

**TO: All members of Performance and
Audit Scrutiny Committee**

(Copy to relevant officers)

Our reference CB
Your reference N/A
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22 September 2022

Dear Councillor

Performance and Audit Scrutiny Committee - Thursday 29 September 2022

Please find attached, for consideration at the Thursday 29 September 2022 meeting of the Performance and Audit Scrutiny Committee, the following report, which was omitted when the agenda pack was printed.

**Agenda
No** **Item**

10. **Appointment to Sub-Committee Vacancies (Pages 1 - 4)**

Covering Report, Report number: **PAS/WS/22/018**

Yours sincerely

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West Suffolk
Council

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Appointment to Sub-Committee vacancies

Report number:	PAS/WS/22/018	
Report to and date(s):	Performance and Audit Scrutiny Committee	29 September 2022
Cabinet Member:	Councillor Sarah Broughton Deputy Leader and Cabinet Member for Resources and Property Telephone: 01284 703894 Email: sarah.broughton@westsuffolk.gov.uk	
Lead officers:	<p>Rachael Mann Director (Resources and Property) Telephone: 01638 719245 Email: Rachael.mann@westsuffolk.gov.uk</p> <p>Teresa Halliday Service Manager (Legal and Governance) Telephone: 01284 757144 Email: teresa.halliday@westsuffolk.gov.uk</p>	

Decisions Plan: This item is not included in the decisions plan.

Wards impacted: Not applicable.

Recommendations: It is recommended that the Performance and Audit Scrutiny Committee:

1. Appoints a member from the Performance and Audit Scrutiny Committee to sit on the Financial Resilience Sub-Committee for the remainder of 2022-2023; and
2. Appoints a member from the Performance and Audit Scrutiny Committee to sit on the Health and Safety Sub-Committee for the remainder of 2022-2023.

1. Context to this report

- 1.1 The West Suffolk Annual Council at its meeting held on 17 May 2022, approved the allocation of 12 seats to the Performance and Audit Scrutiny Committee.
- 1.2 At its meeting on 26 May 2022 the Performance and Audit Scrutiny Committee appointed members to the Financial Resilience Sub-Committee and to the Health and Safety Sub-Committee.
- 1.3 Following the resignation of Councillor Elaine McManus there is a vacancy on the Financial Resilience Sub-Committee and a vacancy on the Health and Safety Sub-Committee. The Performance and Audit Scrutiny Committee is asked to appoint from its membership to the sub-committee vacancies.
- 1.4 The terms of reference for the sub-committee's details that the appointments should reflect the political balance of the Council, as far as practically possible.
- 1.5 In practice, as there are only a total of 9 appointments to the two sub-committees (plus substitutes), it would be very difficult to be compliant with the full political balance calculations. As such, the proposals detailed at 2.1.3 and 2.2.3 have been developed to try to achieve an equitable and fair allocation to the groups across both sub-committees.
- 1.6 Allocation of substitute members have also been suggested. Due to the small substitute pool, some groups will not have a nominated substitute. However, if they cannot make a meeting and the group does not have a nominated substitute, a temporary substitute can be nominated by their group leader to the Monitoring Officer.

2. Proposals within this report

2.1 **Appointment to a vacancy on the Financial Resilience Sub-Committee**

2.1.1 As set out in the terms of reference, the Financial Resilience Sub-Committee comprises of three members and one substitute member of the Performance and Audit Scrutiny Committee, which desirably reflects the political balance of the Council, as far as practically possible.

2.1.2 A proposed seat allocation is set out below:

Group	Seat Allocation
Conservative Group	2

The Independent Group	1
Total	3
Substitute (Conservative Group)	1

2.1.3 The current members of the Financial Resilience Sub-Committee are:

- Councillor Ian Houlder (Conservative Group)
- Vacancy (Conservative Group)
- Councillor Victor Lukaniuk (The Independent Group)
- Councillor Robert Nobbs (Conservative Group) as substitute.

2.1.4 Attached at **Appendix 1** to this report is the Terms of Reference, which sets out the role of the Financial and Resilience Sub-Committee.

2.2 **Appointment to a vacancy on the Health and Safety Sub-Committee**

2.2.1 As set out in the terms of reference, the Health and Safety Sub-Committee comprises of six councillors and six members of staff. The six councillors and two substitutes shall be the “employers” side and drawn from the membership of the Performance and Audit Scrutiny Committee, which, desirably reflects the political balance of the Council, as far as practically possible.

Six members of staff and two substitutes (to be the employee’s side) are drawn from the Officer Health and Safety Group.

2.2.2 A proposed seat allocation is set out below:

Group	Seat Allocation
Conservative Group	4
The Independent Group	1
Labour Group	1
Total	6
Substitute (Conservative Group)	1
Substitute (The Independent Group)	1

2.2.3 The current members of the Health and Safety Sub-Committee are:

- Councillors Ian Houlder, Nick Clarke, Robert Nobbs, vacancy (Conservative Group)
- Councillor Andy Neal (The Independent Group)
- Councillor Cliff Waterman (Labour Group)

- Councillor James Lay as substitute (Conservative Group)
- Councillor Phil Wittam as substitute (The Independent Group)

2.2.4 Attached at **Appendix 2** to this report is the Terms of Reference, which sets out the role of the Health and Safety Sub-Committee.

3. Alternative options that have been considered

3.1 None, as the matter under consideration is required by the Constitution.

4. Consultation and engagement undertaken

4.1 None.

5. Risks associated with the proposals

5.1 None.

6. Appendices referenced in this report

6.1 Appendix 1 – Terms of Reference: Financial and Resilience Sub-Committee

Appendix 2 – Terms of Reference: Health and Safety Sub-Committee

7. Background documents associated with this report

7.1 None