be outlined at the Council's annual meeting.

## **5. LEGAL IMPLICATIONS**

The legal implications are set out in the body of this report.

## **6. RECOMMENDATIONS**

That the Council:-

- (1) Notes the political proportionality framework and the illustrative example of how this might be applied, as set out in the report.
- (2) Considers how it wishes to allocate seats on committees in light of this illustrative approach.
- (3) Determines whether 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), and to the Standards Committee (paragraph 3.3.2);
- (4) Agrees:
  - (i) the sizes of individual committees to be subject to proportional balance and the initial allocation of seats to political groups on individual committees before final adjustment;
  - (ii) the final adjustments of seats to ensure that each 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; and
  - (iii) the appointment of Members to committees to reflect the wishes of the political groups in accordance with the schedule to be circulated at the meeting and including substitutes where appropriate; and
- (5) Agrees that the terms of reference of the Committees in 2015/16 be as currently set out in the Constitution.

John Mothersole  
Chief Executive



**MEMBERSHIP OF NON POLITICALLY PROPORTIONATE  
COUNCIL BODIES 2015/16  
(Schedule of named Councillor appointees to be tabled at the meeting)**

**Executive (Cabinet) (9 in 2014/15)**

Portfolios are at the Leader's discretion and could be subject to change.

The Leader

Executive Members and their Portfolios:

- Business, Skills and Development
- Children, Young People and Families
- Communities and Public Health
- Culture, Sport and Leisure
- Environment, Recycling and Streetscene
- Finance and Resources
- Health, Care and Independent Living
- Homes and Neighbourhoods

**Cabinet Highways Committee (4 in 2014/15)**

Comprises 4 Members of the Executive and remaining Executive Members act as substitutes.

**Shadow Cabinet (8 in 2014/15)**

Portfolios are at the Opposition Leader's discretion and could be subject to change.

Leader (with Children, Young People and Families portfolio)

- Business, Skills and Development
- Communities and Public Health
- Culture, Sport and Leisure
- Environment, Recycling and Streetscene
- Finance and Resources
- Health, Care and Independent Living
- Homes and Neighbourhoods

**Standards Committee (8 in 2014/15)**

Comprises 8 Elected Members drawn from the 2 largest political groups (5 from the Labour Group and 3 from the Liberal Democrat Group), plus up to 4 non-voting co-opted members (including 1 representative of the 3 Parish and Town Councils).

### **Health and Wellbeing Board (4 in 2014/15)**

Comprises 4 Members of the Executive, plus additional membership as set out in Article 9 of the Council's Constitution.

### **Licensing Sub-Committees**

Pool of 3 Members drawn from the Licensing Committee which is proportionally balanced.

### **Senior Officer Employment Sub-Committees**

Pool of 3 Members drawn from the Senior Officer Employment Committee which is proportionally balanced.

### **Appeals and Collective Disputes Sub-Committees**

Pools of 3 Members drawn from the Appeals and Collective Disputes Committee which is proportionally balanced.

## **MEMBERSHIP OF POLITICALLY PROPORTIONATE COUNCIL BODIES 2015/16**

### **Scrutiny and Policy Development Committees**

Overview & Scrutiny Management Committee (19) (*includes the Chairs and Deputy Chairs of the 4 Scrutiny Committees*)  
Children, Young People & Family Support S&PD Cttee (15)  
Economic & Environmental Well-being S&PD Cttee (15)  
Healthier Communities & Adult Social Care S&PD Cttee (15)  
Safer & Stronger Communities S&PD Cttee (15)

Pool of Scrutiny  
Committee  
Substitutes

### **Regulatory Committees**

Planning and Highways Committee (12)

Pool of Planning  
Committee Substitutes

Licensing Committee (15)  
Audit Committee (7)  
Admissions Committee (7)

Pool of Admissions  
Committee Substitutes  
(Drawn from any  
member of the Council)

Senior Officer Employment Committee (15)  
Appeals and Collective Disputes Committee (15)

### Proportional Seat Allocations to Political Groups

Committee	Labour	Lib Dem	Green	UKIP	Total
Overview and Scrutiny Management Committee	13	4	1	1	19
CYP&FS Scrutiny Cttee	10	3	1	1	15
E&EW Scrutiny Cttee	10	3	1	1	15
HC&ASC Scrutiny Cttee	10	3	1	1	15
S&SC Scrutiny Cttee	10	3	1	1	15
Planning and Highways Cttee	8	2	1	1	12
Licensing Cttee	10	3	1	1	15
Audit Cttee	5	2	0	0	7
Admissions Cttee	5	2	0	0	7
Senior Officer Employment Cttee	10	3	1	1	15
Appeals and Collective Disputes Cttee	10	3	1	1	15
<b>Total Initial Allocation</b>	<b>101</b>	<b>31</b>	<b>9</b>	<b>9</b>	<b>150</b>
Overall Political Balance Requirement	106	30	7	7	150
Adjustments Required	<b>+5</b>	<b>-1</b>	<b>-2</b>	<b>-2</b>	

