

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 12 MAY 2026



<p>Title of Report</p>	<p>APPOINTMENTS TO COMMITTEES AND GROUPS, ELECTION OF CHAIRS AND DEPUTY CHAIRS</p>	
<p>Presented by</p>	<p>Rochelle Tapping Interim Head of Legal and Support Services</p>	
<p>Background Papers</p>	<p>The Council's Constitution</p> <p>Council – 19 Feb 2026 – Annual Review of the Constitution</p> <p>Council – 19 Feb 2026 – Independent Chair of the Audit and Governance Committee</p>	<p>Public Report: Yes</p>
<p>Financial Implications</p>	<p>There are no direct additional financial implications associated with appointment to the committees and groups listed in paragraph 1.2.</p> <p>However, in determining the membership of committees, Council should ensure legislative, constitutional and best practice professional guidance in local governance are followed. This will provide the Council with a good governance framework for its financial decision making and promote a strong internal control process in accordance with the Council's Local Code of Corporate Governance.</p> <p>Signed off by the Acting Section 151 Officer: Yes</p>	
<p>Legal Implications</p>	<p>In determining the membership of committees, account must be taken of the requirements of the Local Government (Committees and Political Groups) Regulations 1990 and 1991 made under sections 15 and 16 of the Local Government and Housing Act 1989. These Regulations require that seats on committees and sub-committees are allocated to the political groups in a way which reflects the overall balance on the Council; with some exceptions to any committees/working groups established under the Constitution. All appointments adhere to the requirements under the Constitution.</p> <p>Signed off by the Interim Monitoring Officer: Yes</p>	
<p>Staffing and Corporate Implications</p>	<p>There are no implications.</p> <p>Signed off by the Head of Paid Service: Yes</p>	

Purpose of Report	To appoint the committees and groups of the Council and members to serve thereon and also to elect the Chairs and Deputy Chairs.
Recommendations	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. ENDORSES THE TERMS OF REFERENCE OF THE COMMITTEES AND GROUPS IN APPENDIX A. 2. MAKES THE APPOINTMENTS TO THE COMMITTEES AND GROUPS LISTED IN PARAGRAPH 1.2 AND APPENDIX B OF THE REPORT. 3. APPOINTS MR PHIL HELM AS THE INDEPENDENT CHAIR OF THE AUDIT AND GOVERNANCE COMMITTEE 4. APPOINTS CHAIRS AND DEPUTY CHAIRS FOR THE COMMITTEES AND GROUPS LISTED IN PARAGRAPH 3.1 OF THE REPORT.

1.0 APPOINTMENT TO COMMITTEES AND GROUPS

- 1.1 In accordance with the Constitution, Members must, at the Council's Annual Meeting, endorse committee Terms of Reference, receive nominations of Councillors to serve on each board or committee and appoint to those boards or committees.
- 1.2 At the Council meeting held on 19 February 2026, Members approved changes to committees and groups as follows:
- 1.2.1 The Appointments Committee will be called the Staffing Committee. The new committee will look at the appointments of statutory officers and strategic directors but also making sure disciplinary action is properly covered in the Constitution. As a result of this, the Investigatory Committee is no longer required.
 - 1.2.2 The Audit and Governance Committee will have an Independent Chair (non-councillor). The membership of the Committee is reduced from ten to nine councillors to ensure an odd number of voting members, preventing tied votes and the need for a casting vote, given that the Chair would not be able to vote.
 - 1.2.3 The reports considered by Council on 19 February 2026 can be accessed from the background papers section above.
- 1.3 The committees and groups include:
- Audit and Governance Committee
 - Electoral Review Working Party
 - Employee Joint Consultative Committee
 - Staffing Committee
 - Licensing Committee
 - Local Plan Committee
 - Planning Committee
 - Community Scrutiny Committee
 - Corporate Scrutiny Committee

- 1.4 The Terms of Reference for each of the above (except the Electoral Review Working Party, which agreed by the Working Party) are attached at appendix A.
- 1.5 A Governance Working Group (five members), drawn from the Audit and Governance Committee once appointed, will be set up to support the work on the annual review of the Constitution.

