

**ANNUAL MEETING OF MEDWAY COUNCIL  
(AND JOINT MEETING OF COMMITTEES)  
19 MAY 2010**

**ESTABLISHMENT OF COMMITTEES, APPOINTMENTS  
AND SCHEDULE OF MEETINGS 2010/2011**

Report from: Neil Davies, Chief Executive

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Leisure, Culture, Democracy and Governance

**Summary**

This report sets out the position regarding the overall allocation of seats on committees. The Council is asked to determine the committees and other bodies to be appointed for 2010/11, 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 19 May 2010, 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 The Council considered the position regarding the overall allocation of seats on committees at its meeting on 15 April 2010 and agreed recommendations for decision at the Annual Council meeting on 19 May 2010.

### **3 Establishment of Committees and allocation of seats plus other appointments for 2010/2011**

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 political balance of the Council is currently as follows:

<b>Group</b>	<b>Number of councillors</b>	<b>Proportionality</b>
Conservative	33	60%
Labour	10	18.18%
Liberal Democrat	8	14.55%
Independent Group	3	5.45%
(Plus one additional) Independent Member	1	1.82%
	55	100%

Assuming no change in the overall number of seats on committees, the entitlement to seats is as follows:

<b>Conservative</b>	<b>Labour</b>	<b>Liberal Democrat</b>	<b>Independent Group</b>	<b>Independent Member</b>	<b>Total</b>
67 (+2)	21	16	6	0	112 (+2) See note below *

3.5 The following table sets out proposals discussed with Party Group Whips, for the establishment of committees, their size and the allocation of seats to political groups. 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.

<b>Committee</b>	<b>No. of seats</b>	<b>Con 60.00%</b>	<b>Lab 18.18%</b>	<b>LD 14.55%</b>	<b>Ind Group 5.45%</b>	<b>Ind Member 1.82%</b>	<b>Total 100%</b>
Children and Adults Overview and Scrutiny	13 (+2)	8(+2)	2	2	1		13(+2)
Health and Adult Social Care Overview and Scrutiny	13	8	3	1	1		13
Business Support Overview and Scrutiny	13 including one vacancy	7	2	2	1		13*
Regeneration, Community and Culture Overview and Scrutiny	13	8	2	2	1		13
NHS (Joint with KCC)	4	2	1	1	0		4
Appointments	6	4	1	1	0		6
Audit	5	3	1	1	0		5
Planning	16	10	3	2	1		16
Employment Matters	7	4	2	1	0		7
Licensing and Safety	12 including one vacancy	7	2	1	1		12*
School Transport & Curriculum Appeals	5	3	1	1	0		5
International Relations	5	3	1	1	0		5
<b>Total Allocation</b>	<b>112*(+2)</b>	<b>69 (+2)</b>	21	16	6	<b>0</b>	<b>112* (+2)</b>
<b>Entitlement</b>	<b>112*(+2)</b>	<b>67 (+2)</b>	21	16	6	<b>0*</b>	<b>112* (+2)</b>

**Notes:**

- (i) The proposal discussed by Group Whips involves the Conservative Group relinquishing one seat on the Licensing and Safety Committee and one on the Business Support Overview and Scrutiny Committee, creating one

vacancy on each of these Committees to which none of the other Political Groups are entitled. The Independent Member has no right to any seats.

- (ii) \*There are two additional Conservative Members on the Children and Adults 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

3.6 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.

3.7 The current list of committees, joint committees, outside bodies, sub-committees and task groups are set out at Appendices A and B with recommended sizes and allocation of places. (Note: These appendices will follow under separate cover once all party groups have supplied their lists of nominations).

#### **4. Timetable of meetings**

4.1 On 15 April 2010 the Council reviewed and agreed to recommend the draft schedule of meetings for 2010/2011, as attached at Appendix C. Changes incorporated since the draft timetable were presented to the council in January were reported and have been included in this final version.

