

Agenda

Meeting name	Meeting of the Council
Date	Thursday, 16 May 2024
Start time	6.30 pm
Venue	Parkside, Station Approach, Burton Street, Melton Mowbray LE13 1GH
Other information	This meeting is open to the public

Members of the Council are summoned to the above meeting to consider the following items of business.

Edd de Coverly
Chief Executive

Membership

Councillors	A. Hewson (Chair)	J. Adcock
	P. Allnatt	I. Atherton
	S. Atherton	M. Brown
	R. Browne	S. Butcher
	S. Carter	R. Child
	M. Clay	H. Cliff
	S. Cox	P. Cumbers
	C. Evans	A. Freer
	M. Glancy	M. Gordon
	L. Higgins	S. Lumley
	J. Mason	J. Orson
	S. Orson	D. Pritchett
	R. Sharp	A. Thwaites
	T. Webster	

Quorum: 14 Councillors

Meeting enquiries	Democratic Services
Email	democracy@melton.gov.uk
Agenda despatched	Wednesday, 8 May 2024

No.	Item	Page No.
1.	APOLOGIES FOR ABSENCE	
2.	MINUTES To confirm the Minutes of the previous meeting held on 18 April 2024.	1 - 8
3.	DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting.	9 - 10
4.	MAYOR'S ANNOUNCEMENTS	
5.	ELECTION OF MAYOR a) To elect the Mayor for the Municipal Year 2024/25. b) To invest the Mayor and consort. (New Mayor in the Chair) c) The new Mayor to give thanks for their election. d) To receive a vote of thanks for the retiring Mayor. e) The new Mayor to make any announcements.	
6.	ELECTION OF DEPUTY MAYOR a) To elect the Deputy Mayor for the Municipal Year 2024/25. b) To invest the Deputy Mayor and Consort. c) The Deputy Mayor to give thanks for their election.	
7.	NOTIFICATION BY THE LEADER OF THE APPOINTMENT TO THE CABINET The Council is requested to note the appointment of the Deputy Leader, as may be announced by the Leader. The Council is requested to note the appointment of members of the Cabinet, as may be announced by the Leader. The Council is requested to note the Cabinet Portfolios, as may be announced by the Leader. The Council is requested to note the Leader's Scheme of Delegation. The Leader to provide a verbal review of the last municipal year and to report on the proposed policies of the Council for the forthcoming year.	

8.	<p>POLITICAL BALANCE AND ALLOCATION OF SEATS TO POLITICAL GROUPS To receive a report to consider:</p> <p>a) The appointment of the Scrutiny Committee and Standing Committees of the Council for the Municipal Year 2024/25.</p> <p>b) Approval of the terms of reference and number of voting places on the Scrutiny Committee and Standing Committees of the Council for the Municipal Year 2024/25.</p> <p>c) Approval of the political balance calculation.</p> <p>d) Approval of the allocation of committee seats to political groups, non-aligned Members and membership of each committee for the Municipal Year 2024/25.</p> <p>e) Election of Chairs and Vice Chairs of Committees for the Municipal Year 2024/25.</p> <p>Appendix D is exempt.</p>	11 - 34
9.	<p>CONSTITUTION AND OFFICER SCHEME OF DELEGATION The Council is to receive a report to confirm the Council's Constitution and agree the Officer Scheme of Delegation.</p>	35 - 38
10.	<p>PROGRAMME OF MEETINGS 2024/25 The Council is to receive a report on the proposed programme of meetings for the Municipal Year 2024/25.</p>	39 - 46
11.	<p>APPOINTMENTS TO OUTSIDE BODIES The Council is to receive a report which asks Members to consider nominations for representatives to serve on outside bodies.</p>	47 - 54

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Minutes

Meeting name	Council
Date	Thursday, 18 April 2024
Start time	6.30 pm
Venue	Mary's Place, Burton Street, Melton Mowbray, LE13 1AE

Present:

Chair Councillor A. Hewson (Chair)

Councillors

J. Adcock	P. Allnatt
I. Atherton	S. Atherton
M. Brown	R. Browne
S. Butcher	S. Carter
R. Child	M. Clay
H. Cliff	S. Cox
P. Cumbers	A. Freer
M. Glancy	M. Gordon
L. Higgins	S. Lumley
J. Mason	J. Orson
S. Orson	D. Pritchett
R. Sharp	A. Thwaites
T. Webster	

Officers

- Chief Executive
- Monitoring Officer
- Director for Housing and Communities (Deputy Chief Executive)
- Director for Corporate Services (Section 151 Officer)
- Director for Growth and Regeneration
- Assistant Director for Customers and Communities
- Senior Democratic Services and Scrutiny Officer
- Democratic Services Officer (CB)

Minute No.	Minute
CO76	<p>APOLOGIES FOR ABSENCE</p> <p>An apology for absence was received from Councillor Evans.</p>
CO77	<p>MINUTES</p> <p>The Minutes of the meeting held on 22 February 2024 were confirmed.</p> <p>(For 23, Against 0, Abstentions 3)</p> <p>Councillor Browne questioned why there was no report from the Melton Safer Community Partnership, which was agreed at the Council meeting on 14 December 2023. In response it was confirmed that there was no report due to change in Chair of the Partnership and the report will be presented on 25 July 2024.</p>
CO78	<p>DECLARATIONS OF INTEREST</p> <p>An other registerable interest in respect of Councillor J. Orson was noted as being on record for any matters which relate to the Leicestershire County Council.</p> <p>Cllr Browne declared a personal and pecuniary interest in item 10, protected characteristics for care leavers, due to his employer working with Leicestershire County Council to provide housing solutions for care leavers in Leicestershire. He is leading this work for his employer and therefore stated that he would not participate in the item.</p>
CO79	<p>MAYOR'S ANNOUNCEMENTS</p> <p>In making his announcements, the Mayor informed Council that, as Mayor, he had attended the following events:</p> <ul style="list-style-type: none"> • Wednesday 6 March 2024, British Pie Awards • Friday 8 March 2024, British Pie Awards • Thursday 14 March 2024, The High Sheriff thank you evening • Saturday 16 March 2024, Grantham Mayor's Charity Dinner Dance • Monday 18 March 2024, Unveiling of the millennium quilt at Parkside • Thursday 21 March 2024, Air Cadets, Presentation evening • Saturday 23 March 2024, Melton Lions Senior Concert • Monday 25 March 2024, Presentation of the Kings Award for Voluntary Services to 103 The Eye • Thursday 4 April 2024, Prince's Trust Final Presentation <p>The Deputy Mayor informed Council that he had attended the following events on behalf of the Mayor:</p> <ul style="list-style-type: none"> • Saturday 9 March 2024, Charnwood Charity Dinner • Sunday 17 March 2024, Women's Cicle Classic race award presentation

The Mayor informed Members that a presentation from Melton and District Money Advice Centre was scheduled to take place at the meeting, however it now wouldn't take place and will be rescheduled.

The Mayor recognised that Malise Graham has resigned as Melton Borough Councillor after 37 years on the Council and paid tribute to him. The Mayor invited Members to comment.

