

**ANNUAL MEETING OF MEDWAY COUNCIL
(AND JOINT MEETING OF COMMITTEES)
25 MAY 2011**

**ESTABLISHMENT OF COMMITTEES, APPOINTMENTS
AND SCHEDULE OF MEETINGS 2011/2012**

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 2011/2012, 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 25 May 2011, 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 5 May 2011. Since then, the Chief Executive has been notified that four political groups have been established, therefore, the composition of the Council is as follows:

Group	Number of councillors	Proportionality %
Conservative Group	35	63.64
Labour Group	15	27.27
Liberal Democrat Group	3	5.45
Independent Group	2	3.64
	55	100%

3 Establishment of Committees and allocation of seats plus other appointments for 2011/2012

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

Conservative	Labour	Liberal Democrat	Independent Group	Total
71 (+2)	31	6	4	112

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.

Committee	No. of seats	Con 63.64%	Lab 27.27%	LD 5.45%	Ind. Group 3.64%	Total 100%
Children and Young People Overview and Scrutiny	13 (+2)	8 (+2)	3	1	1	13 (+2)
Health and Adult Social Care Overview and Scrutiny	13	8	4	1	0	13
Business Support Overview and Scrutiny	13	8	4	1	0	13
Regeneration, Community and Culture Overview and Scrutiny	13	8	3	1	1	13
NHS (Joint with KCC)	4	3	1	0	0	4
Appointments	6	4	2	0	0	6
Audit	5	3	2	0	0	5
Planning	16	10	4	1	1	16
Employment Matters	7	5	2	0	0	7
Licensing and Safety	12	8	3	1	0	12
School Transport and Curriculum Appeals	5	3	1	0	1	5
International Relations	5	3	2	0	0	5
Overall Entitlement	112	71 71.273	31 30.545	6 6.109	4 4.073	112

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 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 14 April 2011 the Council reviewed and agreed to recommend the draft schedule of meetings for 2011/2012, as attached at Appendix C, the only change being the change of date for the Council meeting in July from 14 July to 21 July.
- 4.2 The schedule of meetings, as attached at Appendix C, has been recommended on the basis of a reduction in the frequency of some meetings. As a consequence it is necessary to make the following revision to the Constitution to reflect the reduced frequency of Overview and Scrutiny Committee meetings.

Chapter 4 – Rules

Part 5 – Overview and Scrutiny Rules

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“5. Meetings of the Overview and Scrutiny Committees

There shall be at least ~~eight~~ **six** meetings scheduled for each Overview and Scrutiny Committee in each year which can be cancelled by the chair in consultation with the Chief Executive. In addition, extraordinary meetings may be called from time to time as and when appropriate. An Overview and Scrutiny Committee meeting may be called by the chair of the relevant Overview and Scrutiny Committee, by a third of the members of the Committee or by the proper officer if he/she considers it necessary or appropriate.”

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 2011/2012 municipal year as set out in Appendix C to this report;
 - (vi) The revision to the Constitution, as set out in paragraph 4.2 above, as to the frequency of Overview and Scrutiny Committees.
- 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), 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 (to follow)

Appendix B – List of joint committees and outside and other bodies (to follow)

Appendix C – Revised timetable of meetings

Background papers

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

SCHEDULE OF MEETINGS MAY 2011 - MAY 2012

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

* Induction sessions will precede these meetings

DATE	MEETING	VENUE
MAY 2011		
Thu 5 May	Local election	
Wed 25 May	7pm Annual Council	St George's Centre
Tue 31 May	6.30pm Referrals Sub-Committee of Standards Committee	Meeting Room 2
JUNE 2011		
Wed 1 June	7pm Planning Committee	Meeting Room 2
Tue 7 June	3pm Cabinet	Meeting Room 2
Tue 7 June	*7pm Children and Young People Overview and Scrutiny Committee	Meeting Room 1
Wed 8 June	*2pm School Transport and Curriculum Appeals Committee	Meeting Room 1
Thu 9 June	10am South Thames Gateway Joint Building Control Committee	Meeting Room 2
Thu 9 June	*7pm Business Support Overview and Scrutiny Committee	Meeting Room 1
Fri 10 June	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Wed 15 June	6.30pm Referrals Sub-Committee of Standards Committee	Meeting Room 2
Wed 15 June	7pm Standards Committee	Meeting Room 1
Thu 16 June	*7pm Regeneration, Community and Culture Overview and Scrutiny Committee	Meeting Room 1
Fri 17 June	2pm Licensing Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Tue 21 June	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Wed 22 June	7pm Planning Committee	Meeting Room 2

