

**ANNUAL MEETING OF COUNCIL
(AND JOINT MEETING OF COMMITTEES)
14 MAY 2014**

**ESTABLISHMENT OF COMMITTEES, APPOINTMENTS
AND SCHEDULE OF MEETINGS 2014/2015**

Report from: Neil Davies, Chief Executive

Author: Julie Keith, Head of Democratic Services

Summary

This report sets out the position in relation to the overall allocation of seats on Committees. On 24 April 2014 the Council agreed to make recommendations to this meeting regarding the committees and other bodies to be appointed for 2014/2015 and a programme of meetings.

The Council is also asked to make recommendations to the Joint Meeting of Committees, immediately following the Annual Meeting of the Council, in respect of the establishment and membership of sub-committees and the Welfare Reform Task Group (noting that the Health and Wellbeing Board will appoint a Chairman and Vice Chairman for the 2014/15 municipal year at its first meeting in June).

1. Budget and Policy Framework

- 1.1 The establishment of committees and the appointment of Members to serve on committees and outside bodies is a matter for decision by the Annual Meeting of the Council together with approval of the annual schedule of meetings.
- 1.2 The appointment of Chairmen and Vice-chairmen of some Committees, the establishment of sub-committees, task groups and the appointment of Members to serve on them is a matter for decision at a Joint meeting of Committees, which immediately follows the Annual Council meeting.

2. Background

- 2.1 In April each year the Council usually considers the position regarding the overall allocation of seats on committees and makes recommendations for decision at the Annual Council meeting in May.
- 2.2 There are 55 Councillors representing 22 Wards. The current composition of the Council is set out below:

Group	Number of councillors	Proportionality %
Conservative Group	35	63.64
Labour Group	17	30.91
Liberal Democrat Group	3	5.45
	55	100%

3 Establishment of Committees and allocation of seats plus other appointments for 2014/2015

- 3.1 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, unless alternative arrangements are notified to all Members and agreed without any Councillor voting against them. The council is required to observe the following principles so far as is reasonably practicable:-
- (a) that not all the seats on the body are allocated to the same political group;
 - (b) that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
 - (c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of a relevant authority which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority;
 - (d) subject to paragraphs (a) to (c) above, that the number of the seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority.
- 3.2 Principles (a), (b) and (d) apply to all appointments to the authority's own bodies and to certain outside bodies. However, principle (c) only relates to appointments to the 'ordinary committees' of the council.
- 3.3 Any decision to waive the requirements of political balance will require a resolution of the council with no member voting against.

- 3.4 The overall number of seats on committees is currently 123 allocated across the political groups as follows:

Conservative	Labour	Liberal Democrat	Total
78 (+2)	38	7	123

- 3.5 The following table sets out proposals (which have been shared with Group Whips), for the establishment of committees, their size and the allocation of seats to political groups in 2014/15. This meets the overriding requirement to ensure the overall number of seats on ordinary committees are allocated in accordance with the political balance of the Council.

Committee	No. of seats	Con 63.64%	Lab 30.91%	LD 5.45%	Total 100%
Children and Young People OSC	13 (+2)	8 (+2)	4	1	13 (+2)
Health and Adult Social Care OSC	13	8	4	1	13
Business Support OSC	13	8	4	1	13
Regeneration, Community and Culture OSC	13	8	4	1	13
NHS (Joint with KCC)	4	3	1	0	4
Appointments	6	4	2	0	6
Appointments Committee for Director of Children and Adults	8	5	3	0	8
Audit	5	3	2	0	5
Planning	16	10	5	1	16
Employment Matters	7	5	2	0	7
Licensing and Safety	12	8	3	1	12
School Transport and Curriculum Appeals	5	3	2	0	5
Councillor Conduct Committee	8	5	2	1	8
Overall allocation	123	78	38	7	123

Notes:

- (i) There are two additional Conservative Members on the Children and Young People Overview and Scrutiny Committee to preserve that Group's majority

in view of the four statutory co-optees with voting rights who have to be appointed to the Committee.

