



Jacqui Sinnott-Lacey  
Chief Operating Officer

52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

Tuesday, 11 May 2021

**TO: THE MAYOR AND COUNCILLORS**

Dear Councillor,

You are summoned to a meeting of the **COUNCIL** to be held in the **THE CHAPEL - ORMSKIRK ARTS HOUSE, ST HELENS ROAD, ORMSKIRK L39 4QR** on **WEDNESDAY, 19 MAY 2021 at 7.30 PM** at which your attendance is requested.

Due to the ongoing COVID restrictions, numbers will be limited and any members of the public wishing to attend will have to contact [member.services@westlancs.gov.uk](mailto:member.services@westlancs.gov.uk) to request admittance into the meeting.

Please note that all attendees will be expected to wear the appropriate face covering unless exempt from doing so.

Yours faithfully

Jacqui Sinnott-Lacey  
Chief Operating Officer

**AGENDA**  
**(Open to the Public)**

**PAGE(S)**

1. **PRAYERS**

2. **APOLOGIES**

3. **DECLARATIONS OF INTEREST**

If a member requires advice on Declarations of Interest, he/she is advised to contact the Legal and Democratic Services Manager in advance of the meeting. (For the assistance of members a checklist

1 - 2

for use in considering their position on any particular item is included at the end of this agenda sheet.)

4. **A. ELECTION OF MAYOR FOR ENSUING YEAR**  
**B. APPOINTMENT OF DEPUTY MAYOR FOR THE ENSUING YEAR**  
(See attached Procedural Note.) 3 - 4
5. **ANNOUNCEMENTS BY THE MAYOR AND/OR THE CHIEF OPERATING OFFICER**
6. **ELECTION OF THE LEADER, THE LEADER'S APPOINTMENT OF THE DEPUTY LEADER AND CABINET, AND 'PROPER OFFICER PROVISIONS AND SCHEMES OF DELEGATION'** 5 - 20  
To consider the report of the Corporate Director of Transformation & Resources.
7. **TO NOTE THE APPOINTMENT OF THE LEADER AND DEPUTY LEADER OF THE OPPOSITION GROUPS**
8. **APPOINTMENT OF COMMITTEES ETC 2021/22** 21 - 24  
To consider the report of the Corporate Director of Transformation & Resources.
9. **APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES**  
To appoint the Chairmen and Vice-Chairmen of Committees as indicated in the Appendix to be circulated as part of Agenda Item 6.

**We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.**

**MOBILE PHONES: These should be switched off or to 'silent' at all meetings.**

For further information, please contact:-  
Jacky Denning on 01695 585384  
Or email [jacky.denning@westlancs.gov.uk](mailto:jacky.denning@westlancs.gov.uk)

# Agenda Item 3

## MEMBERS INTERESTS 2012

A Member with a disclosable pecuniary interest in any matter considered at a meeting must disclose the interest to the meeting at which they are present, except where it has been entered on the Register.

A Member with a non pecuniary or pecuniary interest in any business of the Council must disclose the existence and nature of that interest at commencement of consideration or when the interest becomes apparent.

Where sensitive information relating to an interest is not registered in the register, you must indicate that you have an interest, but need not disclose the sensitive information.

Please tick relevant boxes

Notes

	General		Notes
1.	I have a disclosable pecuniary interest.	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 below</i>
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a pecuniary interest <b>because</b> it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) <b>and</b> the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest or it relates to the determining of any approval consent, licence, permission or registration in relation to me or a connected person or, a body described in 10.1(1)(i) and (ii) <b>and</b> the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest	<input type="checkbox"/>          <input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>          <i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>
4.	I have a disclosable pecuniary interest (Dispensation 20/09/16) or a pecuniary interest but it relates to the functions of my Council in respect of:  (i) Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease.  (ii) school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends.  (iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay.  (iv) An allowance, payment or indemnity given to Members  (v) Any ceremonial honour given to Members  (vi) Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>	<i>You may speak and vote</i>          <i>You may speak and vote</i>          <i>You may speak and vote</i>          <i>You may speak and vote</i>          <i>You may speak and vote</i>          <i>You may speak and vote</i>
5.	A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 15/09/20 – 14/09/24)	<input type="checkbox"/>	<i>See the terms of the dispensation</i>
6.	I have a pecuniary interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose	<input type="checkbox"/>	<i>You may speak but must leave the room once you have finished and cannot vote</i>

