



COTSWOLD

District Council

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	ANNUAL COUNCIL – 21 MAY 2025
Subject	APPOINTMENT OF COMMITTEES
Wards affected	None
Accountable member	Councillor Joe Harris, Leader of the Council Email: joe.harris@cotswold.gov.uk
Accountable officer	Andrew Brown, Head of Democratic and Electoral Services Email: democratic@cotswold.gov.uk
Report author	Andrew Brown, Head of Democratic and Electoral Services Email: democratic@cotswold.gov.uk
Summary/Purpose	This report sets out those matters reserved to Council at its Annual Meeting: <ul style="list-style-type: none">• To make appointments to Council committees and working groups for the Civic Year 2025/26.• To make appointments to the positions of Chair and Vice Chair of Committees for the Civic Year 2025/26.
Annexes	Annex A – Political proportionalities Annex B – Committee nominations 2025/26 (to follow)
Recommendation(s)	That Full Council resolves to: <ol style="list-style-type: none">1. DETERMINE that, in accordance with Section 15 of the Local Government and Housing Act 1989 ("the Act"), the Council shall continue to apply the political balance provisions under the Act to committees as shown in Annex A;2. APPOINT Councillors to serve on the Council's Committees and working groups as set out in Annex B for a term of office expiring at the next Annual Meeting of the Council;3. APPOINT Chairs and Vice-Chairs for the Council's



COTSWOLD

District Council

	Committees and working groups as shown in Annex B; 4. NOTE the arrangements for substitutions set out in part 4 of the report;
Corporate priorities	<ul style="list-style-type: none">• Delivering Good Services
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Political groups have been asked to nominate members to seats on committees and working groups



1. EXECUTIVE SUMMARY

- 1.1** The report sets out the statutory requirement that Council agrees on an annual basis its committee membership for the forthcoming civic year 2025/26.

2. BACKGROUND

- 2.1** The Local Government and Housing Act 1989 ("the Act") requires the Council to allocate Committee seats to political groups in proportion, as far as is reasonably practicable to the size of those groups on the Council and that the Council review that allocation each year at the Annual Meeting. The requirement is for representation to be proportional on each Committee and across the relevant Committees taken as a whole, subject to Section 15 (5) (b) of the Act which provides that where the majority of seats on the Council are held by one political group, that group shall have a majority on all bodies to which appointments are made.
- 2.2** Under the Council's political groups scheme, if the Council is unable to make appointments or matters change during the year the Chief Executive is authorised to consult with the group leaders and following that consultation to adjust the number and allocation of seats to each group to give effect to the rules on proportionality and to make appointments as necessary, in accordance with the nominations of the group leaders.
- 2.3** It is open to the Council or a Committee or other relevant council body carrying out a review, to adopt some other arrangement and allocate seats on a different basis other than that prescribed by the Act. Notice of such a proposal must be given in the Council summons, and a decision would have to be made without any member voting against the arrangement. This is known as a 'nem con vote' by the Council. Abstentions from voting do not invalidate the 'nem con vote'. Notice has been given on the Agenda so that Council is not denied that opportunity.
- 2.4** Committee membership is for one year with the appointments made at the Annual Meeting and will expire at the next Annual Council meeting on 20 May 2026.
- 2.5** Members who serve on Cabinet cannot serve on the Overview and Scrutiny Committee.



- 2.6** Under the Constitution, Members cannot serve on the Planning and Licensing Committee unless they have attended the required training.
- 2.7** It is expected within the Constitution that the Chair of the Overview and Scrutiny Committee will be from an opposition group.

3. MAIN POINTS

- 3.1** Under Section 15 of the Act, the Council must review the representation of the different political groups on Committees and other relevant Council bodies at the Annual Council Meeting or as soon as practicable after that meeting. The statutory provisions have been added to by the Local Government (Committees and Political Groups) Regulations 1990 as amended in 1991. The allocation of seats to political groups is set out in Annex A.
- 3.2** The Constitution requires the Annual Meeting of Council to appoint Councillors to serve on the Council's Committees and other Council bodies for the Civic Year 2025/26. The members nominated by groups are shown in Annex B and Council is recommended to approve these appointments.
- 3.3** Council may appoint the Chair and Vice-Chair of each committee or if Council does not do so the Chair and Vice-Chair will be elected at the first scheduled meeting of each committee. It is the custom and practice of the Council for this to be done at the Annual Meeting. Council is recommended to appoint Chairs and Vice-Chairs of committees and working groups as shown in Annex B.

4. SUBSTITUTIONS

- 4.1** Where a member is unable to attend a meeting of a committee of which they are a member, they may arrange for a substitute member to attend in their place. Notification of substitution can be made by the member appointing the substitute, the substitute Member, or in the case of a substitution within a political group by the Leader or Deputy Leader of the relevant political group.
- 4.2** The Constitution states that for each committee where substitution is applicable, substitutes are permitted in respect of each political group, and across non-aligned members as if those members were to have formed a grouping. Substitution is only permitted within each political grouping, or within the non-aligned members (i.e. a



member of a political group cannot substitute for a member of another political group or a non-aligned member; and a non-aligned member cannot substitute for a member of a political group).

- 4.3** Notification of substitution can be made by the member appointing the substitute, the substitute member, or in the case of a substitution within a political group by the Leader or Deputy Leader of the relevant political group.

5. WORKING GROUPS

- 5.1** Full Council has previously agreed to set up a number of working groups to cover a variety of issues which require member input. Some of these working groups report to Council and provide recommendations for approval whilst others are to provide member input for the work of officers or Cabinet Members. Working Groups do not need to be appointed based on political proportionality.
- 5.2** In addition to Working Groups established by Council the Overview and Scrutiny Committee may establish Task and Finish Groups. These groups will be appointed by the Committee when required.

6. ALTERNATIVE OPTIONS

- 6.1** If Council wishes to alter the size or general remit of any committee, it could pass a resolution requesting that officers produce a report to a future Full Council meeting with alternative proposals.
- 6.2** If Council wishes to make further changes to the terms of references of working groups, it could delegate authority to the Chief Executive to do so.

7. FINANCIAL IMPLICATIONS

- 7.1** There are none arising.

8. LEGAL IMPLICATIONS

- 8.1** None in addition to those mentioned within the report.

9. RISK ASSESSMENT

- 9.1** An effective Committee structure and decision-making process is critical for the Council to deliver its corporate priorities.



COTSWOLD
District Council

9.2 If appointments were not made, this could delay decision-making within the Council.

10. EQUALITIES IMPACT

10.1 Council is advised of the need to promote equality when appointing to committees.

11. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

11.1 None.

12. BACKGROUND PAPERS

12.1 None.

(END)