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## Report to Full Council

<b>Title:</b>	Annual Report on Committee Appointments and Substitutions
<b>Council date:</b>	21 May 2015
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### Report Context

1. On 16<sup>th</sup> April 2015 this Council agreed a resolution on the allocation of Council Committee seats in line with legal requirements on political proportionality. Since this meeting there have been no further reported changes to the political group structures. These allocations are as set out in the report agreed on 16<sup>th</sup> April and therefore will apply for the year ahead.
2. The purpose of this report is to set out the proposed allocation of committee seats in line with proportionality requirements. It is also to set out the arrangements for substitutions on Council Committees.
3. Legally there is a requirement arising from s102 of the Local Government Act 1972 for full Council to appoint members (including any substitutions) to all Council Committees. These appointments must be made by Council in line with nominations received from group leaders under s16(1) of the Local Government and Housing Act 1989.

### Committee seats by political group

4. Please see below a copy of the seat allocations agreed by Council on 16<sup>th</sup> April 2015. These are reflected in Appendix One.

5.

<b>Committee</b>	<b>Size</b>	<b>Conservative</b>	<b>Lib Dem, Independent and Labour</b>	<b>UKIP</b>	<b>Ind</b>
Development Control	8	6	1	1	0
Pension Fund	6	5	1	0	0
Regulatory & Audit	8	6	1	1	0
Rights of Way	8	6	1	1	0
Senior Appointments	7	5	1	1	0
Select – Education	11	9	1	0	1
Select - Health	11	8	1	1	1
Select - Finance	8	6	1	1	0
Select - Environment	8	6	1	0	1
<b>Total</b>	<b>75</b>	<b>57</b>	<b>9</b>	<b>6</b>	<b>3</b>

### **Substitutions to Council Committees**

6. The Council's Constitution sets out the approach for Committee substitutions:
 

*“The Monitoring Officer may by delegated powers, vary the membership of a committee by appointing substitute members on a permanent or temporary basis on the nomination of a Group Leader”.* (p85, Part 4 Standing Orders A)
7. For clarity, the arrangements for the process of handling substitutions are set out below:
  - Substitutions must be made at least the day before the meeting concerned in writing to the relevant clerk of the Council Committee (under delegated powers of the Monitoring Officer). No requests for substitutions at the meeting on the day will be allowed.
  - Substitution requests must be in writing by email from the Group Leader (or the Group Leader's nominated member for handling substitutions for example the Deputy Leader). There is no requirement for a hardcopy signature or any additional forms.
8. By convention Select Committees do not normally require substitute members. This is because Select Committees are not decision-making bodies and work by consensus to scrutinise and support policy development on a cross-party basis.
9. Other points to note on substitutions are: Cabinet is legally not allowed to have substitutions but deputies can attend and speak (but not vote) at Cabinet Meetings; and the Development Control Committee is the only statutory committee where there is an additional requirement for Members to have attended training before substituting.

10. To meet the Council's legal requirement to appoint all substitutions to Council Committees, the Council is asked to agree the entire list of County Councillors by political group as potential substitutes as set out in Appendix Two. Specific named substitutes will be made in the normal matter via the process outlined in recommendation 2 below—via each political group.

**Recommendations to Council:**

- 1. To agree the appointments to Council Committees as set out in Appendix 1 in line with the proposals put forward by each of the political group leaders for the year municipal 2015/16 year.**
- 2. To agree the substitute members as listed in Appendix 2.**
- 3. To agree to delegate to the Monitoring Officer powers to vary the membership of a committee by appointing substitute members on a permanent or causal basis upon the written nomination of a Group Leader. These appointments will be made from within the membership listed in Appendix 2.**

Appendix 1 – Committee Membership (Paper to follow – to be tabled at Full Council)

Appendix 2 – Substitutions (Paper to follow – to be tabled at Full Council)