**'disclosable pecuniary interest'** (DPI) means an interest of a description specified below which is your interest, your spouse's or civil partner's or the interest of somebody who you are living with as a husband or wife, or as if you were civil partners and you are aware that that other person has the interest.

### Interest

Employment, office, trade, profession or vocation

Sponsorship

### Prescribed description

Any employment, office, trade, profession or vocation carried on for profit or gain.

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.

	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;*

*"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;*

*"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;*

*"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI;*

*"relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;*

*"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.*

**'non pecuniary interest'** means interests falling within the following descriptions:

- 10.1(1)(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a connected person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

**'a connected person'** means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 10.1(1)(i) or (ii).

**'body exercising functions of a public nature'** means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

**NB** Section 21(13) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

<b>ANNUAL COUNCIL MEETING – 19 MAY 2021</b> <b>PROCEDURE FOR THE INVESTITURE OF MAYOR AND DEPUTY MAYOR</b>
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## **1.0 INVESTITURE OF MAYOR**

- 1.1** After the Mayor’s Chaplain has led the Council in prayer, the Mayor, Councillor Aldridge will invite the submission of apologies for absence from the meeting.

The Mayor will then take the opportunity of thanking those who have helped him during his term of office.

The Mayor will then thank his Mayoress, Margaret Ball for all her help and support during the last year.

- 1.2** The Mayor will invite nominations for the office of Mayor.

Any nominations will need to be moved and seconded in the following terms:

*“That Councillor    be elected Mayor for the ensuing Municipal Year.”*

- 1.3** Nominees will signify their assent to the nomination.

If there is more than one nomination, an election will take place.

## **2.0 DECLARATION OF ACCEPTANCE OF OFFICE - MAYOR**

The newly elected Mayor will make the Declaration of Acceptance of Office.

## **3.0 MAYOR’S MAYORESS/CONSORT**

The Mayor will then announce who the Mayoress/Consort will be for the year.

## **4.0 MAYOR’S SPEECH AND VOTE OF THANKS**

The newly elected Mayor will then make a short speech thanking the Council for electing them and will propose a vote of thanks to the retiring Mayor.

## **5.0 INVESTITURE OF DEPUTY MAYOR**

- 5.1** The newly elected Mayor will then invite nominations for the appointment of Deputy Mayor.

- 5.2** A motion will then be moved and seconded in the following terms:

*“That Councillor    be appointed Deputy Mayor of the Council for the ensuing Municipal Year.”*

The Mayor will ask the nominee whether they accept the nomination.

- 5.3** The Mayor will ask if there are any amendments and providing there are no other nominations, the motion will be put to the meeting.  
(If there is an amendment, then the Mayor will first put the amendment to the vote).

## **6.0 DECLARATION OF ACCEPTANCE OF OFFICE – DEPUTY MAYOR**

- 6.1** The newly appointed Deputy Mayor will make the Declaration of Acceptance of Office and a short speech of thanks.
- 6.2** The Deputy Mayor will then announce who the new Deputy Mayoress/Deputy Consort will be.

## **7.0 REMAINING ITEMS OF BUSINESS**

The Council will then proceed to the remaining items of business on the agenda.