## Adjustments Required Under this Illustrative Example

1. The Council is required to ensure that there are sufficient seats across the Council's scrutiny, planning and licensing committees to enable each non-executive member of the Council to be appointed to one of those committees, in accordance with Council Procedure Rule 25.4 which specifies that every Member of the Council, except those appointed to the Cabinet, shall be appointed a member of at least one Scrutiny and Policy Development Committee or one Regulatory Committee. There are 17 members of the Liberal Democrat Group and in the illustrative example there are 21 seats allocated across those Committees to the Group. However, the four seats allocated to the Group on the Overview and Scrutiny Management Committee are to be taken by the four members of the Group who will be appointed to the positions of Deputy Chair of the other four Scrutiny and Policy Development Committees. These four members therefore take 8 of those 21 seats, leaving 13 seats available for the remaining 13 members of the Group. Accordingly, the one adjustment required to be made by that Group must be one seat from either the Audit Committee, the Admissions Committee, the Senior Officer Employment Committee or the Appeals and Disputes Committee, with that seat being allocated to the Labour Group.
2. The Green Group is required to make two adjustments and the UKIP Group is also required to make two adjustments, with those four seats being required to be allocated to the Labour Group. The four seats need to be taken from four separate committees (in order to comply, as far as is possible, with the fourth principle set out in paragraph 2.2 of the report, i.e. the number of seats on each committee are allocated to each political group in the same proportion as the group's representation on the Council), whilst also ensuring that sufficient seats remain available on the Scrutiny and Policy Development Committees or the Planning or Licensing Committees for the four Members of both the Green Group and the UKIP Group to ensure that all eight Councillors either play a role in holding the Executive to account through the overview and scrutiny process, or participate in a regulatory function, and thereby be represented on committees that meet on a regular basis.

## In Summary

- Liberal Democrat Group : one seat to be given up from either the Audit Committee, the Admissions Committee, the Senior Officer Employment Committee or the Appeals and Disputes Committee; the seat to be allocated to the Labour Group;
- Green Group : two seats to be given up - one seat from any two Committees other than the Committee from which a seat is to be relinquished by the Liberal Democrat Group, or the two Committees from which a seat is to be relinquished by the UKIP Group; both seats to be allocated to the Labour Group; and
- UKIP Group : two seats to be given up - one seat from any two Committees other than the Committee from which a seat is to be relinquished by the

Liberal Democrat Group, or the two Committees from which a seat is to be relinquished by the Green Group; both seats to be allocated to the Labour Group.

**CALCULATION OF PROPORTIONAL SEAT ALLOCATION  
OF COMMITTEES**

% Share of Council	70.24%	20.24%	4.76%	4.76%
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Number on Committee	Labour	Liberal Democrat	Green	UKIP
3	2.11	0.61	0.14	0.14
4	2.81	0.81	0.19	0.19
5	3.51	1.01	0.24	0.24
6	4.21	1.21	0.29	0.29
7	4.92	1.42	0.33	0.33
8	5.62	1.62	0.38	0.38
9	6.32	1.82	0.43	0.43
10	7.02	2.02	0.48	0.48
11	7.73	2.23	0.52	0.52
12	8.43	2.43	0.57	0.57
13	9.13	2.63	0.62	0.62
14	9.83	2.83	0.67	0.67
15	10.54	3.04	0.71	0.71
16	11.24	3.24	0.76	0.76
17	11.94	3.44	0.81	0.81
18	12.64	3.64	0.86	0.86
19	13.35	3.85	0.90	0.90
20	14.05	4.05	0.95	0.95
21	14.75	4.25	1.00	1.00
22	15.45	4.45	1.05	1.05
23	16.16	4.66	1.09	1.09
24	16.86	4.86	1.14	1.14
25	17.56	5.06	1.19	1.19

	<b><u>Seats</u></b>	<b><u>%</u></b>
Labour	59	70.24
Liberal Democrat	17	20.24
Greens	4	4.76
UKIP	4	4.76
	<hr/>	
	84	100%

## AGM – 20<sup>TH</sup> MAY 2015

### ITEM 6 - EXECUTIVE ARRANGEMENTS

It is moved by Councillor Pat Midgley, seconded by Councillor David Baker, that the City Council:-

(a) notes the Leader's notification of the appointment of a Deputy Leader and Cabinet Members, including their portfolio areas of responsibility, and the appointment of Cabinet Members to serve on the Cabinet Highways Committee (including substitutes), and approves the appointment of Cabinet Advisers, all as detailed in the schedule circulated at the meeting;

(b) notes that the Leader's scheme of delegation currently in operation for the discharge of Executive functions will continue, other than in relation to the names and remits of some of the Portfolios of the Cabinet Members, which will be required to be changed to reflect the appointments now made by the Leader, and these will be published and circulated to all Members in the near future;

(c) notes the main opposition group's notification of the Leader of the Opposition and approves the appointment of Shadow Cabinet Members, as detailed in the schedule circulated at the meeting; and

(d) notes that the effect of these appointments upon the Special Responsibility Allowance element of the budget for Members' Allowances is cost neutral.

**APPOINTMENT OF CABINET MEMBERS, CABINET ADVISERS AND MEMBERS OF THE  
CABINET HIGHWAYS COMMITTEE 2015/16**

<b>Title/Post</b>	<b>Name</b>	<b>Ward</b>
<b>Cabinet:-</b>		
<b>Portfolio:-</b>		
<b>Leader</b>	Councillor Julie Dore	Arbourthorne
<b>Finance and Resources</b>	Councillor Ben Curran	Walkley
<b>Housing</b>	Councillor Jayne Dunn	Broomhill
<b>Children, Young People and Families</b>	Councillor Jackie Drayton	Burngreave
<b>Business, Skills and Development</b>	Councillor Leigh Bramall (Deputy Leader)	Southey
<b>Health, Care and Independent Living</b>	Councillor Mary Lea	Darnall
<b>Neighbourhoods</b>	Councillor Isobel Bowler	Mosborough
<b>Public Health and Equality</b>	Councillor Mazher Iqbal	Darnall
<b>Environment and Transport</b>	Councillor Terry Fox	Manor Castle
<b>Cabinet Highways Committee</b>	Cllrs Isobel Bowler, Leigh Bramall, Ben Curran and Terry Fox	
<i>Cabinet Highways Committee Substitute Members:-</i>	Cllrs Julie Dore, Jackie Drayton, Jayne Dunn, Mary Lea and Mazher Iqbal	
<b>Cabinet Advisers:-</b>		
<b>Portfolio:-</b>		
<b>Finance and Resources</b>	Councillor Nikki Bond	Nether Edge
<b>Housing</b>	Councillor Karen McGowan	Birley