- Councillor J. Orson paid tribute to Malise Graham and recalled his time as Leader during the period of the fire at the old Council headquarters.
- Councillor Gordon stated that she thought Malise is a wonderful man.
- Councillor Cumbers stated that Malise was a great person and always willing to help.

CO80

LEADER'S ANNOUNCEMENTS

The Leader began his announcements by noting that Malise Graham has resigned as a Melton Borough Councillor after 37 years on the Council. The Leader paid tribute to Mr Graham and thanked him for his long service.

The Leader thanked the Mayor and noted that it was his final full Council meeting that he would be presiding over. The Leader noted that the Mayor has served for two terms as Mayor, as well another term as Deputy Mayor. The Leader recognised the sacrifices the Mayor and his Mayoress have done and thanked them for serving both terms.

The Leader recognised that the current Deputy Mayor, Councillor Tim Webster would become Mayor at Annual Council and that he would get his full support. He also confirmed his undertaking given to Mr Graham to support Councillor Siggie Atherton becoming Deputy Mayor. The Leader recognised Councillor Atherton's long-established voluntary community work and fully participative role as a councillor.

The Leader congratulated Councillor Browne on becoming the Leader of the Conservative Group and Councillor Child on becoming the Group's Deputy Leader.

The Leader raised a number of points that the Constitution Review Working Group could review.

- Purpose of Opposition
The Leader noted that there is a Special Responsibility Allowance for the Leader of the Opposition, however the Constitution did not state what the purpose of the opposition is.
- Ward Member notification for speaking at Planning Committee
Recently, the Leader and Councillor Browne moved to suspend a procedure rule within the Constitution to enable Councillor Chris Evans to speak on an application affecting his and Councillor Simon Orson's ward. The Leader believes in altering the notice period for Ward Members from days to before the commencement of the meeting.
- Questions at Leader's Announcements

The Leader noted that some Conservative Group Members believe there should be an opportunity to question and discuss the Leader's Announcements at Council. The Leader stated that he could propose a motion in order to facilitate this, however he had been advised that this might not be permitted by the Constitution.

- Committee Membership Recalculations

The Leader stated that Committee memberships are recalculated by the arrival of a new Member or a change of party allegiance by existing Members and not by a resignation.

In addressing the issue of the Doctor's Surgery at Parkside, the Leader stated that good progress is being made.

- New layout of reception

The reception is to be reconfigured in order to make the area more welcoming and efficient.

- Better lift arrangements

It is planned for new and more accessible lift arrangements.

- Members' Areas

The Leader stated that Members would have to make sacrifices too. The Leader's Office, Members' Room and Mayor's Parlour could be replaced by multi-purpose private working areas

- Reduced office space

The reduced office space would require Members and Officers to maintain hybrid working and hot desking.

In addressing the progress of the UKSPF, the Leader stated that a Local Area Board and grant awards procedure had been established. Although some refining is needed to be done, the Leader stated that the Council and partners are well positioned to complete the programme within the prescribed time frames.

The Leader updated Members on the LUF programme and stated that when he became Leader, the Council and partners were a little behind with progress. Since then, considerable progress had been made. The Leader informed Council that the Cabinet approved the final framework for the planning application to be submitted in May. They had reached the point after much preparation, which has included pre-application consultation with Leicestershire County Council Highways Department.

The Leader has set up a Construction Phase Liaison Group to ensure that there is a smooth transition, enabling a degree of business as usual, and existing tenants and users are kept informed.

CO81

PUBLIC QUESTION TIME

No questions from the public were received.

CO82

QUESTIONS FROM MEMBERS

No questions from Members were received.

MOTIONS ON NOTICE

The following motion was received from Councillor Allnatt (Seconded by Councillor Glancy).

In October 2023, due to escalating costs, Leicestershire County Council confirmed that while they remained committed to our Local Plan, they were no longer in a position to fund the southern section of the Melton Mowbray Distributor Road (MMDR South) at this time. Since then, we have been working with the County Council and development partners to explore alternative approaches to funding delivery.

In March 2024, the government announced that Leicestershire County Council had been awarded £238m from the Local Transport Fund, which will be made available over a seven year period from 2025/26. Following this announcement, the Leader of Melton Borough Council wrote to the Leader of the County Council seeking his support for allocating some of this funding to enable the MMDR South to progress. The request has been acknowledged, but further guidance on the amount and profile of the funding allocations is still awaited, and on this basis the County Council have confirmed it is not yet possible to prioritise any schemes.

Accordingly, the following motion is proposed:

Melton Borough Council thanks Leicestershire County Council for their continued support to our Local Plan and reaffirms our commitment to support them in securing the necessary funding to deliver the required infrastructure in Melton. Furthermore, given the critical importance of the MMDR South to our Local Plan, and the amount of work already undertaken, Melton Borough Council reiterates its request that when the allocations are confirmed, the County Council prioritises funding to enable this critical infrastructure to be delivered.

During the debate Councillor Browne stated that the motion had the full support of the Conservative Group.

RESOLVED

Melton Borough Council thanked Leicestershire County Council for their continued support to our Local Plan and reaffirmed the Council's commitment to support them in securing the necessary funding to deliver the required infrastructure in Melton. Furthermore, given the critical importance of the MMDR South to the Council's Local Plan, and the amount of work already undertaken, Melton Borough Council reiterated its request that when the allocations are confirmed, the County Council prioritises funding to enable this critical infrastructure to be delivered.

(Unanimous)

CO84

EQUALITY SCHEME & ANNUAL REPORT

The Portfolio Holder for Communities, Health and Well-being, Councillor Cumbers, introduced the report and moved the recommendation. Councillor Cox seconded the motion.

During the debate, the following points were made:

- The hard work of Officers in this area was commended.
- A concern was raised that planning guidance had not been adhered to, therefore leading to issues for people with disabilities and that appropriate compliance enforcement needs to take place. The Portfolio Holder agreed that there had been issues in the past and that the planning service needed to pay more attention to compliance issues.

RESOLVED

That Council

- (1) Noted the progress made in meeting the Council's equalities duties and commitments as outlined in this report.**
- (2) Approved the revised objectives and action plan (2024-2028) to demonstrate the Council's continued commitment to Equality, Diversity & Inclusion (ED&I).**
- (3) Noted that a planned review of the Equality Policy will take place in 2024/25 and that this will incorporate both inward and outward facing commitments to ED&I, alongside the revised equality objectives and action plan.**

(Unanimous)

At 7:26pm, upon the conclusion of this item, Councillor Browne left the meeting and did not return.

CO85

PROTECTED CHARACTERISTIC FOR CARE LEAVERS

The Portfolio Holder for Communities, Health and Well-being, Councillor Cumbers, introduced the report and moved the recommendation. Councillor Cliff seconded the motion.

During the opening remarks, it was noted that 39% of care leavers between the ages of 19 and 21 are not in either employment, education or training and that 30% are homeless, therefore proving that this is an issue that needs addressing.

During the debate, the following points were made:

- The Officers were thanked for their support of care leavers within the Borough.
- The Deputy Leader of the Conservative Group confirmed that the recommendation had the support of the group.

- The Portfolio Holder was thanked for her efforts in this area.

RESOLVED

That Council

Approved that Melton Borough Council treat Care Leavers / Care Experience as a Protected Characteristic.

