

SELECTION COMMITTEE

**Monday, 13 May 2019 at 6.30pm
in the Belle Vue Suite, Belle Vue Offices, Skipton**

AGENDA

1. **Apologies for absence** – To receive any apologies for absence.
2. **Chairman** – This will be the current Chairman of the Council as provided for under Council Procedure Rule 23.6(a) "The Chairman of the Council will be a member and chair meetings of the Selection Committee."
3. **Minutes** – To approve the minutes of the meeting held on 14 May 2018.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

(Note: Declarations should be in the form of:

a "**disclosable pecuniary interest**" under Appendix A to the Council's Code of Conduct, or "**other interests**" under Appendix B or under Paragraph 15 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate.

A Member of Council who has a disclosable pecuniary interest must leave the room and not take part in the discussion or vote. When declaring interests under Appendix B or Paragraph 15 of the Code, Members must move to the public seating area, not vote, and speak only if members of the public are also allowed to speak at the meeting.)

5. **Allocation of Committee Places for Committees, Sub-Committees and Panels 2019/20**
– Report of the Democratic Services Manager (Copy to follow)

Purpose of Report – To inform Members of the allocation of Committee, Sub-Committee and Panel seats under the committee structure for 2019/20. The Committee is asked to recommend their appointment in accordance with the Council's Constitution and the nominations of the Political Groups.

6. **Appointment of Member Office-Holders, Lead Members and Member Champions 2019/20** – Report of Democratic Services Manager (Copy to follow)

Purpose of Report – To recommend to the Annual Council Meeting the Members to be appointed to the offices of Leader of the Council, Deputy Leader of the Council and Chairmen and Vice-Chairmen of Committees. The Committee is also asked to recommend Lead Member and Member Champion appointments.

7. **Appointments to Outside Bodies** – Report of the Democratic Services Manager (Copy to follow)

Purpose of Report – To appoint representatives to serve on outside bodies for the term of office indicated.

8. **Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act, 1972.

Agenda Contact Officer:

Guy Close, Democratic Services Manager
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Telephone: (01756) 706226

Notes:

(1) These documents have been circulated to all Members of the Council.

(2) **Political Group Leaders are asked to inform Democratic Services by midday on Wednesday, 8 May 2019** who will represent their Groups on the Selection Committee – the Selection Committee consists of 15 Members. The names of all those attending from each Political Group will then be notified to Group Leaders before the meeting.

(3) Information on the nominations made by each Political Group for appointments to the committees, sub-committees and panels will be circulated as soon as they are received. **Political Group Leaders are asked to provide Democratic Services with details of their nominations by midday on Friday, 10 May 2019.**

SELECTION COMMITTEE

14 May 2018

Present – The Chairman of the Council (Councillor Place) and Councillors Brockbank, Dawson, Foster, Heseltine, Jaquin, Lis, Myers, Pighills, Rose, Shuttleworth, Staveley and Sutcliffe

Officers – Solicitor to the Council and Monitoring Officer and Democratic Services Manager.

Start: 6.30pm

Finish: 7.20pm

SEL.85

Apologies for Absence

Apologies for absence were submitted by Councillors Madeley, Mercer and Solloway.

SEL.86

Appointment of Chairman

Resolved – That in accordance with Council Procedure Rule 23.6(a) “The Chairman of the Council (Councillor Place) will be a member and chair meetings of the Selection Committee.”

SEL.87

Declarations of Interest

There were no declarations of interest.

Minutes for Decision

SEL.88

Allocation of Committee Places for Committees, Sub-Committees and Panels 2018/19

The Democratic Services Manager submitted a report which advised Members of the allocation of committee and sub-committee seats under the committee structure for 2018/19. The Committee was asked to recommend appointments in accordance with the Council’s Constitution and the preferences of Political Groups.

For the purposes of political proportionality in allocating committee seats, one Independent Member continued to be affiliated to the Conservative Group.

Recommended – That the Annual Council Meeting approves the membership of the committees, sub committees and panels, as set out below:

POLICY ELEMENT**Policy Committee (15)**

Conservative (and aligned Independent)	Independent	Labour
Foster (Chair)	Barrett	Madeley
Dawson (Vice-Chair)	Heseltine	Rose
Brockbank	Morrell	
Ireton		
Lis		Liberal Democrat
Mulligan		Jaquin
Myers		
Place		
Welch		
Substitutes (3 per Group)		
Graham (Conservative)	Pighills (Independent)	Mercer (Labour)
Thompson (Conservative)	Shuttleworth (Independent)	
Whitaker (Conservative)	Solloway (Independent)	

OVERVIEW AND SCRUTINY ELEMENT**Select Committee (12)**

Conservative (and aligned Independent)	Independent	Labour
Staveley (Chair)	Pighills	Mercer
Whitaker (Vice-Chair)	Shuttleworth	
Graham	Solloway	
Mason		Green
Moorby		Brown
Sutcliffe		
Thompson		

REGULATORY ELEMENT**Audit and Governance Committee (9)**

Conservative (and aligned Independent)	Independent	Labour
Harbron (Chair)	Barrett	Mercer
Brockbank (Vice-Chair)		
Hull		
Lis		Green
Place		Brown
Whitaker		
Co-opted Independent Person: Greg Robinson (Term of Office 3 Years Expiring May 2020)		

Licensing Committee (12) and Licensing and Appeals Sub-Committee (3 from pool of 12)

Conservative (and aligned Independent)	Independent	Liberal Democrat
Myers (Chair)	Heseltine	Jaquin
Moorby (Vice-Chair)	Solloway	
Graham		
Ireton	Labour	UKIP
Mulligan	Madeley	Baxandall
Thompson		
Welch		

Planning Committee (12)

Conservative (and aligned Independent)	Independent	Labour
Sutcliffe (Chair)	Heseltine	Rose
Thompson (Vice-Chair)	Morrell	
Brockbank	Shuttleworth	UKIP
Harbron		Baxandall
Lis		
Place		
Whitaker		
Substitutes (2 per Group)		
Ireton (Conservative)	Barrett (Independent)	Madeley (Labour)
Welch (Conservative)	Solloway (Independent)	

Standards Committee (5)

Conservative (and aligned Independent)	Independent	Labour
Ireton (Chair)	Solloway	Mercer
Whitaker (Vice-Chair)		
Mason		
Four Parish Council Members (non-voting): Veronicka Dancer, Michael Rooze, Richard Simpson and Robert Stead		
Independent Persons: John Boumphrey and Peter Charlesworth Reserve Independent Person: Roger Millin		
Note 1: Allocation of places to political groups has been based on the principle of 'political proportionality', however, this is not a legal requirement for the Standards Committee.		
Note 2: The Independent Persons are not members of the Standards Committee. They may be invited to attend meetings to comment, but not vote, on matters in relation to conduct and protocols.		