2.0 POLITICAL BALANCE REQUIREMENTS

- 2.1 In determining the membership of committees, account must be taken of the requirements of the Local Government (Committees and Political Groups) Regulations 1990 and 1991 made under sections 15 and 16 of the Local Government and Housing Act 1989. These Regulations require that seats on committees and sub-committees are allocated to the political groups in a way which reflects the overall balance on the Council; with some exceptions to any committees/working groups established under the Constitution. The allocation of seats on ordinary committees must be the same proportion as the number of Members of the Council as a whole. The Council has a duty when allocating or reviewing the allocation of seats on committees to give effect so far as is reasonably practicable to the following four principles:
- (i) all the seats are not allocated to the same political group;
 - (ii) the majority of the seats go to the political group in the majority on the full Council;
 - (iii) subject to the above two principles, the total number of seats on the ordinary committees of the Council are allocated to each political group in the same proportion as the group's representation on the full Council; and
 - (iv) subject to the above three principles, the number of seats on each committee are allocated to each political group in the same proportion as the group's representation on the Council.
- 2.2 Appendix B provides guidance on determining proportionality for Political Balance and the methodology for making the calculations.

3.0 APPOINTMENT OF INDEPENDENT CHAIR OF AUDIT AND GOVERNANCE COMMITTEE

- 3.1 As noted in paragraph 1.2.2, the Audit and Governance Committee, will now be chaired by an independent chair. Following that decision, a recruitment campaign was launched and a total of three applications were received. Candidates were asked to complete an application outlining their relevant experience in line with the personal specification.
- 3.2 The candidates were interviewed by a panel consisting of the Strategic Director of Resources, the then Head of Legal and Support Services & Monitoring Officer and Councillor J Simmons, who had been appointed Chair for the remainder of the 2025/26 civic year. The interview consisted of a series of questions relevant to the role.
- 3.3 Council is being asked to approve the appointment of Mr Phil Helm to the role of Independent Chair of the Audit and Governance Committee. Mr Helm lives within the District and recently retired from his role as Head of Finance at another Local Authority, where he has experience of advising elected members on a wide variety of reports, including those matters considered by Audit Committees.
- 3.4 If Council is minded to approve the appointment, Mr Helm will be appointed with immediate effect, taking the Chair at the next meeting of the Audit and Governance Committee in June 2026.

4.0 APPOINTMENT OF CHAIRS AND DEPUTY CHAIRS

4.1 Members are asked to appoint the Chairs and Deputy Chairs, as nominated, to the following:

- Audit and Governance Committee (Deputy Chair only)
- Staffing Committee
- Licensing Committee
- Local Plan Committee
- Planning Committee
- Community Scrutiny Committee
- Corporate Scrutiny Committee

4.2 Should more than one nomination for either the position of a Chair or a Deputy Chair of a committee be received, then a vote will be taken in the meeting.

5.0 NOMINATIONS

5.1 Nominations for the seats on the above committees and groups will be circulated at the meeting.

Policies and other considerations, as appropriate	
Council Priorities:	All priorities
Policy Considerations:	The Local Government (Committees and Political Groups) Regulations 1990 and 1991 made under sections 15 and 16 of the Local Government and Housing Act 1989.
Safeguarding:	Not applicable
Equalities/Diversity:	The process ensures that all committees have a politically balanced make up.
Customer Impact:	Not applicable
Economic and Social Impact:	Not applicable
Environment, Climate Change and zero carbon:	Not applicable
Consultation/Community Engagement:	Political Group Leaders
Risks:	Failure to appoint to the relevant Committees would put the Council in breach of its duties and compromise the legality and integrity of any future decisions.
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