(For 24, Against 0, Abstentions 1)

The meeting closed at: 7.41 pm

Chair

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MEMBER INTERESTS

Do I have an interest?

1 DISCLOSABLE PECUNIARY INTERESTS (DPIs)

A “Disclosable Pecuniary Interest” is any interest described as such in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and includes an interest of yourself, or of your Spouse/Partner (if you are aware of your Partner's interest) that falls within the following categories: Employment, Trade, Profession, Sponsorship, Contracts, Land/Property, Licences, Tenancies and Securities.

A Disclosable Pecuniary Interest is a Registerable Interest. Failure to register a DPI is a criminal offence so register entries should be kept up-to-date.

2 OTHER REGISTERABLE INTERESTS (ORIs)

An “Other Registerable Interest” is a personal interest in any business of your authority which relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority; or
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

3 NON-REGISTRABLE INTERESTS (NRIs)

“Non-Registrable Interests” are those that you are not required to register but need to be disclosed when a matter arises at a meeting which directly relates to your financial interest or wellbeing or a financial interest or wellbeing of a relative or close associate that is not a DPI.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you become aware. In any other circumstances, where Members require further advice they should contact the Monitoring Officer or Deputy Monitoring Officer in advance of the meeting.

Declarations and Participation in Meetings

1 DISCLOSABLE PECUNIARY INTERESTS (DPIs)

- 1.1 Where a matter arises at a meeting which **directly relates** to one of your Disclosable Pecuniary Interests which include both the interests of yourself and your partner then:
- a) you must disclose the interest;
 - b) not participate in any discussion or vote on the matter; and
 - c) must not remain in the room unless you have been granted a Dispensation.

2 OTHER REGISTERABLE INTERESTS (ORIs)

- 2.1 Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests i.e. relating to a body you may be involved in:
- a) you must disclose the interest
 - b) may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and
 - c) must not remain in the room unless you have been granted a Dispensation.

3 NON-REGISTRABLE INTERESTS (NRIs)

- 3.1 Where a matter arises at a meeting, which is not registrable but may become relevant when a particular item arises i.e. interests which relate to you and /or other people you are connected with (e.g. friends, relative or close associates) then:
- a) you must disclose the interest;
 - b) may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and
 - c) must not remain in the room unless you have been granted a Dispensation.

4 BIAS

- 4.1 Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias. If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias):
- a) you should not take part in the decision-making process
 - b) you should state that your position in this matter prohibits you from taking part
 - c) you should leave the room.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you become aware. In any other circumstances, where Members require further advice they should contact the Monitoring Officer or Deputy Monitoring Officer in advance of the meeting.

Political Balance and Allocation of Seats to Political Groups

Report Author:	Adam Green , Senior Democratic Services and Scrutiny Officer 01664 502319 agree@melton.gov.uk
Chief Officer Responsible:	Clive Tobin , Assistant Director for Governance and Democracy (Monitoring Officer) 01664 502541 ctobin@melton.gov.uk
Lead Member/Relevant Portfolio Holder	Monitoring Officer

Corporate Priority:	All
Relevant Ward Member(s):	N/A
Date of consultation with Ward Member(s):	N/A
Exempt Information:	No

1 Summary

- 1.1 To approve the revised political balance calculations and allocation of seats on committees in accordance with statutory requirements (as set out in the report) following recent changes which alter the political balance between the Groups.

2 Recommendations

That Council:	
2.1	Appoints the Scrutiny Committee and Standing Committees as set out in paragraph 5.1.1 for the municipal year 2024/25;
2.2	Establishes an additional Licensing Committee as detailed in Appendix D (Exempt document by virtue of Paragraph 5 of Part 1 of Schedule 12a of the Local Government Act 1972);
2.3	Agrees the terms of reference and number of voting places on the Scrutiny Committee, Standing Committees and newly established Licensing Committee as detailed at paragraphs 5.1.2 – 5.1.4 for the municipal year 2024/25;

- 2.4 **Approve the political balance calculation at paragraphs 5.2.1 – 5.2.4;**
- 2.5 **Approve the allocation of seats on the Committees as set out in paragraph 5.3.1 and Working Groups as set out in paragraph 5.4.1.**
- 2.6 **Receive nominations and make appointments to Committees and Working Groups as notified by the Group Leaders and set out in Appendix A;**
- 2.7 **Authorise the Monitoring Officer to**
 - 2.7.1 **give effect to the wishes of the group in relation to adjustments to committee appointments where properly notified in accordance with Regulation 13 of the Local Government (Committees and Political Groups) Regulations 1990;**
 - 2.7.2 **amend the Constitution to reflect the role of the newly established Licensing Committee;**
- 2.8 **Appoints non-aligned members to their allocation of seats on Committees and Working Groups as set out in Appendix A;**
- 2.9 **Elects the Chairman and Vice Chairman for each of the Committees below:**
 - 2.9.1 **Audit & Standards Committee;**
 - 2.9.2 **Employment Committee;**
 - 2.9.3 **Licensing Committee (Taxi and General)**
 - 2.9.4 **Licensing Committee (Alcohol and Gambling);**
 - 2.9.5 **Planning Committee; and**
 - 2.9.6 **Scrutiny Committee.**

3 Reason for Recommendations

- 3.1 In order to comply with legislative and constitutional requirements the Council must appoint its committees, review the allocation of seats in accordance with political balance rules and elect Chairmen and Vice-Chairmen of Committees at its annual meeting.
- 3.2 To ensure that the council complies with its statutory obligations under the Local Government and Housing Act 1989 and associated Regulations, and the Licensing Act 2003.

4 Background

- 4.1 Pursuant to Section 15 of the Local Government and Housing Act 1989 the Council must review the allocation of seats to Political Groups at prescribed times, including at its annual meeting.
- 4.2 The Council's duty is to determine the allocation of seats to be filled by appointments by the authority, except the Cabinet and the Statutory Licensing Committee. The purpose is to ensure that there is proportionality across all formal activities of the Council, representing the overall political composition. It affects all formally constituted panels, committees and subcommittees which discharge functions on behalf of the authority. It also applies to certain external bodies to which the Council appoints 3 or more members.
- 4.3 It is suggested that the statutory committee for Licensing Act 2003 matters should consist of the same members as are appointed to the current Licensing (regulatory) Committee and approve a delegation to the Monitoring Officer to include a provision in the constitution to reflect this. This revision will be included in the next review of the Constitution. The

Monitoring Officer has prepared a supplementary report regarding Licensing Committees at Appendix D.

- 4.4 The political proportionality rules that apply in allocating seats on Committees etc. set out in Section 15 and 16 of the Local Government and Housing Act 1989 apply only to political groups.
- 4.5 Independent (non-aligned) members are to form part of the calculation for political balance purposes.
- 4.6 It is a requirement that, once seats have been allocated to political groups, the remaining seats are to be appointed by Council from the non-aligned members.

5 Main Considerations

5.1 Establishment of Scrutiny Committee and Standing Committees

5.1.1 The Council's Constitution (Chapter 2, Part 1, Section 4) reflects the legal requirement that the Council at its Annual Meeting must appoint at least one Scrutiny Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council Meeting and which are not Cabinet functions. The Council must also confirm the terms of reference and size of those Committees.