Recruitment and Appeals Panel (3 from pool of 10)

Conservative (and aligned Independent)	Independent	Labour Group
Brockbank	Barrett	Madeley
Foster	Heseltine	
Harbron		
Lis		Liberal Democrat
Myers		Jaquin
Staveley		

COUNCIL APPOINTED SUB-COMMITTEE

Statutory and Senior Officers Employment Committee (5)

Conservative (and aligned Independent)	Independent	Labour
Dawson	Solloway	Madeley
Foster		
Myers		

SEL.89

APPOINTMENT OF OFFICE-HOLDERS LEAD MEMBERS AND CHAMPIONS 2018-19

The Democratic Services Manager submitted a report which asked Members to recommend to the Annual Council Meeting those appointments listed below:

Recommended –

- (a) That the Annual Meeting of the Council appoints the following Members in 2018-19:
- Leader of the Council (*Chair of Policy Committee*) – Councillor Foster
 - Deputy Leader of the Council (*Vice-Chair of Policy Committee*) – Councillor Dawson
 - Chairman of Select Committee – Councillor Staveley
 - Vice-Chairman of Select Committee – Councillor Whitaker
 - Chairman of Audit and Governance Committee – Councillor Harbron
 - Vice-Chairman of Audit and Governance Committee – Councillor Brockbank
 - Chairman of Licensing Committee – Councillor Myers
 - Vice-Chairman of Licensing Committee – Councillor Moorby
 - Chairman of Planning Committee – Councillor Sutcliffe
 - Vice-Chairman of Planning Committee – Councillor Thompson
 - Chairman of Standards Committee – Councillor Ireton
 - Vice-Chairman of Standards Committee – Councillor Whitaker

(b) That the Annual Meeting of Council appoints the following Lead Members for 2018-19:

- Affordable Housing – Councillor Foster
- Financial Resilience (includes Asset Management) – Councillor Mulligan
- Enterprising Craven – Councillor Myers
- Greener Craven – Councillor Lis
- Internal Services – Councillor Dawson
- Resilient Communities – Councillor Brockbank.

(c) That the Annual Meeting of Council appoints the following Member Champions for 2018-19:

- Armed Forces – Councillor Brockbank
- Children and Younger People – Councillor Graham
- Equalities – Chairman of Standards Committee (Councillor Ireton)
- Older People – Councillor Dawson
- Member Training and Development – Councillor Dawson.

SEL.90

APPOINTMENTS TO OUTSIDE BODIES

The Democratic Services Manager submitted a report which sought to appoint representatives to serve on outside bodies for one year until the next Annual Council Meeting or for the term of office indicated.

Recommended –

- (a) That the appointment to the Reserve Forces and Cadet's Association for Yorkshire and Humber goes with the office of the Member Champion for Armed Forces.
- (b) That Airedale NHS (Hospital) Trust Council of Governors is removed from the Council's list of outside bodies on the basis that a Craven District Council representative is no longer sought by the Trust.
- (c) That in relation to the Yorkshire Dales Leader Programme – Management Group the appointment goes with the office of the Lead Member for Enterprising Craven or nominee.
- (d) That following changes to the committees structure at North Yorkshire County Council, there was no longer an appointment to be made to North Yorkshire County Council – Craven Area Committee.
- (e) That the following representatives are appointed to hold office on the outside bodies below for one year until the next Annual Meeting of the Council, unless otherwise stated:

Political Proportionality Appointments

- **Airedale Internal Drainage Board (plus an Environmental Health Officer)**
Councillors Brown, Mason, Shuttleworth and Sutcliffe
- **Bradford District Care Trust's Council of Governors**
Councillor Hull
- **Community Safety Partnership Local Delivery Team**
Councillor Staveley
- **Coulthurst Craven Sports Centre**
Councillor Harbron

- **Friends of the Craven Museum**
Councillor Rose
- **Leeds-Morecambe Community Rail Partnership**
Councillor Brockbank
- **Parking and Traffic Regulation Outside London Joint Committee**
Councillor Myers
- **Yorkshire Dales National Park**
Councillor Lis appointed as the Council's third representative.
(Until term of office ends, or there is a relevant change in the political proportionality on the Council)
- **Yorkshire Screen Commission**
Mr Piers Tempest of Broughton Hall (external representative)

Ward Based Appointments

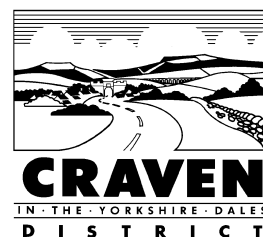
- **East Integrated Care Community for the Morecambe Bay Clinical Commissioning Group (CCG)**
Councillor Brockbank (Bentham and Ingleton and Clapham Wards)
 - **Forest of Bowland Area of Outstanding Natural Beauty Joint Advisory Committee (1)**
Councillor Thompson (Substitute: Councillor Brockbank) (Bentham, Ingleton and Clapham, Settle and Ribble Banks Wards)
 - **Greatwood and Horse Close Estate Committee**
Councillors Heseltine and Solloway (Skipton South Ward)
 - **Heysham Power Station Local Liaison Council**
Councillor Brockbank (Bentham, Ingleton and Clapham Wards)
 - **Hospital of James Knowles Trust**
Councillor Moorby (Hellifield and Long Preston Ward)
 - **Settle Area Swimming Pool Committee**
Councillor Hull (Settle and Ribble Banks, Hellifield and Long Preston and Penyghent Wards)
 - **Settle Freight Quality Partnership**
Councillors Hull and Staveley (Settle and Ribble Banks and Penyghent Wards)
- (f) That continuing appointments to which political proportionality is applied are noted as follows:
- **North Yorkshire Police and Crime Panel**
Councillor Madeley
Term of Office: Four years or until Member's current term of office ends
 - **Settle/Carlisle Railway Development Company**
Councillor Hull
Term of Office: Two years, expiring Annual Meeting 2019

