

REPORT TO THE PERSONNEL, LICENSING & ADMINISTRATION COMMITTEE		Report No. 15
Date of Meeting	3 rd June 2008	
Title of Report	Appointments to Sub Committees and Working Groups	
Link to Corporate Priorities	None	
Public Report	Yes	

Summary of Report

To inform the Committee of the Sub Committees and Working Groups for which appointments are required.

Officer Recommendations

That the Personnel, Licensing & Administration Committee:

Appoint Members to the Sub Committees and Working Groups set out at the Appendix to this report.

Other than those implications agreed with the relevant Officers and referred to below, there are no other implications associated with this report.

Financial Implications	Legal Implications	Community & Environmental Implications	Human Resources Implications	Equality & Diversity Implications
None	None	None	None	None

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1. Introduction

- 1.1 The purpose of this report is to inform the Committee of the Sub Committees and Working Groups for which appointments are required.

2. Options and Options Appraisal

- 2.1 Option 1: Appoint Members to the Sub Committees and Working Group set at the Appendix to this report.
- 2.2 Option 2: To suggest alternative committee compositions for the appointment of Members to the Sub Committees and Working Groups.

3. Background Information

- 3.1 All Standing Committees of the Council are required to appoint an Urgent Matters Sub Committee. The Constitution requires that the Membership of each Urgent Matters Sub Committee shall comprise the Chairman and Vice Chairman of the Committee, together with one other Member of the Committee and a further three Members of the Standing Committee to act as Deputies.
- 3.2 The Personnel, Licensing & Administration Committee is also required to provide for consultations with employees through the Local Joint Consultative Committee and for employee representation through the Joint Safety Committee.
- 3.3 The Committee has in previous years also appointed a Licensing & Registration Sub Committee and the Members Development Group.
- 3.4 Details of the suggested numbers of seats for each of the Sub Committees and the Working Group required for this year are set out at the Appendix to this report.
- 3.5 The Urgent Matters Sub Committee and the Licensing and Registration Sub Committee will need to be politically balanced by law. The Local Joint Consultative Committee, the Joint Safety Committee and the Members Development Group will be politically balanced by convention.

4. Risk Analysis

There are no risks associated with this report.

Appendices:	<ul style="list-style-type: none">• Appendix 1 - Suggested number of Appointments to Sub Committees and Working Groups
Background Documents Used in the Preparation of this Report:	None

Previous Decisions Connected with this Report

Report	Committee & Date	Minute Reference
None		