

## **REPORT OF THE MEMBER APPOINTMENT PROCESS PANEL**

### **1. Purpose of the report**

To appoint the Chair and Vice-Chair of the Authority's two standing Committees, Planning Committee and Resources Committee, to consider the Authority's 2025/26 appointments to Committees, Steering Groups, Panels, Advisory Groups and appointments to Outside Bodies.

#### **Key Issues**

- In accordance with the Authority decision to establish a Member Appointment Process Panel, the Panel invited Members of the Authority, on 12 June 2025, to indicate whether they wish to stand for appointment to key positions and their preferences for Committee Membership. The Panel have considered the responses received in the context of the agreed appointment principles.
- The report of the Panel is attached as Appendix 1. Members are asked to consider the report when agreeing the appointments set out in recommendations 1 to 5 below. (The references in brackets relate to sections A to D in Appendix 1).
- The report of the Panel is a summary of responses received it is not a recommendation from the Panel.

### **2. Recommendations**

1. **To confirm the Authority's previous decision to set the size of the two Standing Committees to 15, with 8 Local Authority Members and 7 Secretary of State Members and allocate Local Authority places on Planning Committee as set out in Section B (i) of Appendix 1 with an additional place on the Resources Committee to accommodate the Chair of the Authority if required.**
2. **To appoint Members as Chair and Vice Chair of the Planning Committee and Chair and Vice Chair of Resources Committee until the annual Authority meeting in July 2026 [Section A]**
3. **To appoint Members to the Planning Committee and the Resources Committee until the annual Authority meeting in July 2026. [Section B (i) and B (ii)].**
4. **To appoint the following until the annual Authority meeting in July 2026:**
  - a) **5 Local Authority Members and 4 Secretary of State Members to the Local Joint Committee. [Section B (iii)]**
  - b) **5 Local Authority Members and 4 Secretary of State Members to the Appeals Panel. [Section B (iv)]**
  - c) **3 Local Authority Members and 3 Secretary of State Members to the Investigatory and Disciplinary Committee [Section B (v)]**
  - d) **1 Member and 1 Deputy to the Due Diligence Panel. [Section C (i)]**
  - e) **8 Members (4 Local Authority Members and 4 Secretary of State Members) to the Governance Review Working Group. [Section C (ii)]**
  - f) **The Chair & Vice Chair of Planning Committee, Chair of Authority and 6 other Members to the Local Plan Review Member Steering Group. [Section C (iii)]**
  - g) **4 Members (2 Local Authority Members, 2 Secretary of State Members) and 2 Reserve Members to the Member Appointments Process Panel [Section C (iv)]**

- 5. To appoint Members to the 18 Outside Bodies set out in Section D of Appendix 1 until the annual Authority meeting in July 2026.**
- 6. To confirm that all these appointments are approved duties for the payment of travel and subsistence allowances as set out in Schedule 2 of the Members' Allowances Scheme.**

**How does this contribute to our policies and legal obligations?**

3. Standing Order 1.39(1) Part I requires the Authority at the Annual Meeting to appoint Members to be the Chair and Vice Chair of each Standing Committee. Appointments made will continue until the next Annual Meeting unless a Member resigns from the office or resigns their membership of the Authority.
4. The Environment Act 1995 requires that membership of the Committees should as far as possible reflect the makeup of the membership of the Authority. This means that each Committee should, in most cases, have a majority of Local Authority appointed Members over the Members appointed by the Secretary of State, which includes Parish Members. There are a few exceptions where due to rounding up and rounding down the numbers from each category are equal. This principle is also considered when setting up an Appeals Panel.

**Background Information**

5. The Authority established a Member Appointments Process Panel to assist with appointments to key positions at the Annual Meeting. For this year K Richardson, Y Witter and Dr R Swetnam, were appointed as Panel Members, with K Rustidge and A Gregory as reserve Panel Members.
6. The purpose of the Panel is to:
  - invite, receive and consider expressions of interests from Members in the annual appointments;
  - apply the agreed appointment principles to identify any issues that conflict with the agreed principles;
  - contact relevant Members to discuss and resolve issues if possible;
  - compile a list of candidates for the appointments for consideration at the Annual meeting.
7. As part of the process the Panel contacted Members of the Authority on 9 May to request their expressions of interest in the annual appointments. The Panel met on 12 June to consider the responses and check them against the appointment principles. The principles are available to view here [The Appointment Principles: Peak District National Park](#)
8. After considering the responses against the principles the Panel has produced a report, Appendix 1, which sets out a summary of the responses received. Where more than one Member has expressed an interest in a role all the names put forward have been included in Appendix 1 and where a vote is needed this is highlighted in the proposals section below. The intention of the Panel's report is to help improve the efficiency of making annual appointments however the Authority cannot prevent any Member from standing for appointment even if they have not given the Panel advance notice of their intentions.
9. Standing Orders state that when more than one Member is standing for a Chair or Deputy/Vice Chair position the voting must be carried out by ballot of all Members present at the meeting. The Authority may also decide to carry out a ballot for other appointments if the majority of Members present agree. Should the need arise ballot

papers are available for Members as required.

