

OPEN

Corporate Policy Committee

12 June 2025

Appointments to Sub-Committees, Working Groups, Panels, Boards and Joint Committees

**Report of: Janet Witkowski, Acting Governance, Compliance and
Monitoring Officer**

Report Reference No: CPC/01/25-26

Ward(s) Affected: N/A

For Decision

Purpose of Report

- 1 This report seeks approval from the Corporate Policy Committee to appoint the bodies referred to in the report and to nominate members to them.
- 2 This report contributes to the Council's objective of being an effective and enabling organisation – effective and responsive governance, compliance and evidence-based decision-making.

Executive Summary

- 3 The Council, at its annual meeting on 14 May 2025 [approved](#) the political representation on its main committees and appointed those committees. The appointment of certain sub-committees, working groups, panels and boards is a matter for the relevant service committee.
- 4 This report concerns those bodies which fall to be appointed by the Corporate Policy Committee or by the Committee in conjunction with other service committees. Where political proportionality is applicable, the agreed conventions and methods of calculation have been applied.
- 5 This report also requires the Corporate Policy Committee to consider the appointment of one individual to become a member of the Independent School Admission Appeals Panel and Independent Review Panel for

Exclusion Reviews. The Council has received an application from a prospective panel member. The applicant's details are not included in this report. If members require the personal details of the applicant to be disclosed and discussed at the meeting, the Committee would be required to resolve to move into Part II as the information is exempt by virtue of paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (information relating to any individual).

- 6 Appointments to Outside Organisations are made by the Corporate Policy Committee and will next be reviewed in May 2027.

RECOMMENDATIONS

That the Corporate Policy Committee

1. Appoints the sub-committees, working groups, panels, boards and joint committees for 2025-26, and the member appointments to them, as set out within this report.
2. Approve the appointment of one individual to become a member of the Independent School Admission Appeals Panel and Independent Review Panel for Exclusion Reviews, as set out within this report.
3. Where appropriate, agrees to submit member nominations to the bodies below to the Head of Democratic Services.

Background

- 7 Bodies which the Corporate Policy Committee is required to appoint to:

Body	Purpose	Membership 2024-25	Proposed Membership 2025-26
Constitution Working Group	The Constitution Working Group has been set up to review the Constitution and make recommendations to the Corporate Policy Committee and Council. The terms of reference are set out within the Constitution .	Cllrs M Warren, J Clowes, L Crane, K Edwards, D Jefferay, C O'Leary (2 Cons: 2 Lab: 2 Indp)	Cllrs M Warren, A Moran, K Edwards, L Crane, C O'Leary and S Gardiner.

Staffing Appeals Sub-Committee	<p>The Staffing Appeals Sub-Committee deals with various staffing-related appeals, such as appeals against dismissal and grievances. The terms of reference are set out within the Constitution.</p> <p><i>*The Sub Committee itself does not need to be politically proportionate, however the pool of 10 has previously been selected on a politically proportionate basis.</i></p> <p><i>*3 members appointed on an ad hoc basis, drawn from a pool of 10.</i></p>	<p><i>Cllrs L Anderson, R Bailey, D Clark, N Cook, E Hall, J Pratt, G Smith, L Wardlaw and F Wilson.</i></p> <p><i>(Cllr Naismith was also a member of the Sub Committee and was not replaced after his resignation as a councillor).</i></p> <p>(4 Cons, 4 Lab, 2 Ind)</p>	<p>Cllr R Bailey, E Hall, J Pratt, L Wardlaw, E Gilman, N Cook, F Wilson, G Smith, D Clark and L Crane</p>
General Appeals Sub Committee	<p>The General Appeals Sub-Committee deals with a range of appeals, such as school transport appeals. The terms of reference are set out within the Constitution.</p> <p><i>*The Sub Committee itself does not need to be politically proportionate, however the pool of 10 has previously been selected on a politically proportionate basis.</i></p> <p><i>*5 members appointed on an ad hoc basis, drawn from a pool of 10.</i></p>	<p>Cllrs R Bailey, S Bennett-Wake, T Dean, S Edgar, H Faddes, E Gilman, R Moreton, B Puddicombe and L Smetham</p> <p><i>(Cllr Naismith was a member of the Sub Committee and was not replaced after his resignation as a councillor).</i></p> <p>(4 Cons, 4 Lab, 2 Ind).</p>	<p>Cllrs J Pearson, T Dean, S Edgar, L Smetham, E Gilman, G Marshall, H Faddes, B Puddicombe, S Bennett-Wake, R Vernon.</p>
Shared Services Joint Committee	<p>The Shared Services Committee is a joint committee of Cheshire East Council and Cheshire West and Chester Council. It oversees the management of those services which are provided on a Cheshire-wide basis to ensure effective</p>	<p>Cllrs J Bird, P Redstone and J Rhodes.</p>	<p>Cllrs P Redstone, M Warren and J Rhodes.</p>

