



**Annual Council**

**11 May 2026**

**Subject: Establishment of Committees, seat allocation based on political balance and Policy Committee Terms of Reference**

**Report by:**

Monitoring Officer

**Contact Officer:**

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### **Executive Summary:**

This report sets out the details of the political groups on the Council, the number of Members to be appointed to serve on each committee; the allocation to different political groups of seats on the committees; and the terms of reference for the Thriving Council Committee, Thriving Places Committee, and Thriving People Committee

### **Appendices to Report**

- Appendix A – Composition of Groups
- Appendix B – Policy Committee Terms of Reference
- Appendix C – Political Balance Allocation

### **RECOMMENDATION(S):**

- 1) that the details of political groups, as set out in Appendix A, be noted;**
- 2) that the Terms of Reference for the Policy Committees as set out in Appendix B are approved;**
- 3) that the allocation to different political groups of seats on committees, and the number of Members to be appointed to serve on each Committee as set out in Appendix C, is approved; and**
- 4) that Council reaffirms its position to not politically balance the**

**Regulatory Committee alongside the other “Ordinary Committees” detailed in Appendix C.**

## **1. Introduction**

- 1.1 In accordance with the provisions of Section 15 of the Local Government and Housing Act 1989, the Council is required to review the allocation to different political groups of seats on committees and sub-committees at least annually at its AGM.
- 1.2 The last review of the allocations took place on 8 September 2025 at a meeting of Full Council.
- 1.3 This review has not been prompted by any changes to political groups.
- 1.4 Existing political groups for the purposes of the Local Government (Committees & Political Groups) Regulations 1990 are as follows:

Group	No. of Members	Leader	Deputy
The West Lindsey Administration Group	30	Councillor Jackie Brockway	Councillor Moira Westley
The West Lindsey Liberal Democrat Group	6	Councillor Trevor Young	Councillor Lesley Rollings

- 1.5 The Council currently has no ‘unaligned’ Members.
- 1.6 Full details of group membership are set out in Appendix A.

## **2. Policy Committee Terms of Reference**

- 2.1 The Council agreed at its meeting on 13<sup>th</sup> April 2026 to move from a two Policy Committee model to a three Policy Committee Model. Members were presented with draft Terms of Reference for the new policy committees at the April meeting and it was agreed that final terms of reference would be presented to the Annual Council Meeting for approval. The three Policy Committees are reflective of the Council’s corporate plan themes of Thriving Council, Thriving People and Thriving Place, as follows:
- Thriving Council Committee
  - Thriving People Committee
  - Thriving Places Committee
- 2.2. A briefing session was held for Members on Thursday 23<sup>rd</sup> April at which the new Terms of Reference were outlined in detail, and all

Members have been sent a copy of the information which was presented at this briefing.

- 2.3 The role of the policy committees will remain the same, rather it is the remit of the policy committees which has changed. The final Terms of Reference add to what the Council already had in existence. The Council continues to operate a Committee System of governance with decisions continuing to be taken through the policy committees in accordance with the Constitution.
- 2.4 The final Terms of Reference can be seen at Appendix B and there are some terms that are generic to all three Policy Committees, and some that are specific to each one. The general terms will therefore apply to all three Committees and include authority to exercise functions relating to the delivery of services, approval of plans, policies and strategies within the Committee's remit, and to contribute to the budget setting as set out within the financial procedure rules and the Constitution.
- 2.2 The specific terms relate to the particular corporate theme that the Committee is responsible for (Thriving Council, Thriving People or Thriving Place) and lists the service areas which will be covered by each committee. If a certain function or area is not listed, the guiding principle is that the corporate theme it falls within will dictate which policy committee the matter is referred to.