#### **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 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) appointments to Joint Committees and other bodies as set out in Appendix B to this report;
- (v) the timetable of meetings for the 2010/2011 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
- (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.

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**Appendices**

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

Appendix B – List of joint committees and outside and other bodies

Appendix C – Revised timetable of meetings

**Background papers**

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



Updated 27 April 2010

## SCHEDULE OF MEETINGS MAY 2010 - MAY 2011

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

DATE	MEETING	VENUE
<b>MAY 2010</b>		
Thu 6 May	<b>General Election</b>	
Wed 12 May	8.45am School Transport and Curriculum Appeals Committee	Garden View Room
Wed 12 May	7pm Planning Committee	Meeting Room 2
Wed 19 May	<b>7pm Annual Council</b>	<b>St George's Centre Chatham Maritime</b>
Fri 21 May	2pm Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 9
Tue 25 May	6.30pm Business Support Overview and Scrutiny Committee	Meeting Room 9
Thu 27 May	6.30pm Children and Adults Overview and Scrutiny Committee	Meeting Room 2
Fri 28 May	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
<b>JUNE 2010</b>		
Tue 1 June	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	Meeting Room 2
Wed 2 June	7pm Planning Committee	Meeting Room 2
Thu 3 June	5pm Health and Adult Social Care Overview and Scrutiny Committee	Meeting Room 2
Tue 8 June	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 9
Tue 8 June	<b>3pm Cabinet</b>	<b>Meeting Room 2</b>
Wed 9 June	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 2
Thu 10 June	7pm Employment Matters Committee	Meeting Room 2
Fri 11 June	2pm Licensing Sub-Committee of Licensing and Safety Committee	Meeting Room 2

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DATE	MEETING	VENUE
Wed 16 June	7pm Standards Committee	<b>CANCELLED</b>
Thu 17 June	<b>7pm Council</b>	<b>St George's Centre, Chatham Maritime</b>
Wed 23 June	7pm Planning Committee	Meeting Room 2
Thu 24 June	6pm International Relations Committee	Meeting Room 2
Fri 25 June	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Tue 29 June	<b>3pm Cabinet</b>	<b>Meeting Room 2</b>
Wed 30 June	6pm Licensing and Safety Committee	Meeting Room 2
Wed 30 June	7pm Audit Committee (Statement of Accounts)	Meeting Room 9
<b>JULY 2010</b>		
Tue 6 July	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 8
Tue 6 July	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	Meeting Room 2
Wed 7 July	7pm Standards Committee	Meeting Room 2
Thu 8 July	6.30pm Business Support Overview and Scrutiny Committee	Meeting Room 2
Mon 12 July	6.30pm Children and Adults Overview and Scrutiny Committee	Meeting Room 2
Wed 14 July	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 1
Wed 14 July	7pm Planning Committee	Meeting Room 2
Thu 15 July	5.30pm Health and Adult Social Care Overview and Scrutiny Committee	Meeting Room 2
Tue 20 July	<b>3pm Cabinet</b>	<b>Meeting Room 2</b>
Fri 23 July	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2



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DATE	MEETING	VENUE
Wed 28 July	7pm Employment Matters Committee	Meeting Room 2
Thu 29 July	7pm Council	St George's Centre, Chatham Maritime
<b>AUGUST 2010</b>		
Wed 4 August	7pm Planning Committee	Meeting Room 2
Tue 10 August	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Thu 12 August	6.30pm Business Support Overview and Scrutiny Committee	Meeting Room 2
Fri 13 August	2pm Licensing Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Tue 17 August	3pm Cabinet	Meeting Room 2
Wed 18 August	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	Meeting Room 2
Thu 19 August	5.30pm Health and Adult Social Care Overview and Scrutiny Committee	Meeting Room 2
Wed 25 August	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 8
Wed 25 August	7pm Planning Committee	Meeting Room 2
Fri 27 August	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
<b>SEPTEMBER 2010</b>		
Thu 2 September	7pm Council	St George' Centre, Chatham Maritime
Tue 7 September	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 9
Tue 7 September	3pm Cabinet	Meeting Room 2
Wed 8 September	7pm Standards Committee	Meeting Room 2
Thu 9 September	6.30pm Children and Adults Overview and Scrutiny Committee	Meeting Room 2

