



# Agenda

Meeting: **Council**  
Date: **22 May 2019**  
Time: **7.00 pm**  
Place: **Council Chamber - Civic Centre Folkestone**

To: **All Members of the Council**

**YOU ARE HEREBY SUMMONED** to attend a meeting of the Council on the date and at the time and place shown above. The meeting will be open to the press and public.

Anyone who wishes to have information on any matter arising on the Agenda which is not fully covered in these papers is requested to give notice prior to the meeting to the Chairman or appropriate officer.

This meeting will be webcast live to the council's website at <https://folkestone-hythe.public-i.tv/core/portal/home>. Although unlikely, no guarantee can be made that Members of the public in attendance will not appear in the webcast footage. It is therefore recommended that anyone with an objection to being filmed does not enter the council chamber.

Head of Paid Service

8. **Appointments to Committees and Sub-Committees of the Council (including the appointment of Chairmen and Vice-Chairman) (Pages 3 - 8)**

This report lists the committees and sub-committees of the Council. The

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description of the role and function of each committee contained in this report is a summary only and the full definition and description of each is set out in the constitution.

**Please note, the names of those nominated for each committee will be provided at the meeting.**

\*Explanations as to different levels of interest

(a) A member with a discloseable pecuniary interest (DPI) must declare the nature as well as the existence of any such interest and the agenda item(s) to which it relates must be stated. A member who declares a DPI in relation to any item must leave the meeting for that item (unless a relevant dispensation has been granted).

(b) A member with an other significant interest (OSI) under the local code of conduct relating to items on this agenda must declare the nature as well as the existence of any such interest and the agenda item(s) to which it relates must be stated. A member who declares an OSI in relation to any item will need to remove him/herself to the public gallery before the debate and not vote on that item (unless a relevant dispensation has been granted). However, prior to leaving, the member may address the meeting in the same way that a member of the public may do so.

(c) Members may make voluntary announcements of other interests which are not required to be disclosed under (a) and (b). These are announcements made for transparency reasons alone, such as:

- membership of outside bodies that have made representations on agenda items, or
- where a member knows a person involved, but does not have a close association with that person, or
- where an item would affect the well-being of a member, relative, close associate, employer, etc. but not his/her financial position.

Voluntary announcements do not prevent the member from participating or voting on the relevant item

This report will be made public on 14 May 2019



Report number **A/19/02**

**To:** Council  
**Date:** 22 May 2019  
**Status:** Non-Executive Decision  
**Responsible Officer:** Amandeep Khroud, Assistant Director - Governance, Law & Regulatory Services

**SUBJECT: APPOINTMENTS TO COMMITTEES (INCLUDING THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN) AND SUB-COMMITTEES OF THE COUNCIL**

**SUMMARY:** This report lists the committees and sub-committees of the Council. The description of the role and function of each committee contained in this report is a summary only and the full definition and description of each is set out in the constitution.

**REASON FOR RECOMMENDATIONS:**

The Council is asked to agree the recommendations set out below because it is required to constitute its committees for 2019/20 and elect chairmen and vice-chairmen of the committees.

**RECOMMENDATIONS:**

1. To receive and note report A/19/02
2. To make the necessary appointments to the committees and sub-committees of the Council for 2019/2020.
3. To appoint the chairman and vice-chairman of:
  - Audit and Governance Committee
  - Planning and Licensing Committee
  - Personnel Committee

**1. POLITICAL BALANCE**

- 1.1 The Local Government and Housing Act 1989 requires the Council to allocate seats on committees to political groups in accordance with the size of each group on the council as a whole and in accordance with the following principles which should be observed as far as is reasonably practicable:

- a) That not all seats on the same committee are allocated to the same political group;
- b) That the majority of the seats on a committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the Council's membership;
- c) That, subject to a) and b) above, the number of seats on committees allocated to each political group bears the same proportion of the total of all the seats on committees;
- d) That, subject to a) and c) above, the number of seats on a committee allocated to each political group bears the same proportion to the number of all seats on that committee.

1.2 As of May 2019, the council is presently comprised of the following political groups and individuals:

<b>Overall balance</b>	<b>No</b>	<b>Percentage</b>
Conservative	13	43.33%
Green	6	20.00%
Independent	1	3.33%
Labour	6	20.00%
Liberal Democrats	2	6.67%
UKIP	2	6.67%
<b>Total</b>	<b>30</b>	<b>100%</b>

The percentage equivalent has been used to calculate the allocation of seats for each committee:

<b>Number of seats = 33</b>	<b>Cons</b>	<b>Green</b>	<b>Indep</b>	<b>Lab</b>	<b>Lib Dem</b>	<b>UKIP</b>	<b>TOTAL</b>
Personnel	2.60	1.20	0.20	1.20	0.40	0.40	<b>6.00</b>
Overview and Scrutiny	4.33	2.00	0.33	2.00	0.67	0.67	<b>10.00</b>
Audit and Governance	2.17	1.00	0.17	1.00	0.33	0.33	<b>5.00</b>
Planning and Licensing	5.20	2.40	0.40	2.40	0.80	0.80	<b>12.00</b>
<b>Total</b>	<b>14.30</b>	<b>6.60</b>	<b>1.10</b>	<b>6.60</b>	<b>2.20</b>	<b>2.20</b>	<b>33.00</b>

1.3 Members will note that it is not possible to achieve exact political balance without rounding up or down in some cases. However the total number of seats for all the committees allocated to each political group broadly compares with the proportion of full Council seats held by each group. In addition, at individual committee level, the balance of seats broadly compares with the same proportions of seats held by each group on full council.