<b>Children, Young People and Families</b>	Councillors Anne Murphy and Mike Drabble	Crookes Arbourthorne
<b>Business, Skills and Development</b>	Councillors George Lindars-Hammond and Ian Saunders	Hillsborough Beighton
<b>Health, Care and Independent Living</b>	Councillor Olivia Blake	Walkley
<b>Neighbourhoods</b>	Councillor Neale Gibson	Walkley
<b>Public Health and Equality</b>	Councillor Adam Hurst	West Ecclesfield
<b>Environment and Transport</b>	Councillor Tony Downing	Mosborough

## APPOINTMENT OF SHADOW CABINET MEMBERS 2015/16

Title/Post	Name	Ward
<b>Spokespersons (Shadow Cabinet):-</b>		
<b>Portfolio:-</b>		
<b>Leader (with Children, Young People and Families Portfolio)</b>	Councillor Colin Ross	Dore and Totley
<b>Deputy Leader (with Neighbourhoods Portfolio)</b>	Councillor Penny Baker	Ecclesall
<b>Business, Skills and Development</b>	Councillor Ian Auckland	Graves Park
<b>Public Health and Equality</b>	Councillor Vickie Priestley	Stannington
<b>Environment and Transport</b>	Councillor Joe Otten	Dore and Totley
<b>Finance and Resources</b>	Councillor Andrew Sangar	Fulwood
<b>Health, Care and Independent Living</b>	Councillor Roger Davison	Ecclesall
<b>Housing</b>	Councillor Steve Ayris	Graves Park

**AGM – 20<sup>TH</sup> MAY 2015**

**ITEM 7 – ESTABLISHMENT OF COUNCIL COMMITTEES IN 2015/16 AND APPOINTMENT OF MEMBERS TO SERVE ON THOSE COMMITTEES**

It is moved by Councillor Pat Midgley, seconded by Councillor David Baker, that the City Council:-

(a) notes the political proportionality framework and the illustrative example of how this may be applied in 2015/16, as set out in the report circulated with the agenda for this meeting;

(b) agrees that the terms of reference of Council Committees in 2015/16 be as currently set out in the Constitution;

(c) (i) approves the sizes of individual committees to be subject to proportional balance and the initial allocation of seats to political groups on individual committees before final adjustment, as set out in the report, with the exception of the Planning and Highways Committee which is to be established with 15 seats in 2015/16 (not 12 seats as indicated in the report); (ii) notes that the larger size of the Planning and Highways Committee results in the total number of seats across all politically proportionate committees being raised to 153 seats, with a revised initial allocation of seats to political groups on individual committees before final adjustment as set out below:-

**Proportional Seat Allocations to Political Groups in 2015/16**

<b>Committee</b>	<b>Labour</b>	<b>Lib Dem</b>	<b>Green</b>	<b>UKIP</b>	<b>Total</b>
Overview and Scrutiny Management Committee	13	4	1	1	19
CYP&FS Scrutiny Cttee	10	3	1	1	15
E&EW Scrutiny Cttee	10	3	1	1	15
HC&ASC Scrutiny Cttee	10	3	1	1	15
S&SC Scrutiny Cttee	10	3	1	1	15

Planning and Highways Cttee	10	3	1	1	15
Licensing Cttee	10	3	1	1	15
Audit Cttee	5	2	0	0	7
Admissions Cttee	5	2	0	0	7
Senior Officer Employment Cttee	10	3	1	1	15
Appeals and Collective Disputes Cttee	10	3	1	1	15
<b>Total Initial Allocation</b>	<b>103</b>	<b>32</b>	<b>9</b>	<b>9</b>	<b>153</b>
Overall Political Balance Requirement	108	31	7	7	153
Adjustments Required	<b>+5</b>	<b>-1</b>	<b>-2</b>	<b>-2</b>	

Labour	153 x 70.24%	= 107.47	(107)	+1	= 108
Liberal Democrat	153 x 20.24%	= 30.97	( 30)	+1	= 30
Greens	153 x 4.76%	= 7.28	( 7)		= 7
UKIP	153 x 4.76%	= 7.28	( 7)		= 7
			(151)		(153)

(iii) 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 Liberal Democrat Group's adjustment of one seat be from the Admissions Committee, with the seat being allocated to the Labour Group, (B) the Green Group's adjustment of two seats be from the Planning and Highways Committee and the Licensing Committee, with those two seats being allocated to the Labour Group and (C) the UKIP Group's adjustment of two seats be from the Economic and Environmental Wellbeing Scrutiny and Policy Development Committee and the Senior Officer Employment Committee, with those two seats being allocated to the Labour Group; and (iv) approves the appointment of Members to all Council Committees 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;

**(d) agrees 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, and to the Standards Committee for the reasons set out in paragraph 3.3.2 of the report;**

