

To Members of the Council

Cllr. Cheryl Cashmore (Chairman) (Outgoing Chairman)
Cllr. Nick Chapman (Vice-Chairman) (Outgoing Vice-Chairman)

Cllr. Shabbir Aslam
Cllr. Royston Bayliss
Cllr. Lee Breckon JP
Cllr. Nick Brown
Cllr. Adrian Clifford
Cllr. Stuart Coar
Cllr. Luke Cousin
Cllr. Tony Deakin
Cllr. Roy Denney
Cllr. Alex DeWinter
Cllr. Susan Findlay
Cllr. Janet Forey

Cllr. Helen Gambardella
Cllr. Hannah Gill
Cllr. Nigel Grundy
Cllr. Paul Hartshorn
Cllr. Richard Holdridge
Cllr. Mark Jackson
Cllr. Becca Lunn
Cllr. Antony Moseley
Cllr. Les Phillimore
Cllr. Terry Richardson
Cllr. Ande Savage
Cllr. Tracey Shepherd

Cllr. Dillan Shikotra
Cllr. Mike Shirley
Cllr. Roger Stead
Cllr. Ben Taylor
Cllr. Matt Tomeo
Cllr. Bob Waterton
Cllr. Bev Welsh
Cllr. Jane Wolfe
Cllr. Maggie Wright
Cllr. Neil Wright

Dear Councillor,

The Annual meeting of the **COUNCIL** will be held in the Council Chamber - Council Offices, Narborough on **TUESDAY, 21 MAY 2024** at **6.00 p.m.** for the transaction of the following business and your attendance is requested.

Please note that the meeting will follow the preceding meeting and therefore the start could be earlier.

Yours faithfully



Louisa Horton
Monitoring Officer

AGENDA

SECTION 1 - INTRODUCTION

To receive apologies for absence, disclosures of interest from Councillors, and Minutes of the previous Council meeting.

1. Apologies for absence

2. Disclosures of Interests from Members

To receive disclosures of interests from Members (i.e. the existence and the nature of those interests in respect of items on this agenda).

3. Outgoing Chairman's Announcements

4(a) Election of Chairman

4(b) Declaration of Acceptance of Office

4(c) Investiture of Chairman with Chain of Office

5. Chairman's Announcements

6. Presentation of Past Chairman's Badge to Outgoing Chairman

7(a) Appointment of Vice-Chairman

7(b) Declaration of Acceptance of Office

8. Minutes

There are no minutes to consider.

9. Leaders Annual Statement 2023-2024

To consider the Leader's Annual Statement (To follow).

10. Scrutiny Statement to Annual Council 2023-2024

To consider the report of the Scrutiny Commissioners (To follow).

11. Audit & Corporate Governance Committee Annual Report 2023/24 (Pages 5 - 14)

To consider the report of the Audit and Corporate Governance Committee Chairman (enclosed).

SECTION 2 - STANDARD COUNCIL BUSINESS

Any reports for consideration listed under this section will be moved in one block without discussion, unless any Member present requests otherwise.

12. Delegation Scheme of the Cabinet Executive and Cabinet Executive Appointments (Pages 15 - 18)

To consider the report of the Leader of the Council (enclosed).
13. Appointments to Committees 2024/25 (Pages 19 - 22)

To consider the report of the Senior Democratic Services & Scrutiny Officer (enclosed).
14. Appointments of Chairman and Vice-Chair to Committees 2024-25 (Pages 23 - 24)

To consider the report of the Senior Democratic Services & Scrutiny Officer (enclosed).
15. Appointment of Members to Serve on Outside Bodies 2024/2025 (Pages 25 - 26)

To consider the report of the Senior Democratic Services & Scrutiny Officer (enclosed).
16. Schedule of Meetings 2024/25 (Pages 27 - 28)

To consider the report of the Senior Democratic Services & Scrutiny Officer (enclosed).

