



## **Council**

Members of the council are hereby summoned to attend the annual meeting of the council to be held in the council chamber, City Hall, Norwich, on

**Tuesday, 23 May 2023**

**15:30**

## **Agenda**

### **Page nos**

- |              |  |               |
|--------------|--|---------------|
| <b>1</b>     | <b>To receive the Lord Mayor's communications</b>  |               |
| <b>2</b>     | <b>To elect a Lord Mayor for the new civic year</b>  |               |
| <b>3</b>     | <b>To appoint a Sheriff for the new civic year</b>   |               |
| <b>4</b>     | <b>To pass votes of thanks to the outgoing Lord Mayor and Sheriff</b>  |               |
| <b>5</b>     | <b>To elect a Deputy Lord Mayor to chair council meetings in the absence (or on the authority of) the Lord Mayor</b> |               |
| <b>6</b>     | <b>To elect the Leader of the Council</b>  |               |
| <b>7</b>     | <b>Leader's cabinet appointments</b>   | <b>5 - 6</b>  |
|              | <b>Purpose</b> - To note the Leader of the council's cabinet appointments.   |               |
| <b>8</b>     | <b>To appoint Her Honour Judge Alice Robinson as Honorary Recorder</b>   |               |
| <b>9</b>     | <b>Political Proportionality of Norwich City Council, 2023-24</b>  | <b>7 - 12</b> |
|              | <b>Purpose</b> - To approve the political proportionality for the civic year 2023-24.                                |               |
| <b>10(a)</b> | <b>To elect the chair of the scrutiny committee for the new civic year</b>   |               |

**10(b) To elect the chair of the audit committee for the new civic year**

**10(c) To elect the chairs of the licensing and planning applications committees for the new civic year**

**10(d) Schedule of meetings 2023-24**

**13 - 16**

**Purpose** - To approve the schedule of meetings for the new civic year.

**10(e) To delegate to the head of legal and procurement, in consultation with the leaders of the political groups, the appointment of members to committees, joint committees and other working parties/panels of the council, in accordance with the political balance rules**



Leah Mickleborough

Head of Legal and Procurement (Monitoring Officer)

**For further information please contact:**

Lucy Palmer, democratic team leader  
t: (01603) 989515  
e: [lucypalmer@norwich.gov.uk](mailto:lucypalmer@norwich.gov.uk)

Democratic services  
City Hall, Norwich, NR2 1NH  
[www.norwich.gov.uk](http://www.norwich.gov.uk)

Date of publication: **Monday, 15 May 2023**

### **Information for members of the public**

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website



If you would like this agenda in an alternative format, such as a larger or smaller font, audio or Braille, or in a different language, please contact the committee officer above.



## **Cabinet appointments 2023-24**

Item 7

Subject to Councillor Stonard being appointed as leader of the council under item 6 on the agenda, to note that his cabinet member appointments are as follows:

- Councillor Jones
- Councillor Oliver
- Councillor Hampton
- Councillor Giles
- Councillor Kendrick

Details of individual portfolios will be published in due course.





**Committee name:** Council

**Committee date:** 23/05/2023

**Report title:** Political Proportionality of Norwich City Council, 2023-24

**Portfolio:** Leader of the Council (TBC)

**Report from:** Head of legal and procurement

**Wards:** All Wards

**OPEN PUBLIC ITEM**

**Purpose**

This report sets out the political balance for the civic year 2023-24, giving notice of changes to the council's political composition following the recent elections.

**Recommendation:**

To approve the political proportionality for the civic year 2023-24 and to amend the membership of the Scrutiny, Planning Applications, Licensing and Regulatory Committees to 14 members each.

**Policy framework**

The council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets the Norwich City Council is in good shape to serve the city corporate priority

**Report details**

1. The Local Government and Housing Act 1989 requires the Council to review the representation of different political groups on committees and sub-committees at, or as soon as practicable after, the Annual Meeting of the Council; or in the event of a change to the council's political composition.
2. Following the recent elections, the political composition of the Council is

now as follows:

<b>Group</b>	<b>Members</b>	<b>Percentage</b>
Labour Group	23	59.0
Green Group	13	33.3
Liberal Democrat Group	3	7.7
<b>Total</b>	<b>39</b>	<b>100.0</b>

