

# CHILTERN DISTRICT COUNCIL

King George V House, King George V Road, Amersham,  
Buckinghamshire, HP6 5AW

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**TO: ALL MEMBERS OF COUNCIL**

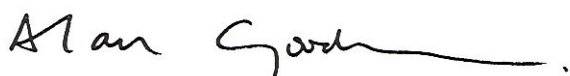
**Dear Councillor**

You are hereby summoned to attend the **Annual Meeting** of the **CHILTERN DISTRICT COUNCIL** to be held in the **Council Chamber, King George V House, King George V Road, Amersham** on **Tuesday, 13th May, 2014** at the conclusion of the Ordinary Meeting starting at 6:30 p.m.

## A G E N D A

- 1 Evacuation Procedures
- 2 Apologies for Absence
- 3 Election of Chairman  
To elect the Chairman of the Council for the ensuing year
- 4 Appointment of Vice-Chairman  
To appoint the Vice-Chairman of the Council for the ensuing year
- 5 Resignation of Cabinet Leader  
The Council is asked to note the resignation of Councillor Rose as Leader of the Cabinet.
- 6 Election of the Cabinet Leader  
To elect the Cabinet Leader and receive his/her report on the allocation of Cabinet Functions in accordance with Rule 2.1(2) of the Cabinet Procedure Rules and to approve those allocations  
*Appendix - Portfolio Functions (Pages 3 - 4)*
- 7 Appointment of Cabinet Members  
To note the appointment of the Cabinet Members by the Cabinet Leader

- 8 Establishment of Audit, Overview and Standards Committees (*Pages 5 - 6*)  
To establish three Overview Committees, the Audit Committee and a Standards Committee for the municipal year
- 9 Establishment of Regulatory and Other Committees (*Pages 7 - 8*)  
To establish regulatory and other Committees for the municipal year, which by law or by the Council's Constitution are neither Cabinet functions nor reserved to full Council
- 10 Allocation of Seats to Political Groups (*Pages 9 - 10*)  
To determine the allocation of seats to political groups in accordance with the political balance rules  
*Appendix (Pages 11 - 12)*
- 11 Appointment of Councillors to Serve on each Committee (*To Follow*)  
To receive nominations of Councillors to serve on each Committee (including their Chairman and Vice-Chairman where appropriate) and appoint the Members thereto
- 12 Appointments to Outside Bodies (*To Follow*)  
To receive nominations of Councillors to serve on outside bodies and to appoint to those bodies
- 13 Executive Reports to the Local Authority (*Pages 13 - 14*)  
*Appendix (Pages 15 - 16)*



**Alan Goodrum**  
Chief Executive

**If you would like this document in large print or an alternative format please contact 01494 732145; email [chiefexecs@chiltern.gov.uk](mailto:chiefexecs@chiltern.gov.uk)**

**Cabinet Portfolios to be agreed at Annual Council on 13 May 2014**

<b>Portfolio</b>	<b>Functions</b>	<b>Director</b>	<b>HOS/Principal Officer</b>	<b>HOS Service Areas</b>	<b>Partnerships</b>	<b>Comparison with SBDC</b>
Leader (Isobel Darby)	Policy Performance Communications Personnel Strategic Finance	CE  R	Rachel Prance  Judy Benson  Rodney Fincham	Policy, Performance, Communications  Personnel  Strategic Finance	Chiltern & South Bucks Strategic Partnership	Leader Strategy and direction (Comms: Community)
Support Services (Deputy Leader) (Mike Stannard)	Business Transformation ICT  Legal and Democratic Services  Audit Finance Admin	R	Sim Dixon  Joanna Swift  Rodney Fincham	Transformation Programme Management and Support, ICT Client, ICT Operations, GIS, Web Services, Information Management including FOI/Data Protection  Legal, Democratic Services, Electoral Registration, Elections, Land Charges  Management & Statutory Accountancy, Financial Administration, Internal Audit, External Audit Liaison		Resources Duncan Smith (also includes asset management)
Sustainable Development (Graham Harris)	Planning Enforcement Building Control Strategic Transport	S	Peter Beckford	Planning Policy, Development Management, Conservation & Tree Preservation, Enforcement, Building Control, Economic Development, Strategic Transportation Issues, Landscape Advice	Bucks Planning Forum; Chilterns Crematorium Joint Committee	Sustainable Development Roger Reed
Environment (Peter Martin)	Property Car Parks Engineering Carbon Management Waste Management	S	Chris Marchant	Property & Asset Management, Facilities Management, Parking, Cemeteries & Memorial Gardens, Public Conveniences, Street Naming, Engineering Services, Ground Maintenance, Operational Transport Issues, Waste Collection, Street Cleaning	Chilterns Crematorium Joint Committee; Joint Waste Collection Committee; Joint Waste Committee for Bucks	Environment Nick Naylor
Community, Health & Housing (Peter Hudson)	Community & Leisure	S	Lynn Trigwell (to mid July)	Community Development & Cohesion, Grants, Safeguarding, Leisure Client, Leisure Operations, Sports Development, Farnham Park Trust	Chiltern Leisure Advisory Board	Community: Anita Cranmer, includes comms and community safety
	Environmental Health Community Safety Licensing Housing	S	Martin Holt	Environmental Health, Community Safety, Housing, Licensing, Emergency Planning/Health & Safety/Business Continuity	Chiltern Community Safety Partnership	Health & Housing Jennifer Woolveridge (excludes community safety)
Customer Services (Fred Wilson)	Revenues and Benefits Customer Services	R	Nicola Ellis	Revenues & Benefits Client, Revenues & Benefits Operation, Fraud & Welfare Partnership, Customer Services		Resources Duncan Smith

