



Council (Annual Meeting)

Wednesday 18 May 2016 at 11.30 am

**Council Chamber, Town Hall,
Pinstone Street, Sheffield, S1 2HH**

The Press and Public are Welcome to Attend

ANNUAL COUNCIL

Wednesday 18 May 2016, at 11.30 am
Council Chamber, Town Hall, Pinstone Street, Sheffield, S1 2HH

The Press and Public are Welcome to Attend

MEMBERS OF THE COUNCIL

THE LORD MAYOR (Councillor Talib Hussain)
THE DEPUTY LORD MAYOR (Councillor Denise Fox)

1	<i>Beauchief & Greenhill Ward</i> Andy Nash Bob Pullin Richard Shaw	10	<i>East Ecclesfield Ward</i> Pauline Andrews Andy Bainbridge Steve Wilson	19	<i>Nether Edge and Sharrow Ward</i> Nasima Akther Mohammad Maroof Alison Teal
2	<i>Beighton Ward</i> Helen Mirfin-Boukouris Chris Rosling-Josephs Ian Saunders	11	<i>Ecclesall Ward</i> Roger Davison Shaffaq Mohammed Paul Scriven	20	<i>Park and Arbourthorne Ward</i> Julie Dore Ben Miskell Jack Scott
3	<i>Birley Ward</i> Denise Fox Bryan Lodge Karen McGowan	12	<i>Firth Park Ward</i> Abdul Khayum Alan Law Abtisam Mohamed	21	<i>Richmond Ward</i> Mike Drabble Dianne Hurst Peter Rippon
4	<i>Broomhill and Sharrow Vale Ward</i> Michelle Cook Kieran Harpham Mah Magid	13	<i>Fulwood Ward</i> Sue Alston Andrew Sangar Cliff Woodcraft	22	<i>Shiregreen & Brightside Ward</i> Dawn Dale Peter Price Garry Weatherall
5	<i>Burngreave Ward</i> Jackie Drayton Talib Hussain Mark Jones	14	<i>Gleadless Valley Ward</i> Lewis Dagnall Cate McDonald Chris Peace	23	<i>Southey Ward</i> Leigh Bramall Tony Damms Jayne Dunn
6	<i>City Ward</i> Douglas Johnson Robert Murphy Moya O'Rourke	15	<i>Graves Park Ward</i> Ian Auckland Sue Auckland Steve Ayriss	24	<i>Stannington Ward</i> David Baker Penny Baker Vickie Priestley
7	<i>Crookes and Crosspool Ward</i> Craig Gamble-Pugh Adam Hanrahan Anne Murphy	16	<i>Hillsborough Ward</i> Bob Johnson George Lindars-Hammond Josie Paszek	25	<i>Stocksbridge & Upper Don Ward</i> Jack Clarkson Richard Crowther Keith Davis
8	<i>Darnall Ward</i> Mazher Iqbal Mary Lea Zahira Naz	17	<i>Manor Castle Ward</i> Lisa Banes Terry Fox Pat Midgley	26	<i>Walkley Ward</i> Olivia Blake Ben Curran Neale Gibson
9	<i>Dore & Totley Ward</i> Joe Otten Colin Ross Martin Smith	18	<i>Mosborough Ward</i> David Barker Isobel Bowler Tony Downing	27	<i>West Ecclesfield Ward</i> John Booker Adam Hurst Zoe Sykes
				28	<i>Woodhouse Ward</i> Mick Rooney Jackie Satur Paul Wood

John Mothersole

Chief Executive

Contact:

Paul Robinson, Democratic Services

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PUBLIC ACCESS TO THE MEETING

The Council is composed of 84 Councillors with one-third elected three years in four. Councillors are democratically accountable to the residents of their Ward. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them

All Councillors meet together as the Council. Here Councillors decide the Council's overall policies and set the budget each year. The Council appoints the Leader and at its Annual Meeting will appoint Councillors to serve on its Committees. It also appoints representatives to serve on joint bodies and external organisations.

A copy of the agenda and reports is available on the Council's website at www.sheffield.gov.uk. You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday. You may not be allowed to see some reports because they contain confidential information. These items are usually marked * on the agenda.

Recording is allowed at Council meetings under the direction of the Chair of the meeting. Please see the website or contact Democratic Services for details of the Council's protocol on audio/visual recording and photography at council meetings.

Council meetings are normally open to the public but sometimes the Council may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last. If you would like to attend the meeting please report to the First Point Reception desk where you will be directed to the meeting room.

FACILITIES

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms.

Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

**COUNCIL AGENDA
18 MAY 2016**

Order of Business

- 1. APOLOGIES FOR ABSENCE**
- 2. TO ELECT A LORD MAYOR FOR THE ENSUING YEAR**
- 3. TO MOVE A VOTE OF THANKS TO THE RETIRING LORD MAYOR AND LADY MAYORESS**
- 4. TO ELECT A DEPUTY LORD MAYOR FOR THE ENSUING YEAR**

(NB The meeting will adjourn following the appointment of the Deputy Lord Mayor and reconvene at 2.00 p.m.)

- 5. TO APPOINT A LEADER OF THE COUNCIL FOR THE ENSUING YEAR**
- 6. TO RECEIVE NOTIFICATION OF CABINET AND CABINET ADVISER APPOINTMENTS, THE LEADER'S SCHEME OF DELEGATION FOR THE DISCHARGE OF EXECUTIVE FUNCTIONS, AND SHADOW CABINET APPOINTMENTS FOR THE ENSUING YEAR**

Background report of the Chief Executive outlining the constitutional requirements regarding the discharge of Executive functions.

- 7. ESTABLISHMENT OF COUNCIL COMMITTEES IN 2016/17 AND APPOINTMENT OF MEMBERS TO SERVE ON THOSE COMMITTEES**

Report of the Chief Executive.

- 8. APPOINTMENTS TO OTHER COUNCIL PANELS, GROUPS ETC AND TO EXTERNAL BODIES FOR 2016/17**

To agree appointments in accordance with details to be circulated at the meeting.

- 9. ARRANGEMENTS FOR COUNCIL MEETINGS**

To agree a programme of meetings of the Council in 2016/17 and, in accordance with Council Procedure Rule 10.2, the formula for the order in which Notices of Motion will be listed on the Council Summons.