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DATE	MEETING	VENUE
Thu 23 June	*6pm Health and Adult Social Care Overview and Scrutiny Committee	Meeting Room 1
Wed 29 June	*7pm Employment Matters Committee	Meeting Room 1
JULY 2011		
Tue 5 July	3pm Cabinet	Meeting Room 2
Tue 5 July	*7pm Audit Committee	Meeting Room 1
Wed 6 July	6pm International Relations Committee	Meeting Room 2
Wed 6 July	6.30pm Referrals Sub-Committee of Standards Committee	Meeting Room 9
Fri 8 July	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Wed 13 July	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 2
Wed 13 July	7pm Planning Committee	Meeting Room 2
Tue 19 July	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Tue 19 July	6.30pm Children and Young People Overview and Scrutiny Committee	Meeting Room 2
Wed 20 July	6pm Licensing and Safety Committee	Meeting Room 2
Thu 21 July	7pm Council	St George's Centre
Tue 26 July	7pm Standards Committee	Meeting Room 2
Wed 27 July	7pm Employment Matters Committee	Meeting Room 2
AUGUST 2011		
Tue 2 August	3pm Cabinet	Meeting Room 2
Tue 2 August	6.30pm Referrals Sub-Committee of Standards Committee	Meeting Room 9
Wed 3 August	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 2

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DATE	MEETING	VENUE
Wed 3 August	7pm Planning Committee	Meeting Room 2
Thu 4 August	6.30pm Business Support Overview and Scrutiny Committee	Meeting Room 2
Fri 5 August	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Wed 10 August	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	Meeting Room 2
Fri 12 August	2pm Licensing Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Tue 16 August	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Wed 17 August	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 2
Thu 18 August	5pm Health and Adult Social Care Overview and Scrutiny Committee	Meeting Room 2
Wed 24 August	7pm Planning Committee	Meeting Room 2
Tue 30 August	6.30pm Referrals Sub-Committee of Standards Committee	Meeting Room 2
SEPTEMBER 2011		
Fri 2 September	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Tue 6 September	3pm Cabinet	Meeting Room 2
Tue 13 September	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Wed 14 September	7pm Planning Committee	Meeting Room 2
Thu 15 September	10am South Thames Gateway Joint Building Control Committee	Meeting Room 2
Thu 15 September	7pm Employment Matters Committee	Meeting Room 2
Tue 20 September	6.30pm Business Support Overview and Scrutiny Committee	Meeting Room 2
Wed 21 September	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 2
Wed 21 September	6.30pm Referrals Sub-Committee of Standards Committee	Meeting Room 2

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DATE	MEETING	VENUE
Tue 27 September	6.30pm Children and Young People Overview and Scrutiny Committee	Meeting Room 2
Wed 28 September	7pm Standards Committee	Meeting Room 2
Thu 29 September	7pm Audit Committee	Meeting Room 2
Fri 30 September	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
OCTOBER 2011		
Tue 4 October	3pm Cabinet	Meeting Room 2
Tue 4 October	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	Meeting Room 9
Wed 5 October	7pm Planning Committee	Meeting Room 2
Thu 6 October	5pm Health and Adult Social Care Overview and Scrutiny Committee	Meeting Room 2
Fri 7 October	2pm Licensing Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Tue 11 October	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Thu 13 October	6.30pm Referrals Sub-Committee of Standards Committee	Meeting Room 2
Tue 18 October	6pm Licensing and Safety Committee	Meeting Room 2
Wed 19 October	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 2
Thu 20 October	7pm Council	St George's Centre
Wed 26 October	7pm Planning Committee	Meeting Room 2
Thu 27 October	7pm Employment Matters Committee	Meeting Room 2
Fri 28 October	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
NOVEMBER 2011		
Tue 1 November	3pm Cabinet	Meeting Room 2

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DATE	MEETING	VENUE
Tue 8 November	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Wed 9 November	6.30pm Referrals Sub-Committee of Standards Committee	Meeting Room 2
Wed 16 November	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 2
Wed 16 November	7pm Planning Committee	Meeting Room 2
Fri 25 November	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Tue 29 November	3pm Cabinet (initial budget proposals)	Meeting Room 2
Wed 30 November	6.30pm Referrals Sub-Committee of Standards Committee	Meeting Room 9
Wed 30 November	7pm Standards Committee	Meeting Room 2
DECEMBER 2011		
Thu 1 December	6.30pm Business Support Overview and Scrutiny Committee	Meeting Room 2
Fri 2 December	2pm Licensing Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Tue 6 December	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Tue 6 December	6.30pm Children and Young People Overview and Scrutiny Committee	Meeting Room 2
Wed 7 December	7pm Planning Committee	Meeting Room 2
Thu 8 December	10am South Thames Gateway Joint Building Control Committee	Meeting Room 2
Thu 8 December	7pm Employment Matters Committee	Meeting Room 2
Tue 13 December	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	Meeting Room 2
Wed 14 December	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 2
Wed 14 December	6pm International Relations Committee	Meeting Room 2
Thu 15 December	5pm Health and Adult Social Care Overview and Scrutiny Committee	Meeting Room 2

