

Annual Meeting of Medway Council (and Joint Meeting of Committees)

15 May 2024

Establishment of Committees, Appointments and Schedule of Meetings 2024/2025 – Addendum Report

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Summary

This addendum report provides an update on the position regarding the overall allocation of seats on Committees, following the change in political balance ahead of the publication of the Agenda for this meeting.

The addendum report also sets out Appendix A (review of allocation of committee seats), Appendix B (list of committees, sub-committees and task groups) and Appendix C (list of joint committees and outside and other bodies), which were marked as to follow on the main report.

Please note that the recommendations are re-produced below for ease of reference, they are unchanged from the main report.

1. Recommendations

1.1. 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 Appendices A and B to the report, together with terms of reference as set out in the Council's constitution.
- (ii) the appointment of members to each Committee as set out in Appendix B to the report, including the appointment of voting and non-voting co-optees on Committees as listed.
- (iii) the appointments and nominations to Joint Committees, outside bodies and other bodies as set out in Appendix C to the report.
- (iv) the timetable of meetings for the 2024/2025 municipal year as set out in Appendix D to the report.
- (v) to delegate authority to the Chief Executive, in consultation with Group Whips, to vary the schedule of meetings during the 2024/2025

municipal year as required, on the basis set out in paragraph 5.4 of the report.

1.2. The Council is asked to recommend to the Joint Meeting of Committees:

1.2.1. the appointment of Chairpersons and Vice Chairpersons of committees (excluding the Health and Wellbeing Board) as set out in Appendix B to this report;

1.2.2. the establishment of sub committees (with terms of reference as set out in the Council's Constitution) and scrutiny task group, their size, the allocation of seats to political groups and memberships as set out in Appendix B to this report;

1.2.3. that the requirement for political balance should be waived in respect of Licensing Hearing Panels and Licensing 1982 Act Hearing Panels and that the process for selection of the Chairperson, Vice Chairperson and Panel Members for these Panels should be as set out in Appendix B to this report.

2. Background

2.1. As set out in the main report, the current composition of the Council has changed since the last Full Council meeting, given that Councillor Mrs Turpin has very recently joined the Independent Group and is now as follows:

Political Group	Number of councillors	Proportionality %
Labour and Co-operative Group	31	52.542%
Conservative Group	21	35.593%
Independent Group	4	6.780%
Independent Members (not a political group)	3	5.085%
Total	59	100%

2.2. The appointment of Chairpersons and Vice-Chairpersons of some committees, the establishment of sub-committees, and the appointment of Members to serve on them is a matter for decision at a Joint meeting of Committees, which will take place immediately after the Annual Council meeting.

2.3. The Local Government and Housing Act 1989 and associated regulations (The Local Government (Committees and Political Groups) Regulations 1990) require the Council to review the allocation of seats on committees to political groups in specified circumstances, including annually at the Annual Council meeting. Committee seats must be allocated in accordance with the following principles so far as is reasonably practicable, unless alternative arrangements are notified to all Members five clear days in advance of this meeting and agreed without any Councillor voting against them.

(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.

- 2.4. 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.
- 2.5. Prior to Councillor Mrs Turpin joining the Independent Group, discussions had taken place with Group Whips and a proposal for the allocation of seats to political groups had been agreed with them.
- 2.6. Since publication of the Agenda for this meeting, further discussions have taken place with Group Whips and a new proposal for the allocation of seats to political groups has been agreed with them, as set out in Appendix A to this report. This has the following effect:
- (a) The Labour and Co-operative Group's entitlement to committee seats is reduced by 6 seats;
 - (b) The Conservative Group's entitlement to committee seats is reduced by 1 seat;
 - (c) The Independent Group's entitlement to committee seats is increased by 3 seats;
 - (d) There are now 6 unallocated committee seats.
- 2.7. As outlined above there are now 6 committee seats which will become unallocated on the basis that no political group is entitled to them. The three Independent Members have no entitlement to any committee seats. This is set out in more detail below:

Labour and Co-operative	Conservative	Independent Group	Unallocated	Total
70 (+3)	47	9	6	132

- 2.8. The Council is required to allocate three additional seats to the Labour and Co-operative Group on the Children and Young People Overview and Scrutiny Committee to preserve that Group's entitlement to a majority position

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

- 2.9. The Independent Group are allocated one seat on the Licensing Sub-Committee to reflect the changes in political balance.
- 2.10. The Health and Wellbeing Board is listed as a Committee of the Council in Appendix B. This Committee is not subject to the rules on political balance and the positions of Chairperson and Vice Chairperson of the Board are appointed by the Board at its first ordinary meeting after each Annual Council meeting.
- 2.11. Details of other bodies are set out in Appendix C to the report which are either recommended or required to comply with legal requirements or align with established practice.
- 2.12. Committee Terms of Reference are set out in the [Constitution](#) as follows:
- 2.13. Chapter 3, Part 2 (Responsibility for Council Functions) – Committees and Sub-Committees.
- 2.14. Chapter 4, Part 5 (Overview and Scrutiny Rules) – Overview and Scrutiny Committees.

Lead officer contact

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Appendices

Appendix A – Review of allocation of committee seats

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

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

Appendix D – Timetable of meetings (included with main report)

Background papers

None