SECTION 3 - PRESENTATIONS TO COUNCIL

To consider any presentations from Council Officer's or an external body/partner agency.

SECTION 4 - QUESTIONS FROM THE PUBLIC & PRESENTATION OF PETITIONS

To receive questions to Councillors submitted by members of the public and to receive any petitions submitted in accordance with the Council's petitions scheme.

17. Public Speaking Protocol

Requests received by the Protocol deadline to be reported by the Monitoring Officer with details of the Agenda Item to which they relate. (Such persons entitled to use the Protocol attend for the purpose of making representations, answering questions or giving evidence relating to the business of the meeting and the time allocated to each person is a maximum of three minutes unless extended at the discretion of the Chairman).

SECTION 5 - MEMBERS' QUESTIONS

To receive any questions submitted by Councillors.

18. Questions from Members

Any Members wishing to submit questions must do so to the Monitoring Officer no later than 5 working days before the meeting.

The Monitoring Officer will report if any questions have been submitted.

SECTION 6 - REPORTS FOR DECISIONS

There are no items of business for consideration under this Section.

SECTION 7 - MOTIONS/ DEBATES/CONSULTATIONS & MEMBERS' FEEDBACK

To consider Motions submitted by Councillors, take part in a debate or receive Member feedback from attendance at national briefings, key training initiatives or work on any Outside Bodies.

SECTION 8 - EXEMPT REPORTS

There are no items of business for consideration under this Section.



AUDIT & CORPORATE GOVERNANCE COMMITTEE ANNUAL REPORT 2023/24

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FOREWORD

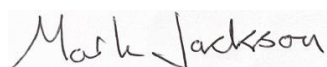
As Chair of the Audit and Corporate Governance Committee, I am pleased to present this Annual Report which sets out the role of the Committee and summarises the work and achievements we have undertaken as a committee during the financial year 2023/24. Following the Council elections in May 2023, the Committee membership was reviewed. As we embark on the next phase for the Committee, we recognise that we are in a phase of continuous learning and development. We are eager to learn and explore the intricacies of financial reporting, internal controls, risk management and external audit functions.

It is my duty to commend the 2023/24 Audit Committee Annual Report.

The Committee is made up of several new members, following the elections in May 2023, and I am grateful to officers for providing appropriate training during the last 12 months.

A working group of Committee members has been established and is an important element of the Committee as we aim to grow and enhance our effectiveness continually.

Effective audit committees build strong relationships, so we intend to collaborate with management, external auditors, and other stakeholders. There have been delays to the publication of our Statement of Accounts which is a national problem, and the issues are well already known and widely in the public domain.



Cllr Mark Jackson

Chair, Audit and Corporate Governance Committee

April 2024

1. INTRODUCTION

While there is no statutory obligation to have such an arrangement, Audit Committees are widely recognised as a core component of effective governance and therefore reflect good practice. The CIPFA (Chartered Institute of Public Finance and Accountancy) Position Statement also states that *“Audit Committees are a key component of an authority’s governance framework. Their function is to provide an independent and high-level resource to support good governance strong public financial management.”*

The Blaby District Council (BDC) Audit and Corporate Governance (ACG) Committee is properly constituted and as such is given sufficient authority and resources by the Council. In effect, the Committee has the right to obtain all the information it considers necessary and to consult directly with senior managers. In line with best practice the Committee can report its observations and concerns directly to the Council.

A local authority has a duty to ensure that it is fulfilling its responsibilities for adequate and effective internal control, risk management and governance, as well as the economy, efficiency, and effectiveness of its activities. The Committee has a key role in overseeing and assessing the internal control, risk management and corporate governance arrangements and advising the Council on the adequacy and effectiveness of those arrangements.

This role is reflected in the Committee’s Functions, as detailed in the Council’s Constitution. During May 2022 CIPFA published its update Position Statement on Audit Committees in Local Authorities and Police, this was supported by guidance, published in October 2022, ‘Audit Committees – Practical guidance for Local Authorities and Police’, an update from 2018.