A handwritten signature in black ink, appearing to read "John Netherde", with a long horizontal flourish underneath.

Chief Executive

Dated this 10 day of May 2016

**The next ordinary meeting of the Council will be held on 8 June 2016 at the
Town Hall**

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AGM – 18TH MAY 2016

ITEM 6 - EXECUTIVE ARRANGEMENTS

It is moved by Councillor Peter Rippon, 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 an increase of £9,084 over a full year (excluding NI costs, as applicable), due to the payment of an extra Band A allowance for an additional Cabinet Member from the number appointed in 2015/16, 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.

**APPOINTMENT OF CABINET MEMBERS, CABINET ADVISERS AND MEMBERS OF THE
CABINET HIGHWAYS COMMITTEE 2016/17**

Title/Post	Name	Ward
Cabinet:-		
Portfolio:-		
Leader	Councillor Julie Dore	Park & Arbourthorne
Business and Economy	Councillor Leigh Bramall (Deputy Leader)	Southey
Children, Young People and Families	Councillor Jackie Drayton	Burngreave
Community Services and Libraries	Councillor Jack Scott	Park & Arbourthorne
Culture, Parks and Leisure	Councillor Mary Lea	Darnall
Environment	Councillor Bryan Lodge	Birley
Finance and Resources	Councillor Ben Curran	Walkley
Health and Social Care	Councillor Cate McDonald	Gleadless Valley
Housing	Councillor Jayne Dunn	Southey
Infrastructure and Transport	Councillor Mazher Iqbal	Darnall
Cabinet Highways Committee	Cllrs Leigh Bramall, Ben Curran, Mazher Iqbal and Bryan Lodge	
<i>Cabinet Highways Committee Substitute Members:-</i>	Cllrs Julie Dore, Jackie Drayton, Jayne Dunn, Mary Lea, Cate McDonald and Jack Scott	
Cabinet Advisers:-		
Portfolio:-		

Business and Economy	Councillor Lewis Dagnall	Gleadless Valley
Children, Young People and Families	Councillor Chris Peace	Gleadless Valley
Community Services and Libraries	Councillor Diane Hurst	Richmond
Culture, Parks and Leisure	Councillor Mike Drabble	Richmond
Environment	Councillor Tony Downing	Mosborough
Finance and Resources	Councillor Adam Hurst	West Ecclesfield
Health and Social Care	Councillors Olivia Blake and Anne Murphy	Walkley; Crookes & Crosspool
Housing	Councillor Karen McGowan	Birley
Infrastructure and Transport	Councillor George Lindars-Hammond	Hillsborough

APPOINTMENT OF SHADOW CABINET MEMBERS 2016/17

Title/Post	Name	Ward
Spokespersons (Shadow Cabinet)		
Portfolio:-		
Leader	Councillor Shaffaq Mohammed	Ecclesall
Business and Economy	Councillor Martin Smith	Dore & Totley
Children, Young People and Families	Councillor Steve Ayris	Graves Park
Community Services and Libraries	Councillor Vickie Priestley	Stannington
Culture, Parks and Leisure	Councillor Roger Davison	Ecclesall
Environment	Councillor Joe Otten	Dore & Totley
Finance and Resources	Councillor Penny Baker (Deputy Leader)	Stannington
Health and Social Care	Councillor Bob Pullin	Beauchief & Greenhill
Housing	Councillor Richard Shaw	Beauchief & Greenhill
Infrastructure and Transport	Councillor Ian Auckland	Graves Park

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ITEM 7 – ESTABLISHMENT OF COUNCIL COMMITTEES IN 2016/17 AND APPOINTMENT OF MEMBERS TO SERVE ON THOSE COMMITTEES

It is moved by Councillor Peter Rippon, 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 2016/17, as set out in the report circulated with the agenda for this meeting;

(b) agrees that the terms of reference of Council Committees in 2016/17 be as currently set out in the Constitution;

(c) (i) approves the sizes of individual committees to be subject to proportional balance in 2016/17 and the initial allocation of seats to political groups on individual committees before final adjustment, as set out in the report; (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 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 Liberal Democrat Group and (B) 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 (iii) approves the appointment of Members to all Council Committees in 2016/17 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 2016/17 and the appointments proposed to be made later this day to the positions of Chairs of those Committees, is cost neutral; 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 2016/17

Title/Post	Labour	Liberal Democrat	Green/UKIP/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 Tony Damms, George Lindars-Hammond, Pat Midgley, Helen Mirfin-Boukouris, Josie Paszek, Ian Saunders and Steve Wilson	Cllrs Ian Auckland and Steve Ayris	Cllr Douglas Johnson; Cllr John Booker
(2) Children, Young People and Family Support	Cllrs Andy Bainbridge, Olivia Blake, Terry Fox, Craig Gamble Pugh, Kieran Harpham, Karen McGowan, Mohammad Maroof, Abtisam Mohamed, Josie Paszek and Ian Saunders	Cllrs Steve Ayris, Colin Ross and Cliff Woodcraft	Cllr Alison Teal; Cllr John Booker; Jules Jones (Parent Governor Representative - to 31/7/16); Gillian Foster, (Diocese Rep); (1 Diocese Rep Vacancy); Alison Warner (School Governor Representative); Alice Riddell (Healthwatch – Observer)
(3) Economic and Environmental Wellbeing	Cllrs Lisa Banes, Neale Gibson, Diane Hurst, Talib Hussain, Abdul Khayum, Helen Mirfin-Boukouris, Ben Miskell, Chris Peace, Steve Wilson and Paul Wood (1 vacancy)	Cllrs Ian Auckland, Andy Nash and Martin Smith	Cllr Robert Murphy

