

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:

Overall balance	No	Percentage
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%
Total	30	100%

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

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

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.

	Nominated Member	Party
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:

	Nominated Member	Party
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:

	Nominated Member	Party
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:

	Nominated Member	Party
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:

	Chair	Vice-Chair
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