5.1.2 The Council's Scrutiny Committee and other Standing Committees and corresponding seats/voting places are confirmed below:

- Planning Committee (11 seats)
- Scrutiny Committee (10 seats)
- Audit & Standards Committee (10 seats)
- Employment Committee (7 seats)
- Licensing Committee (Taxi and General) (10 seats)
- Licensing Committee (Alcohol and Gambling) (10 seats)

5.1.3 The total number of seats available across all politically balanced committees is 48. The calculation does not include the Licensing Committee (Alcohol and Gambling) because that is not required to be politically balanced.

5.1.4 The Terms of Reference for the Scrutiny Committee and Standing Committees can be found at [Chapter 2, Parts 6 – 11 of the Council's Constitution](#).

5.2 Political Balance

5.2.1 In order to calculate the number of seats each group is entitled to there is a calculation:

- a) The number of members in each group is divided by the total number of Councillors
- b) This number is then multiplied by 100 to give the membership of each group as a percentage (%)
- c) The total number of seats available on committees is then multiplied by this %
- d) The number is then rounded to the nearest whole number to give the number of seats

5.2.2 The proportion of seats allocated is as follows:

Members	Number	%	Proportion of seats available	Rounded to
Conservative Group	10	37.04	17.77777778	18
Labour Group	6	22.22	10.66666667	11
Independent Group	9	33.33	16	16
Non-aligned	2			3

5.2.3 The political proportionality rules that apply in allocating seats on Committees, set out in Section 15 and 16 of the Local Government and Housing Act 1989, apply only to political groups (i.e., 18 to the Conservative Group, 11 to the Labour Group and 16 to the Independent Group).

5.2.4 Once seats have been allocated to the political groups, the authority is then under a duty to allocate the remaining seats to Members who are not aligned to a political group.

5.3 Allocation of Seats

5.3.1 Using 48 as the total number of seats across all committees, the total row shows the total number of places each group is entitled to for each committee, using the calculated proportions above.

Committee	Places	Conservative	Labour	Independent	Non-aligned
Planning	11	4	2	4	1
Scrutiny	10	4	2	4	0
Audit & Standards	10	3	3	3	1
Employment	7	3	2	2	0
Licensing (Regulatory)	10	4	2	3	1
Total across all C'tees	48	18	11	16	3
Allocation	48	18	11	16	3

5.3.2 With each group having been allocated seats in accordance with its total proportional entitlement, Group Leaders will provide notification of appointment of members as detailed in Appendix A, before the meeting. Should any further changes be required following the meeting, the wishes of the Group will be notified in accordance with Regulation 13 of the Local Government (Committees and Political Groups) Regulations 1990 and the express delegation at recommendation 2.7.

5.3.3 The remaining seats are then allocated to the non-aligned Members. The non-aligned Members have expressed their preferences for allocation of seats and these are detailed in Appendix A.

5.3.4 The outcome now requires the Council to make the following decisions:

- a) To confirm appointments of the Committees above and to that size of membership

- b) To allocate seats on the Committees as above to the three political groups
- c) To appoint named non-aligned members to seats on the Committees

5.4 Outside Bodies and Working Groups

5.4.1 Whilst the following are not formal Committees, the terms of reference for these meetings do require the allocation of seats to be calculated in accordance with the political balance calculation. The allocation of seats are detailed in Appendix A.

Group Name	Joint Staff Working Group (7 seats)	Local Plans Working Group (9 seats)
Conservative	3	3
Labour	2	2
Independent	2	3
Non-aligned	0	1
Totals	7	9

6 Options Considered

6.1 The Council must review its political balance and allocation of seats at its annual meeting and as soon as practicable following prescribed changes to political groups in accordance with the legislation.

7 Consultation

7.1 The Group Leaders have been consulted on the information presented in this report and the appendices were compiled in consultation with them wherever possible.

7.2 Non-aligned members have also been provided with the information presented in this report.

8 Next Steps – Implementation and Communication

8.1 Any changes to membership of Committees will be reflected on the Council's website page for each Committee.

8.2 Any mandatory training requirements will be considered and arranged as necessary for respective members.

9 Financial Implications

9.1 There are no financial implications arising from this report.

Financial Implications reviewed by: Director for Corporate Services

10 Legal and Governance Implications

10.1 The Council's Constitution (Chapter 2, Part 1 - Section 4) sets out the business that must be included in the agenda for the Annual Council Meeting.

10.2 The Council is required to review the representation of Groups at its Annual Meeting each year and as soon as practicable after prescribed events which alter the political balance between the Groups and to determine the allocation of seats to be filled by appointments by the Council/Group Leaders.

- 10.3 The Council must allocate seats on committees so as to give effect to the political balance rules unless there is a decision to the contrary with no member voting against.
- 10.4 The allocation of seats must conform to the principles of proportionality contained in sections 15 and 16 of the Local Government and Housing Act 1989. There is a duty to give effect to the following principles, as far as reasonably practicable, in the order shown:
- a) Not all the seats on the body are allocated to the same political group;
 - b) A majority of the seats on a body are allocated to a group if it comprises a majority of the total membership of the authority;
 - c) Subject to (a) and (b) above, that the number of seats on ordinary committees allocated to each group bears the same proportion to the total of all seats on ordinary committees as is borne by the number of members of that group to the total membership of the authority; and
 - d) Subject to (a) to (c) above, that the number of seats on a body allocated to each group bears the same proportion to the number of seats on that body as is borne by the number of members of that group to the total membership of the authority.
- 10.5 For political balance, a group must have at least two members in order to be formally constituted as a political group.
- 10.6 The political proportionality rules that apply in allocating seats on Committees etc. set out in Section 15 and 16 of the 1989 Act apply only to political groups.
- 10.7 Where the Council has members who are non-aligned, section 15(3) of the Act has words inserted/modified by regulation 16 of the Local Government (Committee and Political Groups) Regulations 1990 to read as follows:
- “15(3) Where at any time the representation of different political groups on a body to which this section applies falls to be reviewed under this section by any relevant authority or committee of a relevant authority, it shall be the duty of that authority or committee, as soon as practicable after the review to determine the allocation to each of those groups of such of the seats which fall to be filled by appointments made from time to time by that authority or committee as bear to the total of all of those seats the same proportion as is borne by the number of members of that group to the membership of the authority.”*
- 10.8 Additionally, where there are non-aligned members, section 16(2A) of the Local Government and Housing Act 1989 has effect. The Regulations also insert the following:
- “Where appointments fall to be made to seats on a body to which section 15 applies otherwise than in accordance with a determination under that section, it shall be the duty of the authority or the committee, as the case may be, so to exercise their power to make appointments as to secure that the persons appointed to those seats are not members of any political group”.*
- 10.9 The implications of these changes to paragraph 15(3) taken with section 16(2A) is to require that the Council must allocate seats to the political parties in accordance with the four principles set out above (10.2 a-d). If there are any seats left over, they must then make appointments to the non-aligned members.
- 10.10 Alternative arrangements for not complying with section 15 and 16 of the 1989 Act may be made by virtue of Section 17 of the 1989 Act by passing a resolution with no member voting against the resolution.