2. HIGHLIGHTS OF THE YEAR

There have been many benefits from the work of the Committee. The main outcomes and improvements include:

- a) Focused on the CIPFA Position Statement to enhance the work of the Committee.
- b) Received risk register updates at each of its meetings.
- c) Training received for Committee Members.
- d) Received and approved the Internal Audit Plan for 2023/24.
- e) Received and approved the External Audit Plan from new auditors Azets for 2023/24.

3. SUMMARY OF WORK UNDERTAKEN

3.1 EXTERNAL AUDIT

- a) Received two updates in respect of local audit delays and the expected outcomes arising from the Redmond Review. These reports set out the latest position regarding the backlog of outstanding audits for 2020/21 through to 2022/23, and the proposed introduction of *backstop* dates for their completion and publication.
- b) Received and approved the unaudited Statement of Accounts for 2022/23, which had been completed and published by the statutory date of 31 May 2023.
- c) Received and approved the External Audit Plan for 2023/24, which was presented by the Council's new auditors, Azets. The plan set the scope of work to be undertaken by Azets, risks of misstatement, value for money arrangements, fee levels, and materiality.

3.2 INTERNAL AUDIT

- a) Continued to oversee the internal audit arrangements for the Council. This included approving the review of the Internal Audit Charter which outlines the terms of reference of the department and is aligned to the Public Sector Internal Audit Standards.
- b) Received and approved the Internal Audit Annual Report for 2022/23. This included the Annual Audit Opinion on the adequacy and effectiveness of the framework of control, risk management and governance within the Council.
- c) Received and approved the Internal Audit Plan for 2023/24. The plan ensures that internal audit resources are prioritised towards those systems and areas which, are considered to be of high risk, or which contribute most to the achievement of the Council's corporate objectives. It is designed to enable the Internal Audit Manager to give her opinion at the end of the year but is flexible to ensure it remains relevant throughout the year.
- d) Monitored the delivery of the Internal Audit Plan for 2023/24 through regular update reports presented by the Audit Manager.
- e) Received and considered the results of internal audit work performed in respect of each Directorate.
- f) Monitored the progress made by management during the period to address identified control weaknesses (recommendations).

- g) Monitored the performance of the Internal Audit team through the regular update reports.

3.3 RISK MANAGEMENT

- a) Continued to oversee the Council's risk management arrangements and approved an updated Risk Management Strategy for recommendation to Cabinet Executive.
- b) Received corporate risk updates.
- c) Reviewed the progress made by the Council to identify and address corporate risks. This included consideration of the Corporate Risk Register three times during the year.

3.4 CORPORATE GOVERNANCE

- a) Considered the CIPFA Position Statement: Audit Committees in Local Authorities and Police 2022 and received regular updates.
- b) Introduced a work plan for the year ahead, ensuring that all relevant areas are covered during the year.

3.5 FINANCE

- a) Reviewed and approved the proposed Accounting Policies to be used in the preparation of the 2022/23 Statement of Accounts.

3.6 OTHER

- a) Approved the appointment of an independent person to the Audit & Corporate Governance Committee.

4. TRAINING & DEVELOPMENT

- a) There were several new Committee Members following the elections in May.
- b) Members have completed a self-assessment against CIPFA Guidance for Local Authority Audit Committees. This will be used to inform an ongoing training programme for Members.
- c) Members have received training in respect of Internal Audit, Risk, Statement of Accounts, Annual Audit Plan and the completion of the Audit and Corporate Governance Committee Annual Report.

- d) A programme of training for Committee members has been produced for all Audit and Governance Committee Members.