ANNUAL COUNCIL: 19 MAY 2021

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**Report of:** Corporate Director of Transformation and Resources

**Contact for further information:** Mrs J Denning (Extn. 5384)  
(E-mail: [jacky.denning@westlancs.gov.uk](mailto:jacky.denning@westlancs.gov.uk))

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**SUBJECT: ELECTION OF THE LEADER, THE LEADER'S APPOINTMENT OF THE DEPUTY LEADER AND CABINET, AND 'PROPER OFFICER PROVISIONS AND SCHEMES OF DELEGATION'**

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Borough-wide interest

## **1.0 PURPOSE OF THE REPORT**

1.1 To elect the Leader of the Council until the Annual Meeting in 2022, to note the Leader's appointment of a Deputy Leader for the same term and of Cabinet for the Municipal Year 2021/22, and to confirm/note the 'Proper Officer Provisions and Schemes of Delegation'.

## **2.0 RECOMMENDATIONS**

- 2.1 That a Councillor be elected as the Leader of the Council for a term of office expiring on the date of the Annual meeting in 2022.
- 2.2 That the Member appointed by the Leader as Deputy Leader for the same term of office, and the Members appointed by the Leader as Members of the Cabinet for 2021/22, with the Portfolios identified by the Leader, set out in the Appendix to the report, be noted.
- 2.3 That the 'Proper Officer Provisions and Scheme of Delegation to Chief Officers', insofar as they are Council functions be confirmed and insofar as they are Cabinet functions it be noted that the Leader has delegated these to the officers stated therein.
- 2.4 That the Leader's Scheme of Delegation to Cabinet members, as updated to reflect the Portfolios/Portfolio Holders now appointed, be noted.
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## **3.0 BACKGROUND**

3.1 The Council has been operating executive arrangements under the Local Government Act 2000 since May 2002. The Council's Constitution was first

adopted at that time and continues to be updated to take account of changes since then. On 15 December 2010 the Council resolved to change its executive arrangements from May 2011, as required by the Local Government Public Involvement in Health Act 2007, and adopt the Leader and Cabinet Executive (England) model.

- 3.2 The Localism Act 2011 altered the local governance arrangements in the Local Government Act 2000. The key points were that the Leader and Cabinet Executive arrangements kept the Strong Leader features but the Council could move to the Committee system, if it wished, with one or more overview and scrutiny committees, but this was not obligatory. The legal requirement for the Leader to be elected for a 4-year term was removed and the Council returned to a 12-month term of office for the Leader.
- 3.3 The Council should therefore elect a Leader of the Council, by direct ballot, until the day of the next Annual Meeting. The Leader remains a member of the Council until that date unless he/she resigns from the office; is disqualified from being a Councillor; or the Council so resolve. This provision would be applicable in circumstances such as the Leader wishing to step down, political change or the Council wishing to remove a Leader from office.
- 3.4 The Leader determines the size of the Cabinet, appoints the Deputy Leader for the same term as his own and appoints Members of the Cabinet and allocates portfolios or areas of responsibility to the various Cabinet Members. He also allocates decision-making powers to the Cabinet and individual Cabinet Members and is responsible for removing and replacing Cabinet Members. In addition, it is the Leader who approves the Scheme of Delegation of executive (Cabinet) powers to officers. Under the Local Government Act 2000, the Cabinet is to consist of the Leader, together with at least 2, but not more than 9 Councillors. The executive cannot be the chairman or vice-chairman of the authority.

#### **4.0 FINANCIAL IMPLICATIONS**

- 4.1 Appropriate resources are in place to provide support for the current political management system.

#### **5.0 SUSTAINABILITY IMPLICATIONS**

- 5.1 The Local Government Act 2000 and supporting legislation and guidance requires the Council to maintain a Constitution setting out the working rules and procedures of the Council.

#### **6.0 RISK ASSESSMENT**

- 6.1 Appointing the Leader at the Annual meeting ensures that the Council meets its statutory responsibilities.

#### **7.0 HEALTH AND WELLBEING IMPLICATIONS**

- 7.1 There are no health and wellbeing implications arising from this report.