10.11 Once the allocation of seats has been agreed, the appointment of individual members will be given effect in accordance with the wishes of the relevant Group as expressed through the Group's Leader / Deputy Leader in accordance with section 16 of the 1989 Act and Regulation 13 of the Local Government (Committees and Political Groups) Regulations 1990.

Legal Implications reviewed by: Monitoring Officer

11 Equality and Safeguarding Implications

11.1 An Equality Impact Assessment (EqIA) has not been completed because there are no service, policy or organisational changes being proposed.

12 Data Protection Implications

12.1 A Data Protection Impact Assessments (DPIA) has not been completed for the following reasons because there are no risks or issues to the rights and freedoms of natural persons.

13 Community Safety Implications

13.1 There are no community implications arising from this report.

14 Environmental and Climate Change Implications

14.1 There are no environmental or climate change implications arising from this report.

15 Other Implications (where significant)

15.1 There are no other implications arising from this report.

16 Risk & Mitigation

Risk No	Risk Description	Likelihood	Impact	Risk
1	Failure to meet statutory and constitutional obligations.	Low	Critical	9

		Impact / Consequences			
		Negligible	Marginal	Critical	Catastrophic
Likelihood	Score/ definition	1	2	3	4
	6 Very High				
	5 High				
	4 Significant				
	3 Low			1	

2 Very Low				
1 Almost impossible				

Risk No	Mitigation
1	To consider the business presented in this report.

17 Background Papers.

17.1 There are no background papers.

18 Appendices

18.1 Appendix A – Committee Membership 2024/25

18.2 Appendix B – Working Group Membership 2024/25

18.3 Appendix C – Nominations for Committee Chairmen and Vice Chairmen 2024/25

18.4 Appendix D – Monitoring Officer’s Supplementary Report on Licensing Committees (Exempt under Paragraph 5 of Schedule 12A to the Local Government Act 1972.

Committee Membership 2024/25

Committee	Group Name/Non-aligned	Councillor name
Audit and Standards * 10 Members Politically Balanced 3 Conservative 3 Independent 3 Labour 1 Non-aligned	Conservative	
	Conservative	
	Conservative	
	Independent	
	Independent	
	Independent	
	Labour	
	Labour	
	Labour	
	Non-Aligned	
Substitutes	Conservative	
	Conservative	
	Conservative	
	Independent	
	Independent	
	Labour	
* Standards Sub Committee – 5 out of 10 Members from the Audit and Standards Committee		
Employment 7 Members Politically Balanced 3 Conservative 2 Independent 2 Labour (Leader & Deputy Leader as Chair & Vice Chair)	Conservative	
	Conservative	
	Conservative	
	Independent	
	Independent	
	Labour	
	Labour	
Substitutes	Conservative	
	Conservative	
	Conservative	
	Independent	
	Independent	
	Labour	

Committee	Group Name/Non-aligned	Councillor name
Planning 11 Members Politically Balanced 4 Conservative 4 Independent 2 Labour 1 Non-aligned	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Independent	
	Independent	
	Independent	
	Independent	
	Labour	
	Labour	
Non-Aligned		
Substitutes	Conservative	
	Conservative	
	Conservative	
	Independent	
	Independent	
	Labour	
Scrutiny 10 Members Politically balanced 4 Conservative 4 Independent 2 Labour (Must not include Cabinet Member) No substitutes	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Independent	
	Independent	
	Independent	
	Independent	
	Labour	
	Labour	

Committee	Group Name/Non-aligned	Councillor name
Licensing (Taxi and General) 10 Members Politically balanced 4 Conservative 3 Independent 2 Labour 1 Non-aligned	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Independent	
	Independent	
	Independent	
	Labour	
	Labour	
	Non-Aligned	
Substitutes	Conservative	
	Conservative	
	Conservative	
	Independent	
	Independent	
	Labour	
**Licensing Sub Committee - 3 out of 10 Members from the Licensing Committee		

Committee	Group Name/Non-aligned	Councillor name
Licensing (Alcohol and Gambling) 10 Members 4 Conservative 3 Independent 2 Labour 1 Non-aligned No substitutes	Conservative	
	Conservative	
	Conservative	
	Conservative	
	Independent	
	Independent	
	Independent	
	Labour	
	Labour	
	Non-Aligned	
**Licensing Sub Committee - 3 out of 10 Members from the Licensing Committee		

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Working Group Membership 2024/25

Joint Staff Working Group

Working Group	Group Name or Single Cllr	Councillor name
7 Members Political Balance required: 3 Conservative 2 Independent 2 Labour	Conservative	
	Conservative	
	Conservative	
	Independent	
	Independent	
	Labour	
	Labour	

Local Plan Review Working Group

	Group Name or Single Cllr	Councillor name
<p>9 Members</p> <p>Political Balance Required: 3 Conservative 3 Independent 2 Labour 1 Non-aligned</p> <p>(Membership to include 1 the relevant Portfolio Holder.)</p> <p><i>(Membership criteria decided at Council, 26 April 2022.)</i></p> <p><i>(Membership expanded from 5 to 9 at Council, 28 September 2023.)</i></p>	Conservative	
	Conservative	
	Conservative	
	Independent	
	Independent	
	Independent	
	Labour	
	Labour	
	Non-aligned	

Constitution Review Working Group

	Group Name or Single Cllr	Councillor name
<p>7 Members</p> <p>Cross party</p> <p>(Membership to include 1 member of the Cabinet (Relevant Portfolio Holder) and 1 member of the Audit and Standards Committee.)</p> <p><i>(Membership expanded from 5 to 7 at Council, 27 July 2023.)</i></p>	Conservative	
	Conservative	
	Conservative	
	Independent	
	Independent	
	Labour	
	Single non-aligned Cllr	

Climate Change Emergency Working Group

	Group Name or Single Cllr	Councillor name
<p>5 Members</p> <p>Cross party</p> <p>(Membership to include relevant Portfolio Holder, Chairman of Scrutiny Committee and 3 other Members.)</p> <p><i>(Membership criteria decided at Council, 17 July 2019.)</i></p>	Conservative	
	Conservative	
	Independent	
	Labour	
	Single non-aligned Cllr	

NOMINATIONS FOR COMMITTEE CHAIRMEN AND VICE CHAIRMEN 2024/25

Committee	Chair 2024/25	Vice-Chair 2024/25
Audit and Standards		
*Employment	Leader	Deputy Leader
Licensing		
Planning		
Scrutiny		

*The Leader and Deputy Leader are the Chair and Vice Chair of the Employment Committee

While holding the position of Mayor or Deputy Mayor, a Councillor will not also hold the position of leader of a political group, party whip or chairman or vice chairman of a committee

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By virtue of paragraph(s) 5 of Part 1 of Schedule 12A of the Local Government Act 1972.