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DATE	MEETING	VENUE
Wed 15 September	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 2
Wed 15 September	7pm Planning Committee	Meeting Room 2
Thu 16 September	7pm Employment Matters Committee	Meeting Room 2
Wed 22 September	6pm International Relations Committee	Meeting Room 2
Thu 23 September	6.30pm Business Support Overview and Scrutiny Committee	Meeting Room 2
Fri 24 September	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Tue 28 September	<b>3pm Cabinet</b>	<b>Meeting Room 2</b>
Tue 28 September	7pm Audit Committee	Meeting Room 2
Wed 29 September	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	Meeting Room 2
Thu 30 September	5pm Health and Adult Social Care Overview and Scrutiny Committee	Meeting Room 2
<b>OCTOBER 2010</b>		
Tue 5 October	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Wed 6 October	7pm Planning Committee	Meeting Room 2
Fri 8 October	2pm Licensing Sub-Committee of Licensing and Safety Committee	Meeting Room 9
Tue 12 October	6pm Licensing and Safety Committee	Meeting Room 2
Wed 13 October	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 2
Thu 14 October	<b>7pm Council</b>	<b>St George's Centre, Chatham Maritime</b>
Tue 19 October	<b>3pm Cabinet</b>	<b>Meeting Room 2</b>
Wed 20 October	6.30pm Children and Adults Overview and Scrutiny Committee	Meeting Room 2

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DATE	MEETING	VENUE
Fri 22 October	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Wed 27 October	7pm Planning Committee	Meeting Room 2
<b>NOVEMBER 2010</b>		
Tue 2 November	7pm Employment Matters Committee	Meeting Room 9
Thu 4 November	6.30pm Business Support Overview and Scrutiny Committee	Meeting Room 2
Tue 9 November	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 9
Tue 9 November	<b>3pm Cabinet</b>	<b>Meeting Room 2</b>
Wed 10 November	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 2
Wed 10 November	6pm International Relations Committee	Meeting Room 2
Thu 11 November	5pm Health and Adult Social Care Overview and Scrutiny Committee	Meeting Room 2
Tue 16 November	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	Meeting Room 9
Wed 17 November	7pm Planning Committee	Meeting Room 2
Wed 24 November	7pm Standards Committee	Meeting Room 2
Thu 25 November	<b>7pm Council</b>	<b>St George's Centre, Chatham Maritime</b>
Fri 26 November	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Tue 30 November	<b>3pm Cabinet</b>	<b>Meeting Room 2</b>
<b>DECEMBER 2010</b>		
Wed 1 December	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 9
Thu 2 December	6.30pm Business Support Overview and Scrutiny Committee (Budget)	Civic Room

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DATE	MEETING	VENUE
Fri 3 December	2pm Licensing Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Tue 7 December	7pm Employment Matters Committee	Meeting Room 2
Wed 8 December	7pm Planning Committee	Meeting Room 2
Tue 14 December	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Civic Room
Tue 14 December	6.30pm Children and Adults Overview and Scrutiny Committee (Budget)	Meeting Room 2
Thu 16 December	5pm Health and Adult Social Care Overview and Scrutiny Committee (Budget)	Meeting Room 2
Tue 21 December	<b>3pm Cabinet</b>	<b>Meeting Room 2</b>
Tue 21 December	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee (Budget)	Meeting Room 2
<b>JANUARY 2011</b>		
Wed 5 January	7pm Planning Committee	Meeting Room 2
Thu 6 January	7pm Audit Committee	Meeting Room 2
Fri 7 January	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Thu 13 January	<b>7pm Council</b>	<b>St George's Centre, Chatham Maritime</b>
Tue 18 January	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 13
Tue 18 January	<b>3pm Cabinet</b>	<b>Meeting Room 2</b>
Wed 19 January	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 9
Wed 19 January	7pm Employment Matters Committee	Meeting Room 2
Thu 20 January	6.30pm Children and Adults Overview and Scrutiny Committee	Meeting Room 2
Tue 25 January	6pm Health and Adult Social Care Overview and Scrutiny Committee	Meeting Room 2