**(e) notes that the effect upon the Special Responsibility Allowance element of the budget for Members' Allowances of the establishment of Council Committees for 2015/16 and the appointments proposed to be made later this day to the positions of Chairs of those Committees, is an increase of £5,268 over a full year (excluding modest on-costs dependant on the individual circumstances of the Members affected), due to the payment of an additional Band C allowance for a 2<sup>nd</sup> Chair of the Planning and Highways Committee, with that cost to be met from within the cash limit for the Members' Allowances budget through management actions to contain expenditure over the course of the year; and**

**(f) determines 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.**

**MEMBERSHIP OF COUNCIL COMMITTEES 2015/16**

<b>Title/Post</b>	<b>Labour</b>	<b>Liberal Democrat</b>	<b>Green/UKIP/Other</b>
<b>Scrutiny and Policy Development Committees:-</b>			
<b>(1) Overview &amp; Scrutiny Management Committee</b> (Chair = Lead Member for Scrutiny; membership includes the Chairs and Deputy Chairs of the 4 Scrutiny and Policy Development Committees)	Cllrs Tony Damms, Bob Johnson, Cate McDonald, Pat Midgley, Chris Rosling-Josephs, Jack Scott and Geoff Smith (6 vacancies)	Cllrs Sue Alston, Ian Auckland, Steve Ayris and Cliff Woodcraft	Cllr Sarah Jane Smalley; Cllr John Booker
<b>(2) Children, Young People and Family Support</b>	Cllrs Nasima Akther, Steve Jones, Mohammed Maroof, Karen McGowan, Pat Midgley, Chris Peace, Lynn Rooney, Chris Rosling-Josephs, Ian Saunders, and Jack Scott	Cllrs Katie Condliffe, Colin Ross and Cliff Woodcraft	Cllr Brian Webster; Cllr John Booker; Jules Jones (Parent Governor Representative - to 31/7/15), Gillian Foster, Joan Stratford (Diocese Reps) Alison Warner (School Governor Representative)
<b>(3) Economic and Environmental Wellbeing</b>	Cllrs Lewis Dagnall, Gill Furniss, Neale Gibson, Julie Gledhill, Ibrar Hussain, Bob Johnson, Helen Mirfin-Boukouris, Ray Satur, Steve Wilson and Paul Wood (1 vacancy)	Cllrs Ian Auckland, Joe Otten and Martin Smith	Cllr Robert Murphy

<p><b>(4) Healthier Communities &amp; Adult Social Care</b></p>	<p>Cllrs Jenny Armstrong, George Lindars-Hammond, Cate McDonald, Anne Murphy, Peter Price, Jackie Satur, Geoff Smith, Garry Weatherall, Joyce Wright (1 vacancy)</p>	<p>Cllrs Sue Alston, Katie Condliffe and Shaffaq Mohammed</p>	<p>Cllr Brian Webster; Cllr Pauline Andrews; Alice Riddell and Helen Rowe (HealthWatch Representatives) (Observers)</p>
<p><b>(5) Safer and Stronger Communities</b></p> <p><i>Scrutiny Committee Substitute Members:-</i></p>	<p>Cllrs David Barker, John Campbell, Richard Crowther, Sheila Constance, Tony Damms, Tony Downing, Denise Fox, Sioned-Mair Richards, Roy Munn and Zoe Sykes</p> <p>(5 vacancies)</p>	<p>Cllrs Steve Ayris, Penny Baker and Richard Shaw</p> <p>(5 vacancies)</p>	<p>Cllr Aodan Marken; Cllr Keith Davis</p> <p>Cllrs Aodan Marken, Rob Murphy, Sarah Jane Smalley and Brian Webster; Cllrs Pauline Andrews, John Booker, Jack Clarkson and Keith Davis</p>
<p><b>Statutory/Regulatory Committees:-</b></p> <p><b>Planning and Highways Committee:-</b></p>	<p>Cllrs Nasima Akther, Tony Damms, Adam Hurst, Ibrar Hussain, Alan Law, Bryan Lodge, Peter Price, Peter Rippon, Chris Rosling-Josephs and Joyce Wright (1 vacancy)</p>	<p>Cllrs David Baker, Roger Davison and Denise Reaney</p>	<p>Cllr Jack Clarkson</p>

<p><i>Planning and Highways Committee Substitute Members:-</i></p>	(5 vacancies)	(5 vacancies)	Cllr John Booker
<b>Licensing Committee</b>	Cllrs David Barker, Nikki Bond, Neale Gibson, Diane Hurst, George Lindars-Hammond, Anne Murphy, Josie Paszek, Mick Rooney, Geoff Smith and Zoe Sykes (1 vacancy)	Cllrs Vickie Priestley, Denise Reaney and Cliff Woodcraft	Cllr Jack Clarkson
<b>Audit Committee</b>	Cllrs John Campbell, Tony Damms, Steve Jones and Sioned-Mair Richards (1 vacancy)	Cllrs Rob Frost and Joe Otten	Rick Plews (extended to 17 <sup>th</sup> May 2016) and Elizabeth Stanley (to 17 <sup>th</sup> May 2017) (Independent Co-optees)
<p><b>Admissions Committee</b></p> <p><i>(Substitute Members to be appointed by the Chief Executive in consultation with the relevant Cabinet Portfolio Member or Opposition Spokesperson, as appropriate)</i></p>	Cllrs Nasima Akther, Anne Murphy, Chris Peace, Sioned-Mair Richards and Ian Saunders (1 vacancy)	Cllr Andrew Sangar	
<b>Senior Officer Employment Committee</b>	Cllrs Leigh Bramall, Isobel Bowler, Ben Curran, Julie Dore, Jackie Drayton, Jayne Dunn, Terry Fox, Mazher Iqbal and Mary Lea and (2 vacancies)	Cllrs David Baker, Penny Baker and Colin Ross	Cllr Robert Murphy