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Constitution and Officer Scheme of Delegation

Report Author:	Adam Green , Senior Democratic Services and Scrutiny Officer 01664 502319 agreeen@melton.gov.uk
Chief Officer Responsible:	Clive Tobin , Assistant Director for Governance and Democracy (Monitoring Officer) 01664 502541 ctobin@melton.gov.uk
Lead Member/Relevant Portfolio Holder	Monitoring Officer

Corporate Priority:	Theme 5: Right conditions to support delivery
Relevant Ward Member(s):	All
Date of consultation with Ward Member(s):	N/A
Exempt Information:	No

1 Summary

- 1.1 In order to comply with Constitutional requirements, the following must be considered at the Annual Council meeting:
- To agree the Officer Scheme of Delegation as set out in Chapter 2, Part 4 of the Constitution.
 - To confirm the Constitution and seek approval for proposed amendments to the Constitution.

2 Recommendations

That Council:

- Agree the Officer Scheme of Delegation; and**
- Confirm the Constitution.**

3 Reason for Recommendations

- 3.1 The Constitution (Chapter 2, Part 1, Section 4.2) provides that the Council agree the Scheme of Delegation at the Annual Council meeting.

3.2 The Constitution (Chapter 2, Part 1, Section 4.2) provides that the Council confirm the Constitution at the Annual Council meeting.

4 Background

4.1 The current version of the Constitution, including the Officer Scheme of Delegation (Chapter 2, Part 4) can be found at the link below:

<https://democracy.melton.gov.uk/ieListDocuments.aspx?CId=201&MId=1006&Ver=4&Info=1>

4.2 There are no changes proposed at this stage, however the Monitoring Officer is currently reviewing a number of proposed updates, including those emanating from the Governance Review, which, in consultation with the Constitutional Review Working Group, will be brought forward for consideration by Council at the meeting in July.

5 Main Considerations

5.1 The Constitution should be regularly reviewed and updated to ensure that it remains relevant and fit for purpose to ensure the Council is able to continue to work efficiently and quickly to meet its ambitions.

5.2 The Constitution Review Working Group consider updates and amendments throughout the year and changes are brought back to Council for consideration and approval.

5.3 The Monitoring Officer also has delegated power to amend the Constitution as he/she deems to be necessary and which are in the Council's interests and not major in nature, including, but not limited to routine revisions to provide appropriate clarity, correct typographical and other drafting errors, reflect new legislation or ensure compliance with existing legislation, to correct inconsistencies in drafting Officer Delegations and to reflect new officer structures and job titles which have been properly approved through Council processes.

6 Options Considered

6.1 Consideration of the Officer Scheme of Delegation and the Constitution at the Annual Meeting are Constitutional requirements.

7 Consultation

7.1 Significant changes to the Constitution would require consultation with Members through the Constitution Review Working Group.

8 Next Steps – Implementation and Communication

8.1 The Constitution is under continuous review to ensure it is relevant, clear and adheres to changes in the law and best practice. Since the Council is currently considering whether changes should be made to its Governance structure, it is considered appropriate to await the outcome of that process before undertaking any other significant review of the Constitution.

9 Financial Implications

9.1 There are no direct financial implications arising from the report.

Financial Implications reviewed by: Director for Corporate Services, 7 May 2024

10 Legal and Governance Implications

- 10.1 The Constitution (Chapter 2, Part 1, Section 4.2) provides that the Council agrees the Scheme of Delegation and confirms the Constitution at the Annual Council meeting. It is however legally permissible to make changes to the Constitution at any other time.
- 10.2 Legislation requires the Council to have a Constitution which contains certain information. The Council would be unable to make decisions without proper governance arrangements in place.
- 10.3 The adoption and approval of amendments to the Constitution is a matter reserved to Council.
- 10.4 The Monitoring Officer has delegated authority to make “such changes as they deem to be necessary and which are in the Council’s interests and not major in nature, including but not limited to: changes amounting to routine revisions; to provide appropriate clarity; to correct typographical and other drafting errors; to reflect new legislation; to correct inconsistencies in drafting Officer Delegations; to reflect new officer structures and job titles, properly approved through Council processes”. The Monitoring Officer keeps a record of all changes made in accordance with her delegated authority.

Legal Implications reviewed by: Monitoring Officer, 7 May 2024

11 Equality and Safeguarding Implications

- 11.1 There are no equality and safeguarding implications arising from this report.

12 Data Protection Implications (Mandatory)

- 12.1 A Data Protection Impact Assessments (DPIA) has not been completed because there are no risks/issues to the rights and freedoms of natural persons as a result of this report.

13 Community Safety Implications

- 13.1 There are no community safety implications arising from this report.

14 Environmental and Climate Change Implications

- 14.1 There are no environment and climate change implications arising from this report.

15 Other Implications (where significant)

- 15.1 There are no other implications arising from this report.

16 Risk & Mitigation

Risk No	Risk Description	Likelihood	Impact	Risk
1	Failure to have an up-to-date Constitution	Very Low	Marginal	Low

		Impact / Consequences			
		Negligible	Marginal	Critical	Catastrophic
Likelihood	Score/ definition	1	2	3	4
	6 Very High				

5 High				
4 Significant				
3 Low				
2 Very Low		1		
1 Almost impossible				

Risk No	Mitigation
1	Regular reviews of the Constitution to ensure it is up-to-date and fit for purpose.

17 Background Papers.

17.1 There are no background papers.

18 Appendices

18.1 None

Programme of Meetings 2024/25

Report Author:	Adam Green , Senior Democratic Services and Scrutiny Officer 01664 502319 agreeen@melton.gov.uk
Chief Officer Responsible:	Clive Tobin , Assistant Director for Governance and Democracy (Monitoring Officer) 01664 502541 ctobin@melton.gov.uk
Lead Member/Relevant Portfolio Holder	Monitoring Officer

Corporate Priority:	All
Relevant Ward Member(s):	All
Date of consultation with Ward Member(s):	N/A
Exempt Information:	No

1 Summary

- 1.1 To set out the proposed calendar of meetings for the Municipal Year 2024/25 which must be approved at the Annual Council Meeting. The report presents the programme of meetings and the principles that have been applied in compiling it.

2 Recommendations

That Council:	
2.1	Approves the programme of meetings for the Municipal Year 2024/25 (Appendix A).

3 Reason for Recommendations

- 3.1 To approve the Council's meetings dates for the coming Municipal Year in order to comply with legislative requirements.

4 Background

- 4.1 The Annual Calendar of Meetings is designed each year to ensure adherence to statutory, financial, and constitutional obligations of the Council. The schedule is also underpinned

by a series of principles which afford some consistency from year to year. The principles are attached at Appendix B.

5 Main Considerations

- 5.1 As well as ensuring statutory financial deadlines can be met, the timetable has been drafted taking into account bank holidays and Leicestershire school holidays.
- 5.2 No changes are proposed to current start times. Planning Committee meetings will continue to start at 6:00pm and all other Committee and Council Meetings will start at 6:30 pm as is currently the case. Cabinet meetings are scheduled for 4:30pm and the Leader will have discretion to amend the time according to Member availability. The Constitution states that Cabinet meetings shall be held at 4:00pm, however current practice has been that they commence at 4:30pm and therefore no change is proposed from the current practice.
- 5.3 Meetings will be held at Parkside apart from during the period leading up to an election when the Council Chamber is engaged for that purpose.
- 5.4 In addition to the schedule proposed, Extraordinary Council and ad-hoc Cabinet and Committee meetings may be convened for business that cannot wait until the next meeting or where an item of business is of a high level of significance to need a meeting dedicated to that purpose. Sub Committees may also be convened as set out in the Constitution.
- 5.5 Occasionally scheduled meetings listed in the Programme of Meetings are cancelled due to there being no business for Members' consideration within the remit of a particular decision-making body. The Proper Officer has the authority to amend the time and date of meetings, as well as call additional meetings as required. Additional meetings of the Licensing Act 2003 Committee and Licensing 1972 Committee (or their Sub-committees) shall be arranged as necessary to consider applications and such other matters as may be required.