5. LOOKING FORWARD

- a) The Committee has approved the work programme for the 2024/25 financial year setting out the receipt of regular update reports and annual assurance reports.
- b) The Committee will continue to closely monitor the delays to publishing the Council's Statement of Accounts and the Government's proposals for addressing the backlogs across the sector. Consultation has recently been concluded and the outcome, including any potential backstop dates for publication of the outstanding years' accounts, is awaited.
- c) Continued training and development of Members in line with the CIPFA Position Statement.
- d) Continue to review the functions of the Committee in line with the CIPFA Position Statement.

6. FUNCTIONS OF THE AUDIT & CORPORATE GOVERNANCE COMMITTEE

1. Governance, Risk and Control

- To review the Council's corporate governance arrangements against the good governance framework and consider annual governance reports and assurances.
- To consider the Council's Annual Governance Statement and to recommend its adoption to Cabinet Executive.
- To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.
- To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- To maintain an overview of the Whistleblowing Policy and Procedure (Raising Concerns).
- To maintain an overview of the Council's Constitution in respect of contract regulations and financial regulations.
- To monitor the effective development and operation of risk management in the Council.
- To monitor progress in addressing risk-related issues reported to the Committee.
- To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
- To monitor the Anti-fraud & Corruption Policy, and the counter-fraud strategy, actions, and resources.

2. Internal Audit

- To approve the Internal Audit Charter.
- To consider the Head of Internal Audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements and to consider quarterly and other reports in relation to the same. These will include:
 - a. Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work
 - b. Regular reports on the results of the Quality Assurance and Improvement Programme
 - c. Reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards and Local Government Application Note, considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement
- To consider summaries of specific Internal Audit reports as appropriate.
- To consider reports from Internal Audit on agreed recommendations not implemented within a reasonable timescale.

- To receive reports outlining the action taken where the Head of Internal Audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.
- To receive an independent report from the Head of Internal Audit on matters of a serious nature which cannot be dealt with via normal procedures.
- To contribute to the Quality Assurance and Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years.
- To consider a report on the effectiveness of internal audit to support the Annual Governance Statement, where required to do so by the Accounts and Audit Regulations.

3. External Audit

- To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
- To consider specific reports as agreed with the external auditor.
- To comment on the scope and depth of external audit work and to ensure it gives value for money.
- To commission work from internal and external audit.
- To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.
- To consider the external auditor's Annual Audit and Inspection letter, any other external audit and investigation reports, subsequent action plans and monitoring arrangements, relevant reports, and any reports relating to issues of governance falling within the remit of this Committee to ensure that the Council has responded appropriately, and that the Committee are satisfied with the internal control framework.

4. Financial Reporting

- To review & approve the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

5. Accountability Arrangements

- To report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.
- To report to full Council on a regular basis on the Committee's performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose.

- That Members of the Audit Committee complete annually CIPFA's Self-Assessment of Good Practice and the Knowledge and Skills Framework, to inform future development of the Committee.

Blaby District Council Annual Council

Date of Meeting	21 May 2024
Title of Report	Delegation Scheme of the Cabinet Executive and Cabinet Executive Appointments This is not a Key Decision and is on the Forward Plan
Lead Member	Leader of the Council
Report Author	Senior Democratic Services & Scrutiny Officer
Strategic Themes	All Themes: Enabling our communities and supporting our vulnerable residents; Enhancing and maintaining our natural and built environment; Growing and supporting our economy; Keeping you safe and healthy; Ambitious and well managed Council, valuing our people.

1. What is this report about?

- 1.1 To advise Members of the Council about the Delegation Scheme of the Cabinet Executive and appointments to the Cabinet Executive.

2. Recommendation(s) to Council

- 2.1 That the report of the Leader of the Council be accepted.
- 2.2 That the Constitution be amended accordingly with the updated roles and responsibilities of Cabinet Executive Members and Senior Leadership Team.

3. Reason for Decisions Recommended

- 3.1 It is appropriate to receive the report of the Leader of the Council and the appointment of Members to the Cabinet Executive.