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Appendix



**ESTABLISHMENT OF AUDIT, OVERVIEW, AND STANDARDS COMMITTEES**

The Council will be asked to approve the following Committees:

Audit Committee	6 Members (plus Chairman of Performance & Resources Overview ex-officio)
Community & Environment Overview Committee	11 Members
Housing & Planning Overview Committee	11 Members
Performance & Resources Overview Committee	11 Members
Standards Committee	7 Members, plus: <ul style="list-style-type: none"> <li>• up to 3 Independent Persons, and;</li> <li>• up to 2 Councillors from Town or Parish Councils in Chiltern District nominated by Town and Parish Councils in the District and who are not also members of Chiltern District Council.</li> </ul>



**ESTABLISHMENT OF REGULATORY AND OTHER COMMITTEES**

The Council will be asked to approve the following Regulatory and other Committees:

Appeals Committee	9 Members
Boundaries and Electoral Arrangements Committee	9 Members
Constitutional Review Committee	9 Members
Homelessness Committee	9 Members
Joint Staff Committee	5 Members (plus 5 staff representatives)
Joint Appointments and Implementation Committee	5 Members (plus 5 South Bucks District Council Members)
Licensing and Regulations Committee	15 Members
Personnel Committee	9 Members
Planning Committee	13 Members





**CHILTERN DISTRICT COUNCIL  
COUNCIL MEETING – 13 MAY 2014**

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**POLITICAL BALANCE**

*Contact Officer: Lesley Blue (01494 732010)*

**RECOMMENDATIONS**

**That the Council's political balance be noted.**

**Background**

- 1 There has been no change to the Council's political balance since May 2013. The Council's political balance remains:
  - Conservatives – 31 seats
  - Liberal Democrat – 5 seats
- 2 There are two separate Independent Members, one Labour Councillor, and one UKIP Councillor. However, a political group requires a minimum of two Members.
- 3 As such, the total number of seats to be allocated to the Conservative group remains 77.5%; with the Liberal Democrat allocated 12.5%. The Council is required to allocate seats based on these proportions. The number of seats to be allocated is 129.

**Political Balance**

- 4 Section 15 of the Local Government and Housing Act 1989 requires seats to be allocated on ordinary Committees and Sub-Committees (where appropriate) in accordance with the following principles:-

First Principle

**'Not all seats are allocated to the same Political Group'**

- 5 This means that all ordinary Committees and Sub-Committees must consist of Conservatives and Liberal Democrats.

Second Principle

**'The majority of seats are to be allocated to the Majority Political Group'**

- 6 This means that the majority of seats on ordinary Committees and Sub-Committees are to be allocated to the Conservative Group. It also means a clear majority in practice – without the use of a second vote.

Third Principle

**‘Subject to the First and Second Principles, the total number of seats each political group has on all ordinary committees shall be in proportion to the proportion of seats that it has on full Council’**

- 7 This means that for each politically balanced Committee, the Conservatives are entitled to 77.5% of the seats and the Liberal Democrats are entitled to 12.5%. The table below details the entitlement of both Political Groups corresponding to the total number of seats available on a Committee.

<b>Committee Seats</b>	<b>Conservative Seats</b>	<b>Lib Dem Seats</b>
15	11.63	1.88
14	10.85	1.75
13	10.08	1.63
12	9.30	1.50
11	8.53	1.38
10	7.75	1.25
9	6.98	1.13
8	6.20	1.00
7	5.43	0.88
6	4.65	0.75
5	3.88	0.63
4	3.10	0.50
3	2.33	0.38

- 8 Seats left over after the Political Groups have taken their proportional allocation are allocated by default, and not as of right, to Members who are not members of a Political Group.

Fourth Principle

**‘Subject to the First, Second and Third Principles, each political group shall have the same proportion of seats as it holds on the council as a whole’**

- 9 This means that subject to the other principles, the total seats that each Political Group has shall correspond to the total seats on Full Council.

