

ANNUAL MEETING OF MEDWAY COUNCIL AND JOINT MEETING OF COMMITTEES (WITH THE EXCEPTION OF THE HEALTH AND WELLBEING BOARD)

27 MAY 2015

ESTABLISHMENT OF COMMITTEES, APPOINTMENTS AND SCHEDULE OF MEETINGS 2015/2016

Report from: Neil Davies, Chief Executive

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Summary

The Council is asked to determine the committees and other bodies to be appointed for 2015/2016, to agree the appointment of Members to serve on committees and other bodies and a programme of meetings.

The Council is also asked to make recommendations to the Joint Meeting of Committees on 27 May 2015, immediately following the Annual Meeting of the Council, in respect of the appointment of Chairmen and Vice-Chairmen of committees and the establishment and membership of sub-committees and task groups.

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, 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 Local elections for all 55 Councillors representing 22 Wards took place on 7 May 2015. Subsequently, Councillor Joy informed the Chief Executive on 16 May 2015 that he would not be joining the UKIP Group and requested to be referred to as an Independent Member. Therefore, the composition of the Council, pending final receipt of group notices, is now as follows:

	Number of councillors	Proportionality %
Conservative	36	65.455
Labour	15	27.273
UKIP	3	5.454
Independent	1	1.818
Total	55	100%

3 Establishment of Committees and allocation of seats plus other appointments for 2015/2016

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 Assuming the formation of three political groups and no change in the overall number of seats on committees, the entitlement to seats will be as follows:

Conservative	Labour	UKIP	Independent	Total
80 (+2)	34	7	0*	121 + 2 unallocated

*There will be two seats that cannot be allocated to any Political Group as a consequence of one Member of the Council asking to be treated as an Independent Member. The independent Member is not entitled to any Committee seats. However, the Council could agree to allocate these seats to the Independent Member so long as no Member of the Council votes against this.

- 3.5 Proposals for the establishment of committees, their size and the allocation of seats to political groups will be set out in Appendix A (to follow). Any proposals will have to meet 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		Committee	No. of seats
Children and Young People Overview and Scrutiny	13 (+2)		Audit	5
Business Support Overview and Scrutiny	13		Planning	16
Health and Adult Social Care Overview and Scrutiny	13		Employment Matters	7
Regeneration, Community and Culture Overview and Scrutiny	13		Licensing and Safety	12
NHS (Joint with KCC)	4		School Transport and Curriculum Appeals	5
Appointments	6		Councillor Conduct Committee	8
Appointments Committee for Director of Children and Adults	8		Total	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.

- (iii) The current list of committees, joint committees, outside bodies, sub-committees and task groups will be set out in Appendices A and B (to follow) with recommended sizes and allocation of places.
- (iv) The Health and Wellbeing Board is a Committee of the Council. 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 22 January 2015 the Council reviewed and agreed to recommend the draft schedule of meetings for 2015/2016. Subsequently, it has been confirmed that:
 - 4.1.1 The Employment Matters Committee scheduled for Wednesday 17 June will commence at 7.30pm instead of 7pm to facilitate both an induction session and a meeting of the Joint Consultative Committee earlier the same evening.
 - 4.1.2 The Regeneration, Community and Culture Overview and Scrutiny Committee will take place on Tuesday 29 September 2015 (this was originally listed in error for Wednesday 29 September 2015).
 - 4.1.3 Meetings of the School Transport and Curriculum Appeals Committee will now commence at 9.45am instead of 8.45am.
- 4.2 The updated schedule of meetings for 2015/2016 is set out in Appendix C to the report.

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 and their size as set out in paragraph 3.5 above and the allocation of these seats to political groups as set out in Appendix A to this report (which will be provided in a supplementary agenda) together with terms of reference as set out in the Council's Constitution, copies of which have been provided to all Members of the Council.
- (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 (which will be provided in a supplementary agenda), including the appointment of voting and non-voting co-optees on committees as listed;
- (iv) appointments to Joint Committees and other bodies which will be set out in the supplementary agenda, as set out in Appendix B to this report (which will be provided in a supplementary agenda);
- (v) the timetable of meetings for the 2015/2016 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 (excluding the Health and Wellbeing Board) as set out in Appendix A to this report (which will be provided in a supplementary agenda);
- (ii) the establishment of sub committees (with terms of reference as set out in the Council's Constitution), task groups, their size and the allocation of seats to political groups as set out in Appendix A to this report (which will be provided in a supplementary agenda);
- (iii) that the requirement for political balance should be waived in respect of Licensing Hearing Panels and Licensing 1982 Act Hearing Panels.