- **Settle Victoria Hall Trustees**
Councillor Hull
Term of Office: Two years, expiring Annual Council Meeting 2019
 - **Yorkshire Dales National Park**
Continuing appointments for Councillors Heseltine and Foster.
 - **Yorkshire Housing Group – Craven Area Committee**
Councillors Heseltine, Lis and Jaquin.
Term of Office: Three year term of office ending on the date of the Group's Annual Meeting in September 2020.
- (g) That continuing appointments to go with office (Leader / Deputy Leader / Portfolio Holder) are noted as follows:
- **Craven Barnfield Regeneration Limited, Strategic Partnering Board**
Lead Member for Financial Resilience
 - **Leeds City Region Partnership Committee (replaced the Leeds City Region Leaders' Board)**
Leader of the Council (Substitute – Deputy Leader)
 - **Leeds City Region (Local Enterprise Partnership) Board**
Leader of the Council (Substitute – Deputy Leader)
 - **Local Government Group**
General Assembly – Leader of the Council (Substitute – Deputy Leader)
Rural Services Partnership – Leader of the Council or his nominee (Councillor Ireton nominated as the Council's representative)
 - **Local Government North Yorkshire and York**
Leader of the Council (Substitute – Deputy Leader)
 - **Mazars Yorkshire and Humber Governance Forum for Members**
Chairman and Vice-Chairman of Audit and Governance Committee
 - **North Yorkshire County Council – Scrutiny of Health Committee**
Lead Member Resilient Communities (Substitute – Councillor Hull to attend in lieu of the Lead Member)
 - **North Yorkshire District Councils Network – Executive Board**
Leader of the Council (Substitute – Deputy Leader)
 - **North Yorkshire Strategic Housing Partnership**
Lead Member for Affordable Housing
 - **North Yorkshire, York and East Riding Local Enterprise Partnership**
Leader of the Council (Substitute – Deputy Leader)

- **North Yorkshire, York and East Riding Local Enterprise Partnership: Infrastructure Programme Board**
Leader of the Council (Substitute – Deputy Leader)
- **Parishes Liaison Group**
Political Group Leaders or their nominees (Substitutes – political group nominees)
- **Reserve Forces and Cadet’s Association for Yorkshire and Humber**
Member Champion for Armed Forces
- **York, North Yorkshire and East Riding Local Enterprise Partnership’s Overview and Scrutiny Group**
Office of Chairman of the Select Committee
- **Yorkshire and Humber (Local Authorities) Employers Committee**
Leader of the Council (Substitute – Deputy Leader)
- **Yorkshire Dales Leader Programme: Management Group**
Lead Member for Enterprising Craven or nominee – (substitute – Strategic Manager for Planning and Regeneration or his nominee)
- **Yorkshire Dales National Park: Management Steering Group**
Leader of the Council (Substitute – Deputy Leader)
- **Welcome to Yorkshire**
Lead Member for Enterprising Craven

Chairman

SELECTION COMMITTEE 13 MAY 2019



Allocation of Committee Places for Committees, Sub-Committees and Panels 2019/20

Ward(s) affected: All

Report of the Democratic Services Manager

1. **Purpose of Report** – To inform Members of the allocation of committee and panel seats under the Council's committee structure for 2019/20. The Committee is asked to recommend appointments in accordance with the Council's Constitution and the nominations of the Political Groups.
2. **Recommendations**
 - 2.1 That the Committee recommend to the Annual Meeting of Council the membership of committees (including substitute Members for Policy Committee (3) and Planning Committee (2) for each Group) and panels.
3. **Committee Membership**
 - 3.1 The distribution of seats on committees is governed by Section 15 of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990, which require the allocation to accord with the rules on proportionality. The Council must satisfy itself each year that these rules are properly applied.
 - 3.2 The Regulations state that seats on Committees must be allocated to each political group in the same proportion to the number of seats held by each of those groups on the Council both in number on each committee and in aggregate, in so far as this may be practicable.
 - 3.3 Following the local elections on 2 May 2019, the political balance of the Council is 15 Conservative, 9 Independents, 3 Labour, 2 Green and 1 Liberal Democrat. One Independent Member is aligned to the Conservative Group. For the purpose of calculating proportionality the Conservative Group is therefore 16, Independent Group 8, Labour Group 3, Green Group 2 and Liberal Democrat 1. The Council is comprised of 30 Members. From this is derived the entitlement based on proportionality to seats on Committees as shown in the following table.

Group	Seats on Council	Proportionality (60 committee places)
Conservative	16	32
Independent	8	16
Labour	3	6
Green	2	4
Liberal Democrat	1	2
Total	30	60

AGENDA ITEM 5

- 3.4 Based on the above calculation the allocation of seats on Committees (excluding Standards Committee, which is not included in the Regulations) to political groups on each committee would be as in the following table.

Committee	Size (Councillors)	Cons	Inds	Labour	Green	Lib Dem
Policy	15	8	4	2	1	0
Select	12	6	3	1	1	1
Audit and Governance	9	5	2	1	1	0
Licensing	12	7	3	1	0	1
Planning	12	6	4	1	1	0
	60	32	16	6	4	2

- 3.6 **Standards Committee** – Allocation of places to political groups has been based on the principle of ‘political proportionality’, however, this is not a legal requirement for the Standards Committee. Proportional allocation for a committee of 5 members would be Conservative 2.7 (3), Independent 1.3 (1), Labour 0.5 (1) Green 0.3 (0) and Liberal Democrat 0.2 (0).
- 3.7 **Audit and Governance Committee** – At Minute CL.939/16-17 Council confirmed the re-appointment of Mr Greg Robinson as the independent non-voting member of the Audit and Governance Committee for a period of three years commencing from May 2017. The Council’s Constitution (Part 3 Responsibilities of Committees) states that the Committee shall be comprised of 9 Members of the Council with the Chairman being independent of the policy element of the committee structure.
- 3.8 **Recruitment and Appeals Panel** – The Panel is comprised of three Members drawn from a pool of 10 Members; appointment to the pool is normally based on political proportionality. Proportional allocation for a committee of 10 members would be Conservative 5.3 (5), Independent 2.7 (3), Labour 1.0 (1), Green 0.7 (1) and Liberal Democrat 0.3 (0).
- 3.9 **Statutory and Senior Officers Employment Committee** – At Minute CL.732/13-14, Council approved the establishment of this Committee consisting of five elected Members. The Committee is not a standing committee of the Council but is to be constituted as a politically proportionate committee in accordance with its terms of reference. Proportional allocation for a committee of 5 members would be Conservative 2.7 (3), Independent 1.3 (1), Labour 0.5 (1) Green 0.3 (0) and Liberal Democrat 0.2 (0).
- 3.10 The following sub-committees and consultative groups are appointed by Policy Committee
- Craven Spatial Planning Sub-Committee (specific task sub-committee)
 - Craven Employees’ Consultative Group.
- 3.11 The Select Committee may appoint up to two working groups at any one time; decisions relating to appointment of those groups are a matter for that Committee.
- 3.12 Notes to assist Political Groups in submitting their recommendations to the Selection Committee are set out at Appendix B.
- 3.13 The Council has also adopted a number of conventions, which affect committee membership and these are set out at Appendix C to this report.

