

# **Merton Council Council**

**22 May 2024**

## **Supplementary Agenda**

6	Constitution of Committees and other bodies	1 - 6
7	Calendar of Meetings 2024/25	7 - 12

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# Agenda Item 6

<b>COUNCIL</b>	<b>DATE</b> 22 May 2024
<b>TITLE</b> Constitution of Committees and Other Bodies	<b>WARDS</b> All
<b>CHIEF OFFICER</b> Chief Executive	<b>CABINET/LEAD MEMBER</b> Leader of the Council
<b>DECISION CLASSIFICATION</b> Non-exempt report Non-exempt appendices	<b>IS THE FINAL DECISION ON THE RECOMMENDATIONS IN THIS REPORT TO BE MADE AT THIS MEETING?</b>  Yes

## 1 Recommendations:

- A. i) approves the constitution of committees, sub-committees and scrutiny bodies set out in Appendix A and;
  - ii) agrees the allocation of seats, chair and vice-chair positions and the appointment of members to those seats;
  - iii) agrees the terms of reference of such bodies to be as currently set out in the Constitution.
  
- B. i) approves the constitution of consultative forums and other bodies set out at Appendix B and
  - ii) agrees the appointments of members to those seats
  - iii) agrees the terms of reference of such bodies to be as currently set out in the Constitution.
  
- C. agrees the allocation of seats and appointment to the outside organisations as detailed in Appendix C.
  
- D. agrees the terms of reference of consultative and other bodies appointed by the Council where these are not included within the Constitution as detailed in Appendix D.
  
- E. notes the appointment to the Cabinet including their respective portfolios in Appendix E.
  
- F. agrees that the Council's Constitution be amended to incorporate any changes resulting from the approval of recommendations A to E.

## **2 Purpose of Report and Executive Summary**

- 2.1 This report recommends the establishment of committee, sub-committee and scrutiny panels, together with other consultative bodies for the municipal year 2024/25 and the allocation of the seats on those bodies to political groups represented on the Council in accordance with the statutory proportionality rules and agree to the appointment of the groups' nominees.

## **3 Links to the Merton Priorities (Borough of Sport/Civic Pride/Sustainable Futures)**

- 3.1 This report relates to the Council's Strategic priorities as follows:  
The report enables the Council to establish its committees and panels which make decisions that assist the Council to work towards achieving the Council's Strategic Priorities.

## **4 Introduction and Background**

- 4.1 The report recommends that the Council agrees the allocation of seats on outside nominations and agrees to the appointment of the political groups' nominees.

## **5 Available Options & Preferred Option**

- 5.1 The Council must appoint at least one Overview and Scrutiny Committee, a Licensing Committee and a Health and Wellbeing Board. All other committees are constituted at the discretion of the Council.
- 5.2 The Council must allocate seats on the committees and sub-committees set out in Appendix A in accordance with statutory proportionality rules (with the exception of the Health and Wellbeing Board). All other seats may be allocated to groups at the Council's discretion.
- 5.3 The Council must establish a Standing Advisory Council on Religious Education and appoint members to it. The establishment of all other bodies set out in Appendix B is within the Council's discretion.
- 5.4 Participation in the outside organisations and allocation of seats set out in Appendix C is within the Council's discretion except where indicated as being within the Executive Leader's discretion.

## **6 Preferred Option**

- 6.1 To agree the recommendations as set out in the report and accompanying appendices.

## **7 Reasons for Recommendations**

- 7.1 The recommendations will enable the Council to discharge its functions effectively and efficiently.

## 8 Consultation Results

8.1 Political groups have been invited to make their appointments to the seats allocated to them. The Council must agree to appoint members nominated by the political groups to the seats allocated to those groups. The complete list of nominations will be circulated as the earliest opportunity.

## 9 Next Steps & Timetable: Communication and Implementation of the Decision

9.1 The constitution of committees set out within this report is for the municipal year 2024/25 and if approved takes immediate effect. Unless otherwise indicated all of these bodies will be established until the next annual meeting of the Council. The Council may review the committees it has established at any time. The Council must review the allocation of seats to political groups when there is a change in the political balance of the Council.