6 Options Considered

- 6.1 The version of the programme of meetings presented has had a number of iterations and has been amended to reflect the views of the Senior Leadership Team, the Leader, Group Leaders and to ensure that the Council's decision making is compliant with statutory and local requirements.
- 6.2 It is a legislative requirement to publish a notice of the ordinary meetings of the Council and its Committees.

7 Consultation

- 7.1 The Leader and Group Leaders have been provided with the Draft Programme of Meetings.

8 Next Steps – Implementation and Communication

- 8.1 Subject to approval, calendar invites for relevant meetings will be sent out to all members.
- 8.2 The Programme of Meetings will be displayed on the Council's notice board and published on the Council's website.

9 Financial Implications

- 9.1 There are no financial Implications arising from this report.

10 Legal and Governance Implications

- 10.1 An approved Annual Programme of Meetings ensures that decisions relating to budget, policy and regulatory matters that have statutory deadlines can be planned and made in accordance with the relevant legislation.
- 10.2 Publication of the Annual Calendar of Meetings ensures advance notice is given of decision-making meetings to be held in accordance with the Access to Information Procedure Rules set out in the Council's Constitution. Notwithstanding publication of the Annual Calendar of Meetings, legislation allows the Council to arrange such other meetings of its various bodies as may be required, subject to publication of the required notice of meeting.
- 10.3 The Local Government Act 1972 requires publication of a notice at the Council Offices informing the public of the meetings of the Council and its Committees. If changes are made to the public notice by the Proper Officer, the notice will be updated, and information fully publicised on the Council's website.

Legal Implications reviewed by: Deputy Monitoring Officer, 29 April 2024

11 Equality and Safeguarding Implications

- 11.1 There are no equality and safeguarding implications as no service, policy or organisational changes are being proposed.

12 Data Protection Implications

- 12.1 A Data Protection Impact Assessments (DPIA) has not been completed because there are no risks/issues to the rights and freedoms of natural persons arising from this report.

13 Community Safety Implications

- 13.1 There are no community safety implications.

14 Environmental and Climate Change Implications

- 14.1 There are no environmental and climate change implications.

15 Other Implications (where significant)

- 15.1 No other implications have been identified.

16 Risk & Mitigation

- 16.1 The programme of meetings is presented for Council for approval to avoid the risk of non-compliance with legislation.

17 Background Papers.

- 17.1 There are no background papers.

18 Appendices

- 18.1 Appendix A – Proposed Programme of Meetings 2024/25
- 18.2 Appendix B – Principles for Programme of Meetings 2024/25

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PROGRAMME OF MEETINGS - 2024/25



	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
S								1					
M			1					2					
T			2			1		3				1	
W 1			3			2		4	1 BANK HOLIDAY			2	
T 2			4	1 PLANNING		3		5 COUNCIL	2			3	1 ELECTION
F 3			5	2		4	1	6	3			4	2
S 4	1	6	3		5	2	7	4	1	1	5	3	
S 5	2	7	4	1	6	3	8	5	2	2	6	4	
M 6	BANK HOLIDAY	3	8	5	2	7	4	9	6	3	3	7	5 BANK HOLIDAY
T 7	4	9 CABINET	6		3	8	5	10	7	4 LICENSING (TAXI AND GENERAL) LICENSING (ALCOHOL AND GAMBLING)	4	8	6
W 8	5	10	7	4	9 CABINET	6	11 CABINET	8	5	5	9 CABINET	7	
T 9	PLANNING	6 PLANNING	11 PLANNING	8	5 SCRUTINY	10	7	12 MAYOR'S CAROL SERVICE	9	6 CABINET (BUDGET)	6	10 PLANNING	8 PLANNING
F 10	7	12	9	6	11	8	13	10	7	7	11	9	
S 11	8	13	10	7	12	9	14	11	8	8	12	10	
S 12	9	14	11	8	13	10	15	12	9	9	13	11	
M 13	10	15	12	9	14	11	16	13	10	10	14	12	
T 14	11	16	13	10	15	12	17	14	11	11	15	13	
W 15	12 CABINET	17	14	11 CABINET	16	13 CABINET	18 PLANNING	15 CABINET	12 COUNCIL (BUDGET)	12 CABINET	16	14	
T 16	ANNUAL COUNCIL	13	18 SCRUTINY	15	12	17 SCRUTINY	14	19	16 PLANNING	13 PLANNING	13 PLANNING	17	15 ANNUAL COUNCIL
F 17	14	19	16	13	18	15	20	17	14	14	18 BANK HOLIDAY	16	
S 18	15	20	17	14	19	16	21	18	15	15	19	17	
S 19	16	21	18	15	20	17	22	19	16	16	20	18	
M 20	17	22	19	16	21	18	23	20	17	17	21 BANK HOLIDAY	19	
T 21	18 LICENSING (TAXI AND GENERAL) LICENSING (ALCOHOL AND GAMBLING)	23 AUDIT & STANDARDS	20	17	22	19	24	21	18	18	22	20	
W 22	19	24	21	18	23	20	25 BANK HOLIDAY	22	19 LCC Council (Budget)	19	23	21	
T 23	20	25 COUNCIL	22	19 COUNCIL	24 PLANNING	21 PLANNING	26 BANK HOLIDAY	23 SCRUTINY (BUDGET)	20	20 SCRUTINY	24	22	
F 24	21	26	23	20	25	22	27	24	21	21	25	23	
S 25	22	27	24	21	26	23	28	25	22	22	26	24	
S 26	23	28	25	22	27	24	29	26	23	23	27	25	
M 27	BANK HOLIDAY	24	29	26 BANK HOLIDAY	23	28	25	30	27	24	24	28	26 BANK HOLIDAY
T 28	25	30	27	24 AUDIT & STANDARDS	29	26 AUDIT & STANDARDS	31	28 AUDIT & STANDARDS	25	25 AUDIT & STANDARDS	29 SCRUTINY	27	
W 29	26	31	28	25	30	27		29	26	26	30	28	
T 30	27 SCRUTINY		29 PLANNING	26 PLANNING	31	28 SCRUTINY		30	27 COUNCIL (COUNCIL TAX)	27 COUNCIL		29	
F 31	28		30	27		29		31	28	28		30	
S	29		31	28		30			29	29		31	
S	30			29					30	30			
M				30					31	31			
Leicestershire School Holidays													

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Appendix B

Principles for Programme of Meetings 2024/25

Council

- 4th Thursday of month (except December, the Budget meeting in February and where it clashes with LCC or Planning)
- Jul/Sep/Dec/Feb/Mar/May
- **Budget** – 12 February 2025
- **Council Tax** – 27 Feb 2025 (must be after LCC Budget Council on 19 Feb 2025)
- **Annual Council** – 15 May 2025