AGENDA ITEM 5

4. **Implications**

4.1 **Financial Implications** – None.

4.2 **Legal Implications** – The Council operates political management arrangements in the form of Alternative Arrangements as permitted under the Local Government Act 2000. These arrangements require the Council to operate a modernised committee structure, the basis of which was reviewed and confirmed by the Council in February 2007 and is set down in the Constitution.

4.3 **Contribution to Corporate Priorities** – The political management arrangements are the primary means by which Members will take actions towards achieving the Council's Corporate Priorities.

4.4 **Risk Management** – The political management arrangements underpin the Council's corporate governance process and governance arrangements are included within the Council's Register of Risks.

4.5 **Equality Analysis** – Not applicable

5. **Consultations** – None.

6. **Access to Information** – None.

7. **Author of the Report** –

Guy Close, Democratic Services Manager

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E-mail: gclose@cravenc.gov.uk

8. **Appendices** –

Appendix A – Membership of Committees, Sub-Committees, Panels and Groups 2018-19

Appendix B – Notes on appointing Members to Committees

Appendix C – Extract from Committee and Members' Conventions document.

AGENDA ITEM 5

APPENDIX A

COMMITTEES' MEMBERSHIP 2018-19

POLICY ELEMENT

Policy Committee (15)

Conservative (and aligned Independent)	Independent	Labour
Foster (Chair)	Barrett	Madeley
Dawson (Vice-Chair)	Heseltine	Rose
Brockbank	Morrell	
Ireton		
Lis		Liberal Democrat
Mulligan		Jaquin
Myers		
Place		
Welch		
Substitutes (3 per Group)		
Graham (Conservative)	Pighills (Independent)	Mercer (Labour)
Thompson (Conservative)	Shuttleworth (Independent)	
Whitaker (Conservative)	Solloway (Independent)	

OVERVIEW AND SCRUTINY ELEMENT

Select Committee (12)

Conservative (and aligned Independent)	Independent	Labour
Staveley (Chair)	Pighills	Mercer
Whitaker (Vice-Chair)	Shuttleworth	
Graham	Solloway	
Mason		Green
Moorby		Brown
Sutcliffe		
Thompson		

REGULATORY ELEMENT

Audit and Governance Committee (9)

Conservative (and aligned Independent)	Independent	Labour
Harbron (Chair)	Barrett	Mercer
Brockbank (Vice-Chair)		
Hull		
Lis		Green
Place		Brown
Whitaker		
Co-opted Independent Person: Greg Robinson (Term of Office 3 Years Expiring May 2020)		

AGENDA ITEM 5

Licensing Committee (12) and Licensing and Appeals Sub-Committee (3 from pool of 12)

Conservative (and aligned Independent)	Independent	Liberal Democrat
Myers (Chair)	Heseltine	Jaquin
Moorby (Vice-Chair)	Solloway	
Graham		
Ireton	Labour	UKIP
Mulligan	Madeley	Baxandall
Thompson		
Welch		

Planning Committee (12)

Conservative (and aligned Independent)	Independent	Labour
Sutcliffe (Chair)	Heseltine	Rose
Thompson (Vice-Chair)	Morrell	
Brockbank	Shuttleworth	UKIP
Harbron		Baxandall
Lis		
Place		
Whitaker		
Substitutes (2 per Group)		
Ireton (Conservative)	Barrett (Independent)	Madeley (Labour)
Welch (Conservative)	Solloway (Independent)	

Standards Committee (5)

Conservative (and aligned Independent)	Independent	Labour
Ireton (Chair)	Solloway	Mercer
Whitaker (Vice-Chair)		
Mason		
<p>Four Parish Council Members (non-voting): Veronicka Dancer, Michael Rooze, Richard Simpson and Robert Stead</p>		
<p>Independent Persons: John Boumphrey and Peter Charlesworth Reserve Independent Person: Roger Millin</p>		
<p>Note 1: Allocation of places to political groups has been based on the principle of 'political proportionality', however, this is not a legal requirement for the Standards Committee.</p>		
<p>Note 2: The Independent Persons are not members of the Standards Committee. They may be invited to attend meetings to comment, but not vote, on matters in relation to conduct and protocols.</p>		

AGENDA ITEM 5

Recruitment and Appeals Panel (3 from pool of 10)

Conservative (and aligned Independent)	Independent	Labour Group
Brockbank	Barrett	Madeley
Foster	Heseltine	
Harbron		
Lis		Liberal Democrat
Myers		Jaquin
Staveley		

COUNCIL APPOINTED SUB-COMMITTEE

Statutory and Senior Officers Employment Committee (5)

Conservative (and aligned Independent)	Independent	Labour
Dawson	Solloway	Madeley
Foster		
Myers		

AGENDA ITEM 5

APPENDIX B

APPOINTING MEMBERS TO COMMITTEES, ETC

SELECTION COMMITTEE – 13 MAY 2019

The following are notes on the actions the Political Groups need to take in submitting recommendations to the Selection Committee on membership of committees etc under the committee structure.

1. **Policy Committee** – The Policy Committee comprises 15 members and will be chaired by the Leader of the Council, with the Deputy Leader as Vice-Chair. Both these offices will be appointed at the Annual Meeting of the Council on the recommendation of the Selection Committee. The membership will be politically proportional and members of this Committee will not serve on the Select (Overview and Scrutiny) Committee. Political Groups should seek, so far as is practicable, not to appoint Councillors to this Committee, who are also to be members of the Planning Committee. In particular, the Leader and the Deputy Leader of the Council may not be members of the Planning Committee; and the Chair of the Planning Committee may not be a member of the Policy Committee.

The Council agreed that there should be a substitutes' scheme for this Committee (3 per Group). Some substitutes may have to be members of the Select Committee, and this may have some bearing on elements of scrutiny work that the substitute participates in. In particular, a Member cannot scrutinise a decision that they have been directly involved in making.

