

<b>REPORT TO:</b>		Annual Council Meeting	
<b>DATE:</b>		28 May 2026	
<b>REPORT AUTHOR:</b>		Julian Joinson, Member Services Manager	
<b>TITLE OF REPORT:</b>		Appointment of Committees, Sub-Committees, Panels and Working Groups 2026/27	
<b>EXEMPT REPORT:</b>	<b>No</b>		
<b>KEY DECISION:</b>	<b>No</b>	If yes, date of publication:	n/a

### 1. **Purpose of Report**

- 1.1 To approve the terms of reference and membership of the Committees, Sub-Committees, Panels and Working Groups for the Municipal Year 2026/27; and
- 1.2 To make appointments to those bodies.

### 2. **Recommendations**

- 2.1 That the terms of reference of Council, Cabinet and other constituted bodies, as outlined in Appendices 1 and 2, to be circulated separately, be approved.
- 2.2 That the political composition of Committees and Sub-Committees of the Council, to be circulated separately, be approved.
- 2.3 That the membership of those Committees and Sub-Committees and the proposed Chairs and Vice-Chairs, to be circulated separately, be approved, or in the event that the details are not available in time for the meeting, that the Chief Executive be authorised to approve the membership in consultation with the leaders of the relevant political groups and in the case of the Green and Independent members in consultation with those members directly.
- 2.4 That the membership of Panels and Working Groups, together with the proposed Chairs, to be circulated separately, be approved, or in the event that the details are not available in time for the meeting, that the Chief Executive be authorised to approve the membership in consultation with the leaders of the relevant political groups and in the case of the Green and Independent members in consultation with those members directly.
- 2.5 That a councillor unable to attend a meeting, of which he/she is a member, be authorised to appoint a councillor not serving on that particular Committee, Sub-Committee, Panel or Working Group to act as a substitute in accordance with Council Procedure Rule A26.8.

### 3. **Appointment of Committees, Sub-Committees, Panels and Working Groups 2026/27**

- 3.1 The annual meeting of Council is required to establish Committees, Sub-Committees, Panels and Working Groups and to determine their terms of reference.

3.2 The current terms of reference for the various constituted bodies are set out in Part 3 of the Constitution - Responsibility for Functions. However, as there may be proposed amendments to the existing committees etc., the appendices indicated below will follow:-

Appendix 1: Terms of Reference of Council, Cabinet and Committees.

Appendix 2: Terms of Reference of Panels and Working Groups.

3.3 Where appropriate, any minor and consequential amendments will have been made to the existing terms of reference, to incorporate revised legislation and changes to national policies.

#### 4. Allocation of Seats

4.1 The Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990 require that the number of seats on committees and sub-committees reflects the overall political balance of the Council. Section 15(1)(b) of the Act requires the Council to review the representation of different political groups on those bodies at the Annual Council meeting (or as soon as practicable after that meeting).

4.2 The overall political balance on the Council has changed following the local elections on 7<sup>th</sup> May 2026. The number of seats held by each political group and others for the 2026/27 Municipal Year is:-

Labour and Co-operative Group	17
Conservative Group	8
Reform UK	8
Green	1
Independent	1

The Council comprises 35 elected members.

4.3 The total seats available across the Council should now, in so far as is practicable, be divided between the political parties in the following ratio: 51.52% (Labour and Co-operative), 24.24% (Conservative) and 24.24% (Reform UK). The same ratio should be applied, in so far as is practicable, to the allocation of seats on each individual committee/sub-committee. There is no legislative requirement to include councillors who are not members of a formal political group (such as independent members) in the political balance calculation. However, the Council may choose to offer seats to independent councillors and other councillors who are not able to form a political group on the Council, as it has done on previous occasions.

4.4 It should be noted that some adjustment to the ratios shown above might be required in the final allocation of seats across the Council to take into account the following principles as required by the legislation and in the light of the practice referred to at Paragraph 4.3 above:

- (a) Not all seats to go to the same group;
- (b) If a group has a majority on the Council, it should receive a majority of seats on each committee;
- (c) Total number of seats across all bodies must be proportionate (subject to (a) and (b));
- (d) Seats on each body (ie. Committee, sub-committee etc) must be proportionate (subject to (a) to (c)).

4.5 Details of the Council's proposed committees and sub-committees, the number of seats available and allocation of seats will be made available prior to the Council meeting, as Appendix 3(a). The proposed membership of each committee etc will be circulated before the meeting, if possible. Where this is not possible a delegated authority to the Chief Executive to make the appointments in consultation with the relevant political group leaders will be required.

## **5. Establishment and Membership of Panels and Working Groups**

5.1 The membership of Panels and Working Groups does not need to be politically balanced. A schedule of these bodies, including the number of seats available will be provided prior to the meeting, as Appendix 3(b).

5.2 The proposed terms of reference and composition of the Panels and Working Groups will follow as Appendix 2.

5.3 The proposed membership will be circulated before the meeting, if possible. Where this is not possible a delegated authority to the Chief Executive to make the appointments in consultation with the relevant political group leaders will be required.

## **6. Cabinet**

6.1 Cabinet membership and allocation of portfolio responsibilities is within the power of the Leader. The Cabinet membership and positions for 2026/27 will be determined as soon as practicable and circulated for information. If possible, this information will be made available at the Annual Council meeting.

## **7. Appointment of Co-opted Members to Overview and Scrutiny Committees**

7.1 All appointments of co-opted members were reviewed during 2025 and successful applicants were appointed until the Annual Council Meeting in 2026. Co-optees are normally appointed for a two year period. A report on any nominations received for 2026 to 2028 will be provided to a future Council meeting.

## **8. Appointment of Substitute Members**

8.1 A member of the Council who cannot attend a meeting can appoint a reserve member not serving on that particular Committee, Sub-Committee, Panel or Working Group to act as a substitute, in accordance with Council Procedure Rule A26.8.

8.2 It should be noted that no substitute members may be appointed in respect of the Standards Committee.

8.3 It should also be noted that, members of the Licensing Committee, Judicial Committee (Private Hire and Hackney Carriage Licensing) and Planning Committee and their substitutes are required to undertake specific training because of the quasi-judicial nature of the decisions taken.

8.4 As in previous years, it is proposed to widen the scope of the substitution arrangements to allow for any member, rather than just a reserve member, to be appointed, subject to the limitations described in paragraphs 8.2 – 8.3 above.

## **9. Alternative Options considered and Reasons for Rejection**

9.1 The Council would not be able to meet its statutory responsibilities without the appointment of committees. The number and terms of reference of the various committees, panels and boards is a matter for members.

**10. Consultations**

10.1 The appointments will be made in consultation with the political groups.

**11. Implications**

<b>Financial implications (including mainstreaming)</b>	None
<b>Legal and human rights implications</b>	The report meets the statutory requirements in relation to appointment of members to Committees and the political balance rules.
<b>Assessment of risk</b>	There would be a risk to the Council if it failed to appoint committees and sub-committees, as there would be uncertainty and delay in respect of the exercise of the Council's non-executive functions.
<b>Equality and diversity implications</b> <i>A <a href="#">Customer First Analysis</a> should be completed in relation to policy decisions and should be attached as an appendix to the report.</i>	This is not deemed to be necessary.

**12. Local Government (Access to Information) Act 1985:  
List of Background Papers**

12.1 Hyndburn Borough Council Constitution - Part 3 – Responsibility for Functions

**13. Freedom of Information**

13.1 The report does not contain exempt information under the Local Government Act 1972, Schedule 12A and all information can be disclosed under the Freedom of Information Act 2000.