The **Appendix** shows the proposed allocation of seats for both the Conservative Group and the Liberal Democrat Group and the proposed allocation of seats to Members who are not members of a Political Group, including the Seats allocated in 2013/14 as a comparison.

	40	Conservative			Lib Dems			Others (2013/14)
		Seats	31		Seats	5		
		%	77.50%		%	12.50%		
Places	Proposed	Ent.	Round	Proposed	Ent.	Round		
Appeals	9	7	6.98	7	1	1.13	1	One Seat for Other (Lacey)
Audit	6	5	4.65	5	1	0.75	1	Ex Officio Chairman of P&R not included
Boundaries	9	7	6.98	7	1	1.13	1	One Seat for Other (Meacock)
Constitution Review	9	7	6.98	7	1	1.13	1	One Seat for Other (Meacock)
Homelessness	9	6	6.98	7	1	1.13	1	Two Seats for Others (Lacey & Bhatti)
Licensing & Regulation	15	11	11.63	12	2	1.88	2	Two Seats for Others (Lacey & Meacock)
C&E Overview	11	9	8.53	9	2	1.38	1	
H&P Overview	11	9	8.53	9	1	1.38	1	One Seat for Other (Lacey)
P&R Overview	11	9	8.53	9	1	1.38	1	One Seat for Other (Berry)
Personnel	9	7	6.98	7	1	1.13	1	One Seat for Other (Berry)
Planning	13	11	10.08	10	2	1.63	2	
Standards	7	6	5.43	5	1	0.88	1	
Joint Staff	5	4	3.88	4	1	0.63	1	
JAIC	5	4	3.88	4	1	0.63	1	
<b>TOTALS</b>	<b>129</b>	<b>102</b>	<b>99.98</b>	<b>102</b>	<b>17</b>	<b>16.13</b>	<b>16</b>	

(Ent.) Entitlement = Seats according to political balance

Rounded = Seats according to political balance, rounded



**CHILTERN DISTRICT COUNCIL  
ANNUAL COUNCIL - 13 MAY 2013**

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**EXECUTIVE REPORTS TO THE LOCAL AUTHORITY**

*Contact Officer: Lesley Blue (01494 732010)*

**RECOMMENDATION**

**That the report be noted.**

**Report**

1. Regulation 19 of The Local Authorities (Executive Arrangements) (Meeting and Access to Information) Regulations 2012 requires a report to be submitted to the Council at least each year containing details of each urgent executive decision taken since the previous report was submitted. The Regulations require a report to be submitted to the authority even if it is to report that no urgent executive decisions have been taken.
  2. In accordance with the Regulations, the Council is therefore asked to note the urgent executive decisions taken since Annual Council held on 21 May 2013, detailed in the **Appendix**.
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Urgent Decisions

Decision Made	Summary	Decision Maker	Meeting Date	Minute No.	Reason
<p>1. That the new approach from Buckinghamshire County Council and the grant of an access licence for an ecological survey and revised ground conditions survey be noted.</p> <p>2. That Buckinghamshire County Council be requested to provide prompt access to the findings of the site survey, an overview of their proposal for the site, together with consideration of the impact on the amenities of adjacent properties on London Road East, and potential supplementary uses for the site; such information to be given initial consideration by the Performance and Resources Overview Committee.</p>	<p>The Cabinet considered a further approach from the County Council in relation to the site at <b>London Road East</b></p>	<p>Cabinet</p>	<p>27-Aug-13</p>	<p>44</p>	<p>The item was urgent and could not reasonably be deferred without prejudicing the Council's interests</p>
<p>1. That the Cabinet were satisfied that it was expedient for the protection of the interests of the inhabitants of the District to support an appeal to the Supreme Court in conjunction with other Councils.</p> <p>2. That any appeal be made on Ground 1 and Ground 3, subject to a sufficient number of other Councils proceeding to appeal.</p> <p>3. That authority be delegated to the Chief Executive in consultation with the Leader of the Cabinet to decide whether to lodge an appeal having regard to further advice on the number of other Council's who were also proceeding with an appeal and consequential risks to the Council.</p> <p>3. That £24,000 be added to the earmarked reserve for the next stage of the work relating to the legal challenge to HS2, subject to all Members of the Council being notified at appropriate intervals of the details of the spend.</p>	<p>Members received an update on the Legal Challenge to the Government's decision to proceed with <b>HS2</b> and considered options regarding whether to make a further appeal to the Supreme Court.</p>	<p>Cabinet</p>	<p>26-Jul-13</p>	<p>26</p>	<p>The deadline involved for filing an appeal to the Supreme Court it was impracticable to comply with the timescales in Regulations 5 and 10 and the item was urgent and could not reasonably be deferred without prejudicing the Council's interests</p>