- (ii) The Council has also previously approved the establishment of an ad hoc committee to consider the removal of Council appointed school governors as and when necessary and that the membership of the committee is comprised of the Group Whips and the relevant Portfolio Holder. Previously political balance has been waived in respect of this committee so that the overall number of seats on committees is not affected. Therefore it has not been included in the calculation set out above.

3.6 The list of committees, joint committees, outside bodies, sub-committees and task groups are set out at Appendices A and B (to follow) with recommended sizes and allocation of places.

3.7 The Health and Wellbeing Board is listed as a Committee of the Council in Appendix A. This Committee is not subject to the rules on political balance and the Council has previously agreed that the positions of Chairman and Vice Chairman of the Board should be appointed by the Board at its first ordinary meeting after each Annual Council meeting rather than at the Joint meeting of Committees on the evening of Annual Council.

4. Timetable of meetings

4.1 On 23 January 2014 (and subsequently on 24 April 2014) the Council agreed a draft schedule of meetings for 2014/2015, as attached at Appendix C.

5. Financial, legal and risk management implications

5.1 There are no financial implications arising from this report.

5.2 The legal position is set out within the body of the report.

5.3 There are no risk management implications arising from this report

6. Recommendations

6.1 The Council is asked to agree:

- (i) the establishment of committees, their size and the allocation of seats to political groups as set out in paragraph 3.5 above and in Appendix A, together with terms of reference as set out in the Council's constitution;
- (ii) the establishment of an ad hoc committee to consider the removal of Council appointed school governors as and when necessary and to waive political balance in respect of this Committee;
- (iii) the membership of each Committee as set out in Appendix A to this report, including the appointment of voting and non-voting co-optees on Committees as listed;
- (iv) that appointments should be made to Joint Committees, outside bodies and other bodies as set out in Appendix B;

- (v) the timetable of meetings for the 2014/2015 municipal year as set out in Appendix C to this report.

6.2 The Council is asked to recommend to the Joint meeting of Committees:

- (i) the appointment of Chairmen and Vice Chairmen of Committees as set out in Appendix A to this report;
- (ii) the establishment of sub committees (with terms of reference as set out in the Council's Constitution), the Welfare Reform Task group, their size and the allocation of seats to political groups as set out in Appendix A to this report.

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Appendices

Appendix A – List of committees, sub-committees and task groups – **to follow**

Appendix B – List of joint committees and outside and other bodies - **to follow**

Appendix C – Timetable of meetings

Background papers

Sections 15-17 of, and schedule 1 to, the Local Government and Housing Act 1989

SCHEDULE OF MEETINGS MAY 2014 - MAY 2015

Please note that all meetings are held at Gun Wharf unless otherwise stated and
this information is subject to change

DATE	MEETING	VENUE
MAY 2014		
Tue 13 May	3pm Cabinet	Meeting Room 2
Wed 14 May	7pm Annual Council	St George's Centre
Tue 20 May	6.30pm Planning Committee	Meeting Room 2
Thu 22 May	EUROPEAN ELECTION	
Fri 30 May	2.00pm Licensing Sub-Committee of Licensing and Safety Committee	
JUNE 2014		
Tue 3 June	6.30pm Children and Young People Overview and Scrutiny Committee	
Fri 6 June	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Mon 9 June	6pm Councillor Conduct Committee	
Tue 10 June	3pm Cabinet	Meeting Room 2
Thu 12 June	8.45am School Transport and Curriculum Appeals Committee	
Thu 12 June	10am South Thames Gateway Building Control Joint Committee	
Fri 13 June	2pm Licensing Sub-Committee of Licensing and Safety Committee	
Tue 17 June	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 17 June	4pm Health and Wellbeing Board	
Wed 18 June	6.30pm Planning Committee	Meeting Room 2
Tue 24 June	6.30pm Health and Adult Social Care Overview and Scrutiny Committee	Meeting Room 2