Cabinet

- 2nd or 3rd Wednesday of month except July and February.
Jun/Jul/Sep/Oct/Nov/Dec/Jan/Feb/Mar/Apr
- Quarterly Reports
Q2 – Nov
Q3 – Feb
Q4 – May
- **Budget** – 6 Feb 2025

Audit & Standards Committee

- 5 meetings (Tuesday).
- Jul/Sep/Nov/Jan/Mar
- September meeting needs to be held during the last 2 weeks of September, due to sign off the final accounts and auditor's opinion.
- Statement of Accounts – Possibly July

Employment Committee

- As required

Licensing Committees (Taxi & General and Alcohol & Gambling)

- 4 meetings (2 Taxi & General and 2 Alcohol & Gambling)
- Jun/Feb
- Licensing Committee (Alcohol & Gambling) will take place on the same evening after the meeting for the Licensing Committee (Taxi & General).

Planning Committee

- Every 4 weeks.

Scrutiny Committee

- 3rd or 4th Thursday of the month except Sep when it is the 1st Thursday due to Planning Committee, Council and Public Inquiry and Apr when it is on last Tuesday to avoid Easter.
- Scrutiny Work Programme Workshop on 3 June.
- Jun/Jul/Sep/Oct/Nov/Jan/Mar/Apr
- **Budget** – 23 Jan 2025
- **Budget Scrutiny Workshop** – 10 Dec 2024

Other Factors

- Every attempt will be made to avoid Leicestershire school holidays.
- Every attempt will be made to avoid meeting in the first week of January.
- Avoid conferences.

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Appointments to Outside Bodies

Report Author:	Adam Green , Senior Democratic Services and Scrutiny Officer 01664 502319 agreeen@melton.gov.uk
Chief Officer Responsible:	Clive Tobin , Assistant Director for Governance and Democracy (Monitoring Officer) 01664 502541 ctobin@melton.gov.uk
Lead Member/Relevant Portfolio Holder	Monitoring Officer

Corporate Priority:	All
Relevant Ward Member(s):	N/A
Date of consultation with Ward Member(s):	N/A
Exempt Information:	No

1 Summary

- 1.1 To present the proposed nominations for representatives on outside bodies and working groups for the Municipal Year 2024/25.

2 Recommendations

That Council:	
2.1	Notes the appointments in Column A of Appendix A (designated according to the role/portfolio holder/ward member).
2.2	Appoints representatives to serve on the outside bodies listed at Appendix A (other than those in Column A).

3 Reason for Recommendations

- 3.1 To approve the Council's representatives on outside bodies for the forthcoming year.

4 Background

- 4.1 The Council appoints representatives to various outside bodies as attached at Appendix A.

4.2 The list of community bodies is reviewed regularly to ensure it remains current.

5 Main Considerations

5.1 Members are asked to appoint representatives to the remaining outside bodies for the forthcoming municipal year.

5.2 At the Annual Meeting in May 2023, Council approved how the appointments detailed in Column A of Appendix A would be allocated in accordance with the relevant role, ward member or portfolio holder. Council agreed that the holder of those roles specified would automatically be appointed to the outside body and Council would simply be asked to note those appointments in future years.

5.3 Any appointments allocated in accordance with relevant portfolio holder will be confirmed once Portfolios have been announced by the Leader.

5.4 Members are reminded that any outside bodies they are appointed to by Council need to be recorded on their register of interests.

5.5 Nominations to the community bodies will be circulated in advance of the meeting where possible.

6 Options Considered

6.1 There are no alternative options.

7 Consultation

7.1 There has been consultation with the political Group Leaders and other Councillors involved.

8 Next Steps – Implementation and Communication

8.1 The Outside Organisations listed will be advised of the appointed council representative.

9 Financial Implications

9.1 There are no financial implications arising from this report.

Financial Implications reviewed by: Director for Corporate Services, 29 April 2024

10 Legal and Governance Implications

10.1 It is a constitutional requirement to review the appointments to outside organisations at the annual meeting.

10.2 Appointments are made by the Council in the interests of openness and transparency.

Legal Implications reviewed by: Deputy Monitoring Officer, 29 April 2024

11 Equality and Safeguarding Implications

11.1 An Equality Impact Assessment (EqIA) has not been completed because there are no service, policy or organisational changes being proposed.

12 Data Protection Implications (Mandatory)

12.1 A Data Protection Impact Assessments (DPIA) has not been completed because there are no risks/issues to the rights and freedoms of natural persons.

13 Community Safety Implications

13.1 There are no community safety implications arising from this report.

14 Environmental and Climate Change Implications

14.1 There are no environmental or climate change implications arising from this report.

15 Other Implications (where significant)

15.1 There are no other implications arising from this report.

16 Risk & Mitigation

Risk No	Risk Description	Likelihood	Impact	Risk
1	Reputational damage should the council choose not to put forward representatives on outside bodies.	Low	Critical	9

		Impact / Consequences			
		Negligible	Marginal	Critical	Catastrophic
Likelihood	Score/ definition	1	2	3	4
	6 Very High				
	5 High				
	4 Significant				
	3 Low			1	
	2 Very Low				
	1 Almost impossible				

Risk No	Mitigation
1	To appoint to outside bodies to ensure there is an effective conduit between the Council and its partners.

17 Background Papers.

17.1 There are no background papers

18 Appendices

18.1 Appendix A – Nominated Representatives to Outside Bodies 2024/25

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NOMINATED REPRESENTATIVES TO OUTSIDE BODIES 2024/25

Organisation	No. Cllrs	Column A: Appointments Designated by Role/Ward Member	Column B: Group Nominations
East Midlands Councils Representative	1	Leader of the Council	
Fairtrade Steering Group	1		
Friends of Carnegie Museum	1	Relevant Portfolio Holder	
Grantham Canal Partnership	1	Ward Member	
Homestart Management Committee	1		
LGA – General Assembly	1	Leader of the Council	
Leicestershire & Rutland Heritage Forum	1	Relevant Portfolio Holder	
Leicestershire and Rutland Playing Fields Association	1	Relevant Portfolio Holder	
Melton Business Improvement District (BID)	2		

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Organisation	No. Cllrs	Column A: Appointments Designated by Role/Ward Member	Column B: Group Nominations
Melton & Oakham Waterways Local Authority Working Group	1		
Melton & District Furniture Project	1		
Melton Safer Communities	1	Relevant Portfolio Holder	
Melton Young Singles Trust (MYST)	1		
Members' Advisory Group	1	Relevant Portfolio Holder	
Parking and Traffic Regulations Outside London Joint Committee (PATROL)	1	Relevant Portfolio Holder	
Police and Crime Panel	1	Leader of the Council	
Rural Services Network & SPARSE	1	Leader/Deputy Leader	
Sir John Sedley Educational Foundation	1		
Seniors' Forum	4		

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*In the event that the Leader or the allocated Chair is unable to attend, the Deputy Leader or the relevant Portfolio Holder be appointed as their substitute

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