

**ESTABLISHMENT AND COMPOSITION OF THE COUNCIL'S  
COMMITTEES AND COMMISSIONS 2016/2017**

**COUNCIL MEETING DATE**

**(AGM) 25 MAY 2016**

**CLASSIFICATION:**

**Open**

**If exempt, the reason will be listed in the  
main body of this report.**

**WARD(S) AFFECTED**

**All Wards**

**DIRECTOR**

**Tim Shields, Chief Executive**

## **1. INTRODUCTION**

- 1.1 This report requests the Council to establish its Committees and Overview and Scrutiny Commissions for the municipal year 2016/2017, as set out in paragraph 3. This report also recommends that the Audit Sub-Committee be replaced with an Audit Committee.
- 1.2 The terms of reference of all Council Committees and Commissions are as set out in Part 3 of the Council's Constitution, with the exception of the terms of reference of the new Audit Committee which are attached as Appendix 1 to this report.
- 1.3 This report also requests Council to approve the membership of those bodies in accordance with the details set out in paragraph 3 and in Appendix 2, a schedule to be tabled at the Annual Meeting when details of all nominees are available.

## **2. RECOMMENDATION**

- 2.1 It is recommended that Full Council:
- i) establishes a new Audit Committee with the terms of reference attached as Appendix 1; and
  - ii) re-establishes the Committees, Commissions and other bodies with the Membership as set in this report and Appendix 2.

## **3. BACKGROUND**

- 3.1 The allocation of seats on appropriate Council Committees to achieve a political balance where required by law will be based on the following formula:

Labour	50	88%
Conservative	4	7%
Liberal Democrats	3	5%

- 3.2 Those Council Committees to which the political balance rules apply are as follows with the total number of seats available on those Committees, excluding co-optees, in brackets:

Audit Committee [7]  
Children and Young People Scrutiny Commission [12]  
Community Safety and Social Inclusion Scrutiny Commission [7]  
Governance and Resources Scrutiny Commission [7]  
Health in Hackney Scrutiny Commission [8]  
Living in Hackney Scrutiny Commission [7]  
Appointments Committee [5]  
Corporate Committee [15]

- Planning Sub [9]
- Licensing Committee [15]
  - Licensing Subs [3]
- Standards Committee [9]
- Pensions Committee [7]

3.3 Applying the agreed formula provides the following allocation

<b>Committee/Commission</b>	<b>Lab</b>	<b>Con</b>	<b>Lib Dem</b>
Audit Committee	6	1	0
Children and Young People Scrutiny Commission	10	1	1
Community Safety and Social Inclusion Scrutiny Commission	6	0	1
Governance and Resources Scrutiny Commission	6	1	0
Health in Hackney Scrutiny Commission	7	1	0
Living in Hackney Scrutiny Commission	6	1	0
Appointments Committee	5	0	0
Corporate Committee	13	1	1
• Planning Sub Committee [to be drawn from the membership of the Corporate Committee]	7	1	1
Licensing Committee	13	1	1
• Five 3 Member Licensing Sub Committees will be drawn from the membership of the Licensing Committee to reflect the overall political proportionality of that Committee			
• Licensing Sub A	2	1	0
• Licensing Sub B	2	0	1
• Licensing Sub C	3	0	0
• Licensing Sub D	3	0	0
• Licensing Sub E	3	0	0
Pensions Committee	6	0	1
Standards Committee*	7	1	1

3.4 The political balance rules do not apply to the Health and Wellbeing Board which has a core membership prescribed by the Health and Social Care Act 2012.

3.5 The political balance rules do not apply to the Council Joint Committee which has its own Constitution and which is a joint advisory group with the trade unions.

3.6 The political balance rules also do not apply to the Ward Forums, which are led by the elected Councillors in each ward. Forums have been established for all 21 wards in the borough to represent and promote the needs of the ward within the Council.

- 3.7 \*Council has also previously agreed that the Standards Committee shall be exempt from the political balance requirements in order to provide for a place for each of the Minority Groups on the Standards Committee as set out above. It is proposed that the membership of the Committee is increased from 7 to 9 Members to assist with the process of considering complaints made under the Members' Code of Conduct.
- 3.8 Whilst the Minority Groups do not have a seat on the Appointments Committee due to its small size: the principal function of that Committee is to agree to the establishment of any Sub Committee necessary to interview and appoint to a Group Director-level post, and again custom and practise have always dictated that both Minority Groups are offered seats on any such Sub Committee which is established for that purpose.
- 3.9 Details of the proposed membership of all Council Committees and Commissions will be set out in the Appendix to this report, which will be tabled at the Annual meeting when details of all nominees are available.
- 3.10 As required by the Council's Constitution extraordinary meetings of the Appointments, Audit (subject to Full Council's agreement), Corporate, Licensing, Pensions and Standards Committees have been summoned for the rising of the AGM for the purposes of appointing their Chair and Vice Chair and, where appropriate, establish their Sub Committees for the municipal year 2016/17 principally to avoid any delay in the Planning and Licensing Sub Committees being able to meet and transact business.
- 3.11 The Health and Wellbeing Board and Scrutiny Commissions will appoint their Chairs and Vice Chairs at their first ordinary meetings in the municipal year.
- 3.12 The Audit Committee, subject to Full Council's approval, shall be responsible for providing independent assurance on the adequacy of the risk management framework, the internal control environment and integrity of the financial reporting and annual governance processes. It is considered, given the level of responsibilities, that these functions should be performed by a committee of Full Council, rather than a sub-committee of the Corporate Committee. Establishing an Audit Committee also allows for a wider membership from the Council.
- 3.13 The proposed terms of reference for the Audit Committee shall be included in Part 3.3 of the Council's Constitution, subject to Full Council's approval.

#### **4. COMMENTS OF THE GROUP DIRECTOR, FINANCE AND CORPORATE RESOURCES**

- 4.1 There are no additional budgetary implications arising from the changes outlined in this report.

## **5. COMMENTS OF THE DIRECTOR, LEGAL**

- 5.1 This report re-establishes Committees and Commissions to perform statutory and other functions on behalf of Full Council.
- 5.2 The Accounts and Audit Regulations 2015 places obligations on the Council to ensure that its financial management is adequate and effective and that it has a sound system of internal control which includes arrangements for management of risk. Establishment of a new Audit Committee will assist the Council in meeting this statutory obligation.

**TIM SHIELDS**  
**CHIEF EXECUTIVE**

### **BACKGROUND PAPERS**

None.

**Appendix 1 – Audit Committee terms of reference**

**Appendix 2 – Schedule of appointments to committees and commissions (to be tabled)**

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