

MONITORING OFFICERS REPORT TO ANNUAL COUNCIL

| | | | | |
|---|-------------------------------------|----------------------------|---|------------------------------------|
| Open | | | | |
| Lead Officer: Emma Hodds, Chief of Staff and Monitoring Officer E-mail: emma.hodds@west-norfolk.gov.uk | | | Other Officers consulted: Leader of the Council Group Leaders | |
| Financial Implications NO | Policy/Personnel Implications NO | Statutory Implications YES | Equality Impact Assessment req'd NO | Risk Management Implications NO |

Date of Meeting : 14th May 2026

MONITORING OFFICERS REPORT TO ANNUAL COUNCIL

This report seeks Full Council approval for the following matters:

- The proportional Allocation of Seats
- The proportionality arrangements for Task Groups
- The appointment of Chairs and Vice Chairs
- The membership of the Joint Committee
- The membership of Sub Groups, Task Groups and Outside Bodies

RECOMMENDED:

1. That Council approve the proportional allocation of seats as set out in paragraphs 1.3 and 1.4 of the report and reflected in the full Committee Membership list which will be circulated prior to the meeting.
2. That Council approve the appointment of Chairs and Vice Chairs for the Bodies listed in 2.1 of the report, and the appointment of Chairs for the Bodies set out in 2.2 of the report (and included in the full Membership list which will be circulated in advance of the meeting).
3. That Council agree that Members appointed to Task Groups and Sub Groups continue to serve until the first meeting of the relevant body, and that Members appointed to Outside Bodies continue to serve until reappointments are made at Full Council in June 2026.
4. To appoint Councillors Beales and Blunt to the Joint Committee.
5. That Council approve the proportionality arrangements for Task Groups as set out in section 5.1 of the report.

1. PROPORTIONAL ALLOCATION OF SEATS

1.1 Council is required to agree the proportional allocation of seats on the Council's Bodies in accordance with Section 15 of the Local Government and Housing Act 1989 (as amended), and , in accordance with Section 16 of the Act, to appoint Members to serve on those Bodies.

1.2 A full Membership list will be made available at the meeting once Group Leaders have confirmed their nominations.

1.3 The proportionality table set out below reflects the following changes:

- Planning Committee decreased to 13 Members.
- The Audit Committee set at 5 Members, plus 2 Independent Members.
- Inclusion of the Electoral Arrangements Committee in the proportionality calculations and the Electoral Arrangements Committee increased from 10 to 11 Members to ensure cross party representation.

1.4 Council are requested to agree the proportionality set out below.

| | Total Membership | Independent Partnership | Conservative | Labour | Reform UK | Progressive Group | West Norfolk Independent Group |
|---|------------------|-------------------------|--------------|--------|-----------|-------------------|--------------------------------|
| Total number of Members | 55 | 21 | 19 | 6 | 5 | 2 | 2 |
| Standards Committee | 7 | 3 | 2 | 1 | 1 | 0 | 0 |
| Licensing Committee | 13 | 5 | 5 | 1 | 1 | 0 | 1 |
| Licensing and Appeals Board | 13 | 5 | 5 | 2 | 0 | 1 | 0 |
| Planning Committee | 13 | 5 | 4 | 1 | 1 | 1 | 1 |
| Regeneration and Development Panel | 12 | 5 | 4 | 2 | 1 | 0 | 0 |
| Environment and Community Panel | 12 | 4 | 5 | 1 | 1 | 1 | 0 |
| Corporate Performance Panel | 12 | 5 | 4 | 1 | 1 | 0 | 1 |
| Appointments Board | 9 | 3 | 3 | 1 | 2 | 0 | 0 |
| Audit Committee | 5 | 2 | 2 | 1 | 0 | 0 | 0 |
| Electoral Arrangements Committee | 11 | 4 | 3 | 1 | 1 | 1 | 1 |
| Total number of seats | 107 | 41 | 37 | 12 | 9 | 4 | 4 |

2 APPOINTMENT OF CHAIRS AND VICE CHAIRS

2.1 Council is requested to appoint the Chairs and Vice Chairs of the following bodies:

- Appointments Board
- Planning Committee
- Licensing Committee
- Licensing and Appeals Board
- Standards Committee
- Electoral Arrangements Committee

2.2 Council is requested to appoint the Chairs of the following bodies, noting that the Vice Chairs will be appointed at the first meeting of each respective body:

- Audit Committee
- Corporate Performance Panel
- Environment and Community Panel
- Regeneration and Development Panel.

3 MEMBERSHIP OF SUB GROUPS, TASK GROUPS AND OUTSIDE BODIES.

3.1 Council is requested to agree that Members previously appointed to Sub Groups or Task Groups continue to serve until the first meeting of their appointing body in the new Municipal Year.

3.2 Council is requested to agree that Members appointed to Outside Bodies continue to serve until annual appointments are brought to Full Council in June 2026.

4 MEMBERSHIP OF THE JOINT COMMITTEE

4.1 Council is requested to confirm the appointments of the following Members to the Joint Committee:

- Councillor Beales
- Councillor Blunt

5 PROPORTIONALITY OF TASK GROUPS

5.1 Council is requested to approve the proportionality of Task Groups as set out below:

| | |
|----------------------|--|
| 11 Member Task Group | 4 Independent Partnership, 3 Conservative, 1 Labour, 1 Reform, 1 Progressive Group and 1 West Norfolk Independent Group |
| 9 Member Task Group | 3 Independent Partnership, 3 Conservative, 1 Labour, 1 Reform and <i>1 Progressive Group or West Norfolk Independent Group</i> |
| 7 Member Task Group | 3 Independent Partnership, 2 Conservative, 1 Labour, 1 Reform |
| 5 Member Task Group | 2 Independent Partnership, 2 Conservative and 1 Labour |