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DATE	MEETING	VENUE
Wed 25 June	7pm Employment Matters Committee	
Thu 26 June	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	
JULY 2014		
Tue 1 July	6pm Licensing and Safety Committee	
Thu 3 July	6.30pm Business Support Overview and Scrutiny Committee	
Fri 4 July	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Mon 7 July	6pm Councillor Conduct Committee	
Thu 10 July	7pm Audit Committee	
Tue 15 July	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 15 July	3pm Cabinet	Meeting Room 2
Tue 15 July	6.30pm Children and Young People Overview and Scrutiny Committee	
Wed 16 July	6.30pm Planning Committee	
Thu 17 July	8.45am School Transport and Curriculum Appeals Committee	
Tue 22 July	6pm Licensing and Safety Committee	
Thu 24 July	7pm Council	St George's Centre
AUGUST 2014		
Fri 1 August	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 5 August	3pm Cabinet	Meeting Room 2
Thu 7 August	8.45am School Transport and Curriculum Appeals Committee	

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DATE	MEETING	VENUE
Mon 11 August	6pm Councillor Conduct Committee	
Tue 12 August	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Wed 13 August	6.30pm Planning Committee	Meeting Room 2
Tue 19 August	6.30pm Health and Adult Social Care Overview and Scrutiny Committee	
Thu 21 August	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	
Fri 22 August	2pm Licensing Sub-Committee of Licensing and Safety Committee	
Tue 26 August	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 26 August	6.30pm Business Support Overview and Scrutiny Committee	
Thu 28 August	8.45am School Transport and Curriculum Appeals Committee	
SEPTEMBER 2014		
Tue 2 September	3pm Cabinet	Meeting Room 2
Wed 3 September	7pm Employment Matters Committee	
Wed 10 September	6.30pm Planning Committee	Meeting Room 2
Thu 11 September	8.45am School Transport and Curriculum Appeals Committee	
Fri 12 September	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Mon 15 September	6pm Councillor Conduct Committee	
Wed 17 September	6pm Licensing and Safety Committee	
Thu 18 September	6.30pm Children and Young People Overview and Scrutiny Committee	
Tue 23 September	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	

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DATE	MEETING	VENUE
Thu 25 September	7pm Audit Committee	
Tue 30 September	3pm Cabinet	Meeting Room 2
Tue 30 September	6.30pm Health and Adult Social Care Overview and Scrutiny Committee	
OCTOBER 2014		
Thu 2 October	10am South Thames Gateway Building Control Joint Committee (tbc)	
Thu 2 October	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	
Fri 3 October	2pm Licensing Sub-Committee of Licensing and Safety Committee	
Tue 7 October	6.30pm Business Support Overview and Scrutiny Committee	
Wed 8 October	6.30pm Planning Committee	Meeting Room 2
Fri 10 October	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 14 October	6pm Licensing and Safety Committee	
Thu 16 October	7pm Council	St George's Centre
Mon 20 October	6pm Councillor Conduct Committee	
Tue 21 October	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 21 October	4pm Health and Wellbeing Board	
Thu 23 October	8.45am School Transport and Curriculum Appeals Committee	
Tue 28 October	3pm Cabinet	Meeting Room 2
NOVEMBER 2014		
Wed 5 November	6.30pm Planning Committee	