<p><b>Appeals and Collective Disputes Committee</b></p>	<p>Cllrs Tony Damms, Tony Downing, Neale Gibson, Ibrar Hussain, Bryan Lodge, Cate McDonald, Pat Midgley, Peter Rippon, Jackie Satur and Geoff Smith</p>	<p>Cllrs David Baker and Vickie Priestley (1 vacancy)</p>	<p>Cllr Sarah Jane Smalley; Cllr Pauline Andrews</p>
<p><b>Standards Committee</b></p>	<p>Cllrs Ben Curran, Alan Law, Mary Lea, Bryan Lodge and Pat Midgley</p>	<p>Cllrs Penny Baker, Vickie Priestley and Colin Ross</p>	<p>John Atkinson, Alan Casbolt and Edward Fleming (Independent co-optees) and 1 Parish/Town Council co-optee (to be selected from a pool of 3 representatives)</p>
<p><i>Standards Committee Substitute Members:-</i></p>	<p>(2 vacancies)</p>	<p>Cllrs David Baker and Andrew Sangar</p>	
<p><b>Health and Wellbeing Board</b></p>	<p>Cllrs Julie Dore, Jackie Drayton, Mazher Iqbal and Mary Lea</p>		
<p><b>Independent Remuneration Panel</b></p>			<p>Abtisam Mohammed (to 6/2/18), David Baldwin (to 6/2/19), Lynda Hinxman (to 6/2/16) and Mark Power (to 6/2/17)</p>

**AGM – 20<sup>TH</sup> MAY 2015**

**ITEM 8 – APPOINTMENTS TO OTHER COUNCIL PANELS, GROUPS ETC  
AND TO EXTERNAL BODIES**

It is moved by Councillor Pat Midgley, seconded by Councillor David Baker, that:-

(a) approval be given to the establishment, with the suggested memberships shown, of the Council panels, working groups etc set out in the schedule circulated at the meeting;

(b) approval be given to the appointment of Members to serve on external bodies, also as set out in the schedule now circulated;

(c) as respects the appointment of Members to its various bodies, where vacancies exist or in cases of urgency, the Chief Executive, in consultation with the relevant Cabinet Portfolio Member or Opposition Spokesperson(s), as appropriate, be authorised to appoint Members to serve on such bodies, as necessary, on the understanding that details of such appointments will be reported to the next or subsequent meetings of the Council; and

(d) as respects the appointment of representatives to serve on outside bodies, where vacancies exist or in cases of urgency, the Chief Executive, in consultation with the relevant Cabinet Portfolio Member or Opposition Spokesperson(s), as appropriate, be authorised to nominate representatives to serve on such bodies, as necessary, on the understanding that details of such nominations will be reported to the next or subsequent meetings of the Council.

**APPOINTMENTS TO OTHER COUNCIL BODIES ETC AND EXTERNAL BODIES 2015/16**

<b>Title/Post</b>	<b>Labour</b>	<b>Liberal Democrat</b>	<b>Green/UKIP/Other</b>
Complaints Review Panel			1 Independent Chair and 2 further independent members
Standing Advisory Council for Religious Education	(1) vacancy	(1) vacancy	
<b>Local Area Partnership Chair's</b>			
North East	Councillor Peter Price		
East	Councillor Pat Midgley		
South East	Councillor Mick Rooney		
Central	Councillor Josie Paszek		
North	Councillor Richard Crowther		
South	Councillor Steve Jones		
South West		Cllr Andrew Sangar	
Local Area Partnership Chairs' Group	Cllrs Isobel Bowler, Richard Crowther, Steve Jones, Pat Midgley, Josie Paszek, Peter Price and Mick Rooney	Cllr Andrew Sangar	
<b>Local Area Partnership Lead Ward Members:-</b>			
Arbourthorne	(1) vacancy		
Beauchief and Greenhill	(1) vacancy		

Beighton	(1) vacancy		
Birley	(1) vacancy		
Broomhill			(1) Green vacancy
Burngreave	(1) vacancy		
Central			(1) Green vacancy
Crookes	(1) vacancy		
Darnall	(1) vacancy		
Dore and Totley		Cllr Martin Smith	
East Ecclesfield	(1) vacancy		
Ecclesall		(1) vacancy	
Firth Park	(1) vacancy		
Fulwood		Cllr Andrew Sangar	
Gleadless Valley	(1) vacancy		
Graves Park		Cllr Ian Auckland	
Hillsborough	(1) vacancy		
Manor Castle	(1) vacancy		
Mosborough	(1) vacancy		
Nether Edge	(1) vacancy		
Richmond	(1) vacancy		
Shiregreen and Brightside	(1) vacancy		
Southey	(1) vacancy		
Stannington		Cllr Vickie Priestley	
Stocksbridge and Upper Don			(1) UKIP vacancy
Walkley	(1) vacancy		
West Ecclesfield	(1) vacancy		