<p>(4) Healthier Communities & Adult Social Care</p>	<p>Cllrs David Barker, Mike Drabble, Adam Hurst, George Lindars-Hammond, Pat Midgley, Anne Murphy, Zahira Naz, Moya O'Rourke, Jackie Satur and Garry Weatherall</p>	<p>Cllrs Sue Alston, Shaffaq Mohammed and Bob Pullin</p>	<p>Cllr Douglas Johnson; Cllr Pauline Andrews; Alice Riddell and Helen Rowe (HealthWatch Representatives - Observers)</p>
<p>(5) Safer and Stronger Communities</p>	<p>Cllrs Nasima Akther, Michelle Cook, Richard Crowther, Lewis Dagnall, Dawn Dale, Tony Damms, Tony Downing, Mark Jones, Peter Rippon and Zoe Sykes</p>	<p>Cllrs Sue Auckland, Adam Hanrahan and Richard Shaw</p>	<p>Cllr Magid Mah; Cllr Keith Davis</p>
<p><i>Scrutiny Committee Substitute Members:-</i></p>	<p>Cllrs Karen McGowan, Anne Murphy and Peter Rippon (2 vacancies)</p>	<p>(5 vacancies)</p>	<p>Cllrs Douglas Johnson, Mah Magid, Rob Murphy and Alison Teal; Cllrs Pauline Andrews, John Booker, Jack Clarkson and Keith Davis</p>
<p>Statutory/Regulatory Committees:-</p> <p>Planning and Highways Committee:-</p>	<p>Cllrs Dawn Dale, Tony Damms, Adam Hurst, Diane Hurst, Alan Law, Zahira Naz, Peter Price, Peter Rippon, Chris Rosling-Josephs and Zoe Sykes</p>	<p>Cllrs Ian Auckland, David Baker, Roger Davison and Joe Otten</p>	<p>Cllr Jack Clarkson</p>

<p><i>Planning and Highways Committee Substitute Members:-</i></p>	<p>Cllrs Mike Drabble, Robert Johnson, Abtisam Mohamed and Garry Weatherall (1 vacancy)</p>	<p>(5 vacancies)</p>	<p>Cllr John Booker</p>
<p>Licensing Committee</p>	<p>Cllrs David Barker, Michelle Cook, Neale Gibson, Kieran Harpham, Alan Law, George Lindars-Hammond, Abtisam Mohamed, Anne Murphy, Moya O'Rourke and Josie Paszek</p>	<p>Cllrs Bob Pullin, Andy Nash, Vickie Priestley and Cliff Woodcraft</p>	<p>Cllr Jack Clarkson</p>
<p>Audit Committee</p>	<p>Cllrs Isobel Bowler, Diane Hurst, Robert Johnson and Josie Paszek</p>	<p>Cllrs Penny Baker and Paul Scriven</p>	<p>Independent Co-optees - Elizabeth Stanley (to 17th May 2017) (1 vacancy)</p>
<p>Admissions Committee <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>	<p>Cllrs Nasima Akther, Craig Gamble Pugh, Talib Hussain, Chris Peace and Chris Rosling-Josephs</p>	<p>Cllr Andrew Sangar and Joe Otten</p>	
<p>Senior Officer Employment Committee</p>	<p>Cllrs Leigh Bramall, Ben Curran, Julie Dore, Jackie Drayton, Jayne Dunn, Mazher Iqbal, Mary Lea, Bryan Lodge, Cate McDonald and Jack</p>	<p>Cllrs David Baker, Penny Baker and Shaffaq Mohammed</p>	<p>Cllr Magid Mah;</p>

**Independent Remuneration
Panel**

David Baldwin (to
6/2/19) and Mark
Power (to 6/2/17) (2
vacancies)

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**ITEM 8 – APPOINTMENTS TO OTHER COUNCIL PANELS, GROUPS ETC
AND TO EXTERNAL BODIES FOR 2016-17**

It is moved by Councillor Peter Rippon, 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 for 2016/17, set out in the schedule circulated at the meeting;

(b) approval be given to the appointment of Members to serve on external bodies in 2016/17, 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 2016/17

Title/Post	Labour	Liberal Democrat	Green/UKIP/Other
Complaints Review Panel			1 independent Chair and 2 further independent members
Standing Advisory Council for Religious Education	(1 vacancy)	(1 vacancy)	
Local Area Partnership Chair's			
North East	Cllr Peter Price		
East	Cllr Terry Fox		
South East	Cllr Mick Rooney		
Central	Cllr Josie Paszek		
North	Cllr Richard Crowther		
South		Cllr Ian Auckland	
South West		Cllr Andrew Sangar	
Local Area Partnership Chair's Group	Cllrs Richard Crowther, Terry Fox, Josie Paszek, Peter Price and Mick Rooney	Cllrs Ian Auckland and Andrew Sangar	
Local Area Partnership Lead Ward Members:-			
Beauchief and Greenhill		Cllr Andy Nash	
Beighton	Cllr Chris Rosling-Josephs		
Birley	Cllr Karen McGowan		
Broomhill & Sharrow Vale	(1 vacancy)		
Burngreave	(1 vacancy)		

City			(1 vacancy)
Crookes & Crosspool	Cllr Anne Murphy		
Darnall	Cllr Mary Lea		
Dore and Totley		Cllr Colin Ross	
East Ecclesfield	Cllr Steve Wilson		
Ecclesall		Cllr Roger Davison	
Firth Park	Cllr Alan Law		
Fulwood		Cllr Andrew Sangar	
Gleadless Valley	(1 vacancy)		
Graves Park		Cllr Ian Auckland	
Hillsborough	Cllr Josie Paszek		
Manor Castle	Cllr Terry Fox		
Mosborough	Cllr David Barker		
Nether Edge & Sharrow	(1 vacancy)		
Park & Arbourthorne	(1 vacancy)		
Richmond	(1 vacancy)		
Shiregreen and Brightside	Cllr Peter Price		
Southey	Cllr Tony Damms		
Stannington		Cllr Vickie Priestley	
Stocksbridge and Upper Don			Cllr Keith Davis
Walkley	Cllr Neale Gibson		
West Ecclesfield	Cllr Adam Hurst		
Woodhouse	Cllr Mick Rooney		
Access Liaison Group	Cllrs Olivia Blake, and Anne Murphy (1 vacancy)	(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 vacancy)
Castlegate Member Working Group	Cllrs Chris Rosling-Josephs and Ian Saunders (1 vacancy)	(2 vacancies)	Cllr Robert Murphy
Community Covenant Working Group	Cllr Tony Damms (1 vacancy)		Mr Clive Skelton
Corporate Joint Committee with Trade Unions	Cllrs Leigh Bramall, Ben Curran, Julie Dore, Jackie Drayton, Jayne Dunn, Mazher Iqbal, Mary Lea, Bryan Lodge, Cate McDonald and Jack Scott		
Corporate Members Group	Cllrs Julie Dore, Leigh Bramall and Peter Rippon	Cllrs David Baker, Penny Baker and Shaffaq Mohammed	Cllr Robert Murphy Cllr Jack Clarkson
Corporate Parenting Board	Cllrs Andy Bainbridge, Jackie Drayton, Craig Gamble Pugh, Abdul Khayum, Abtisam Mohamed, Moya O'Rourke and Chris Peace	(2 vacancies)	
Cycle Forum	Cllr Peter Price	(1 vacancy)	(1 vacancy)
Portfolio Joint Consultative Committees:-			
<i>Communities</i>	(1 vacancy)		
<i>Place</i>	(1 vacancy)		
<i>Children, Young People and Families</i>	Cllr Jackie Drayton		