4. Matters to consider

4.1 Background

This report is prepared in accordance with Part 4 Section 4 Paragraph 1.2 of the Constitution of the Council where I am required to:

- a) List the names, addresses and wards of the people appointed to the Cabinet Executive by me (including the person appointed to the position of Deputy Leader of the Cabinet/Council) as attached at Appendix 1. (To follow).

b) Detail the extent of any authority delegated to executive members individually, including details of the limitation on their authority;

- **UK Shared Prosperity Fund - Delegation to Cllr. Terry Richardson, Leader of the Council, in consultation with the Cabinet Executive to progress projects.**

c) Detail the nature and extent of any delegation of executive functions, with any other authority or any joint arrangements and the names of those executive members appointed to any joint committee for the forthcoming year;

- **None. There are no such formal joint arrangements or joint committees.**

d) Detail the nature and extent of any delegation to officers, with details of any limitation on that delegation, and the title of the officer whom the delegation is made.

- **Delegation to Officers from Cabinet Executive is contained within the Constitution. Any changes to delegation have been made through the Cabinet Executive for which a Schedule of Executive Decisions is published after each meeting and for which minutes are produced.**

4.2 The names, addresses and wards of the Members appointed by the Leader of the Council to the Cabinet Executive, including Member Support/Champions will be circulated to Members.

4.3 Relevant Consultations

Members of Conservative Group have been consulted.

4.4 Significant Issues

Legal Implications

The Local Government Act 2000 (as amended) determined that it is for the Leader of each Local Authority to:

- appoint the Members of the Cabinet Executive;
- set the size of the Cabinet (a minimum of 2 up to a maximum of 9 Members (including the Leader);
- allocate portfolio responsibilities.
- remove Members from the Cabinet; and
- determine the scheme of delegation.

5. What will it cost and are there opportunities for savings?

5.1 In accordance with the Members Allowance Scheme, each Member of the Cabinet Executive will be paid a Special Responsibility Allowance.

6. What are the risks and how can they be reduced?

6.1 No risks have been identified.

7. Other options considered

7.1 No other options have been considered.

8. Environmental impact

8.1 There are no environmental concerns.

9. Other significant issues

9.1 In preparing this report, the author has considered issues related to Human Rights, Human Resources, Equalities, Public Health Inequalities, and Climate Local and there are no areas of concern.

9.2 Significant issues relating to Legal Matters have been addressed at paragraph 4.4.

10. Appendix

10.1 Appendix 1 – Cabinet Executive Appointments 2024/25. (To Follow)

10.2 Appendix 2 – Scheme of Delegation 2024/25 (To Follow)

11. Background paper(s)

None

12. Report author's contact details

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Blaby District Council
Annual Council

Date of Meeting 21 May 2024

Title of Report **Appointments to Committees 2024/25**

This is not a Key Decision and is on the Forward Plan

Report Author **Senior Democratic Services & Scrutiny Officer**

Strategic Themes All Themes: Enabling our communities and supporting our vulnerable residents; Enhancing and maintaining our natural and built environment; Growing and supporting our economy; Keeping you safe and healthy; Ambitious and well managed Council, valuing our people.

1. What is this report about?

- 1.1 To determine the distribution of seats for Council.
- 1.2 To seek appointments to Committees and Sub-Committees.

2. Recommendation(s) to Council

- 2.1 That effect be given to the wishes of the political groups as to the allocation of seats as detailed at Appendix 1. (To follow)
- 2.2 That the distribution of seats as set out at Appendix 2 (to follow) be endorsed with immediate effect for all Committees.

3. Reason for Decisions Recommended

- 3.1 It is appropriate to give effect to the wishes of the political groups and ensure compliance with the Local Government & Housing Act 1989, Section 15 – 17 inclusive.

4. Matters to consider

- 4.1 The rules governing political balance on Committees/Sub-Committees are set out under Section 15 of the Local Government and Housing Act 1989 (duty to allocate seats to political groups) and Section 16 (duty to give effect to allocations). Section 17 of the above Act states that section 15 and 16 shall not apply where no member votes against a seat distribution not following the requirements of Sections 15 and 16 of the above Act.