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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 2015 - MAY 2016

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

DATE	MEETING	VENUE
MAY 2015		
27 May 2015 (Wed)	Annual Council	St George's Centre
JUNE 2015		
3 June 2015 (Wed)	6.30pm – Planning Committee	
4 June 2015 (Thurs)	7pm - Children and Young People Overview and Scrutiny Committee	
10 June 2015 (Wed)	10am - South Thames Gateway Building Control Joint Committee	
11 June 2015 (Thurs)	2pm - School Transport and Curriculum Appeals Committee	
12 June 2015 (Fri)	2pm – Licensing Sub Committee	
16 June 2015 (Tues)	9.30am Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
16 June 2015 (Tues)	3pm – Cabinet	
17 June 2015 (Wed)	7. 30 pm - Employment Matters Committee	
18 June 2015 (Thurs)	7pm - Regeneration, Community and Culture Overview and Scrutiny Committee	
23 June 2015 (Tues)	7pm - Health and Adult Social Care Overview and Scrutiny Committee	
24 June 2015 (Wed)	7pm - Councillor Conduct Committee	
25 June 2015 (Thurs)	7pm - Business Support Overview and Scrutiny Committee	
30 June 2015 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
30 June 2015 (Tues)	4pm - Health and Wellbeing Board	

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JULY 2015		
1 July 2015 (Wed)	6.30pm – Planning Committee	
7 July 2015 (Tues)	3pm – Cabinet	
8 July 2015 (Wed)	6pm - Licensing and Safety Committee	
9 July 2015 (Thurs)	8 9.45am - School Transport and Curriculum Appeals Committee	
14 July 2015 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
14 July 2015 (Tues)	7pm - Audit Committee	
15 July 2015 (Wed)	6pm - Councillor Conduct Committee	
21 July 2015 (Tues)	6.30pm - Children and Young People Overview and Scrutiny Committee	
28 July 2015 (Tues)	9.30pm - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
28 July 2015 (Tues)	6.30pm - Planning Committee	
30 July 2015 (Thurs)	7pm – Council	St George's Centre
AUGUST 2015		
4 August 2015 (Tues)	3pm – Cabinet	
5 August 2015 (Wed)	8 9.45am - School Transport and Curriculum Appeals Committee	
6 August 2015 (Thu)	6.30pm - Regeneration, Community and Culture Overview and Scrutiny Committee	
7 August 2015 (Fri)	2pm Licensing Sub-Committee	
11 August 2015 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
11 August 2015 (Tues)	6.30pm - Health and Adult Social Care Overview and Scrutiny Committee	
13 August 2015 (Thurs)	6.30pm - Business Support Overview and Scrutiny Committee	

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19 August 2015 (Wed)	6pm - Councillor Conduct Committee	
20 August 2015 (Thurs)	8.45am - School Transport and Curriculum Appeals Committee	
25 August 2015 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
25 August 2015 (Tues)	3pm – Cabinet	
26 August 2015 (Wed)	6.30pm – Planning Committee	
SEPTEMBER 2015		
2 September 2015 (Wed)	6pm - Licensing and Safety Committee	
8 September 2015 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
9 September 2015 (Wed)	7pm - Employment Matters Committee	
10 September 2015 (Thurs)	8.45am - School Transport and Curriculum Appeals Committee	
15 September 2015 (Tues)	4pm - Health and Wellbeing Board	
16 September 2015 (Wed)	6pm - Councillor Conduct Committee	
22 September 2015 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
22 September 2015 (Tues)	6.30pm - Children and Young People Overview and Scrutiny Committee	
23 September 2015 (Wed)	10am - South Thames Gateway Building Control Joint Committee	
23 September 2015 (Wed)	6.30pm – Planning Committee	
24 September 2015 (Thurs)	7pm – Audit Committee	
29 September 2015 (Tues)	3pm – Cabinet	
29 September 2015 (Wed) <u>(Tues)</u>	6.30pm - Regeneration, Community and Culture Overview and Scrutiny Committee	

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OCTOBER 2015		
1 October 2015 (Thurs)	6.30pm - Health and Adult Social Care Overview and Scrutiny Committee	
6 October 2015 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
7 October 2015 (Wed)	8.45am - School Transport and Curriculum Appeals Committee	
8 October 2015 (Thurs)	6.30pm - Business Support Overview and Scrutiny Committee	
14 October 2015 (Wed)	6pm - Councillor Conduct Committee	
15 October 2015 (Thurs)	7pm – Council	St George’s Centre
16 October 2015 (Fri)	2pm – Licensing Sub Committee	
20 October 2015 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
21 October 2015 (Wed)	6.30pm – Planning Committee	
27 October 2015 (Tues)	3pm – Cabinet	
28 October 2015 (Wed)	6pm - Licensing and Safety Committee	
NOVEMBER 2015		
3 November 2015 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
3 November 2015 (Tues)	4pm - Health and Wellbeing Board	
11 November 2015 (Wed)	6pm - Councillor Conduct Committee	
12 November 2015 (Thurs)	8.45am - School Transport and Curriculum Appeals Committee	
17 November 2015 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
18 November 2015 (Wed)	6.30pm - Planning Committee	
24 November 2015 (Tues)	3pm – Cabinet	