### **Background Documents**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

### **Equality Impact Assessment**

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

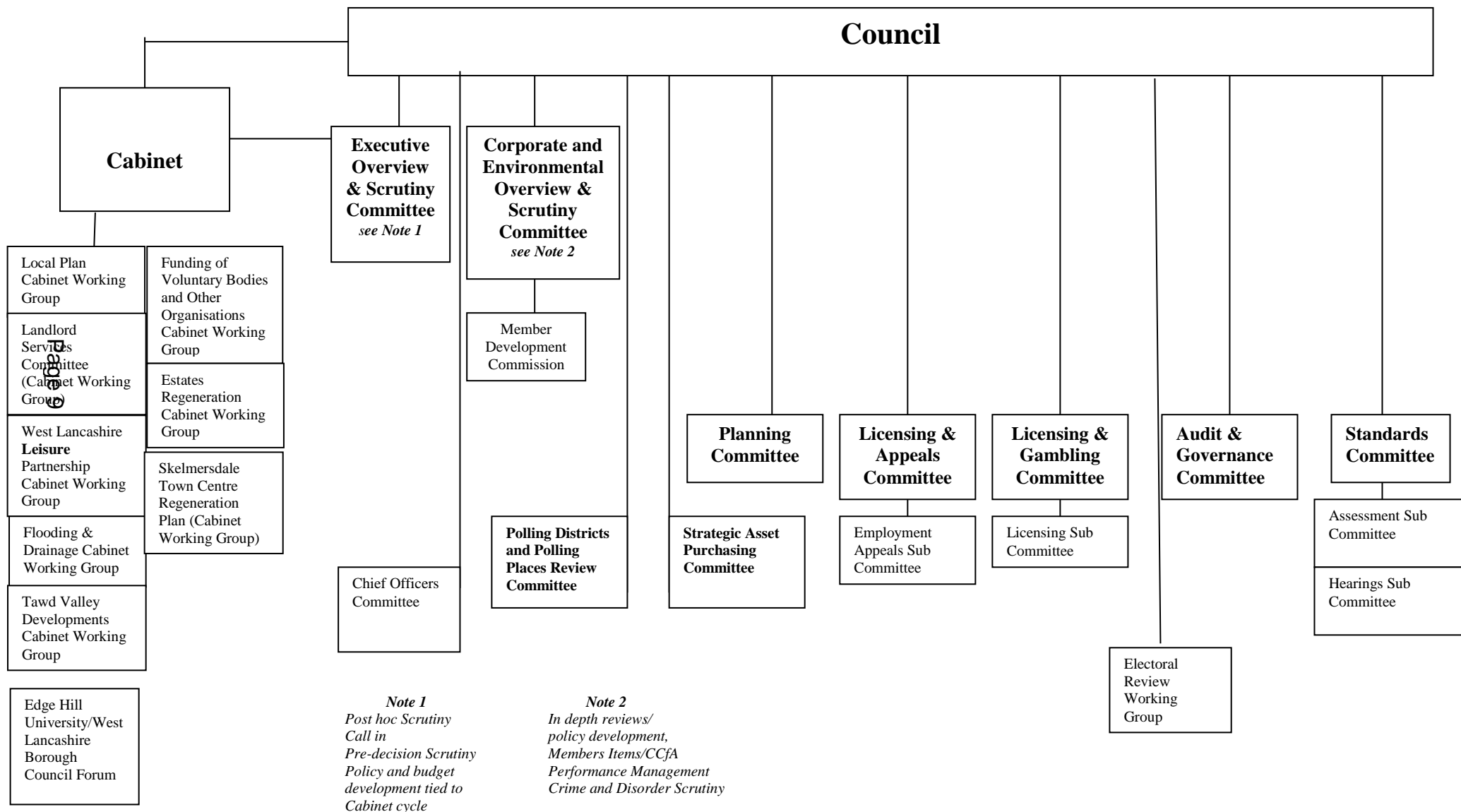
### **Appendices:**

Constitution 4.1A – Membership of the Cabinet



**WEST LANCASHIRE BOROUGH COUNCIL – STRUCTURE MAY 2021**

**APPENDIX**



**MEMBERSHIP OF CABINET FOR THE MUNICIPAL YEAR 2021/2022**

**CABINET**

**Minimum 3, maximum 10, including the Leader, may not include Mayor or Deputy Mayor - Section 11(7).**

- |                             |                   |
|-----------------------------|-------------------|
| <b>Leader</b>               | <b>Councillor</b> |
| <b>Deputy Leader</b>        | <b>Councillor</b> |
| <b>Portfolio Holder (1)</b> | <b>Councillor</b> |
| <b>Portfolio Holder (2)</b> | <b>Councillor</b> |
| <b>Portfolio Holder (3)</b> | <b>Councillor</b> |
| <b>Portfolio Holder (4)</b> | <b>Councillor</b> |
| <b>Portfolio Holder (5)</b> | <b>Councillor</b> |
| <b>Portfolio Holder (6)</b> | <b>Councillor</b> |
| <b>Portfolio Holder (7)</b> | <b>Councillor</b> |
| <b>Portfolio Holder (8)</b> | <b>Councillor</b> |

**The Leader has appointed the above Cabinet Members with the following Portfolios i.e. Areas of Responsibility**

- Leader -**  
**Deputy Leader -**  
**(1)**  
**(2)**  
**(3)**  
**(4)**  
**(5)**  
**(6)**  
**(7)**  
**(8)**

**The Leader has appointed the Cabinet Committees and Working Groups set out below.**

**The Leader has also approved the Scheme of Delegation to Cabinet Members as set out in Constitution 4.3 and the Scheme of Delegation to Chief Officers insofar as they are Cabinet functions as set out in Constitution 4.2.