10. The Panel also considered point 6 in the Principles regarding the responsibility of nominated Members to demonstrate interest and potential and show that they understand what is required of them. With this in mind the Panel have asked that candidates for the Chair and Vice-Chair positions to supply a written statement of not more than 500 words in support of their expression of interest and those received will be circulated in advance of the meeting.

### **Proposals**

#### **Appointment of Chairs and Vice Chairs of Planning Committee and Resources Committee. (Recommendation 2)**

11. Section A of the Panel's report sets out the names of those Members who have expressed an interest in the roles of Chair and Vice-Chair of the two standing committees. All named Members interested in the roles of Chair and Vice Chair of Planning Committee and Chair and Vice Chair of Resources Committee comply with Principle 3, as they have not exceeded the maximum continuous period of holding any one office for four continuous terms.
12. Two Members have expressed an interest in the role of Vice Chair of Planning Committee. If at the time of the meeting there are 2 Members to be considered, and they are both proposed and seconded, the Authority will need to make sure there are no further expressions of interest and carry out a ballot for the appointment.

#### **Appointments to Planning Committee and Resources Committee. (Recommendations 1 and 3)**

13. Section B of the Panel's report sets out suggested Membership of Committees and Panels based on the preferences of individual Members and the nominations received for the key positions above. Sections B (i) and B (ii) refer specifically to membership of the Authority's two Standing Committees.
14. Standing Order 1.40 sets out the arrangements for appointing Members to Standing Committees including that both Local Authority Members and Secretary of State appointed Members must be appointed to Committees in the same proportion as the membership of the Authority. This is a requirement of the Environment Act 1995 which means that with a Committee size of 15 there should be one more Local Authority than Secretary of State appointed Member on each Committee.
15. The proposed Committee Membership as in sections B (i) and B (ii) of Appendix 1 are based on the previous Authority decision to fix the Standing Committees at 15 Members, with 8 Local Authority Members and 7 Secretary of State Members. Before appointing to the Planning Committee, the Authority will be asked to confirm the allocation of Local Authority Members places by appointing Authorities, as set out in section B (i) of Appendix 1. For the previous 4 years the size of the Programmes and Resources Committee has been increased by 1 to 16 so that the Chair of the Authority can be appointed to both Committees. K Smith has asked that, if he is re-appointed as Chair of the Authority, this increase is continued for the Resources Committee. Recommendation 1 refers to this.
16. There is expected to be 2 Secretary of State Member holding vacancies on the Resources Committee, due to the resignation of a Member from the Authority and the end of term of office of a Member, until new appointments have been made by Defra.

**Appointments to Committees, Steering Groups, Panels and Advisory Groups.  
(Recommendation 4)**

17. Sections B and C of the Panel's report set out the suggested membership of Committees, Steering Groups, Panels and Advisory Groups based on the preferences of individual Members and the expressions of interest received for the key positions. If no changes are needed at the meeting the appointments may be approved as proposed subject to the following issues identified by the Panel being addressed.
18. The Panel have identified there that are still vacancies to be filled on the Local Joint Committee, the Appeals Panel, the Investigatory and Disciplinary Committee, the Due Diligence Panel, the Governance Review Working Group, the Local Plan Review Member Steering Group and the Member Appointments Process Panel. All these vacancies are highlighted in Appendix 1.

**Appointments to Outside Bodies (Recommendation 5)**

19. This year there are 18 Outside Bodies to be appointed to and these are listed in Section D of Appendix 1. For each Outside Body how many Members and Deputies the Authority is able to appoint and details of Members who have expressed an interest in being appointed to that body are identified. Where there are more Members interested than there are places or Members have not expressed a preference for being the Member or a Deputy a vote will need to be taken to allocate the places. It is proposed that the Chair asks if there are any further expressions of interest for uncontested places and seeks nominations for the vacancies identified, asks the Authority to vote on contested places and then asks the Authority to approve the appointments as one block.

**Are there any corporate implications members should be concerned about?**

**Financial:**

20. A Special Responsibility Allowance is paid to the Chair, Deputy Chair and Vice-Chair roles and Members may claim travel and subsistence for attendance at duties relating to the appointments made. These costs are included in the 2025/26 budget so the appointments do not incur any additional cost to the Authority.

**Risk Management:**

21. There are no apparent risks.

**Sustainability:**

22. There are no issues to highlight.

**Equality, Diversity and Inclusion:**

23. Members have the opportunity to seek appointments to all the available positions.

**24. Climate Change**

Every meeting of the Authority has its own Carbon footprint in terms of arrangements such as meeting papers, providing food and refreshments and where Members use private transport to travel to and from meetings. Scheduling meetings around key business needs and trying to hold several meetings on the same day aims to minimise the impact.

**25. Background papers (not previously published)**

None.

**26. Appendices**

Appendix 1 - Report of the Member Appointment Process Panel 2025.

**Report Author, Job Title and Publication Date**

Sarah Adams, Senior Business Centre Adviser, on behalf of the Member Appointment Process Panel, 03 July 2025.