## 10 Report Appendices

10.1 The following documents are to be published with and form part of the report:

- Appendix A: Committees and sub-committees to be constituted and allocation of seats to political groups (to follow)
- Appendix B: Consultative and other bodies to be constituted and allocation of seats to political groups (to follow)
- Appendix C: Allocation of seats on outside organisations (to follow)
- Appendix D: Terms of Reference for Consultative and other Bodies (to follow)
- Appendix E: Executive Leader's appointments to the Cabinet and their respective portfolios (to follow)

## 11 Background Papers

11.1 None.

## 12 Cross-Cutting Issues and Implications and Sign-Off

Issue	Implications	Sign-off
Legal including Human Rights Act	<ul style="list-style-type: none"><li>• This report forms part of the required business of the Annual Meeting of the Council as stated in the Council's Constitution Part 4A para 1.2(i) and 1.3(a-e).</li><li>• The Local Government Act 2000 makes provisions with respect to the function and procedures of local authorities. The Council's Constitution has been produced having regard to the provisions of</li></ul>	John Scarborough, Monitoring Officer, 11 May 2024

Issue	Implications	Sign-off
	<p>the Act, statutory instruments and guidance from Central Government. The proposals within this report comply with the statutory requirements.</p> <ul style="list-style-type: none"> <li>• The Local Government Act 1972 contains provisions on the discharge of functions, meetings and proceedings of local authorities and access to information.</li> <li>• The Housing and Local Government Act 1989 contains provisions concerning the political balance on committees, the duty to allocate seats to political groups and the duty to give effect to allocations.</li> <li>• The Licensing Act 2003 requires the Council to appoint a Licensing Committee.</li> <li>• The statutory requirement to have voting co-opted members on scrutiny has been met. There are two parent governors (one currently vacant) and a representative from both the Roman Catholic and Church of England Diocese on the Overview and Scrutiny Commission and Children and Young People Panel.</li> <li>• The Council has a statutory duty to review the representation of different political groups on the Council at its annual meeting. The purposes of the legislation is to ensure that a 'political balance' is secured on Council committees, sub-committees etc so as to reflect the overall political composition of the Council.</li> <li>• Once the review has been completed there is a second statutory duty to make a determination as to political representation. This requirement to allocate seats must be made in accordance with the following statutory principles (as far as reasonably practicable):</li> </ul>	

Issue	Implications	Sign-off
	<ul style="list-style-type: none"> <li>a) All of the seats are not to be allocated to the same political group</li> <li>b) The majority of the seats go to the political group with a majority on full Council</li> <li>c) Subject to the above two principles, the number of seats on the total of all the ordinary committees of the Council allocated to each political group must bear the same proportion to their proportion on full Council</li> <li>d) Subject to the above three principles the number of seats on each ordinary committee of the Council allocated to each political group must bear the same proportion to their proportion on full Council.</li> </ul>	
<b>Finance</b> and other resources	There will be changes to Member's Allowances receivable by some Councillors as a result of the changes proposed but this will not result in an overall increase in the cost of Member's Allowances to the Council. The cost of Members Allowances will therefore continue to be funded from within the existing revenue budget provision.	Ellis Kelly, Head of Accountancy 14 May 2024
<b>Equalities</b>	The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no apparent equality impact on end users.	Amy Dumitrescu Head of Democracy Services 19 April 2024
<b>Climate change</b>	Whilst all meetings will have some environmental impact in terms of energy used within the buildings and transport to and from the meeting, meetings are predominantly paperless to reduce environmental impact, with all meeting documents available electronically and paper copies only provided where required for accessibility reasons.	Amy Dumitrescu Head of Democracy Services 19 April 2024

Issue	Implications	Sign-off
	<p>The Council encourages sustainable travel – the vast majority of meetings will be held at the Civic Centre which is close to public transport links</p> <p>Meetings of outside bodies will have some environmental impact. Responsibility for that resides with those bodies.</p>	
<b>Executive Director</b>	Clearance/Approval of Report	Polly Cziok, Executive Director Innovation & Change  14 May 2024
<b>Cabinet Member</b>	Clearance/Approval of Report	Councillor Ross Garrod, Leader of the Council  15 May 2024
<p><b>REPORT AUTHOR:</b> Amy Dumitrescu, Head of Democracy Services            Tel no. 020 8545 3357            Email amy.dumitrescu@merton.gov.uk</p>		