	<p>delivery of such services and to provide strategic direction. The terms of reference are set out within the Constitution.</p> <p><i>*each Council appoints three of its elected members. The Corporate Policy Committee has previously appointed one member from each of the Conservative, Labour and Independent Groups, with the Independent Group also nominating a named reserve.</i></p>	<p>(1 Cons, 1 Lab, 1 Indp).</p>	
Electoral and Polling District Review Sub-Committee	<p>The Electoral and Polling District Review Sub Committee was appointed to make recommendations in respect of all matters relating to the Cheshire East Council Electoral Review in order to ensure that the Council is best placed to respond to the Commission's review of the Council's electoral arrangements and to formally determine all matters relating to the Polling District Review.</p>	<p><i>Cllrs Clowes, J Pearson, C O'Leary and D Jefferay.</i></p> <p>(3 Cons: 3 Lab: 1 Indp)</p>	<p>Cllrs C O'Leary, J Pearson and S Gardiner</p> <p>(Cllr S Edgar nominated sub for Cons)</p>
Joint Member Scrutiny Task Group	<p>Cheshire East Council and Cheshire West and Chester Council agreed to establish a Joint Member Scrutiny Task Group to provide advice and assurance to decision makers on the transition to a new model for ICT delivery.</p> <p><i>*each Council appoints 3 members.</i></p>	<p><i>Cllrs B Drake, A Moran and J Pearson.</i></p> <p>(1 Cons: 1 Lab: 1 Indp)</p>	<p>Cllrs L Anderson, B Drake and J Pearson.</p>
Cheshire East Health and Wellbeing Board	<p>Cheshire East Health and Wellbeing Board is a joint board to which this Council appoints three councillors as voting members. The terms of reference are set out within the Constitution. The Corporate Policy Committee, Adults and Health Committee and Children and</p>	<p>Cllr S Corcoran</p>	<p>Cllr S Corcoran</p>

	<p>Families Committee are required to appoint x1 nominee each.</p> <p><i>*Corporate Policy Committee to appoint x1 elected member. There are no specific criteria which apply to the appointments.</i></p>	<p>(1 elected member)</p>	
Joint Extra Care Housing Management Board	<p>The Joint Extra Care Housing Management Board is a joint board of Cheshire East Council and Cheshire West and Chester Council. It is responsible for providing strategic guidance, making strategic decisions and reviewing performance in relation to extra care housing provision.</p> <p><i>*each Council appoints 3 members.</i></p> <p>The Corporate Policy Committee, Finance Sub Committee and Adults and Health Committee are required to appoint x1 nominee each.</p> <p><i>*Corporate Policy Committee to appoint x1 elected member. There are no specific criteria which apply to the appointments.</i></p>	<p>Cllr N Mannion.</p> <p>(1 elected member)</p>	Cllr N Mannion
Governance and Decision-Making Task and Finish Group	<p>The Governance and Decision-Making Task and Finish Group was established by the Corporate Policy Committee in February 2025 to drive forward a review of the council's decision-making and governance arrangements. As a politically proportionate group, the committee is required to reappoint this body and the members to it. The terms of reference can be found in the report considered by the Corporate Policy Committee in February 2025.</p>	<p><i>Cllrs J Clowes, C O'Leary, P Redstone, M Beanland, M Gorman, M Warren, A Burton, F Wilson and L Braithwaite.</i></p> <p>(4 Cons: 3 Lab: 2 Ind)</p>	Cllrs F Wilson, L Braithwaite, A Burton, M Warren, M Gorman, C O'Leary, S Gardiner, L Wardlaw and M Beanland.
Independent School Admission	<p>The Corporate Policy Committee are asked to consider the appointment of one independent individual to become a member of the Independent School Admission Appeals Panel and Independent Review Panel for Exclusion</p>		

<p>Appeals Panel and Independent Review Panel for Exclusion Reviews</p>	<p>Reviews to allow the council to meet its statutory duty, ensuring that there are sufficient people appointed to sit on the appeals panels.</p> <p>The Council periodically reviews the number of people eligible to sit on the Panels and periodically seeks to appoint new members, as a result of having insufficient Panel members.</p> <p>The recommended applicant was interviewed and evaluated by a lawyer in the Legal Services Adults and Education Team and the appointment is formally recommended to the Corporate Policy Committee.</p>
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Consultation and Engagement

- 8 There has been consultation with Group Leaders and Administrators in relation to the political representation of the bodies set out within this report.
- 9 No consultation has been required in relation to the appointment to the Independent School Admission Appeals Panel and Independent Review Panel for Exclusion Reviews.