Resources	Cllr Ben Curran		
Environmental Performance Working Party	(3 vacancies)	(2 vacancies)	(1 vacancy)
Fairer Charging Commission	Cllrs Cate McDonald and Anne Murphy	(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)	Cllrs Cate McDonald, Anne Murphy and Peter Rippon	(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)	
Joint Bodies (no. of places):-			
South Yorkshire Joint Authorities:-			
<i>Fire and Rescue (5)</i>	Cllrs Nasima Akther, Bob Johnson, Jackie Satur and Garry Weatherall	Cllr Steve Ayris	
<i>Pensions (5)</i>	Cllrs Mohammad Maroof, Helen Mirfin-Boukouris, Zoe Sykes and Paul Wood	Cllr Andrew Sangar	
South Yorkshire Local Pension Board (1)	Cllr Ben Curran		
South Yorkshire Police and Crime Panel (4)	Cllrs Jackie Drayton, Talib Hussain and Mick Rooney	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 Mazher Iqbal and George Lindars-Hammond (2 vacancies)	Cllr Ian Auckland	
Sheffield City Region Combined Authority Scrutiny Committee (3)	Cllr George Lindars-Hammond (1 vacancy)	Cllr Shaffaq Mohammed	
Sheffield City Region Combined Authority Audit Committee (3)	Cllr George Lindars-Hammond (1 vacancy)	Cllr Shaffaq Mohammed	
Emergency Planning Shared Services Joint Committee (2)	Cllrs Bryan Lodge and Jack Scott		

Other External Organisations (number of places)			
Charities/Educational Foundations:-			
Anne Reresby Trust, High Green (1)	Cllr Andy Bainbridge		
Church Burgess (1)	(1 vacancy)		
The Bradfield Feoffee Educational Foundation Charity (1)	(1 vacancy)		
Norton Educational Foundation and Non-Educational Trusts (2)	(1 vacancy)	(1 vacancy)	Mr. Greg Adams, Mrs Beverley Ashmore and Mr. Phillip Shaddock
Poors Land (Ecclesall Bierlow Charity) (2)	Cllr Peter Price	Cllr Shaffaq Mohammed	Mr. John Neil and Mr. Mike Pye
Beighton Relief in Need Charity (1)	Cllr Ian Saunders		
ACIS Local Management Committee (2)	Cllrs Terry Fox and Paul Wood		
Chevin Housing Board (2)	Cllr Bob Johnson (1 vacancy)		
Countryside and Rights of Way Act 2000 – Local Access Forum (2)	Cllr Peter Price	(1 vacancy)	
Creative Sheffield Board (1)	Cllr Leigh Bramall		
Duke of Edinburgh Awards Scheme (1)	Cllr Alan Law		
Environment Agency – Yorkshire Regional Flood and Coastal Committee (1)	(1 vacancy)		
Football Association Trust (1)	Cllr Anne Murphy		
Great Places Housing Group (2)	Cllrs Pat Midgley and Jackie Satur		

Groundwork Sheffield Trust (2)	Cllr Lewis Dagnall	(1 vacancy)	
Joint Advisory Committee for the South Yorkshire Archaeology Service (2)	Cllr David Barker	(1 vacancy)	
Learning Disabilities Partnership Board (2)	Cllr Cate McDonald	(1 vacancy)	
Learn Sheffield (1)	Cllr Chris Peace		
Local Enterprise Partnership (1)	Cllr Julie Dore		
Local Government Yorkshire and Humber Employers Committee (1)	Cllr Ben Curran		
Longley Park Sixth Form College (1)	Cllr Alan Law		
Manor and Castle Development Trust (2)	Cllrs Terry Fox and Pat Midgley		
Mental Health Partnership Board (2)	Cllr Cate McDonald	(1 vacancy)	
National Association of British Market Authorities (1)	Cllr Chris Rosling-Josephs		
National Coal Mining Museum for England – Liaison Committee (1)	Cllr Terry Fox		
Parking and Traffic Regulations Outside London (PATROL) Joint Committee (1)	Cllr Tony Downing		
Parkwood Landfill Liaison Group (4)	(3 vacancies)	(1 vacancy)	
Peak District National Park Planning Authority (1)	Cllr Neale Gibson		
Reserve and Cadet Forces Association – Yorkshire and Humber (1)	Cllr Tony Damms		
Robin Hood Airport Joint Consultative Committee (1)	Cllr Ian Saunders		

Seven Hills Leisure Trust (1)	Cllr Neale Gibson		
Sheffield City Trust Group Finances and General Purposes Committee (1)	Cllr Neale Gibson		
Sheffield Adult Safeguarding Partnership (SASP) Board (1)	Cllr Cate McDonald		
Sheffield Business Adviser Panel (2)	Cllrs Leigh Bramall and Julie Dore		
Sheffield Carers and Young Carers Board (1)	Cllr Olivia Blake		
Sheffield City Trust (1) (1 Member observer)	Cllr David Barker		
Sheffield Clean Air Partnership (2)	Cllr Tony Downing	(1 vacancy)	
Sheffield Compact (1)	Cllr Jack Scott		
Sheffield Co-Operative Development Board (1)	Cllr Anne Murphy		
Sheffield Executive Board (1)	Cllr Julie Dore		
Sheffield 0-19+ Partnership Board (2)	Cllr Jackie Drayton	(1 vacancy)	
Sheffield 0-19+ Executive Board (1)	Cllr Jackie Drayton		
Sheffield Galleries and Museums Trust – Directors and Members (3)	Cllrs Olivia Blake and Bryan Lodge		Mr Neil MacDonald
Sheffield Health and Social Care Foundation Trust - Council of Governors (3)	Cllrs Adam Hurst and Josie Paszek	(1 vacancy)	
Sheffield Teaching Hospitals NHS Foundation Trust (1)	Cllr Mary Lea		
Sheffield Industrial Museums Trust – Directors and Members (3)	Cllr Bryan Lodge		Vivian Kenneth Lockwood and Geoff Smith