**

**Leader** .....

**Dated** **19 May 2021**

**MEMBERSHIP OF COMMITTEES, SUB COMMITTEES, PANELS, WORKING GROUPS ETC FOR THE MUNICIPAL YEAR 2021/2022**

**CABINET WORKING GROUPS**

**1. LOCAL PLAN CABINET WORKING GROUP**

**(Chairman) Councillor**  
**(Vice Chairman) Councillor**

Councillors:

**2. FUNDING OF VOLUNTARY BODIES AND OTHER ORGANISATIONS CABINET WORKING GROUP**

**(Chairman) Councillor**  
**(Vice Chairman) Councillor**

Councillors:

**3. LANDLORD SERVICES COMMITTEE (CABINET WORKING GROUP)**

**(Chairman) Councillor**  
**(Vice Chairman) Councillor**

Councillors:

Tenants

Representatives: Ms. J. Killey, Ms. L. Mangan, Mr B Povey and  
Vacancy

- N.B.** (i) tenant representatives have voting rights  
(ii) substitutes are not allowed on the Working Group

**4. ESTATES REGENERATION CABINET WORKING GROUP**

**(Chairman) Councillor**  
**(Vice Chairman) Councillor**

Councillors:

**5. WEST LANCASHIRE LEISURE PARTNERSHIP CABINET WORKING GROUP**

**(Chairman) Councillor**  
**(Vice-Chairman) Councillor**

Councillors:

**6. FLOODING AND DRAINAGE CABINET WORKING GROUP**

**(Chairman) Councillor**  
**(Vice-Chairman) Councillor**

Councillors:

**7. COMMUNITY WEALTH BUILDING CABINET WORKING GROUP**

**(Chairman) Councillor**  
**(Vice-Chairman)**

Councillors:

**8. TAWD VALLEY DEVELOPMENTS CABINET WORKING GROUP**

**(Chairman) Councillor**  
**(Vice-Chairman) Councillor**

Councillors:

(Membership to include the Leader, Portfolio Holders for Transformation and Resources and Housing and Landlord Services).

