

**AGENDA MANAGEMENT SHEET**

**Report Title:** Constitutional Arrangements and Allocation of Seats to Party Groups 2024/25

**Name of Committee:** Annual Council

**Date of Meeting:** 16 May 2024

**Report Director:** Chief Officer - Legal and Governance

**Portfolio:** Finance, Performance, Legal and Governance

**Ward Relevance:** All

**Prior Consultation:** Group Leaders

**Contact Officer:** Claire Waleczek, Democratic and Support Services Manager 01788 533524 or [claire.waleczek@rugby.gov.uk](mailto:claire.waleczek@rugby.gov.uk)

**Public or Private:** Public

**Report Subject to Call-In:** No

**Report En-Bloc:** No

**Forward Plan:** Yes

**Corporate Priorities:** This report relates to the following priority(ies):  
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)  
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)  
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)  
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)  
[Corporate Strategy 2021-2024](#)  
 This report does not specifically relate to any Council priorities but

**(C) Climate**  
**(E) Economy**  
**(HC) Health and Communities**  
**(O) Organisation**

**Summary:** Under the Council's Constitution the constitutional arrangements and the allocation of seats to party groups for each municipal year need to be approved at the annual meeting of Council. The constitutional arrangements and allocation of seats

to Party Groups for 2024/25 are set out in the report.

**Financial Implications:**

There are no direct financial implications arising from the report.

**Risk Management/Health and Safety Implications:**

There are no risk management implications arising from this report.

**Environmental Implications:**

There are no environmental implications arising from this report.

**Legal Implications:**

There are no legal implications arising from this report.

**Equality and Diversity:**

There are no equality and diversity implications arising from this report.

**Options:**

N/A

**Recommendation:**

(1) The following appointments be made to the Audit and Ethics Committee:

Paul Dudfield (Chairman);  
John Eves (Vice Chairman); and  
four borough councillors (as per the composition arrangements set out in Appendix 1);

(2) the following appointments be made to the Shareholders Committee:

Paul Shackley (Chairman); and  
five borough councillors (as per the composition arrangements set out in Appendix 1); and

(3) appointments to all other committees be made in accordance with the composition arrangements set out in Appendix 1 to this report and specific names to be submitted to both the Chief Executive and the Proper Officer (Monitoring Officer) and thereafter delegated authority granted to the Proper Officer to make such appointments.

**Reasons for Recommendation:**

To comply with the Council's Constitution.

**Annual Council - 16 May 2024**

**Constitutional Arrangements and Allocation of Seats  
to Party Groups 2024/25**

**Public Report of the Chief Officer - Legal and Governance**

**Recommendation**

(1) The following appointments be made to the Audit and Ethics Committee:

Paul Dudfield (Chairman);  
John Eves (Vice Chairman); and  
four borough councillors (as per the composition arrangements set out in  
Appendix 1);

(2) the following appointments be made to the Shareholders Committee:

Paul Shackley (Chairman); and  
five borough councillors (as per the composition arrangements set out in  
Appendix 1); and

(3) appointments to all other committees be made in accordance with the  
composition arrangements set out in Appendix 1 to this report and specific  
names to be submitted to both the Chief Executive and the Proper Officer  
(Monitoring Officer) and thereafter delegated authority granted to the Proper  
Officer to make such appointments.

**1. Introduction**

- 1.1 Under the Council's Constitution it falls to this meeting to approve the constitutional arrangements and the allocation of seats to party groups for this municipal year.
- 1.2 Following this year's elections, the Council now has the following groups - Conservatives with 17 seats, Labour with 15 seats and Liberal Democrats with 10 seats.
- 1.3 The Group Leaders have met with the Chief Executive and agreed that the seats on the committees be allocated as shown in the table in Appendix 1 to this report.

## **2. Audit and Ethics Committee**

- 2.1 The Audit and Ethics Committee consists of six non-Cabinet members, two of whom will be independent of the Council and who will be the Chair and Vice Chair. It is proposed that four Councillors be appointed to the Committee. It is also proposed that Paul Dudfield and John Eves continue in their roles as Chair and Vice-Chair respectively of the Committee.
- 2.2 Under the Council's Constitution, no member of the Scrutiny Committee may be a member of, or named substitute for, Audit and Ethics Committee. Members of the Committee are also required to appoint a named substitute each.

## **3. Shareholders Committee**

- 3.1 The Shareholders Committee consists of six non-Cabinet members, one of whom will be independent of the Council and who will be the Chair. It is proposed that five Councillors be appointed to the Committee. It is also proposed that Paul Shackley continues in his role as Chair of the Committee.

## **4. Appointments to Committees**

- 4.1 The appointments to committees will be made once members of Cabinet have been agreed for the municipal year. Appeals and Grievance Committees will be appointed to if they are required to meet during the municipal year. The appointment of Chairs and Vice-Chairs of all other Committees will be made at their first respective ordinary meetings.

**Name of Meeting:** Annual Council

**Date of Meeting:** 16 May 2024

**Subject Matter:** Constitutional Arrangements and Allocation of Seats to Party Groups 2024/25

**Originating Department:** Legal and Governance

**DO ANY BACKGROUND PAPERS APPLY**  YES  NO

**LIST OF BACKGROUND PAPERS**

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

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Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

## ALLOCATION OF SEATS TO PARTY GROUPS 2024/25 MUNICIPAL YEAR

	<b>Council</b>	<b>Scrutiny</b>	<b>Planning Committee</b>	<b>Licensing &amp; Safety Committee</b>	<b>Audit and Ethics Committee*</b>	<b>Appeals Committee</b>	<b>Grievance Committee</b>	<b>Shareholders Committee**</b>
<b>Conservatives</b>	17	4	5	4	2	2	2	2
<b>Labour</b>	15	3	4	5	1	2	2	2
<b>Liberal Democrats</b>	10	2	3	3	1	1	1	1
<b>Total</b>	<b>42</b>	<b>9</b>	<b>12</b>	<b>12</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>

\*Independent Chair and Vice-Chair for Audit and Ethics Committee. Named substitutes also appointed. Members of Scrutiny Committee cannot sit on Audit and Ethics Committee

\*\* Independent Chair of Shareholders Committee