In simple terms this removes the political balance requirement, the effect of which has enabled seat allocation on an agreed rather than imposed basis.

This arrangement is of particular benefit in relation to membership of scrutiny working groups. Members are reminded that appointments to Cabinet Executive are exempted from the provisions of the above Act by virtue of the Local Government Act 2000. Quasi-Judicial and similar committees should be regarded in similar light.

The Council must, when making appointments to Committees/Sub-Committees, give effect to the wishes of the political groups to whom seats are allocated. The Council is asked to endorse, unanimously, the distribution of seats as set out in Appendix 1 (to follow).

Seat Allocation – Based on current membership arrangements, the representation by Committee for this Council are set out at Appendix 2.

The Council is invited to approve the appointment of Members to serve on Committees for those positions as shown in Appendix 1 (to follow) subject to the seat distribution being agreed without any member voting against.

4.2 Proposal(s)

That the appointments to Committees at Appendix 1 (to follow) be approved.

That the distribution of seats at Appendix 2 (to follow) be endorsed.

4.3 **Relevant Consultations**

All Political Groups.

5. **What will it cost and are there opportunities for savings?**

5.1 There are no cost implications as a result of this report.

6. **What are the risks and how can they be reduced?**

6.1 No risks have been identified.

7. **Other options considered**

7.1 No other options have been considered.

8. **Environmental impact**

8.1 There are no environmental concerns.

9. **Other significant issues**

9.1 In preparing this report, the author has considered issues related to Human

Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities, and Climate Local and there are no areas of concern.

10. Appendix

10.1 Appendix 1 – Proposed Committee Membership 2024-25 (To Follow)

10.2 Appendix 2 – Proposed Seat Allocation Table 2024-25 (To Follow)

11. Background paper(s)

Each Political Groups' Preference Forms

12. Report author's contact details

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Blaby District Council

Annual Council

Date of Meeting 21 May 2024

Title of Report **Appointments of Chair and Vice-Chair to Committees 2024-25**

This is not a Key Decision and is on the Forward Plan

Report Author **Senior Democratic Services & Scrutiny Officer**

Strategic Themes All Themes: Enabling our communities and supporting our vulnerable residents; Enhancing and maintaining our natural and built environment; Growing and supporting our economy; Keeping you safe and healthy; Ambitious and well managed Council, valuing our people.

1. What is this report about?

1.1 To appoint the Chair and Vice-Chair to Committees.

2. Recommendation(s) to Council

2.1 That Council appoint the Chair and Vice-Chair of Committees for the municipal year 2024/2025 as detailed at Appendix A (to follow).

3. Reason for Decisions Recommended

3.1 It is appropriate to give effect to the wishes of the political groups.

4. Matters to consider

4.1 Council is asked to appoint the Chair and Vice-Chair of Committees for the municipal year 2024-25.

If there is more than one nomination for any of the Chair/Vice-Chair positions, then the nominations will be put to the vote at the meeting.

4.2 Relevant Consultations

All Political Groups

4.3 Significant Issues

None relevant to this report.

5. What will it cost and are there opportunities for savings?

5.1 There are no costs relevant to this report

6. What are the risks and how can they be reduced?

6.1 No risks have been identified.

7. Other options considered

7.1 No other options are considered relevant to this report.

8. Environmental impact

8.1 There are no environmental concerns.

9. Other significant issues

9.1 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities, and Climate Local and there are no areas of concern.