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DATE	MEETING	VENUE
Fri 7 November	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Mon 17 November	6pm Councillor Conduct Committee	
Tue 19 November	6pm Licensing and Safety Committee	
Wed 19 November	7pm Employment Matters Committee	
Thu 20 November	8.45am School Transport and Curriculum Appeals Committee	
Fri 21 November	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 25 November	3pm Cabinet	Meeting Room 2
DECEMBER 2014		
Tue 2 December	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Wed 3 December	6.30pm Planning Committee	Meeting Room 2
Thu 4 December	6.30pm Business Support Overview and Scrutiny Committee	
Fri 5 December	2pm Licensing Sub-Committee of Licensing and Safety Committee	
Tue 9 December	6.30pm Children and Young People Overview and Scrutiny Committee	
Thu 11 December	10am South Thames Gateway Building Control Joint Committee (tbc)	
Thu 11 December	6.30pm Health and Adult Social Care Overview and Scrutiny Committee	
Mon 15 December	6pm Councillor Conduct Committee	
Tue 16 December	3pm Cabinet	Meeting Room 2
Thu 18 December	8.45am School Transport and Curriculum Appeals Committee	
Thu 18 December	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	

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DATE	MEETING	VENUE
Fri 19 December	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
JANUARY 2015		
Wed 7 January	6.30pm Planning Committee	Meeting Room 2
Tue 13 January	3pm Cabinet	Meeting Room 2
Wed 14 January	6.30pm Children and Young People Overview and Scrutiny Committee	
Thu 15 January	8.45am School Transport and Curriculum Appeals Committee	
Thu 15 January	7pm Audit Committee	
Fri 16 January	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 20 January	6pm Licensing and Safety Committee	
Wed 21 January	4pm Health and Wellbeing Board	
Thu 22 January	7pm Council	St George's Centre
Mon 26 January	6pm Councillor Conduct Committee	
Tue 27 January	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 27 January	6.30pm Health and Adult Social Care Overview and Scrutiny Committee	
Wed 28 January	7pm Employment Matters Committee	
Thu 29 January	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	
FEBRUARY 2015		
Tue 3 February	6.30pm Business Support Overview and Scrutiny Committee	
Wed 4 February	6.30pm Planning Committee	Meeting Room 2

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DATE	MEETING	VENUE
Tue 10 February	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 10 February	3pm Cabinet	Meeting Room 2
Thu 12 February	8.45am School Transport and Curriculum Appeals Committee	
Fri 13 February	2pm Licensing Sub-Committee of Licensing and Safety Committee	
Mon 23 February	6pm Councillor Conduct Committee	
Thu 26 February	7pm Council	St George's Centre
Fri 27 February	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
MARCH 2015		
Wed 4 March	6.30pm Planning Committee	Meeting Room 2
Tue 10 March	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 10 March	3pm Cabinet	Meeting Room 2
Thu 12 March	4pm Health and Wellbeing Board	
Thu 19 March	8.45am School Transport and Curriculum Appeals Committee	
Thu 19 March	10am South Thames Gateway Building Control Joint Committee (tbc)	
Thu 19 March	7pm Audit Committee	
Tue 24 March	6pm Licensing and Safety Committee	
Wed 25 March	6.30pm Children and Young People Overview and Scrutiny Committee	
Fri 27 March	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Mon 30 March	6pm Councillor Conduct Committee	

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DATE	MEETING	VENUE
Tue 31 March	6.30pm Health and Adult Social Care Overview and Scrutiny Committee	
APRIL 2015		
Wed 1 April	6.30pm Planning Committee	Meeting Room 2
Tue 7 April	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 7 April	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	
Thu 9 April	6.30pm Business Support Overview and Scrutiny Committee	
Tue 14 April	3pm Cabinet	Meeting Room 2
Wed 15 April	7pm Employment Matters Committee	
Thu 16 April	8.45am School Transport and Curriculum Appeals Committee	
Fri 17 April	2pm Licensing Sub-Committee of Licensing and Safety Committee	
Thu 23 April	7pm Council	St George's Centre
Fri 24 April	9.30am Licensing Hearing Panel/1982 Act Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Mon 27 April	6pm Councillor Conduct Committee	
Wed 29 April	6.30pm Planning Committee	Meeting Room 2
MAY 2015		
Thu 7 May	LOCAL/GENERAL ELECTION	
Wed 27 May	7pm Annual Council (provisional)	St George's Centre