Reasons for Recommendations

- 10 In accordance with the Constitution, the Corporate Policy Committee is responsible for the appointment of the bodies referred to in this report.
- 11 Under s94 of the School Standards and Framework Act 1998, responsibility for making arrangements for appeals against the refusal of a school place rests with the admission authority of the school. The Local Authority is the admission authority of a number of schools in Cheshire East. The Local Authority also arranges appeals for other admission authorities under Cheshire East School Services (ChESS). Where the Local Authority is the admission authority, it must ensure that there are sufficient people appointed to sit on the appeals panel as and when required. By appointing additional panel members, the Local Authority will meet its statutory duty.
- 12 Under s51A Education Act 2002 and the School Discipline (Pupil Exclusions and Reviews) Regulations 2012 the Local Authority, where it is the arranging authority, is responsible for ensuring that an exclusion review hearing is conducted by a review panel constituted in accordance with the regulations. By appointing additional panel members, the Local Authority will meet its statutory duty.

Other Options Considered

13	Option	Impact	Risk
	Do nothing	The Council's Constitution requires these bodies to be appointed in line with the legislation referenced in this report. Not appointing to these bodies would negatively affect the Council's ability to make decisions in an open and transparent manner.	Failure to comply with the Council's Constitution and the legislation referenced in this report could leave the Council open to legal challenge.

Implications and Comments

Monitoring Officer/Legal/Governance

- 14 The Corporate Policy Committee has power to appoint informal working groups, panels or task groups with defined terms of reference and timeframes.
- 15 The Committee also has power and/or has historically been asked to nominate members to each of the sub-committees particularly where they fall within the remit of the Committee.
- 16 The Local Government (Committees and Political Groups) Regulations 1990, made pursuant to the Local Government and Housing Act 1989, make provisions in respect of the political group representation on a local authority's committees in relation to the overall political composition of the Council. The legislation applies to the decision-making committees and sub-committees of the Council and requires that, where proportionality applies, and seats are allocated to different political groups, the authority must abide by the following principles, so far as is reasonably practicable:
 - Not all of the seats can be allocated to the same political Group (i.e., there are no single group committees).
 - The majority of the seats on the body are to be allocated to a political Group with a majority membership of the authority.

- The total number of seats on all ordinary committees and sub committees allocated to each Political Group bears the same proportion to the proportion on the full Council.
 - The number of seats on each ordinary committee allocated to each Political Group bears the same proportion to the proportion on full Council.
 - The proposals contained in this report meet the requirements of the legislation.
 - The 1990 Regulations require Political Group Leaders to notify the Proper Officer of the Groups' nominations to the bodies in question.
- 17 The Local Authority has a legal responsibility to ensure that there is a sufficient pool of trained panel members to sit on Independent School Admission Appeals Panels and Independent Review Panels for Exclusion Reviews to ensure that these Panels operate lawfully and follow due process.

Section 151 Officer/Finance

- 18 There are no financial implications that require an amendment to the Medium-Term Financial Strategy.

Human Resources

- 19 There are no direct HR implications.

Risk Management

- 20 Failure to comply with the Act and Regulations when appointing its committee memberships would leave the Council open to legal challenge.
- 21 Appeals Panel and Independent Review Panels for Pupil Exclusion hearings decisions are potentially subject to an investigation by the Local Government and Social Care Ombudsman, Secretary of State for Education Funding Agency and/or Judicial Review.

Impact on other Committees

- 22 There are no implications for other committees.

Policy

- 23 There are no direct policy implications.

Commitment 3: An effective and enabling organisation.

Effective and responsive governance, compliance and evidence-based decision-making.

Equality, Diversity and Inclusion

24 There are no equality, diversity and inclusion implications.

Other Implications

25 The Council should have a robust process so that it can meet statutory requirements in the administration of school appeals and Independent Review Panels for Pupil Exclusion hearings by appointing independent panel members to sit on School Appeals and Independent Review Panels for Pupil Exclusions.

Consultation

Name of Consultee	Post held	Date sent	Date returned
<i>Statutory Officer (or deputy):</i>			
Adele Taylor	S151 Officer	06/05/25	06/05/25
Janet Witkowski	Acting Monitoring Officer	06/05/25	07/05/25
<i>Legal and Finance</i>			
As above.			

Access to Information

Contact Officer:	Brian Reed, Head of Democratic Services Brian.reed@cheshireeast.gov.uk
Appendices:	NA

Background Papers:	NA
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