2. **Select Committee** – This comprises 12 Members, and will undertake the overview and scrutiny function. The membership will be politically proportional and members of it will not serve on the Policy Committee, except as named substitutes, and then may not scrutinise a decision that they have been involved in making. Membership of this Committee is not open to the Chair of the Council.

The Chair and Vice-Chair of this Committee will be appointed by the Council on the recommendation of the Selection Committee. The Committee can appoint up to two working groups at any one time to undertake reviews in whatever form is decided to be appropriate.

3. **Recruitment and Appeals Panel** – This will comprise 3 Members (with 1 or 2 substitutes, depending on the type of business) selected from a pool of 10 nominated by the Political Group Leaders and will meet as and when required. The only restriction is that the Solicitor to the Council and Monitoring Officer must be satisfied that all those who sit on the Panel have had relevant recruitment and selection training.

4. **Regulatory Committees**

- (a) **Audit and Governance Committee** – Comprises 9 Members and membership will be politically proportional. The Chair and Vice-Chair will be appointed at the Annual Meeting of the Council, on the recommendation of the Selection Committee. The Chair to be independent of the Policy Element of the committee structure.
- (b) **Licensing Committee** – Comprises 12 Members and the membership will be politically proportional. The membership is not limited in any way by membership of the Policy Committee or the Select Committee. The Chair and Vice-Chair will be

AGENDA ITEM 5

appointed at the Annual Meeting of the Council, on the recommendation of the Selection Committee.

The membership of this Committee also makes-up the pool of members for the Licensing and Appeals Sub-Committee, although it is restricted to those Members who have received relevant training. The Sub-Committee deals with contested licensing matters and usually meets during the day.

- (c) **Planning Committee** – Comprises 12 members and membership will be politically proportional. Council agreed that there should be a substitute arrangement for this Committee (2 per Group). Political Groups should seek, so far as is practicable, not to appoint Councillors to this Committee, who are also to be members of the Policy Committee. In particular, the Leader and the Deputy Leader of the Council may not be members of the Planning Committee; and the Chair of the Planning Committee may not be a member of the Policy Committee. The Chair and Vice-Chair of the Planning Committee will be appointed at the Annual Meeting of the Council, on the recommendation of the Selection Committee. Relevant training on planning matters should be undertaken before Members sit on this Committee or act as substitutes. The Committee normally meets on a Monday with site visits, if any, taking place in the morning and the actual meeting in the afternoon.

5. **Ethical (Regulatory) Committees**

Standards Committee – From 1 July 2012, membership has comprised of 5 Members of the Council appointed proportionally, and a maximum of 4 co-opted non-voting parish councillors. It is recommended that, so far as possible, the membership is made up of experienced 'back-bench' Members. The Chair and Vice-Chair will be appointed at the Annual Council Meeting, on the recommendation of the Selection Committee.

The membership of this Committee also makes-up the pool of members for the sub-committee of the Standards Committee. All members require relevant training. The Committee meets in the early evening, while the timing of sub-committee meetings varies depending on availability.

CRAVEN DISTRICT COUNCIL

COMMITTEE AND MEMBER CONVENTIONS (EXTRACT)

1. Appointments to Committees

1.1 The Council will appoint the following committees, sub committees in order to effectively conduct the business of the Council:

Overview and Scrutiny

- Select Committee (12)

Policy Element

- Policy Committee (15)
- Recruitment Panel (3 from a pool of 10)

Regulatory

- Audit and Governance Committee (9)
- Licensing Committee (12) and its sub-committee (3 from the Licensing Committee)
- Planning Committee (12)
- Standards Committee, (5, and 4 co-opted parish members plus 3 independent persons who do not sit as committee members).

1.2 Additionally, the Policy Committee may appoint “specific task” sub-committees and the Overview and Scrutiny Committee may have up to two working groups at any one time.

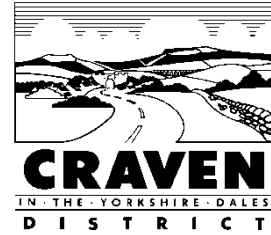
1.3 The following section repeats some of the information in Council Procedure Rules and gives guidelines for the constitution and appointment of all the bodies referred to above.

- (a) The membership of the bodies referred to in 1.1 above will be allocated to the Political Groups in accordance with the political balance of the Council at the time. Before the Annual Meeting of the Council each year, the Selection Committee will decide the numbers the Political Groups should appoint to each of them based upon the political proportionality of the Council.
- (b) The Selection Committee will recommend the appointment of committees and sub-committees in accordance with the nominations put forward by the Political Groups. In the absence of any formal grouping representing the interests of any Members, the Selection Committee will recommend the allocation of places for those Members, attempting to meet their preferences wherever possible.
- (c) The membership of the Policy Committee will include the Leader and Deputy Leader of the Council and, wherever possible, the Lead Members. The Chairman of the Planning Committee may not be a member of the Policy Committee. The Political Groups should seek, so far as is practicable, not to appoint Councillors, who are to serve on the Policy Committee, as members also of the Planning Committee. It shall be the usual practice that members of the Policy Committee should not be available for appointment to select working groups.
- (d) The Council will appoint 12 of its Members to the membership of the Select Committee. Those select committee members shall not be available for appointment as members of the Policy Committee, but they may act as substitutes for that Committee under the Council's scheme.
- (e) The Leader and Deputy Leader of the Council may not be members of the Planning Committee. The Chairman of the Planning Committee may not be a member of the Policy Committee. The Chairman of the Council and the Leader and Deputy Leader of