3. In determining the allocation of seats on ordinary committees, the proportion that each political group forms of the total membership of the Council is applied to the total number of elected member seats on each committee, so far as is reasonably practicable. Fractional entitlements are rounded appropriately to ensure that this process of rounding does not result in advantage to one political group. The aggregate membership of all the ordinary committees must also be in line with the proportions on the Council.
4. The principles mentioned above, in relation to the seats on any body which fall to be filled by appointments made by the council, are:
  - (a) that not all the seats on the body are allocated to the same political group;
  - (b) that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
  - (c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of the council which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of the council as is borne by the number of members of that group to the membership of the council; and
  - (d) subject to paragraphs (a) to (c) above, that the number of the seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority.
  - (e) In the case of councillors who are not members of a group, a proportion of seats on committees equal to the proportion of council members who do not belong to a political group are reserved, with appointments to these seats being made by the council at its discretion.
5. Cabinet is excluded by law from the calculations under s.9GC Local Government Act 2000. Where the local authority chooses to disregard the rules of political proportionality for a particular committee then that committee is also excluded from the calculations. If the authority wants to agree an alternative scheme that does not comply with the principles, it can only do so with no members voting against.
6. The calculations also only apply to "ordinary" committees, which are ones empowered to make decisions on behalf of the Council and the scrutiny committees. The principles do not formally apply to advisory bodies, such as the constitution working party, however the Council elects to follow the principles as far as possible on its advisory bodies.
7. In March 2023, Council agreed new arrangements for the Licensing and Regulatory Committee, with the division of functions between two committee meetings. However, Council also agree the principle that the



members of the two committees should be the same, and this principle has been adopted in this report.

8. It is for the Council to establish the number of places in each committee and in so doing it will need to be mindful of the functions of the committee, the number of members it needs for the best possible governance and the overall availability of members to serve on committees.
9. **Appendix 1** sets out the allocation of places to the Council's committees, calculated in a manner that is consistent with the legislation and on the basis that the rules of political proportionality are applied to all ordinary committees.
10. Council are only required to confirm the number of seats allocated to each political group. Individual Councillors are then allocated to fill the committee places based on the wishes of the political groups.
11. Having reviewed the provisional political balance, officers recognised that it would have meant trade-offs between political groups as to which seats they took on individual committee meetings and it would therefore be challenging to apply the principles effectively. However, increasing the size of the planning applications committee, scrutiny committee, licensing and regulatory committees to 14 members each meant that there would be a near-perfect allocation of seats. This change has been proposed within this report.
12. It is recognised that this change may have an impact on councillor workloads. To support Councillors in fulfilling their roles effectively, some minor reductions in membership of advisory bodies (which are not considered as part of this report) have been proposed to compensate for the increasing membership of ordinary committees.

## **Consultation**

13. The proposals within this report have been subject to consultation with the political groups. No objections have been received.

## **Implications**

### **Financial and resources**

14. Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan 2022-26 and budget.
15. There are no direct financial consequences arising from this report; there is unlikely to be a direct impact on members allowances (which are funded through the Council's budget)

## **Legal**

16. This report fulfils the Council's obligations under the Local Government and Housing Act 1989 to review the political balance, and has been compiled in line with the requirements under the Act and the Committee and Political Group Regulations 1990

## **Statutory considerations**

<b>Consideration</b>	<b>Details of any implications and proposed measures to address:</b>
Equality and diversity	None
Health, social and economic impact	None
Crime and disorder	None
Children and adults safeguarding	None
Environmental impact	None

### **Risk management**

<b>Risk</b>	<b>Consequence</b>	<b>Controls required</b>
The Council fails to agree a scheme of committee apportionment that is compliant with the principles	Inability to appoint members to committees, and therefore decisions cannot be made	Agreement of a scheme by the Council

### **Other options considered**

17. Other options have been considered in recommending a scheme to Council, however the option proposed provides the most equitable apportionment in accordance with the principles

### **Reasons for the decision/recommendation**


18. It is a statutory requirement for the Council to apportion seats on committees to Councillors. Without this, committee meetings cannot take place in order to make decisions

**Background papers: None**

**Appendices: Appendix 1, Allocation of seats on Council Committees**

**Contact officer: Leah Mickleborough, Head of Legal and Procurement**

**Email address: [leahmickleborough@norwich.gov.uk](mailto:leahmickleborough@norwich.gov.uk)**

	<p>If you would like this agenda in an alternative format, such as a larger or smaller font, audio or Braille, or in a different language, please contact the committee officer above.</p>
---	--