**9. SKELMERSDALE TOWN CENTRE REGENERATION PLAN CABINET WORKING GROUP**

**(Chairman) Councillor**  
**(Vice-Chairman) Councillor**

Councillors:

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**COMMITTEES****1. EXECUTIVE OVERVIEW AND SCRUTINY COMMITTEE**  
( Co-optees)

**(Chairman) Councillor**  
**(Vice-Chairman) Councillor**

Councillors

**The Senior Overview and Scrutiny Chairman is the Chairman of the Executive Overview and Scrutiny Committee**

**2. CORPORATE AND ENVIRONMENTAL OVERVIEW AND SCRUTINY COMMITTEE**

**(Chairman) Councillor**  
**(Vice-Chairman) Councillor**

Councillors

**3. PLANNING COMMITTEE**

**(Chairman) Councillor**  
**(Vice-Chairman) Councillor**

Councillors

**The Portfolio Holder for Planning will not be Chairman, other portfolio holders should not normally be Chairman.**

**4. LICENSING AND APPEALS COMMITTEE**

**(Chairman) Councillor**  
**(Vice-Chairman) Councillor**

Councillors

(Note: Membership must include at least one member of Cabinet, not to be a member of the Investigating Committee – see Sub-Committee requirements.).

**5. LICENSING AND GAMBLING COMMITTEE**

**(Chairman) Councillor**  
**Vice-Chairman) Councillor**

Councillors

**6. STANDARDS COMMITTEE**

**Chairman: Councillor (Leader of Labour Group)**  
**Vice Chairman: Councillor (Leader of Conservative Group)**

Councillors

Parish Councillor                      Parish Councillor J Stopford  
Representatives:                      Parish Councillor L Webster  
**(Note term of office until May 2023)**

**The Chairman should be the Leader of the largest Group and the Vice Chairman should be the Leader of the second largest Group.**

(Note: Independent Persons: Mr Stephen Garvey  
(Appointed 17 December 2020)  
Mr Mike Fawcett  
(Appointed 17 December 2020)

**7. INVESTIGATING COMMITTEE**

**(Chairman) Councillor**  
**(Vice-Chairman) Councillor**

Councillors:

**Must include at least one Member of the Cabinet.**

**8. INDEPENDENT PANEL**

Independent Person: Mr. Stephen Garvey  
Independent Person: Mr Mike Fawcett  
And if advice requires it Members  
Names to be nominated by the Group Leaders to the Legal & Democratic Services Manager



**9. CHIEF OFFICERS COMMITTEE**

**(Chairman) Councillor**  
**(Vice-Chairman) Councillor**

Councillors:

**Must include at least one Member of the Cabinet.**

**10. AUDIT AND GOVERNANCE COMMITTEE**

**(Chairman) Councillor**  
**(Vice-Chairman)**

Councillors:

**CIPFA Guidance - Chairman should not be a member of the Cabinet**

**11. CCTV IMAGES COMMITTEE**

**(Chairman) Councillor**  
**(Vice-Chairman) Councillor**

Councillors:

**12. POLLING DISTRICTS AND POLLING PLACES REVIEW COMMITTEE**

**(Chairman) Councillor**  
**(Vice-Chairman) Councillor**

Councillors:

**13. STRATEGIC ASSET PURCHASING COMMITTEE**

**(Chairman) Councillor**  
**(Vice-Chairman) Councillor**

Councillors:

**LICENSING AND APPEALS COMMITTEE –  
SUB-COMMITTEE****1. EMPLOYMENT APPEALS SUB-COMMITTEE**

The Sub-Committee to consist of 3 members, the membership to be determined by the Legal & Democratic Services Manager, in consultation with the Chairman of the Licensing and Appeals Committee.

(Note: For Chief Officers and Officers on JNC conditions, JNC guidance requires that Membership must include at least one member of Cabinet, not to be a member of the Investigating Committee).

**LICENSING AND GAMBLING COMMITTEE –  
SUB COMMITTEE****1. LICENSING SUB COMMITTEE**

The Sub-Committee to consist of 3 members, the membership to be determined by the Legal & Democratic Services Manager, in consultation with the Chairman of the Licensing and Gambling Committee.

Either the Chairman, Vice Chairman or Opposition Spokesperson of the Licensing and Gambling Committee to act as Chairman.