AGENDA ITEM 5

- the Council may not be members of the Select Committee. Members of Select will not serve on the Policy Committee, except as named substitutes
- (f) The Leader of the Council will Chair the Policy Committee and the Deputy Leader will be Vice-Chair. The Leader and Deputy Leader of the Council, the Chair and Vice-Chair of the Select Committee, and the Chair and Vice-Chair of the Audit and Governance, Licensing, Planning and Standards Committees, will be appointed by the Council Meeting.
 - (g) The Policy Committee may appoint “specific task” sub-committee with clear terms of reference and delegated authority to deal with specific issues of business. So far as is practicable, the number of members of these sub-committees should be no more than seven and will reflect the political balance of the Council. The membership of specific task sub-committees is open to all Members and places will be allocated to the Political Groups. The membership will be in accordance with the nominations submitted by each Group.
 - (h) The Select Committee may have up to two working groups of Members at any one time to deal with specific issues in the Committee’s annual work programme or any other matter referred to it by the Council, or the Policy Committee. These working groups do not have delegated authority, but they must reflect the political balance of the Council, excluding any co-opted members of the public. Working groups may only deal with business referred to them by the Select Committee.
 - (i) When a casual vacancy in the office of Councillor has been filled, or if a Member moves from one Political Group to another, the Chief Executive will inform the Group Leaders of any changes needed in the membership of any of the committees, sub-committees, groups or panels to reflect the political balance of the Council. Changes in membership of these bodies will take effect once the appointing body has approved the changes.
 - (j) Democratic Services will supply all Members with copies of agenda for the Policy Committee, the Select Committee, the Audit and Governance Committee, the Licensing Committee and the Planning Committee so that they can be aware if an issue relevant to their Ward appears on an agenda. This will be provided in paper form if the Member so requests. With the agreement of the relevant Chairman, any Member may speak at a meeting, but not vote. Any question as to the rights of a Ward Representative(s) to speak at a meeting shall be determined by the appropriate committee, sub-committee or group. *(Note: As sub-committees are to be appointed only for specific items of business, these rights will not apply.)*

SELECTION COMMITTEE 13 May 2019



Appointment of Member Office Holders and Member Champions 2019/20

Ward(s) affected: All

Report of the Democratic Services Manager

1. **Purpose of Report** – To recommend to the Annual Council Meeting those Members to be appointed to the offices of Leader of the Council, Deputy Leader of the Council and Chair and Vice-Chair of Committees. The Committee is also asked to consider making recommendations on Lead Member and Member Champion appointments.

2. Recommendations

2.1 That the Committee makes recommendations to the Annual Council Meeting on the Members to be appointed to fill the following offices:

- Leader of the Council (*Chair of Policy Committee*)*
- Deputy Leader of the Council (*Vice-Chair of Policy Committee*)*
- Chair of Select Committee
- Vice-Chair of Select Committee
- Chair of Audit and Governance Committee*
- Vice-Chair of Audit and Governance Committee
- Chair of Licensing Committee
- Vice-Chair of Licensing Committee
- Chair of Planning Committee*
- Vice-Chair of Planning Committee
- Chair of Standards Committee
- Vice-Chair of Standards Committee

*The Council's Constitution requires that the Chair of the Audit and Governance Committee to be independent of the policy element of the committee structure. Also, that the Leader and the Deputy Leader of the Council will not be members of the Planning Committee; and the Chair of the Planning Committee will not be a member of the Policy Committee.

2.2 That the Committee makes recommendations to Annual Council on the Members to be appointed to fill the offices of the following Member Champions

- Armed Forces (2018/19 Councillor Brockbank)
- Children and Younger People (2018/19 Councillor Graham)
- Equalities (2018/19 Chairman of Standards Committee: Councillor Ireton)
- Older People (2018/19 Councillor Dawson)
- Member Training and Development (2018/19 Councillor Dawson)

AGENDA ITEM 6

2.3 That the Committee makes recommendations to the Annual Council Meeting on the Members to be appointed to fill the offices of the Lead Members for the following roles:

- Enterprising Craven – (2018/19 Councillor Myers)
- Financial Resilience – (2018/19 Councillor Mulligan)
- Resilient Communities (2018/19 Councillor Brockbank);
- Affordable Housing element of Council Priority Enterprising Craven – (2018/19 Councillor Foster).
- Internal Services element of Council Priority Financial Resilience – (2018/19 Councillor Dawson).
- Greener Craven element of Council Priority Resilient Communities) – (2018/19 Councillor Lis).

3. Report

3.1 As in previous years this Committee is asked to recommend to Annual Council the Members to be appointed to fill the offices shown at Paragraphs 2.1 to 2.3 above. There is nothing to prevent the same Member being appointed to more than one of these roles, with the exception of restrictions that are set out in the Committee and Member Conventions document.

3.2 The Committee also makes recommendations to Annual Council on the Members to be appointed to fill the offices of Lead Members and Member Champions. In February 2018 Council adopted the Council Plan 2018-21 with the following priority areas:-

- Enterprising Craven
- Financial Resilience
- Resilient Communities

On the assumption that Council wishes to retain six lead roles it is suggested that the roles of lead members for affordable housing, greener craven and internal services are linked, as appropriate, to the three priority areas.

3. Implications

3.1. **Financial Implications** – None, although it should be noted that a number of the above office-holders receive special responsibility allowances under the Council's Members' Allowances Scheme (office-holders with more than one special responsibility role are permitted no more than one special responsibility allowance).

3.2. **Legal Implications** – None specifically in making these appointments. However, in undertaking these roles, Members are subject to the provisions of local government law (specifically the law and practice of local authority meetings in the case of Chair and Vice-Chair), the Members' Code of Conduct and the Council's Constitution.

3.3. **Contribution to Corporate Priorities** – These roles closely involve Members in aiming to deliver the Council's Corporate Priorities.

3.4. **Risk Management** – Not applicable

3.5. **Equality Analysis** – Not applicable

4. **Consultations** – None

5. **Access to Information** – None

AGENDA ITEM 6

6. **Author of the Report –**

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7. **Appendices –** The Role and Responsibilities of Lead Members and Member Champions.

AGENDA ITEM 6

APPENDIX

The Role and Responsibilities of Lead Members and Member Champions

Lead Member – Additional Role and Responsibilities

- To have the responsibility for, and provide a lead on, the initiation of policy.
- To take personal responsibility, and to be held accountable, for any decisions taken, and to share with the appropriate service managers responsibility for the performance of services within their portfolio.
- To take the lead for ensuring that the area for which they are responsible is delivered.
- To act as a sounding board/adviser/critical friend for the Lead Officers in the relevant areas.
- To meet on a regular basis with the Leader and Deputy Leader of the Council to monitor progress in each of their areas.
- To report regularly at Council meetings on progress in each of their Priority areas.
- To draw up statements for Council Meetings in consultation with the lead director and the Leader of the Council.
- To respond to or deal with any issues arising at Council meetings relating to their respective roles.
- To play a key role in consultation on, and drawing up of, the revenue and capital budgets.
- To encourage continuous improvement, taking decisions on resources and priorities to deliver the strategies and budget approved by the Council promoting and participating in Councillor Development.
- To provide regular reports on progress and to undertake consultation on decisions as required.
- To act as an advocate for the Council within the authority and outside.
- To act as spokesperson within and outside the authority on those services and functions within their portfolio.
- To consult interested parties, ward and parish Councillors and citizens as part of the development and review of policy.
- To provide support to all Members to help them develop constructive roles as Ward Councillors.
- To abide by the Six Principles adopted by the Council and set out in the Local Code of Governance.
- To act upon the Values set out in 'Our Values.'
- To be responsible for personal development and undergo appropriate development and continuous improvement for any role undertaken.