Sheffield International Venues Ltd – Board of Directors (1)	Cllr Alan Law		
Sheffield Lyceum Trust Ltd – Directors and Members (3)	Cllrs Pat Midgley and Peter Rippon		(1 non-Council vacancy)
Sheffield Media and Exhibition Centre Ltd – Directors and Members (1)	Cllr Mike Drabble		
Sheffield Money Board (1)	Cllr Lewis Dagnall		
Sheffield Safer and Sustainable Communities Partnership (2)	Cllrs Jayne Dunn and Jack Scott		
Sheffield Tobacco Control Programme Accountable Board (2)	(1 vacancy)	(1 vacancy)	
Sheffield Theatres Trust – Directors and Members (3)	Cllrs Mike Drabble and Josie Paszek		Mr Tim Rippon
Sheffield Waterways Strategy Group (1)	Cllr Tony Downing		
Sanctuary Housing Local Board (2)	Cllrs Dawn Dale and Peter Price		
South East Sheffield Eco Advisory Group (formerly South East Sheffield Countryside Advisory Group) (1)	Cllr Jackie Satur		
South Yorkshire Forest Partnership Steering Group (1)	(1 vacancy)		
South Yorkshire Joint Advisory Committee on Archives (2)	Cllr David Barker	(1 vacancy)	
South Yorkshire Leaders' Group (1)	Cllr Julie Dore		
South Yorkshire Passenger Transport Users' Advisory Group (1)	Cllr Tony Downing		

South Yorkshire Trading Standards Joint Committee (2 and 1 observer)	Cllr Chris Rosling-Josephs (1 observer vacancy)	(1 vacancy)	
Southey/Owlerton Area Regeneration Board (4)	Cllrs Tony Damms, Alan Law and Peter Price (1 vacancy)		
Special Interest Group of Municipal Authorities (1)	Cllr Ben Curran		
Transport 4 All (2)	Cllr Tony Downing	Cllr Ian Auckland	
University Technical College Trust Board (1)	Cllr Ian Saunders		
Upperthorpe and Netherthorpe Healthy Living Centre Trust (1)	Cllr Neale Gibson		
Voluntary Action Sheffield (1)	Cllr Adam Hurst		
Yorkshire Ambulance Service Trust (1)	Cllr Cate McDonald		
Yorkshire and Humber Regional Migration Partnership (1)	Cllr Jack Scott		
Yorkshire and Humber Grid for Learning Consortium Joint Committee	Cllr Ian Saunders		
Yorkshire and the Humber Tobacco Governance Board (1)	(1 vacancy)		
University of Sheffield Enterprise Advisory Board (1)	Cllr Leigh Bramall		

AGM – 18TH MAY 2016

ITEM 9 – ARRANGEMENTS FOR COUNCIL MEETINGS

It is moved by Councillor Peter Rippon, seconded by Councillor David Baker, that:-

(a) (i) ordinary meetings of Full Council in the Municipal Year 2016/17 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 June 2016 (when the meeting will be held instead on the second Wednesday in the month in order to avoid a clash with the Bank Holiday Monday that will be held in the first week of that month) and, accordingly, the meetings be held on the following dates:-

8th June 2016; 6th July 2016; 7th September 2016; 5th October 2016; 2nd November 2016; 7th December 2016; 4th January 2017; 1st February 2017; and 5th April 2017; plus the provisional dates of 7th June 2017 and 5th July 2017 in the Municipal Year 2017/18;

(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 2017/18 be held on Friday, 3rd March 2017 at 2.00 p.m. in the Town Hall; and

(iii) the annual general meeting of the Council in 2017 be held on Wednesday, 17th 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 2016/17 shall be as follows:-

June 2016 - 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 - Green/Labour/Labour/LibDem/Labour/Labour/LibDem/UKIP,
repeated

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

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

February 2017 -
Labour/Labour/LibDem/Labour/Labour/LibDem/Green/UKIP, repeated

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



SHEFFIELD CITY COUNCIL Report to Council

Report of: Chief Executive

Date: 18th May 2016

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

Author of Report: Paul Robinson, Head of Democratic Services
0114 2734029

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.

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).
-

Background Papers: Constitution of Sheffield City Council

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial implications
YES – Cleared by Pauline Wood
Legal implications
YES – Cleared by Gillian Duckworth
Equality of Opportunity implications
NO
Tackling Health Inequalities implications
NO
Human Rights implications
NO
Environmental and Sustainability implications
NO
Economic impact
NO
Community Safety implications
NO
Human Resources implications
NO
Property implications
NO
Area(s) affected
None
Relevant Scrutiny Committee if decision called in
N/A
Is the item a matter which is reserved for approval by the City Council?
Yes
Press release
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 7th 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 2015/16, 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 2016/17 approved by the Council at its special meeting on 4th March 2016, made no changes to the Special Responsibility Allowances, so the amounts paid in 2015/16 for the various roles for which special responsibility allowances are paid will be the same in 2016/17. 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 5th May 2016, the number of posts that will attract an allowance in 2016/17 remains at one, on the basis that the main opposition group now has 22.62% (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 2016/17, 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

Report of: Chief Executive

Date: 18th May 2016

Subject: Establishment of Council Committees in 2016/17 and Appointment of Members to Serve on those Committees

Author of Report: Paul Robinson, Head of Democratic Services.
0114 2734029

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.

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 2016/17 be as currently set out in the Constitution.