# Agenda Item 7

<b>COUNCIL</b>	<b>DATE</b> 22 May 2024
<b>TITLE</b> Calendar of Meetings 2024/25	<b>WARDS</b> All
<b>CHIEF OFFICER</b> Chief Executive	<b>CABINET/LEAD MEMBER</b> Leader of the Council
<b>DECISION CLASSIFICATION</b> Non exempt report	<b>IS THE FINAL DECISION ON THE RECOMMENDATIONS IN THIS REPORT TO BE MADE AT THIS MEETING?</b> Yes

1. **Recommendations:**

- A. That Council approves the Calendar of Meetings at Appendix A.
- B. That Council approves the amended dates of Council meetings for 2024-25 listed within Appendix A.

2. **Purpose of Report and Executive Summary**

- 2.1 To propose a calendar of meetings for Council bodies for 2024-25 and for the meetings of Council during 2024-2025, noting that these were previously agreed for 2023-2026 in February 2023.

3. **Links to the Merton Priorities (Borough of Sport/Civic Pride/Sustainable Futures)**

- 3.1 This report relates to the Council's Strategic priorities as it ensures that meetings of Council bodies can be scheduled, administered and take place to make decisions across the Council's strategic priorities.

4. **Introduction and Background**

- 4.1 The details of meeting dates are set out at Appendix A including the revised Council dates.

- 4.2 It is noted that the dates approved by Council on 1 February 2023 in respect of Full Council meetings for 2023-2026 have required subsequent amendments for the 2024-25 meetings and therefore the dates are now re-submitted for approval by Council.

- 4.3 Under the Council Procedure Rules (Part 4A of the Constitution), the Chief Executive may vary the time and place of or cancel such meetings in exceptional circumstances to ensure the smooth operation of the Council. This may only be done with the agreement of the Chair of the relevant meeting and after consultation with the Leaders of other political groups represented on the Council.

- 4.4 A General Election must be held by 24 January 2025 and therefore it is also noted that the meeting dates detailed in Appendix A may need to be adjusted to

allow for the pre-election period and polling day itself. As the date of the election is currently unknown, it is not possible to provide for this within the calendar at this time. Once the date is known, the Chief Executive and Group Leaders will agree any changes to the calendar if required as per 4.3 above.

4.5 Additional meetings will be scheduled in during the year when and where required including, but not limited to additional meetings of any body, meetings of the Appointments Committee and Licensing Sub-Committee meetings.

4.6 The Council can make whatever arrangements it sees fit in respect of the calendar within the legal restraints set out in section 11 below. The Council should also have regard to audit and accounting requirements in respect of submission of the Annual Governance Statement by the end of June in each year and the approval of the Final Accounts by the end of September in each year.

## 5. **Available Options & Preferred Option**

5.1 Option 1: approve the calendar as per Appendix A.

5.2 Option 2: approve but amend the calendar by proposing different dates and times of meetings.

5.3 Option 3: reject the proposed calendar entirely and allow Chairs to determine dates on an ad-hoc basis. This is not recommended for reasons of transparency and administrative efficiency.

## 6. **Preferred Option**

6.1 That Council approve the calendar of meetings attached at Appendix A so that meetings can be scheduled and take place.

## 7. **Reasons for Recommendations**

7.1 To ensure the smooth running of meetings of Council bodies.

## 8. **Consultation Results**

8.1 The Leader has been consulted in respect of the executive meeting schedule. Group Officers, Officers and Group Leaders have been consulted and their comments have been taken into account where possible.

## 9. **Next Steps & Timetable: Communication and Implementation of the Decision**

9.1 The calendar covers the period from immediately after the 2024 Annual meeting up to and including the Annual Meeting 2025.