**STANDARDS COMMITTEE – SUB COMMITTEES****1. ASSESSMENT SUB-COMMITTEE**

The Sub-Committee to consist of 3 Members, selected by the Legal & Democratic Services Manager, in consultation with the Chairman of the Standards Committee.

**2. HEARINGS SUB-COMMITTEE**

The Sub-Committee to consist of a maximum of 5 Members selected by the Legal & Democratic Services Manager, in consultation with the Chairman of the Standards Committee.

**3. RECRUITMENT OF INDEPENDENT MEMBERS PANEL**

The Panel to consist of 3 Members selected by the Legal & Democratic Services Manager in consultation with the Chairman of the Standards Committee.

## WORKING GROUP OF COUNCIL

### 1. ELECTORAL REIVEW WORKING GROUP

(6 Members - 3 Lab 2 Con 1 OWL)

Labour: **(Chairman) Councillor**  
**(Vice-Chairman) Councillor**  
 Councillors

Conservative: Councillors

Our West Lancashire: Councillor

## JOINT COMMITTEES

### 1. POLICE AND CRIME PANEL

(18 Elected Members (1 from West Lancashire) plus 2 independent co-opted members)

Councillor

**See Constitution 4.1 Appendices 3A – 3C .**

## OVERVIEW AND SCRUTINY COMMISSIONS AND WORKING GROUPS

### 1. MEMBER DEVELOPMENT COMMISSION

(6 Members 4 Lab 2 Con 1 OWL)

Labour: **(Chairman) Councillor**  
**(Vice-Chairman) Councillor**  
 Councillor and

Conservative: Councillors and

Additional Member/  
 Co-optees: To be appointed by the Commission/Committee if required

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**LIAISON GROUPS****PLACE-SHAPING HUB**

Lancashire County Council  
Chair of Skelmersdale Place Board  
Chief Operating Officer  
Leader of Council  
Corporate Director of Place and Community

Once proposals are being considered the following partners will be engaged as appropriate:

London & Cambridge Properties (owners of the Concourse Centre)  
Homes England  
West Lancashire College  
Lancashire Local Economic Partnership  
Tawd Valley Developments  
Business Representative of Skelmersdale Place Board

**FORUMS****1. EDGE HILL UNIVERSITY/WEST LANCASHIRE BOROUGH COUNCIL FORUM**

10 Forum Members – 4 Borough Councillors, 4 Board University Members, Chief Operating Officer (or her nominee), Vice-Chancellor (or his nominee)

Councillors

The Member of Parliament for West Lancashire and the President of the Students Union will be invited to attend meetings of the Forum.

**2. HACKNEY CARRIAGE AND PRIVATE HIRE FORUM**

Membership – please refer to paragraphs 1 and 2 of the Forum's Constitution attached at 4.1 Appendix 2.

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**WEST LANCASHIRE ARMED FORCES COMMUNITY COVENANT  
WORKING GROUP**

(2 Members)

Labour: Councillor  
Substitute: Councillor

Conservative: Councillor  
Substitute: Councillor

Partners

Jobcentre Plus, North & West Lancashire Chamber of Commerce, NHS West Lancashire Clinical Commissioning Group, West Lancashire Community Leisure, Council for Voluntary Service, One West Lancashire Board, Lancashire West CAB, Parish Councils), Army, British Legion, Soldiers', Sailors' and Airmen's Families Association, Veterans Council, West Lancashire College, Edge Hill University, Help Direct Lancs

**INDEPENDENT REMUNERATION PANEL /  
PARISH INDEPENDENT REMUNERATION PANEL**

Mrs G Stanley: until May 2024 (Chairman)

Mr J Boardman: until May 2023

Mr I Thompson: until May 2022

**CHAMPIONS**

Armed Forces: Councillor

Older People: Councillor

**Role Descriptions – Constitution 3.2 Article 2**





ANNUAL COUNCIL: 19 May 2021

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**Report of:** Corporate Director of Transformation & Resources

**Contact for further information:** Mrs J Denning (Extn. 5384)  
(E-mail: [jacky.denning@westlancs.gov.uk](mailto:jacky.denning@westlancs.gov.uk))

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**SUBJECT:** APPOINTMENT OF COMMITTEES etc 2021/22

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Borough wide interest

## 1.0 PURPOSE OF REPORT

1.1 To consider the appointment of Committees etc and their terms of reference and the allocation of seats thereon to the political groups for the Municipal Year 2021/22.