Background Papers: Constitution of Sheffield City Council

Category of Report: OPEN

Statutory and Council Policy Checklist

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

Establishment of Council Committees in 2016-17 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 for 2016/17, but that the sizes of the Overview and Scrutiny Management Committee and the Audit Committee be changed slightly for the reasons outlined in paragraph 2.6 of 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 "all-out" Municipal Elections held on 5th May, 2016, 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 57 Members (which includes 2 Labour and Co-operative Party Members), the Liberal Democrat Group has 19 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:	$57 \div 84 \times 100 = 67.86\%$
Liberal Democrat:	$19 \div 84 \times 100 = 22.62\%$
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	$57 \div 84 \times 15 = 10.18$
Liberal Democrat	$19 \div 84 \times 15 = 3.39$
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. 2 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 2015/16, but with:-

- the Overview and Scrutiny Management Committee being reduced from 12 seats to 11 seats for the reason that the new percentage allocation on a committee size of 12 seats gives an improper seat allocation of 13 (8:3:1:1) after applying the proportional allocation of 8.14 : 2.72 : 0.57 : 0.57 (see Appendix 2), where both the Green Group and the UKIP Group are equally entitled to the final place remaining for allocation. An improper seat allocation also features on a committee size of 13 seats, hence the recommendation to reduce the size of the Overview and Scrutiny Management

Committee to 11 seats, rather than to increase its size by more than one seat;

- the Audit Committee reverting back to its original committee size of 6 seats following its adjustment (to 7 seats) in 2015/16 for the reason that the percentage allocation in 2015/16 on a committee size of 6 seats gave an improper seat allocation of 7 seats (i.e. 4:1:1:1); and
- the 4 Scrutiny and Policy Development Committees and the Planning and Highways Committee remaining at 15 seats rather than reverting back to their original committee sizes of 13 seats. The sizes of these Committees had been adjusted in 2015/16 for the reason that the percentage allocation in 2015/16 on a committee size of 13 seats gave an improper seat allocation of 14 seats (i.e. 9:3:1:1). The new percentage allocation on a committee size of 13 seats also gives an improper seat allocation of 14 seats, hence the recommendation to retain the adjusted size of 15 seats.

2.7 This illustration also shows that the total number of seats across all politically proportionate Committees is 144 (compared with the final position of 146 in 2015/16, a decrease of 2 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 (144), gives the following results:-

Labour	144 x 67.86%	= 97.72
Liberal Democrat	144 x 22.62%	= 32.57
Greens	144 x 4.76%	= 6.85
UKIP	144 x 4.76%	= 6.85

This shows that 141 whole seats are allocated - 97 to the Labour Group, 32 to the Liberal Democrat Group, 6 to the Green Group and 6 to the UKIP Group. 3 seats remain for allocation and are awarded on the highest part fraction claim – in this instance, to the Labour, Green and UKIP Groups, all three having a higher part fraction claim than the Liberal Democrat Group at 0.57.

2.9 The closest practical distribution to political groups (after rounding) is therefore 98 : 32 : 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 (4 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 2 seats; the Liberal Democrat Group has an under allocation of 2 seats; 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 2015/16, there were 4 Scrutiny and Policy Development Committees (each containing 15 Members – increased from 13 Members in 2014/15 for the reasons referred to in paragraph 2.6), plus the Overview and Scrutiny Management Committee containing 12 Members (after revision in July 2015) and with its membership including the 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 with:-

- the Overview and Scrutiny Management Committee being established with 11 seats (a decrease of 1 seat from its revised size in 2015/16) for the reason set out in paragraph 2.6 above, whilst also providing sufficient seats to accommodate the appointment to the Committee of the Chairs of the other 4 Scrutiny and Policy Development Committees, and at least one seat to each political group on the Council; and
- the four Scrutiny and Policy Development Committees remaining at 15 seats, rather than reverting back to their original committee sizes

of 13 seats, for the reason set out in paragraph 2.6 above, whilst ensuring that sufficient seats (together with those seats to be made available on the planning and licensing committees) are made available to enable each member of the Liberal Democrat Group (19) to be appointed to one of those committees in accordance with Council Procedure Rule 25.4 (see paragraph 2.7 above and also note 1 on page 14 regarding the adjustments required to be made under the illustrative example).

3.2 Regulatory and Other Council 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. In 2015/16, these Committees (and their membership sizes) were as follows:

Planning and Highways Committee	(15)
Licensing Committee	(15)
Audit Committee	(7)
<i>(7 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 (and their sizes) in 2016/17 (including the Planning and Highways Committee remaining at 15 seats, rather than reverting back to its original committee size of 13 seats, for the reason set out in paragraph 2.6 above), but with:-

- the Audit Committee reverting back to its original committee size of 6 seats following its adjustment in 2015/16 for the reason set out in paragraph 2.6 above.

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 2015/16 and has no plans to do so in 2016/17.

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 2016/17 approved by the Council at its special meeting held on 4th March 2016, made no changes to the Special Responsibility Allowances, so the amounts paid in 2015/16 for the roles

referred to in paragraph 4.2 above will be the same in 2016/17. 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 new financial implications.

- 4.4 The financial implications of the appointments of Members to positions of Special Responsibility in the Municipal Year 2016/17, 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 2016/17 be as currently set out in the Constitution.

John Mothersole
Chief Executive

**MEMBERSHIP OF NON POLITICALLY PROPORTIONATE
COUNCIL BODIES 2016/17
(Schedule of named Councillor appointees to be tabled at the meeting)**

Executive (Cabinet) (9 in 2015/16)

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
- Environment and Transport
- Finance and Resources
- Health, Care and Independent Living
- Housing
- Neighbourhoods
- Public Health and Equality

Cabinet Highways Committee (4 in 2015/16)

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

Shadow Cabinet (8 in 2015/16)

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
- Environment and Transport
- Finance and Resources
- Health, Care and Independent Living
- Housing
- Neighbourhoods
- Public Health and Equality

Standards Committee (8 in 2015/16)

Comprises no more than 8 Elected Members drawn from the 2 largest political groups (in 2015/16, this was 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 2015/16)

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.