10. Appendix

10.1 Appendix 1 – Proposed Committees Chair/Vice-Chair 2024-25
(To follow)

11. Background paper(s)

11.1 None.

12. Report author's contact details

Sandeep Tiensa	Senior Democratic Services & Scrutiny Officer
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Blaby District Council Annual Council

Date of Meeting 21 May 2024

Title of Report **Appointment of Members to Serve on Outside Bodies – 2024/2025**

This is not a Key Decision and is on the Forward Plan

Report Author **Senior Democratic Services & Scrutiny Officer**

Strategic Themes All Themes: Enabling our communities and supporting our vulnerable residents; Enhancing and maintaining our natural and built environment; Growing and supporting our economy; Keeping you safe and healthy; Ambitious and well managed Council, valuing our people.

1. What is this report about?

- 1.1 To seek approval by Council for appointments to be made to Outside Bodies for 2024/2025.

2. Recommendation(s) to Council

- 2.1 That the preferences and changes to appointments to Outside Bodies as proposed in Appendix 1 (to follow) be approved.
- 2.2 That unless otherwise stated all appointments continue until the Annual Council Meeting in 2025.
- 2.3 That all appointments be endorsed as approved duties for the payment of expenses.
- 2.4 That the Constitution be updated accordingly.

3. Reason for Decisions Recommended

- 3.1 It is appropriate to give effect to the wishes of the political groups.

4. Matters to consider

- 4.1 Appendix 1 lists the appointments for 2024-2025 as submitted by the Conservative Group for consideration and approval by Council.

4.2 Relevant Consultations

The Conservative Group were consulted.

5. What will it cost and are there opportunities for savings?

5.1 None in the context of this report.

6. What are the risks and how can they be reduced?

6.1 None.

7. Other options considered

7.1 Not applicable.

8. Environmental Impact

8.1 Not applicable.

9. Other significant issues

9.1 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities, and Climate Local and there are no areas of concern.

10. Appendix

10.1 Appendix 1 – Appointments to Outside Bodies 2024/25. (to follow)

11. Background paper(s)

None.

12. Report author's contact details

Sandeep Tiensa	Senior Democratic Services & Scrutiny Officer
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Blaby District Council

Annual Council

Date of Meeting 21 May 2024

Title of Report **Schedule of Meetings 2024-25**

This is not a Key Decision and is on the Forward Plan

Report Author **Senior Democratic Services & Scrutiny Officer**

Strategic Themes All Themes: Enabling our communities and supporting our vulnerable residents; Enhancing and maintaining our natural and built environment; Growing and supporting our economy; Keeping you safe and healthy; Ambitious and well managed Council, valuing our people.

1. What is this report about?

- 1.1 To advise Members of the proposed Schedule of Meetings for the period 21st May 2024 to 31st December 2025.

2. Recommendation to Council

- 2.1 That the Schedule of Meetings for 2024-2025 attached at Appendix A be approved.

3. Reason for Decisions Recommended

- 3.1 It is a Constitutional requirement for Council to approve the Schedule of Meetings.

4. Matters to consider

- 4.1 The Council is responsible for fixing the times for its meetings in accordance with Part 3 Section 6 of the Constitution.

In consultation with the Leader, the following amendments to committee dates in 2024 have been agreed:

Meeting:	Previous date:	New Date:
July 2024:		
Planning Committee	6 June 2024	13 June 2024
Cabinet Executive	1 July 2024	24 June 2024

Meeting:	Previous date:	New Date:
November 2024:		
Cabinet Executive	19 November 2024	4 November 2024
Council	4 November 2024	19 November 2024

4.2 Relevant Consultations

- Leader of the Council
- Senior Leadership Team

5. What will it cost and are there opportunities for savings?

5.1 There are no costs implications in relation to this report.

6. What are the risks and how can they be reduced?

6.1 No risks have been identified.

7. Other options considered

7.1 None relevant to this report.

8. Environmental impact

8.1 None.

9. Other significant issues

9.1 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities, and Climate Local and there are no areas of concern.

10. Appendix

10.1 Appendix A - Schedule of Meetings – May 2024 to December 2025. (To follow)

11. Background paper(s)

11.1 None

12. Report author's contact details

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