## 10. **Report Appendices**

10.1 The following documents are to be published with and form part of the report:

- Appendix A: Calendar of Meetings 2024/25

11. **Background Papers**

None

12. **Cross-Cutting Issues and Implications and Sign-Off**

Issue	Implications	Sign-off
<b>Legal</b> including Human Rights Act	<p>This report forms part of the required business of the Annual Meeting of the Council, as stated in the Council Procedure Rules in the Council's Constitution.</p> <p>In borough election years the Council must hold its Annual Meeting will take place within 21 days of the retirement of the outgoing councillors. In other years the Annual Meeting must be held in March, April or May.</p>	John Scarborough, Monitoring Officer, 1 May 2024
<b>Finance</b> and other resources	There are no direct financial implications arising from this report. Any administrative costs arising from ad hoc in-year changes to the council's calendar of meetings will be met within existing budgets.	Gina James Service Financial Adviser 7/5/2024
<b>Equalities</b>	The decisions recommended through this report have a remote or low relevance to the substance of the Equality Act 2010. There is no apparent equality impact on end users.	Amy Dumitrescu Head of Democracy Services 10/4/24
<b>Climate change</b>	Whilst all meetings will have some environmental impact in terms of energy used within the buildings and transport to and from the meeting, meetings are predominantly paperless to reduce environmental impact, with all meeting documents available electronically and paper copies only	Amy Dumitrescu Head of Democracy Services 10/4/24

	<p>provided where required for accessibility reasons.</p> <p>The Council encourages sustainable travel – the vast majority of meetings will be held at the Civic Centre which is close to public transport links.</p>	
Executive Director	Clearance/Approval of Report	<p>Polly Cziok</p> <p>Executive Director Innovation and Change</p> <p>14 May 2024</p>
Cabinet Member/s	Clearance/Approval of Report	<p>Councillor Ross Garrod</p> <p>Leader of the Council</p> <p>15 May 2024</p>
<p><b>REPORT AUTHOR:</b> Amy Dumitrescu, Head of Democracy Services  Tel No. 020 8545 3357  Email. Amy.dumitrescu@merton.gov.uk</p>		

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
<b>COUNCIL</b>													
Annual (2)	22												21
Ordinary (5)			17		18		20		22			2	
Council budget (1)										26			
<b>EXECUTIVE (inc LSG)</b>													
Cabinet (10)		17	8		17	14	4	16	15	12	24	22	
<b>SCRUTINY</b>													
Overview and Scrutiny Commission (6)			3		11		27		30		5	30	
Healthier Communities and Older People OSP (6)		12			5	31	21		28		11	23	
Children and Young People OSP (6)		19				3	25		28		12	28	
Sustainable Communities OSP (6)		20			4		19		27		26	29	
Overview and Scrutiny Topic Workshops		5&6											
<b>NON-EXEC &amp; ADVISORY</b>													
Standards and General Purposes Committee (4)			18		19		7				13		
Licensing Committee (3)		18				8				11			
Development and Planning Applications Committee (12) Thurs		13	11	15	12	17	14	12	16	13	27	24	
Pensions Committee (4)		27				24		5			20		
<b>OTHER</b>													
Wimbledon Councillor-Led Forum Meeting (2)						9					6		
Raynes Park Councillor-Led Forum Meeting (2)						16					18		
Morden Councillor-Led Forum Meeting (2)						23					20		
Mitcham Councillor-Led Forum Meeting (2)						10				27			
Leaders Question Time		4					12						
Colliers Wood Annual Forum Meeting (1)										5			
Wimbledon Annual Forum Meeting (1)		26											
Raynes Park Annual Forum Meeting (1)			16										
Morden Annual Forum Meeting (1)								4					
Mitcham Annual Forum Meeting (1)									21				
JCC (4)		11			10			10			4		
<b>JOINT COMMITTEES</b>													
Health and Well-Being Board (5) (6.15pm) Tues		25				2	12		14		25		
South London Waste Partnership Joint Committee 6.30pm* (4)		tbc			tbc			tbc					
North East Surrey Crematorium Board** (10.00am) (4)		18			10			3			tbc		
JHOSC*													
Merton and Sutton Joint Cemetery Board 2.00pm		11								25			
<b>Final budget round meetings in bold</b>													

\* TBC with joint Boroughs

\*\*TBC with Sutton and LBW

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