PROPOSED MEMBERSHIP OF POLITICALLY PROPORTIONATE COUNCIL BODIES 2016/17

Scrutiny and Policy Development Committees

Overview & Scrutiny Management Committee (11) (*includes the 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 (15)

Pool of Planning
Committee Substitutes

Licensing Committee (15)
Audit Committee (6)
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)

Proposed Proportional Seat Allocations to Political Groups in 2016/17

Committee	Labour	Lib Dem	Green	UKIP	Total
Overview and Scrutiny Management Committee	7	2	1	1	11
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	4	2	0	0	6
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
Total Initial Allocation	96	30	9	9	144
Overall Political Balance Requirement	98	32	7	7	144
Adjustments Required	+2	+2	-2	-2	

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 19 members of the Liberal Democrat Group and in the illustrative example there are 20 seats allocated across those Committees to the Group. However, the two seats allocated to the Group on the Overview and Scrutiny Management Committee are to be taken by two of 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 two members therefore take four of those 20 seats, leaving 16 seats available for the remaining 17 members of the Group. Accordingly, at least one of the two seats to be allocated to the Liberal Democrat Group must be to one Scrutiny and Policy Development Committee or one Regulatory Committee.
2. The Green Group is required to make two adjustments and the UKIP Group is also required to make two adjustments, with two of those four seats being required to be allocated to the Labour Group and the other two seats being required to be allocated to the Liberal Democrat 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 addition, the seats are not to be taken from the Overview and Scrutiny Management Committee in order to ensure at least one seat is provided to each political group on the Council.

In Summary

- Labour Group : to receive two seats, one from the Green Group and one from the UKIP Group;
- Liberal Democrat Group : to receive two seats, one from the Green Group and one from the UKIP Group, with at least one of those seats being from one Scrutiny and Policy Development Committee or one Regulatory Committee;
- Green Group : two seats to be given up - one seat from any two Committees other than the two Committees from which a seat is to be relinquished by the UKIP Group, or from the Overview and Scrutiny Management Committee;

with one seat to be allocated to the Labour Group and one seat to be allocated to the Liberal Democrat 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 Green Group, or from the Overview and Scrutiny Management Committee; with one seat to be allocated to the Labour Group and one seat to be allocated to the Liberal Democrat Group.

APPENDIX 2

CALCULATION OF PROPORTIONAL SEAT ALLOCATION OF COMMITTEES

% Share of Council	67.86%	22.62%	4.76%	4.76%
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Number on Committee	Labour	Liberal Democrat	Green	UKIP
3	2.04	0.68	0.14	0.14
4	2.71	0.91	0.19	0.19
5	3.39	1.13	0.24	0.24
6	4.07	1.35	0.29	0.29
7	4.75	1.59	0.33	0.33
8	5.43	1.81	0.38	0.38
9	6.11	2.03	0.43	0.43
10	6.78	2.26	0.48	0.48
11	7.47	2.49	0.52	0.52
12	8.14	2.72	0.57	0.57
13	8.82	2.94	0.62	0.62
14	9.50	3.16	0.67	0.67
15	10.18	3.40	0.71	0.71
16	10.86	3.62	0.76	0.76
17	11.54	3.84	0.81	0.81
18	12.21	4.07	0.86	0.86
19	12.90	4.30	0.90	0.90
20	13.57	4.53	0.95	0.95
21	14.25	4.75	1.00	1.00
22	14.93	4.97	1.05	1.05
23	15.60	5.20	1.10	1.10
24	16.29	5.43	1.14	1.14
25	16.96	5.66	1.19	1.19

	<u>Seats</u>	<u>%</u>
Labour	57	67.86
Lib Dem	19	22.62
Greens	4	4.76
UKIP	4	4.76
	<hr/>	
	84	100%

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
Email: paul.robinson@sheffield.gov.uk
Web Site: www.sheffield.gov.uk

Date: 10 May 2016

TO THE MEMBERS OF THE CITY COUNCIL

Dear Councillor,

Annual Council and First Meetings – Wednesday, 18th May 2016

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 18th May 2016.

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, 18th MAY 2016**

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 18th May 2016

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 MEETINGS**
To meet on a monthly basis on the following Wednesdays at 2.00 pm:-

22 June 2016
20 July 2016
17 August 2016
21 September 2016
19 October 2016
23 November 2016
14 December 2016
18 January 2017
15 February 2017
15 March 2017
19 April 2017

CABINET HIGHWAYS COMMITTEE

Meeting to be held on 18th May 2016

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. **DATES AND TIMES OF MEETINGS**
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 18th May 2016

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. **DATES AND TIMES OF MEETINGS**
To meet on a quarterly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

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

Meeting to be held on 18th May 2016

immediately following the meeting of the Overview and Scrutiny Management
Committee

A G E N D A

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

2. **DATES AND TIMES OF MEETINGS**
To meet on a bi-monthly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

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

Meeting to be held on 18th May 2016

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

A G E N D A

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

2. **DATES AND TIMES OF MEETINGS**
To meet on a bi-monthly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

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

Meeting to be held on 18th May 2016

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. **DATES AND TIMES OF MEETINGS**
To meet on a bi-monthly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

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

Meeting to be held on 18th May 2016

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. **DATES AND TIMES OF MEETINGS**
To meet on a bi-monthly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

PLANNING AND HIGHWAYS COMMITTEE

Meeting to be held on 18th May 2016

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

A G E N D A

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

2. **DATES AND TIMES OF MEETINGS**
To meet on Tuesday 7th June 2016, and every three weeks thereafter, at 2.00pm, as follows:-

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14 February 2017
7 March 2017
28 March 2017
18 April 2017
9 May 2017
30 May 2017
20 June 2017

LICENSING COMMITTEE

Meeting to be held on 18th May 2016

immediately following the meeting of the Planning and Highways Committee

A G E N D A

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

2. **DATES AND TIMES OF MEETINGS**
To determine the dates and times of meetings of the Committee.

AUDIT COMMITTEE

Meeting to be held on 18th May 2016

immediately following the meeting of the Licensing Committee

A G E N D A

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To appoint the Chair and Deputy Chair of the Committee.

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To meet as and when required on dates and times to be determined by the Chair.

ADMISSIONS COMMITTEE

Meeting to be held on 18th May 2016

immediately following the meeting of the Audit Committee

A G E N D A

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1. **APPOINTMENT OF CHAIR**
To appoint the Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To determine the dates and times of meetings of the Committee.