Member Champion – Additional Responsibilities

- To promote the areas for which they are Champion by involving themselves locally in relevant issues.
- To act as a sounding board / adviser / critical friend for the Lead Officer in the relevant areas.
- To be the Council's public face in relation to each of those areas.
- To be encouraged to report to Council meetings at least once during each municipal year.

SELECTION COMMITTEE

13 May 2019



Appointments to Outside Bodies 2019/20

Wards Affected: All

Report of the Democratic Services Manager

1. **Purpose of Report** – To appoint representatives to serve on outside bodies for one year until the next Annual Council Meeting or for the term of office indicated.
2. **Recommendations** – Members are asked to:

Make recommendations on appointments or nominations (as appropriate) to the outside bodies listed in Appendix A subject to the general principles set out in the Constitution under Committee and Member Conventions (set out in paragraph 3.4 below).
3. **Report**
 - 3.1 The Council appoints or nominates representatives to serve on a variety of outside bodies. These vary from bodies set up by this Council to organisations responsible for matters allied to services to local, regional and national bodies.
 - 3.2 At Minute COU.187(g)(vi)/04-05, the Council decided that appointments to outside bodies would fall into one of three categories, namely:
 - Ward based appointments.
 - Appointments to go with Office of Leader / Deputy Leader / other office
 - Appointments where political proportionality will apply.
 - 3.3 The outside bodies listed in Appendix A are those to which the Selection Committee is asked to recommend appointments or nominations in the relevant categories. The outside bodies listed in Appendix B generally require no further action as they are the bodies to which the Council has made appointments or nominations in the past and the terms of office have not expired, or the appointment goes with a particular office.
 - 3.4 In recommending appointments / nominations to the outside bodies listed in Appendix A the Committee is asked to bear in mind the following from the Committee and Member Conventions in the Council's Constitution:

“The Council is invited to appoint representatives to sit on various types of outside bodies varying from statutory bodies to local voluntary groups. This Section sets out the procedure for making those appointments.

(a) Appointments of representatives of the Council to outside bodies are made at the Annual Council Meeting each year following recommendations from the Selection Committee. At any other time of the year, the Policy Committee makes decisions on appointments to outside bodies.

(b) *In recommending appointments to outside bodies as a whole, the Selection Committee will attempt to ensure that appointments are made in accordance with the relevant category agreed by the Council, as follows:*

- *Ward-Based Appointments to be made (unless otherwise agreed) from the Members representing the Wards indicated;*
- *Appointments to go with Office of Leader / Deputy Leader / other office; and*
- *Overall Appointments to which Political Proportionality is to be applied.”*

3.5 **Political Representation** – The political constitution of the Council as at 13 May 2019 is:

Conservatives – 15 Members
Independents – 9 Members
Labour – 3 Members
Green – 2 Members
Liberal Democrats – 1 Member

3.6 For the purposes of political proportionality, in allocating committee seats, one Independent Member is currently affiliated to the Conservative Group. At the current time, it is understood that the other Independent Members are affiliated to, or members of, the Craven Independents' Group. This means that, for the purposes of political proportionality, calculations will be based upon:

Conservatives – 16 Members
Independents – 8 Members
Labour – 3 Members
Green – 2 Members
Liberal Democrats – 1 Member

3.7 Based on the current number of appointments **(20)** which are subject to political proportionality, each political group is entitled to the following number of appointments.

Conservatives (16 Members) – 10.7 **(11)**
Independents (8 Members) – 5.3 **(5)**
Labour (3 Members) – 2.0 **(2)**
Green (2 Members) – 1.3 **(1)**
Liberal Democrats (1 Members) – 0.7 **(1)**

3.8 Taking into account the number of continuing appointments or nominations **(5)** in Section 2 of Appendix B **the number of appointments to be recommended at this meeting is 15, as follows:**

Conservatives entitlement	= 8
Independents entitlement	= 4
Labour entitlement	= 2
Green entitlement	= 1
Liberal Democrats entitlement	= 0
Total	= 15

- 3.9 For the Committee's information, during the course of 2018-19 it was advised that the Yorkshire Dales Leader Programme had closed to funding applications as the rural development budget had been fully allocated. There are no plans to re-open the Programme unless further funding is granted by government, which is considered unlikely to happen. This particular Outside Body has therefore been removed from the current list of appointments to go with office (Leader of the Council).
- 3.10 It has been advised by the Council's representative on the Hospital of James Knowles (Councillor Moorby) that it has recently changed to become a Charitable Incorporated Organisation (CIO) and no longer requires Elected Member representation. This particular Outside Body has therefore been removed from the current list of ward based appointments.
- 3.11 The West Yorkshire Combined Authority has requested confirmation of Elected Member representation from Craven District Council to serve on its Advisory Panels. There are two panels that require Elected Member representation. These are:
- The Business Innovation and Growth Panel; and
 - The Place Panel.

The terms of reference for the above Panels are available upon request from Democratic Services. It is recommended given the strategic nature of these groups that these appointments are designated to go with the Leader and Deputy Leader of the Council. (Appendix B refers)

4. **Implications**

- 4.1 **Financial Implications** – Attendance at outside bodies is considered to be part of Elected Members' duties. Travelling and subsistence expenses can be claimed under the Council's Members' Allowances Scheme.
- 4.2 **Legal Implications** – There is a minimal risk to some Members regarding indemnity / insurance. Members may wish to check with the clerk of the outside body concerned, and consider the extent of any insurance or indemnity provided to directors/management committee members by the organisation itself.
- 4.3 **Contribution to Corporate Priorities** – None directly associated with this report, although the work of some bodies supports the delivery of corporate priorities.
- 4.4 **Risk Management** – Not applicable
- 4.5 **Equality Analysis** – Not applicable

5. **Consultations with Others** – None

6. **Access to Information** – None

7. **Author of Report**

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8. Appendices

Appendix A – Bodies to which appointments / nominations are to be made in 2019/20
Appendix B – Bodies on which appointments / nominations have been made and will
continue

APPOINTMENTS OR NOMINATIONS TO BE MADE TO OUTSIDE BODIES

Notes:

1. Term of Office: One year to next Annual Council Meeting, unless otherwise stated.
2. Figures in brackets indicates total number of representatives.
3. Where Councillors are appointed, the appointment is reviewed if they cease to be a Member of the Council during their term of office.
4. Members appointed for 2018/19 are indicated.