Woodhouse	(1) vacancy		
<b>Champions:</b>			
Older People's	(1) vacancy		
Sexual Health	(1) vacancy		
Younger People's	(1) vacancy		
Access Liaison Group	Cllrs Olivia Blake, Tony Downing and Adam Hurst	(1) vacancy	
Adoptions and Fostering Panel	(3) vacancies	(3) vacancies	
Allotments and Leisure Gardens Advisory Group	Cllrs Tony Downing and Garry Weatherall (1 vacancy)	(1) vacancy	1 Green vacancy
Castlegate Member Working Group	(3) vacancies	(2) vacancies	1 Green vacancy
Community Covenant Working Group	Cllrs Mick Rooney and Pat Midgley		Mr Clive Skelton
Corporate Joint Committee with Trade Unions	Cllrs Nikki Bond, Julie Dore, Isobel Bowler, Leigh Bramall, Ben Curran, Jackie Drayton, Jayne Dunn, Terry Fox, Mazher Iqbal and Mary Lea		
Corporate Members' Group	Cllrs Julie Dore, Leigh Bramall and Pat Midgley	Cllrs David Baker, Penny Baker and Colin Ross	Cllr Robert Murphy Cllr Jack Clarkson
Corporate Parenting Board	Cllrs Mike Drabble, Jackie Drayton, Anne Murphy, Chris Peace, Lynn Rooney, Jack Scott and Zoe Sykes	(2) vacancies	
Cycle Forum	(1) vacancy	(1) vacancy	(1) Green vacancy
Portfolio Joint Consultative Committees:-			

<i>Communities</i>	(1) vacancy		
<i>Place</i>	(1) vacancy		
<i>Children, Young People and Families</i>	(1) vacancy		
<i>Resources</i>	(1) vacancy		
Environmental Performance Working Party	(3) vacancies	(2) vacancies	1 Green vacancy
Fairer Charging Commission	(2) vacancies	(1) vacancy	
Fairtrade Working Group	(1) vacancy	(1) vacancy	(1) vacancy
Housing and Neighbourhoods Advisory Panel	Cabinet Member Cabinet Adviser		
Information Services Steering Group	(6) vacancies	(2) vacancies	
Member Development Cross Party Working Group	(5) vacancies	(2) vacancies	1 Green vacancy; 1 UKIP vacancy
Monitoring and Advisory Board (Adult Services)	(3) vacancies	(1) vacancy	
Motorists Forum	(1) vacancy	(1) vacancy	
Planning Policy Advisory Group	(6) vacancies	(3) vacancies	(1) vacancy
Policy Working Group (Labour)	All Members of the Group		
Policy Working Group (Liberal Democrat)		All Members of the Group	
Policy Working Group (Green)			All Members of the Green Group
Policy Working Group (UKIP)			All Members of the UKIP Group
Sheffield Conservation Advisory Group	(1) vacancy	(1) vacancy	

Sheffield Council Housing Area Boards:-			
Central Area Board	Cllr Jack Scott and 1 vacancy		
East Area Board	Cllrs Sheila Constance and Ibrar Hussain		
North Area Board	Cllr Alan Law and 1 vacancy		
North West Area Board	Cllrs Richard Crowther and Bob Johnson		
South East Area Board	Cllrs Denise Fox and Chris Rosling-Josephs		
South West Area Board	Cllr Roy Munn	Cllr Denise Reaney	
Walking Forum	(1) vacancy	(1) vacancy	
<b>Joint Bodies (no. of places):-</b>			
South Yorkshire Joint Authorities:-			
<i>Fire and Rescue (5)</i>	Cllrs Gill Furniss, Roy Munn, Sioned-Mair Richards and Jackie Satur	Cllr Colin Ross	
<i>Pensions (5)</i>	Cllrs Bryan Lodge, Helen Mirfin-Boukouris and Jack Scott	Cllr Andrew Sangar	Cllr Brian Webster
<i>South Yorkshire Local Pension Board (1)</i>	(1) vacancy		
South Yorkshire Police and Crime Panel (4)	Cllrs Jenny Armstrong, Isobel Bowler and John Campbell	Cllr Joe Otten	

Sheffield City Region Combined Authority (1)	Cllr Julie Dore (Substitute Cllr Leigh Bramall)		
Sheffield City Region Combined Authority Transport Committee (5)	Cllrs Terry Fox, Alan Law and Garry Weatherall, (1) vacancy	Cllr Ian Auckland	
Sheffield City Region Combined Authority Scrutiny Committee (3)	(2) vacancies	(1) vacancy	
Sheffield City Region Combined Authority Audit Committee (1)	(1) vacancy		
Emergency Planning Shared Services Joint Committee (2)	Cllrs Ben Curran, (1) vacancy		
Peak District National Park Planning Authority (1)	Cllr Garry Weatherall		
Sheffield Galleries and Museums Trust – Directors and Members (3)	Cllrs Cate McDonald and Adam Hurst		Mr Michael Day
Sheffield Media and Exhibition Centre Ltd – Directors and Members (1)	Cllr Nikki Bond		



## AGM – 20<sup>TH</sup> MAY 2015

### ITEM 9 – ARRANGEMENTS FOR COUNCIL MEETINGS

It is moved by Councillor Pat Midgley, seconded by Councillor David Baker, that:-

(a) (i) ordinary meetings of Full Council in the Municipal Year 2015/16 be held in the Town Hall at 2.00 p.m. on the first Wednesday in every month except March, May and August (when no ordinary meeting will be held) and in September 2015 and June 2016 (when the meetings will be held instead on the second Wednesday in the month in order to avoid a clash with the Bank Holiday Mondays that will be held in the first week of those months) and, accordingly, the meetings be held on the following dates:-

3rd June 2015; 1st July 2015; 9th September 2015; 7th October 2015; 4th November 2015; 2nd December 2015; 6th January 2016; 3rd February 2016; and 6th April 2016; plus the provisional dates of 8th June 2016 and 6th July 2016 in the Municipal Year 2016/17;