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DECEMBER 2015		
1 December 2015 (Tues)	9.30am – Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
2 December 2015 (Wed)	7pm - Employment Matters Committee	
3 December 2015 (Thurs)	6.30pm - Business Support Overview and Scrutiny Committee	
7 December 2015 (Mon)	8 9.45am - School Transport and Curriculum Appeals Committee	
8 December 2015 (Tues)	6.30pm - Children and Young People Overview and Scrutiny Committee	
9 December 2015 (Wed)	6pm - Councillor Conduct Committee	
10 December 2015 (Thurs)	10am - South Thames Gateway Building Control Joint Committee	
10 December 2015 (Thurs)	6.30pm – Regeneration, Community and Culture Overview and Scrutiny Committee	
11 December 2015 (Fri)	2pm Licensing Sub Committee	
15 December 2015 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
15 December 2015 (Tues)	3pm – Cabinet	
16 December 2015 (Wed)	6.30pm – Planning	
17 December 2015 (Thurs)	6.30pm - Health and Adult Social Care Overview and Scrutiny Committee	
22 December 2015 (Tues)	6pm - Licensing and Safety Committee	
JANUARY 2016		
5 January 2016 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
6 January 2016 (Wed)	6pm - Councillor Conduct Committee	
12 January 2016 (Tues)	3pm – Cabinet	
12 January 2016 (Tues)	7pm - Audit Committee	

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14 January 2016 (Thurs)	8.45am - School Transport and Curriculum Appeals Committee	
19 January 2016 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
19 January 2016 (Tues)	6.30pm - Children and Young People Overview and Scrutiny Committee	
20 January 2016 (Wed)	6.30pm Planning Committee (provisional)	
21 January 2016 (Thurs)	7pm – Council	St George's Centre
26 January 2016 (Tues)	6.30pm - Health and Adult Social Care Overview and Scrutiny Committee	
27 January 2016 (Wed)	6pm - Licensing and Safety Committee	
28 January 2016 (Thurs)	6.30pm - Regeneration, Community and Culture Overview and Scrutiny Committee	
FEBRUARY 2016		
2 February 2016 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
2 February 2016 (Tues)	6.30pm - Business Support Overview and Scrutiny Committee	
3 February 2016 (Wed)	7pm - Employment Matters Committee	
4 February 2016 (Thurs)	4pm - Health and Wellbeing Board	
9 February 2016 (Tues)	3pm – Cabinet	
10 February 2016 (Wed)	6.30pm – Planning Committee	
11 February 2016 (Thurs)	8.45am - School Transport and Curriculum Appeals Committee	
12 February 2016 (Fri)	2pm – Licensing Sub Committee	
16 February 2016 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
17 February 2016 (Tues)	6pm - Councillor Conduct Committee	
25 February 2016 (Thurs)	7pm Council (Budget)	St George's Centre

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MARCH 2016		
1 March 2016 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
3 March 2016 (Thurs)	6.30pm - Children and Young People Overview and Scrutiny Committee	
8 March 2016 (Tues)	3pm – Cabinet	
9 March 2016 (Wed)	6.30pm – Planning Committee	
10 March 2016 (Thurs)	8 9.45am - School Transport and Curriculum Appeals Committee	
15 March 2016 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
15 March 2016 (Tues)	4pm - Health and Wellbeing Board	
16 March 2016 (Wed)	6pm - Licensing and Safety Committee	
17 March 2016 (Thurs)	10am - South Thames Gateway Building Control Joint Committee	
17 March 2016 (Thurs)	6.30pm Health and Adult Social Care Overview and Scrutiny Committee	
22 March 2016 (Tues)	7pm - Audit Committee	
23 March 2016 (Wed)	6pm – Councillor Conduct Committee	
29 March 2016 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
29 March 2016 (Tues)	6.30pm - Regeneration, Community and Culture Overview and Scrutiny Committee	
APRIL 2016		
5 April 2016 (Tues)	3pm – Cabinet	
6 April 2016 (Wed)	6.30pm – Planning Committee	
12 April 2016 (Tues)	9.30am – Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
13 April 2016 (Wed)	6pm – Councillor Conduct Committee	

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14 April 2016 (Thurs)	8.45am - School Transport and Curriculum Appeals Committee	
14 April 2016 (Thurs)	6.30pm - Business Support and Overview and Scrutiny Committee	
21 April 2016 (Thurs)	7pm – Council	St Georges' Centre
26 April 2016 (Tues)	9.30am – Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
27 April 2016 (Wed)	7pm - Employment Matters Committee	
28 April 2016 (Thurs)	4pm - Health and Wellbeing Board	
MAY 2016		
3 May 2016 (Tues)	6.30pm – Planning Committee	
5 May 2016 (Thurs)	Election - Police and Crime Commissioner	
10 May 2016 (Tues)	9.30am - Licensing Hearing Panel/Licensing 1982 Act Hearing Panel	
10 May 2016 (Tues)	3pm – Cabinet	
11 May 2016 (Wed)	6pm - Councillor Conduct Committee	
12 May 2016 (Thurs)	8.45am - School Transport and Curriculum Appeals Committee	
18 May 2016 (Wed)	Annual Council	St George's Centre