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DATE	MEETING	VENUE
Tue 20 December	3pm Cabinet	Meeting Room 2
Tue 20 December	6.30pm Referrals Sub-Committee of Standards Committee	Meeting Room 8
Tue 20 December	7pm Audit Committee	Meeting Room 9
JANUARY 2012		
Wed 4 January	7pm Planning Committee	Meeting Room 2
Fri 6 January	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Wed 11 January	6pm Licensing and Safety Committee	Meeting Room 2
Thu 12 January	7pm Council	St George's Centre
Tue 17 January	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 9
Tue 17 January	3pm Cabinet	Meeting Room 2
Tue 17 January`	6.30pm Referrals Sub-Committee of Standards Committee	Meeting Room 9
Wed 18 January	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 2
Wed 18 January	7pm Employment Matters Committee	Meeting Room 2
Thu 19 January	6.30pm Children and Young People Overview and Scrutiny Committee	Meeting Room 2
Tue 24 January	7pm Standards Committee	Meeting Room 2
Wed 25 January	7pm Planning Committee	Meeting Room 2
Thu 26 January	5pm Health and Adult Social Care Overview and Scrutiny Committee	Meeting Room 2
Tue 31 January	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	Meeting Room 2
FEBRUARY 2012		
Thu 2 February	6.30pm Business Support Overview and Scrutiny Committee	Meeting Room 2

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DATE	MEETING	VENUE
Fri 3 February	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Thu 9 February	6.30pm Referrals Sub-Committee of Standards Committee	Meeting Room 2
Fri 10 February	2pm Licensing Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Tue 14 February	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 9
Tue 14 February	3pm Cabinet (final budget proposals)	Meeting Room 2
Tue 15 February	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 2
Tue 15 February	7pm Planning Committee	Meeting Room 2
Thu 23 February	7pm Council (budget)	St George's Centre
Wed 29 February	7pm Employment Matters Committee	Meeting Room 2
MARCH 2012		
Fri 2 March	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Tue 6 March	6.30pm Referrals Sub-Committee of Standards Committee	Meeting Room 2
Wed 7 March	7pm Planning Committee	Meeting Room 2
Tue 13 March	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 9
Tue 13 March	3pm Cabinet	Meeting Room 2
Wed 14 March	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 2
Wed 14 March	6.30pm Children and Young People Overview and Scrutiny Committee	Meeting Room 2
Tue 20 March	7pm Standards Committee	Meeting Room 2
Wed 21 March	6.30pm Business Support Overview and Scrutiny Committee	Meeting Room 2
Thu 22 March	10am South Thames Gateway Joint Building Control Committee	Meeting Room 2

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DATE	MEETING	VENUE
Tue 27 March	5pm Health and Adult Social Care Overview and Scrutiny Committee	Meeting Room 2
Tue 27 March	6.30pm Referrals Sub-Committee of Standards Committee	Meeting Room 9
Wed 28 March	7pm Planning Committee	Meeting Room 2
Thu 29 March	7pm Audit Committee	Meeting Room 2
Fri 30 March	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
APRIL 2012		
Tue 3 April	6pm Licensing and Safety Committee	Meeting Room 9
Tue 3 April	6.30pm Regeneration, Community and Culture Overview and Scrutiny Committee	Meeting Room 2
Tue 10 April	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Wed 11 April	7pm Employment Matters Committee	Meeting Room 2
Tue 17 April	3pm Cabinet	Meeting Room 2
Tue 17 April	6.30pm Referrals Sub-Committee of Standards Committee	Meeting Room 9
Wed 18 April	8.45am School Transport and Curriculum Appeals Committee	Meeting Room 2
Wed 18 April	7pm Planning Committee	Meeting Room 2
Fri 20 April	2pm Licensing Sub-Committee of Licensing and Safety Committee	Meeting Room 2
Thu 26 April	7pm Council	St George's Centre
Fri 27 April	9am Licensing Hearing Panel – Sub-Committee of Licensing and Safety Committee	Meeting Room 2
MAY 2012		
Wed 9 May	7pm Planning Committee	Meeting Room 2
Wed 16 May	7pm Annual Council	St George's Centre