SENIOR OFFICER EMPLOYMENT COMMITTEE

Meeting to be held on 18th May 2016

immediately following the meeting of the Admissions Committee

A G E N D A

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APPEALS AND COLLECTIVE DISPUTES COMMITTEE

Meeting to be held on 18th May 2016

immediately following the meeting of the Senior Officer Employment Committee

A G E N D A

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STANDARDS COMMITTEE

Meeting to be held on 18th May 2016

immediately following the meeting of the Appeals and Collective Disputes Committee

A G E N D A

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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
Email: paul.robinson@sheffield.gov.uk
Web Site: www.sheffield.gov.uk

Date: 10 May 2016

TO THE MEMBERS OF THE CITY COUNCIL

Dear Councillor,

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Yours sincerely,



**GILLIAN DUCKWORTH
DIRECTOR OF LEGAL & GOVERNANCE**

SHEFFIELD CITY COUNCIL

**FIRST MEETINGS OF CABINET AND COUNCIL
COMMITTEES, ETC TO BE HELD ON WEDNESDAY, 18th MAY 2016**

ORDER OF MEETINGS

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2. CABINET HIGHWAYS COMMITTEE
3. OVERVIEW & SCRUTINY MANAGEMENT COMMITTEE
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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 18th May 2016

immediately following the Annual Council Meeting

A G E N D A

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CABINET HIGHWAYS COMMITTEE

Meeting to be held on 18th May 2016

immediately following the meeting of the Cabinet

A G E N D A

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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 18th May 2016

immediately following the meeting of the Cabinet Highways Committee

A G E N D A

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

Meeting to be held on 18th May 2016

immediately following the meeting of the Overview and Scrutiny Management
Committee

A G E N D A

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

Meeting to be held on 18th May 2016

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

A G E N D A

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

Meeting to be held on 18th May 2016

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

A G E N D A

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

Meeting to be held on 18th May 2016

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

A G E N D A

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To meet on a bi-monthly basis on dates and times to be determined by the Chair, and as and when required for called-in items.

PLANNING AND HIGHWAYS COMMITTEE

Meeting to be held on 18th May 2016

**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.

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13 December 2016
3 January 2017
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14 February 2017
7 March 2017
28 March 2017
18 April 2017
9 May 2017
30 May 2017
20 June 2017

LICENSING COMMITTEE

Meeting to be held on 18th May 2016

immediately following the meeting of the Planning and Highways Committee

A G E N D A

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

2. **DATES AND TIMES OF MEETINGS**
To determine the dates and times of meetings of the Committee.

AUDIT COMMITTEE

Meeting to be held on 18th May 2016

immediately following the meeting of the Licensing Committee

A G E N D A

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

2. **DATES AND TIMES OF MEETINGS**
To meet as and when required on dates and times to be determined by the Chair.

ADMISSIONS COMMITTEE

Meeting to be held on 18th May 2016

immediately following the meeting of the Audit Committee

A G E N D A

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1. **APPOINTMENT OF CHAIR**
To appoint the Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To determine the dates and times of meetings of the Committee.

SENIOR OFFICER EMPLOYMENT COMMITTEE

Meeting to be held on 18th May 2016

immediately following the meeting of the Admissions Committee

A G E N D A

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1. **APPOINTMENT OF CHAIR**
To appoint the Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
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 18th May 2016

immediately following the meeting of the Senior Officer Employment Committee

A G E N D A

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1. **APPOINTMENT OF CHAIR**
To appoint the Chair of the Committee.

2. **DATES AND TIMES OF MEETINGS**
To meet as and when required on dates and times to be determined by the Chair.

STANDARDS COMMITTEE

Meeting to be held on 18th May 2016

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. **DATES AND TIMES OF MEETINGS**
To meet as and when required on dates and times to be determined by the Chair.

MEMBERSHIP OF CABINET AND COMMITTEE CHAIRS 2016/17 – as from 18 May 2016

Portfolio:-	Cabinet Members	Cabinet Advisers	Spokespersons (Shadow Cabinet)
Leader	Cllr Julie Dore		Cllr Shaffaq Mohammed
Business and Economy	Cllr Leigh Bramall (Deputy Leader)	Cllr Lewis Dagnall	Cllr Martin Smith
Children, Young People and Families	Cllr Jackie Drayton	Cllr Chris Peace	Cllr Steve Ayris
Community Services and Libraries	Cllr Jack Scott	Cllr Diane Hurst	Cllr Vickie Priestley
Culture, Parks and Leisure	Cllr Mary Lea	Cllr Mike Drabble	Cllr Roger Davison
Environment	Cllr Bryan Lodge	Cllr Tony Downing	Cllr Joe Otten
Finance and Resources	Cllr Ben Curran	Cllr Adam Hurst	Cllr Penny Baker (Deputy Leader)
Health and Social Care	Cllr Cate McDonald	Cllrs Olivia Blake and Anne Murphy	Cllr Bob Pullin
Housing	Cllr Jayne Dunn	Cllr Karen McGowan	Cllr Richard Shaw
Infrastructure and Transport	Cllr Mazher Iqbal	Cllr George Lindars- Hammond	Cllr Ian Auckland

Committee	Chair	Deputy Chair
Cabinet Highways Committee	Cllr Mazher Iqbal	
Overview & Scrutiny Management Committee	Cllr Tony Damms	
Children, Young People and Family Support Scrutiny and Policy Development Committee	Cllr Ian Saunders	Cllr Steve Ayris
Economic and Environmental Wellbeing Scrutiny and Policy Development Committee	Cllr Steve Wilson	Cllr Ian Auckland
Healthier Communities & Adult Social Care Scrutiny and Policy Development Committee	Cllr Pat Midgley	Cllr Sue Alston
Safer and Stronger Communities Scrutiny and Policy Development Committee	Cllr Tony Damms	Cllr Richard Shaw
Planning and Highways Committee	Cllrs Peter Rippon and Chris Rosling-Josephs (Co-Chairs)	
Licensing Committee	Cllrs David Barker and Alan Law (Co-Chairs)	
Audit Committee	Cllr Josie Paszek	
Admissions Committee	Cllr Chris Rosling-Josephs	
Senior Officer Employment Committee	Cllr Julie Dore	
Appeals and Collective Disputes Committee	Cllr Tony Damms	
Standards Committee	Cllr Bryan Lodge	
Central Local Action Partnership Chair	Cllr Josie Paszek	
East Local Action Partnership Chair	Cllr Terry Fox	
North Local Action Partnership Chair	Cllr Richard Crowther	
North East Local Action Partnership Chair	Cllr Peter Price	
South Local Action Partnership Chair	Cllr Ian Auckland	
South East Local Action Partnership Chair	Cllr Mick Rooney	
South West Local Action Partnership Chair	Cllr Andrew Sangar	

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