

OPEN

Highways and Transport Committee

19 June 2025

**Appointments to Sub-Committees,
Working Groups, Task & Finish Groups,
Panels, Boards and Joint Committees**

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

Report Reference No: HTC/03/25-26

Ward(s) Affected: N/A

Decision

Purpose of Report

- 1 This report seeks approval from the Highways and Transport 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 [Agenda for Council on Wednesday, 14th May, 2025, 11.00 am | Cheshire East Council](#) 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 Highways and Transport 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 Appointments to Outside Organisations are made by the Corporate Policy Committee and will next be reviewed in May 2027.

RECOMMENDATIONS

That the Highways and Transport Committee

1. Appoints the sub-committees, Task and Finish Groups, working groups, panels, boards and joint committees for 2025-26, and the member appointments to them, as set out within this report.
2. Where appropriate, agrees to submit member nominations to the bodies below to the Head of Democratic Services.
3. Note the Terms of Reference for the Home to School Transport Joint Committee Task and Finish Group.

Background

- 6 Bodies which the Highways and Transport Committee is required to appoint to:

Body	Purpose	Membership 2024-25	Proposed Membership 2025-26
Public Rights of Way Consultative Group	The Public Rights of Way Consultative Group is an established meeting of users, Elected Members and Officers of Cheshire East Council which operates to enable stakeholders to engage in constructive debate and discussion about issues of law, policy, principle and work programming relating to Public Rights of Way. The Group meets twice a year via Microsoft Teams and receives twice yearly updates from the Public Rights of Way team between meetings.	Councillors L Crane and H Faddes. <i>(x2 members of the Highways and Transport Committee)</i>	Councillors H Faddes and L Braithwaite
Home to School Transport Joint Committee	The Terms of Reference are appended to this report.	N/A (Suggested 5 Members:	Councillors M Goldsmith, H Faddes, C Hilliard

Task and Finish Group		<i>3 x Children and Families Committee members and 2 x Highways and Transport Committee members).</i>	
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Consultation and Engagement

- 7 There has been consultation with Group Leaders and Administrators in relation to the political representation of the bodies set out within this report.

Reasons for Recommendations

- 8 In accordance with the Constitution, the Highways and Transport Committee is responsible for the appointment of the bodies referred to in this report.

Other Options Considered

9	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

- 10 The Highways and Transport Committee has power to appoint informal working groups, panels or task groups with defined terms of reference and timeframes.

- 11 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.
- 12 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.

Section 151 Officer/Finance

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

Human Resources

- 14 There are no HR implications.

Risk Management

- 15 Failure to comply with the Act and Regulations when appointing its committee memberships would leave the council open to legal challenge.

Impact on other Committees

- 16 There are no implications on other committees.

Policy

- 17 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

- 18 There are no direct equality, diversity and inclusion implications.

Other Implications

- 19 There are no other implications.

Consultation

Name of Consultee	Post held	Date sent	Date returned
Statutory Officer (or deputy) :			
Sal Khan	Interim Director of Finance, Deputy Section 151	13/05/25	19/05/25
Janet Witkowski	Acting Governance, Compliance and Monitoring Officer	13/05/25	15/05/25

<i>Legal and Finance</i>			
Julie Gregory	Acting Head of Legal Services	12/05/25	13/05/25
Steve Reading	Finance Manager	12/05/25	13/05/25

Access to Information	
Contact Officer:	Brian Reed, Head of Democratic Services Brian.reed@cheshireeast.gov.uk
Appendices:	Appendix 1 –Home to School Transport Joint Committee Task and Finish Group Terms of Reference
Background Papers:	N/A