## Political Balance 2023-24

Group	Seats on Council May 2023
Labour	23
Greens	13
Liberal Democrats	3

Cabinet	Labour
Leader and at least 2 and no more than 9 other members	Based on the nominations of the leader

Main Committees	No of Members	Labour	Greens	Lib Dem
Scrutiny	14	8	5	1
Audit	8 Q = 4	5	2	1
Planning applications	14 Q = ¼	8	5	1
Licensing and regulatory (same members)	14 Q = ¼	8	5	1
Norfolk Joint Museums	3	2	1	0
Norfolk Joint records	3	2	1	0
Standards	7 ( + 2 independent)	4	2	1

Q = quorum



## Meetings of Norwich City Council, cabinet and committees 2023-24 Civic Year

Committee	Day of meeting	Time	2023								2024				
			May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Council	Tue	19:30	23 AGM (15:30 start)	20	18	-	26	-	28	-	30	21 <sup>1</sup> (Wed)	12	-	21
Cabinet	Wed	17:30	-	14	12	-	13	18	15	13	17	7	6	-	-
Scrutiny	Thu	16:30	25 <sup>2</sup>	29	20	-	21	12	23	7	25	1	21	-	-
Audit	Tue	16:30	-	-	11	-	(19) <sup>3</sup>	17	(21) <sup>4</sup>	-	23	-	19	-	-
Planning applications	Thu 2 <sup>nd</sup> Thu of each month	09:30	11	8	13	10	14	12	9	14	11	8	14	11	9
Licensing/ Regulatory	Thu	16:30		15	-	-	7	-	-	14	-	-	7	-	-
Regulatory sub	Mon	14:30	15	12	10	7	11	9	13	11	15	12	11	8	13
Licensing sub	Adhoc	Adhoc	-	-	-	-	-	-	-	-	-	-	-	-	-
Standards	Tue	10:00	-	-	4	-	-	3	-	-	-	6	-	-	-

<sup>1</sup> Budget Council has been moved to Wednesday as Norfolk County Council's budget meeting is on the afternoon of 20 February and therefore if there are any changes time is needed to take these into account.

<sup>2</sup> Informal work programme workshop

<sup>3</sup> Held for training or additional meeting.

<sup>4</sup> Held for training or additional meeting.

## Meetings of Norwich City Council, cabinet and committees 2023-24 Civic Year

Committee	Day of meeting	Time	2023								2024				
			May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Sustainable development panel	<b>Tue</b>	<b>16:00</b>	-	<b>13</b>	-	-	<b>12</b>	-	<b>14</b>	-	<b>16</b>	<b>27</b>	-	-	-
Climate environment emergency executive panel	<b>Tue</b>	<b>16:00</b>	-	-	<b>18</b>	-	-	<b>10</b>	-	<b>12</b>	-	<b>13</b>	-	-	-
Treasury Management Committee	<b>Tue</b>	<b>14:30</b>			<b>4</b>				<b>7</b>		<b>9</b>			<b>16</b>	
Constitution working party	Adhoc	16:30	-	-	-	-	-	-	-	-	-	-	-	-	-
Cross party working group – CTRS	Adhoc	16:30	-	-	-	-	-	-	-	-	-	-	-	-	-
Twinning	<b>Thu</b>	<b>16:00</b>	-	-	<b>6</b>	-	-	<b>19</b>	-	-	-	-	<b>14</b>	-	-
Mousehold Heath Conservators	<b>Fri</b>	<b>14:30</b>	-	<b>16</b>	-	-	<b>15</b>	-	-	-	<b>19</b>	-	<b>15</b>	-	-
Norwich area museums Meets at the Castle	<b>Tue</b>	<b>14:30</b>	-	<b>6</b>	-	-	<b>5</b>	-		<b>5</b>	-	-	<b>5</b>	-	-

## Meetings of Norwich City Council, cabinet and committees 2023-24 Civic Year

Committee	Day of meeting	Time	2023								2024				
			May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Norfolk Records	Dates set by county	10.30	-	-	-	-	-	-	-	-	-	-	-	-	-
Norfolk Joint Museums	Dates set by county	14:00	-	-	-	-	-	-	-	-	-	-	-	-	-