1. Ward-based appointments to be made (unless otherwise agreed) from Members representing the wards indicated

East Integrated Care Community for the Morecambe Bay Clinical Commissioning Group (CCG) (1)

Councillor Brockbank (Bentham and Ingleton and Clapham Wards)

Forest of Bowland Area of Outstanding Natural Beauty Joint Advisory Committee (1)

Councillor Thompson (Substitute: Councillor Brockbank)
(Bentham, Ingleton and Clapham, Settle and Ribble Banks Wards)

Greatwood and Horse Close Estate Committee (2)

Councillors Heseltine and Solloway
(Skipton South Ward)

Heysham Power Station Local Liaison Council (1)

Councillor Brockbank
(Bentham, Ingleton and Clapham Wards)

Settle Area Swimming Pool Committee (1)

Councillor Hull
(Settle and Ribble Banks, Hellifield and Long Preston and Penyghent Wards)

Settle Freight Quality Partnership (2)

Councillors Hull and Staveley
(Settle and Ribble Banks and Penyghent Wards)

2. APPOINTMENTS TO WHICH POLITICAL PROPORTIONALITY IS TO BE APPLIED

Airedale Internal Drainage Board (4)

Councillors Brown, Mason, Shuttleworth and Sutcliffe

Bradford District Care Trust's Council of Governors (1)

Councillor Graham

(Term of Office – 3 years to May 2019)

Community Safety Partnership Local Delivery Team (1)

Councillor Staveley

Coulthurst Craven Sports Centre (1)

Councillor Harbron

Friends of the Craven Museum (1)

Councillor Rose

Leeds-Morecambe Community Rail Partnership (1)

Councillor Brockbank

North Yorkshire Police and Crime Panel (1)

Councillor Madeley

(Term of Office: Four years or until Member's current term of office ends)

Parking and Traffic Regulation Outside London Joint Committee (1)

Councillor Myers

Settle/Carlisle Railway Development Company (1)

Councillor Hull

(Term of Office: Two years, expiring Annual Meeting 2019)

Settle Victoria Hall Trustees (1)

Councillor Hull

(Term of Office: Two years, expiring Annual Council Meeting 2019)

Yorkshire Dales National Park (1)

Three Councillors representing wards wholly or partly in the National Park – Continuing appointments for Councillors Foster and Lis in 2019/20 unless there is a change in political proportionality. One appointment to be made (Councillor Heseltine was the Council's third representative in 2018-19)

Note: Representation to be based on Council's political proportionality – Section 7 of the Environment Act 1995.

(Term of Office: Until Members' current terms of office ends, or there is a relevant change in the political proportionality on the Council.)

Yorkshire Screen Commission (1)

Mr Piers Tempest of Broughton Hall (external representative)

CONTINUING APPOINTMENTS / NOMINATIONS TO OUTSIDE BODIES

1. WARD-BASED APPOINTMENTS

None

2. CONTINUING APPOINTMENTS TO WHICH POLITICAL PROPORTIONALITY IS TO BE APPLIED

Yorkshire Dales National Park (2)

Three Councillors representing wards wholly or partly in the National Park – Continuing appointments for Councillors Foster and Lis in 2018/19 unless there is a change in political proportionality.

Note: Representation to be based on Council's political proportionality – Section 7 of the Environment Act 1995.

(Term of Office: Until Members' current terms of office ends, or there is a relevant change in the political proportionality on the Council.)

Yorkshire Housing Group – Craven Area Committee (3)

Councillors Heseltine, Lis and Jaquin.

(Term of Office: Three year term of office ending on the date of the Group's Annual Meeting in September 2020)

3. APPOINTMENTS TO GO WITH OFFICE (LEADER / DEPUTY LEADER / PORTFOLIO HOLDER ETC)

Craven Barnfield Regeneration Limited, Strategic Partnering Board

Lead Member for Financial Resilience

Leeds City Region Partnership Committee (replaced the Leeds City Region Leaders' Board)

Leader of the Council (Substitute – Deputy Leader)

Leeds City Region (Local Enterprise Partnership) Board

Leader of the Council (Substitute – Deputy Leader)

Local Government Group:

General Assembly – Leader of the Council (substitute: Deputy Leader).

Rural Services Partnership – Leader of the Council or his nominee (Councillor Ireton nominated as the Council's representative)

Local Government North Yorkshire and York

Leader of the Council (Substitute: Deputy Leader)

Mazars Yorkshire and Humber Governance Forum for Members (2)

Chairman and Vice-Chairman of Audit and Governance Committee

North Yorkshire County Council – Scrutiny of Health Committee

Lead Member Resilient Communities (Substitute – Councillor Hull attending in lieu of the lead member)

North Yorkshire District Councils Network – Executive Board

Leader of the Council (Substitute – Deputy Leader)

North Yorkshire Strategic Housing Partnership

Lead Member for Affordable Housing

North Yorkshire, York and East Riding Local Enterprise Partnership

Leader of the Council (Substitute – Deputy Leader)

North Yorkshire, York and East Riding Local Enterprise Partnership: Infrastructure Programme Board

Leader of the Council (Substitute – Deputy Leader)

Parishes Liaison Group

Political Group Leaders or their nominees (substitutes – political group nominees)

Reserve Forces and Cadets’ Association for Yorkshire and the Humber

Member Champion for Armed Forces

West Yorkshire Combined Authority – The Business Innovation and Growth Panel

Deputy Leader of the Council

West Yorkshire Combined Authority – The Place Panel

Leader of the Council

York, North Yorkshire and East Riding Local Enterprise Partnership’s Overview and Scrutiny Group

Office of Chairman of the Select Committee

Yorkshire and Humber (Local Authorities) Employers Committee

Leader of the Council (Substitute – Deputy Leader)

Yorkshire Dales National Park: Management Steering Group

Leader of the Council (Substitute – Deputy Leader)

Welcome to Yorkshire

Lead Member for Enterprising Craven

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