## 2. SIZE OF COMMITTEES

- 2.1 It is for Council to decide the size of committees having due regard to the requirements of the Local Government and Housing Act 1989.
- 2.2 Appointments for committees and sub-committees for 2019/2020 by group leaders will be tabled at the meeting.

### 3. THE OVERVIEW AND SCRUTINY COMMITTEE FUNCTION

- 3.1. The function of this committee is to
- The function of the Overview and Scrutiny Committee is to deal with policy development effecting the community, community engagement, crime and disorder and developing relationships with partners
  - In addition this committee will contribute to the reviews of the Council's policies and the performance management systems. It also contributes to development of the budget and other financial strategies. It also reviews the performance of the executive against the financial targets.

It is proposed that the Membership for the Overview and Scrutiny Committee be as shown below.

	<b>Nominated Member</b>	<b>Party</b>
1	Councillor Gane	CONS
2	Councillor Mrs Carey	CONS
3	Councillor Rolfe	CONS
4	Councillor Brook	CONS
5	Councillor Whybrow	GREEN
6	Councillor Shoob	GREEN
7	Councillor Davison	LABOUR
8	Councillor Dorrell	LABOUR
9	Councillor Prater	LIB DEMS
10	Councillor Mullard	UKIP

### 4. COMMITTEES OF THE COUNCIL

- 4.1 These committees report directly to the Council and are responsible for a range of non-executive functions. Members of the Executive/Cabinet may serve on some non-executive committees.

#### 4.2 Audit and Governance Committee

The function of the Audit and Governance Committee is to

- Review the risk management framework and the associated control environment, independent review of the Council's financial and nonfinancial performance

- Promote, advise on and monitor high standards of conduct by councillors and co-opted members and deals with other aspects of the standards framework contained in the Localism Act 2011.
- Exercise all the council's non-executive functions that have not been reserved to full council or delegated to any other committee
- Advise council on any constitutional matters or revisions to the Constitution.

It is proposed that the membership of the Audit and Governance Committee be as shown below:

	<b>Nominated Member</b>	<b>Party</b>
1	Councillor Martin	CONS
2	Councillor Mrs Berry	CONS
3	Councillor Whybrow	GREEN
4	Councillor Field	LABOUR
5	Councillor Prater	LIB DEM

#### 4.4 Planning and Licensing Committee

The function of this committee is to:

- Exercise the council's powers in relation to town and country planning and the control of development.
- Determine applications for licences or registration where there are objections, including liquor licensing. The Licensing sub-committee is convened to determine the majority of referred licensing applications. Its membership is drawn from the planning and licensing sub – committee. The chairman of each licensing sub-committee meeting is determined at the start of the meeting

It is proposed that the Committee Membership for the Planning and Licensing Committee remains the same, as shown below:

	<b>Nominated Member</b>	<b>Party</b>
1	Councillor Goddard	CONS
2	Councillor Mrs Hollingsbee	CONS
3	Councillor Martin	CONS
4	Councillor Brook	CONS
5	Councillor Collier	CONS
6	Councillor Martin	GREEN
7	Councillor Treloar	GREEN
8	Councillor McConville	LABOUR
9	Councillor Meade	LABOUR
10	Councillor Fuller	LIB DEM
11	Councillor Meyers	UKIP
12	Councillor Wimble	INDEPENDENT

#### 4.7 Personnel Committee

The function of this Committee is to:

- Exercise the Council's powers to determine the terms and conditions of staff
- Carry out the selection process, interview and appoint chief officers and make recommendations to the council on the appointment of the chief executive.

It is proposed that the Membership of the Personnel Committee be as shown below:

	<b>Nominated Member</b>	<b>Party</b>
1	Councillor Monk	CONS
2	Councillor Brook	CONS
3	Councillor Mrs Berry	CONS
4	Councillor Shoob	GREEN
5	Councillor Keen	LABOUR
6	Councillor Mullard	UKIP

## **5. COMMITTEE CHAIRMEN/VICECHAIRMEN**

- 5.1 The council appoints the chairmen and vice-chairmen of the committees other than the joint standards hearing committee, the chairmanship of which alternates each meeting between a district and parish / town councillor.

The nominations for Chairmanship are set out below:

	<b>Chair</b>	<b>Vice-Chair</b>
Audit and Governance	Councillor P Martin (Cons) Councillor Prater (Lib Dem)	Councillor Mrs Berry (Cons) Councillor Whybrow (Green)
Planning and Licensing	Councillor Goddard (Cons) Councillor McConville (Lab)	Councillor P Martin (Cons) Councillor J Martin (Green)
Personnel	Councillor Monk (Cons) Councillor Keen (Lab)	Councillor Brook (Cons) Councillor Rebecca Shoob (Green)

## **6. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS**

### **6.1 Legal officer's comments (AK)**

There are no legal implications arising directly from this report.

### **6.2 Finance officer's comments**

There are no financial implications arising directly from this report.

### **6.3 Diversities and equalities implications**

No implications arising directly from this report.

## **9. CONTACT OFFICER AND BACKGROUND DOCUMENTS**

Councillors with any questions arising from this report should contact the following officer prior to the meeting:

Amandeep Khroud, Head of Democratic Services and Law.

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The following background documents have been relied upon in the preparation of this report:

None