### **3. Allocation of Seats to Political Groups**

- 3.1 In accordance with the provisions of section 15 of the Local Government and Housing Act 1989 (Duty to allocate seats to political groups), the Council is required to give effect, so far as reasonably practicable, to the following specified principles:
  - (a) that not all the seats on a Committee/Sub-Committee are allocated to the same political group;
  - (b) that the majority of the seats on a Committee/Sub-Committee are allocated to a particular political group where the number of persons belonging to that group is a majority of the authority's membership;
  - (c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary Committees which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary Committees of that authority as is borne by the number of Members of that group to the membership of the authority;
  - (d) subject to paragraphs (a) to (c) above, that the number of seats on the Committee/Sub-Committee which are allocated to each political group bears the same proportion to the number of all the seats on

that Committee/Sub-Committee as is borne by the number of members of that group to the membership of the authority.

3.2 (b) above applies to a lesser degree if there is no one Group with a majority of seats on the Council. External advice is sought when necessary to ensure the application of the rules is applied equitably.

3.3 The proposals set out in this report for Council's consideration with regards to the size and number of seats to be allocated to each political group on each of the Committees reflect the proposals of the Leader of the largest political group.

3.4 These are regarded as complying with the requirements for political proportionality as set out in the Local Government and Housing Act 1989, as far as reasonably practicable and are summarised below

- Standards Committee 5 Members
  
- Thriving Council Committee 7 Members
- Thriving Places Committee 7 Members
- Thriving People Committee 7 Members
- Governance Audit Committee 7 Members
  
- Chief Officer Employment Committee 9 Members
- Planning Committee 9 Members
- Overview and Scrutiny Committee 9 Members
  
- Licensing Committee 10 Members
- Regulatory Committee 10 Members

3.5 Applying group numbers to the seats available on the Committees gives the allocation set out in Appendix C.

3.6 It should be noted that in conforming to the requirements of principle (d) (i.e. allocating seats on each committee to political groups in the 'same proportion' as each group has on the Council as a whole) above, where the percentage is above or below 0.5, there is no prescribed legislative requirement for a strict rounding approach to be adopted. The allocation seeks to consider how all Groups are represented on individual committees, and ultimately reflect Council's wishes within the proportionality requirements in this regard.

3.7 As agreed as part of the annual review of the Council's Constitution during 2017/2018, historically the same Members comprise both the Licensing Committee and the Regulatory Committee. The Licensing Committee established in accordance with the provisions of the Licensing Act 2003 falls outside of the Political Balance Rules referred to in this report. The Licensing Committee must however have a minimum of 10 members. Due to its "linked" nature, the Council has previously resolved that the Regulatory Committee will also not be constituted strictly in accordance with the Political Balance Rules (subject to unanimous Council approval).

#### 4 Alternative Options

	<b>Option</b>	<b>Rational for not recommending</b>
1	To not review the allocations	This is not feasible given the requirements of the constitution and given that an additional policy Committee is to be established
2.	To not approve the final Policy Committee Terms of Reference	The new Committee timetable for the year 2026/27 is due to start and if the Policy Committees do not have agreed Terms of Reference this would inhibit and restrict decision making and slow down delivery.

## **ASSOCIATED IMPLICATIONS**

### **Legal:**

Council is required to review the allocation to different political groups of seats on committees and sub-committees, in accordance with the provisions of Section 15 of the Local Government and Housing Act 1989, when either a trigger is met (election, resignation change in Group Membership) or at least annually at its annual meeting as set out in the Constitution.

This review is the annual review and there have been no changes in Group Membership

### **Financial:**

### **Staffing:**

None directly arising as a result of this report.

### **LGR implications:**

None directly arising as a result of this report.

### **Equality and Diversity including Human Rights:**

None directly arising as a result of this report.

### **Data Protection Implications:**

None directly arising as a result of this report.

### **Climate Related Risks and Opportunities:**

None directly arising as a result of this report.

### **Section 17 Crime and Disorder Considerations:**

None directly arising as a result of this report.

### **Health Implications:**

None directly arising as a result of this report.

**Risk Assessment:**

None directly arising as a result of this report.

**Title and Location of any Background Papers used in the preparation of this report:**

Working Papers held by Democratic Services

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

*i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)*

**Yes**

**No**

**Key Decision:**

*A matter which affects two or more wards, or has significant financial implications*

**Yes**

**No**