## 2.0 RECOMMENDATIONS

- 2.1 That, for the period ending with the next Annual Meeting of the Council, or such lesser period should the political balance or allocation to political groups change during the year requiring a review under the provisions of the Local Government and Housing Act 1989, the Committees, Sub-Committees etc be appointed as detailed in the attached Appendix and that the allocation of seats to the political groups be as indicated.
- 2.2 That the representatives of the political groups on the Committees etc now appointed shall be as indicated on the attached Appendix and the appointment of the Independent Persons & the 2 Parish Council Representatives on the Standards Committee, be as detailed in the appendix.
- 2.3 That the terms of reference for the Committees etc now appointed be agreed as set out in the Constitution.
- 2.4 That it be noted that the Leader has appointed Cabinet Working Groups as indicated on the Appendix to the report, with the terms of reference included in the Constitution.
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## 3.0 APPOINTMENT OF COMMITTEES, SUB-COMMITTEES etc

3.1 At its Annual Meeting, the Council is under an obligation, under Section 15(1) of the Local Government and Housing Act 1989, to review the representation of the Political Groups on Committees and Sub-Committees. Under the Act, the numbers

of seats on ordinary Committees have to be aggregated and allocated to the proportion that each political group bears to the total members of the Council, in so far as reasonably practicable. The current elected membership of the Council is 54. The Labour Group has 26 members – 48.15% of the total membership, the Conservative Group has 20 members – 37.04% of the total membership, ‘Our West Lancashire’ has 7 members (12.96%) of the total membership and 1 Independent member (1.85%) of the total membership, which does not constitute a Political Group.

- 3.2 Of the seats available in Committees, these will be allocated to the Labour Group, the Conservative Group and Our West Lancashire, in line with the above. The allocation of remaining seats not allocated to any Political Group will fall to be made by the Council in its discretion. The regulations provide that the Council must only appoint from Members who belong to no Political Group. The remaining seats must therefore be allocated to the Independent Member who does not belong to a Political Group.
- 3.3 There is no legal requirement under the 1989 Act to aggregate the number of seats on ordinary sub-committees. The Act simply requires the seats on such sub-committees to be allocated to the political groups in the same proportion as each group bears to the whole Council. Political balance rules do not apply to Working Groups or Commissions.
- 3.4 The entitlement to seats under the Council's Political Management Structure is set out in the attached Appendix 1.
- 3.5 The Terms of Reference for each of the Committees etc are set out in the Council's Constitution 4.1: Responsibility for Functions.

#### **4.0 APPOINTMENT OF CABINET COMMITTEES, WORKING GROUPS etc**

- 4.1 It is for the Leader to appoint Cabinet Committees and Working Groups to assist it in its work and details of the same are included on Appendix 1 for noting.

#### **5.0 SUSTAINABILITY IMPLICATIONS**

- 5.1 There are no significant sustainability impacts associated with this report and, in particular, no significant impact on crime and disorder.

#### **6.0 FINANCIAL AND RESOURCE IMPLICATIONS**

- 6.1 There are no significant financial or resource implications arising from this report.

#### **7.0 RISK ASSESSMENT**

- 7.1 Reviewing the political balance on committees ensures that the Council is complying with its obligation, under Section 15(1) of the Local Government and Housing Act 1989.

#### **8.0 HEALTH AND WELLBEING IMPLICATIONS**

- 8.1 There are no health and wellbeing implications arising from this report.



### **Background Documents**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

### **Equality Impact Assessment**

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

### **Appendices**

1. Constitution 4.1A 'Membership of Committees, Sub-Committees, etc. (See item 6)