(ii) the special meeting of the Council for the purposes of approving a Revenue Budget and Capital Programme and setting the Council Tax for the Financial Year 2016/17 be held on Friday, 4th March 2016 at 2.00 p.m. in the Town Hall; and

(iii) the annual general meeting of the Council in 2016 be held on Wednesday, 18th May 2016 at 11.30 a.m. in the Town Hall; and

(b) further to Council Procedure Rule 10.2, the formula for the order in which Notices of Motion shall be listed on the Council Summons in the Municipal Year 2015/16 shall be as follows:-

June 2015 - Labour/Labour/LibDem/Labour/Labour/LibDem/Green/UKIP,  
repeated

**July** - Labour/Labour/LibDem/Labour/Labour/LibDem/Green/UKIP,  
repeated

**September** - LibDem/Labour/Labour/LibDem/Labour/Labour/Green/UKIP,  
repeated

**October** - UKIP/Labour/Labour/LibDem/Labour/Labour/LibDem/Green,  
repeated

**November** - Labour/Labour/LibDem/Labour/Labour/LibDem/Green/UKIP,  
repeated

**December** - LibDem/Labour/Labour/LibDem/Labour/Labour/Green/UKIP,  
repeated

**February 2016** -  
Labour/Labour/LibDem/Labour/Labour/LibDem/Green/UKIP, repeated

**April** - Labour/Labour/LibDem/Labour/Labour/LibDem/Green/UKIP,  
repeated

**Resources: Legal & Governance**

Director of Legal and Governance: Gillian Duckworth  
Town Hall SHEFFIELD S1 2HH DX: 10580 SHEFFIELD  
Tel: 0114 273 4018

Enquiries: Paul Robinson, Head of Democratic Services  
Tel: 0114 2734029  
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Web Site: [www.sheffield.gov.uk](http://www.sheffield.gov.uk)

Date: 12 May 2015

**TO THE MEMBERS OF THE CITY COUNCIL**

Dear Councillor,

**Annual Council and First Meetings – Wednesday, 20<sup>th</sup> May 2015**

Arrangements have been made in accordance with previous practice, for the first meetings of the Cabinet and Council Committees to be held in the Council Chamber following the close of the Annual Council meeting on the afternoon of Wednesday 20<sup>th</sup> May 2015.

I enclose with this letter, a list showing the proposed order for the first meetings, together with the draft agendas, which will be held immediately following one another and without a break. The matters to be dealt with at the meetings will be limited to the appointment of Chairs and Deputy Chairs as appropriate and the fixing of the day and time of the meetings, together with any procedural matters relating thereto. The Lord Mayor will occupy the Chair and the Members of the Council will be required to remain in their seats throughout the whole of the proceedings.

To facilitate the transaction of the business, the Lord Mayor will announce at the start of each meeting, the name of the mover and seconder of the composite motion to determine the business as detailed in the agenda. The names of the mover and seconder of the composite motion will be drawn from the Members of the particular Body. The Lord Mayor will put the motion upon which the Members of the Body concerned will vote. In the event of any questions arising upon any item on the agenda for a particular Body, only the members of that Body are permitted to participate in the discussion.

Details of the proposed memberships of the Cabinet and Council Committees etc., which is being prepared in consultation with the Party Whips and Members, will be made available to all Members of the Council at the meeting.

Yours sincerely,



**GILLIAN DUCKWORTH  
DIRECTOR OF LEGAL & GOVERNANCE**

**SHEFFIELD CITY COUNCIL**

**FIRST MEETINGS OF CABINET AND COUNCIL  
COMMITTEES, ETC TO BE HELD ON WEDNESDAY, 20<sup>th</sup> MAY 2015**

**ORDER OF MEETINGS**

1. CABINET
2. CABINET HIGHWAYS COMMITTEE
3. OVERVIEW & SCRUTINY MANAGEMENT COMMITTEE
4. CHILDREN, YOUNG PEOPLE AND FAMILY SUPPORT SCRUTINY AND POLICY DEVELOPMENT COMMITTEE
5. ECONOMIC AND ENVIRONMENTAL WELLBEING SCRUTINY AND POLICY DEVELOPMENT COMMITTEE
6. HEALTHIER COMMUNITIES & ADULT SOCIAL CARE SCRUTINY AND POLICY DEVELOPMENT COMMITTEE
7. SAFER AND STRONGER COMMUNITIES SCRUTINY AND POLICY DEVELOPMENT COMMITTEE
8. PLANNING AND HIGHWAYS COMMITTEE
9. LICENSING COMMITTEE
10. AUDIT COMMITTEE
11. ADMISSIONS COMMITTEE
12. SENIOR OFFICER EMPLOYMENT COMMITTEE
13. APPEALS AND COLLECTIVE DISPUTES COMMITTEE
14. STANDARDS COMMITTEE

**CABINET**

**Meeting to be held on 20th May 2015**

immediately following the Annual Council Meeting

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To note the appointment of the Chair of the Cabinet and the Deputy Chair.
  
2. **TO FIX DAY AND TIME OF MEETING**  
To meet on a monthly basis on the following Wednesdays at 2.00 pm:-  
  
27 May 2015  
24 June 2015  
22 July 2015  
19 August 2015  
16 September 2015  
14 October 2015  
11 November 2015  
9 December 2015  
13 January 2016  
10 February 2016  
9 March 2016  
13 April 2016

**CABINET HIGHWAYS COMMITTEE**

**Meeting to be held on 20<sup>th</sup> May 2015**

immediately following the meeting of the Cabinet

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **TO FIX DAY AND TIME OF MEETING**  
To meet as and when required on dates and times to be determined by the Chair.