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DATE	MEETING	VENUE
Wed 26 January	7pm Planning Committee	Meeting Room 2
Thu 27 January	6.30pm Business Support Overview and Scrutiny Committee	Meeting Room 2
<b>FEBRUARY 2011</b>		
Wed 2 February	7pm Standards Committee	Meeting Room 2
Fri 4 February	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 8
Tue 8 February	6pm International Relations Committee	Meeting Room 2
Wed 9 February	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 9
Thu 10 February	6.30am Regeneration, Community and Culture Overview and Scrutiny Committee	Meeting Room 2
Fri 11 February	2pm Licensing Sub-Committee of Licensing and Safety Committee	Meeting Room 13
Tue 15 February	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	
Tue 15 February	<b>3pm Cabinet (Budget)</b>	<b>Meeting Room 2</b>
Wed 16 February	7pm Planning Committee	Meeting Room 2
Thu 24 February	<b>7pm Council (Budget)</b>	<b>St George's Centre, Chatham Maritime</b>
<b>MARCH 2011</b>		
Tue 1 March	6.30pm Children and Adults Overview and Scrutiny Committee	Meeting Room 2
Thu 3 March	<b>7pm Council</b>	<b>St George's Centre, Chatham Maritime</b>
Fri 4 March	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 9
Tue 8 March	<b>3pm Cabinet</b>	<b>Meeting Room 2</b>
Wed 9 March	7pm Planning Committee	Meeting Room 2

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<b>DATE</b>	<b>MEETING</b>	<b>VENUE</b>
Tue 15 March	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 13
Tue 15 March	5pm Health and Adult Social Care Overview and Scrutiny Committee	Meeting Room 2
Wed 16 March	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 8
Wed 16 March	7pm Employment Matters Committee	Meeting Room 2
Tue 22 March	6.30pm Business Support Overview and Scrutiny Committee	Meeting Room 2
Wed 23 March	7pm Standards Committee	Meeting Room 2
Thu 24 March	<b>7pm Council (Local Area Agreement)</b>	<b>St George's Centre, Chatham Maritime</b>
Tue 29 March	<b>3pm Cabinet</b>	<b>Meeting Room 2</b>
Tue 29 March	7pm Audit Committee (Annual Inspection of Accounts)	Meeting Room 2
Wed 30 March	7pm Planning Committee	Meeting Room 2
Thu 31 March	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	Meeting Room 2
<b>APRIL 2011</b>		
Fri 1 April	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Tue 5 April	6.30pm Children and Adults Overview and Scrutiny Committee	Meeting Room 2
Thu 7 April	7pm Employment Matters Committee	Meeting Room 2
Fri 8 April	2pm Licensing Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Tue 12 April	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Thu 14 April	<b>7pm Council</b>	<b>St George's Centre, Chatham Maritime</b>
Tue 19 April	<b>3pm Cabinet</b>	<b>Meeting Room 2</b>

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<b>DATE</b>	<b>MEETING</b>	<b>VENUE</b>
<b>Wed 20 April</b>	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 2
<b>Wed 27 April</b>	7pm Planning Committee	Meeting Room 2
<b>Fri 29 April</b>	9.30am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
<b>MAY 2011</b>		
<b>Thu 5 May</b>	<b>Local Election</b>	
<b>Wed 25 May</b>	<b>7pm Possible Annual Council</b>	<b>Corn Exchange, Rochester</b>