**OVERVIEW & SCRUTINY MANAGEMENT COMMITTEE**

**Meeting to be held on 20<sup>th</sup> May 2015**

immediately following the meeting of the Cabinet Highways Committee

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **TO FIX DAY AND TIME OF MEETING**  
To meet on a quarterly basis on dates and times to be determined by the Chair.

**CHILDREN, YOUNG PEOPLE & FAMILY SUPPORT SCRUTINY AND  
POLICY DEVELOPMENT COMMITTEE**

**Meeting to be held on 20<sup>th</sup> May 2015**

immediately following the meeting of the Overview and Scrutiny Management  
Committee

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **TO FIX DAY AND TIME OF MEETING**  
To meet on a bi-monthly basis on dates and times to be determined by the Chair.



**ECONOMIC AND ENVIRONMENTAL WELLBEING SCRUTINY AND  
POLICY DEVELOPMENT COMMITTEE**

**Meeting to be held on 20<sup>th</sup> May 2015**

immediately following the meeting of the Children, Young People and Family Support  
Scrutiny and Policy Development Committee

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **TO FIX DAY AND TIME OF MEETING**  
To meet on a bi-monthly basis on dates and times to be determined by the Chair.

**HEALTHIER COMMUNITIES & ADULT SOCIAL CARE SCRUTINY AND  
POLICY DEVELOPMENT COMMITTEE**

**Meeting to be held on 20<sup>th</sup> May 2015**

immediately following the meeting of the Economic and Environmental Wellbeing  
Scrutiny and Policy Development Committee

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
2. **TO FIX DAY AND TIME OF MEETING**  
To meet on a bi-monthly basis on dates and times to be determined by the Chair.

**SAFER AND STRONGER COMMUNITIES SCRUTINY AND POLICY  
DEVELOPMENT COMMITTEE**

**Meeting to be held on 20<sup>th</sup> May 2015**

immediately following the meeting of the Healthier Communities & Adult Social Care  
Scrutiny and Policy Development Committee

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **TO FIX DAY AND TIME OF MEETING**  
To meet on a bi-monthly basis on dates and times to be determined by the Chair.

**PLANNING AND HIGHWAYS COMMITTEE**

**Meeting to be held on 20<sup>th</sup> May 2015**

**immediately following the meeting of the Safer and Stronger Communities Scrutiny  
and Policy Development Committee**

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.

2. **TO FIX DAY AND TIME OF MEETING**  
To meet on Tuesday 26<sup>th</sup> May 2015, and every three weeks thereafter, at 2.00pm as follows:-

16 June 2015  
7 July 2015  
28 July 2015  
18 August 2015  
8 September 2015  
29 September 2015  
20 October 2015  
10 November 2015  
1 December 2015  
22 December 2015  
19 January 2016  
2 February 2016  
23 February 2016  
15 March 2016  
5 April 2016  
26 April 2016

**LICENSING COMMITTEE**

**Meeting to be held on 20<sup>th</sup> May 2015**

immediately following the meeting of the Planning and Highways Committee

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.
  
2. **TO FIX DAY AND TIME OF MEETING**  
To meet Monday, Tuesday and Thursday weekly at 10.00 am.

**AUDIT COMMITTEE**

**Meeting to be held on 20<sup>th</sup> May 2015**

immediately following the meeting of the Licensing Committee

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR AND DEPUTY CHAIR**  
To appoint the Chair and Deputy Chair of the Committee.

2. **TO FIX DAY AND TIME OF MEETING**  
To meet on the following dates at 6.00 p.m.:-

16 July 2015  
24 September 2015  
12 November 2015  
10 December 2015  
14 January 2016  
11 February 2016  
10 March 2016  
14 April 2016

**ADMISSIONS COMMITTEE**

**Meeting to be held on 20<sup>th</sup> May 2015**

immediately following the meeting of the Audit Committee

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR**  
To appoint the Chair of the Committee.
  
2. **TO FIX DAY AND TIME OF MEETING**  
To meet on a monthly basis on dates and times to be determined by the Chair.

**SENIOR OFFICER EMPLOYMENT COMMITTEE**

**Meeting to be held on 20<sup>th</sup> May 2015**

immediately following the meeting of the Admissions Committee

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR**  
To appoint the Chair of the Committee.
  
2. **TO FIX DAY AND TIME OF MEETING**  
To meet as and when required on dates and times to be determined by the Chair.



**APPEALS AND COLLECTIVE DISPUTES COMMITTEE**

**Meeting to be held on 20<sup>th</sup> May 2015**

immediately following the meeting of the Senior Officer Employment Committee

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR**  
To appoint the Chair of the Committee.
  
2. **TO FIX DAY AND TIME OF MEETING**  
To meet as and when required on dates and times to be determined by the Chair.

**STANDARDS COMMITTEE**

**Meeting to be held on 20<sup>th</sup> May 2015**

immediately following the meeting of the Appeals and Collective Disputes Committee

**A G E N D A**

NOTE: The particulars inserted in this agenda are based on information given to the Head of Democratic Services by the Groups, with the object of facilitating the transaction of the business, and may be subject to changes.

1. **APPOINTMENT OF CHAIR**  
To appoint the Chair of the Committee.
  
2. **TO FIX DAY AND TIME OF MEETING**  
To meet as and when required on dates and times to be determined by the Chair.