

CHILTERN DISTRICT COUNCIL

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

Telephone: 01494 729000 **DX:** 50711

Fax: 01494 586506

Website: www.chiltern.gov.uk

Email: info@chiltern.gov.uk



TO: ALL MEMBERS OF COUNCIL

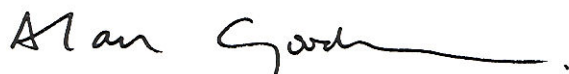
Dear Councillor

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 **Wednesday, 27th May, 2015** 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 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)
- 6 Appointment of Cabinet Members
To note the appointment of the Cabinet Members by the Cabinet Leader

- 7 Establishment of the Audit & Standards and Overview Committees (*Pages 5 - 6*)
To establish two Overview Committees and the Audit & Standards Committee for the municipal year
- 8 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
- 9 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)
- 10 Appointment of Councillors to Serve on each Committee (*Pages 13 - 20*)
To receive nominations of Councillors to serve on each Committee (including their Chairman and Vice-Chairman where appropriate) and appoint the Members thereto
- 11 Appointments to Outside Bodies (*Pages 21 - 26*)
To receive nominations of Councillors to serve on outside bodies and to appoint to those bodies
- 12 Executive Reports to the Local Authority (*Pages 27 - 28*)



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

Cabinet Portfolios 2015-16

Portfolio	Functions	Director	HOS/Principal Officer	HOS Service Areas	Partnerships
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
Support Services (Deputy Leader) (Mike Stannard)	Business Transformation ICT Legal and Democratic Services Audit Finance Admin	R 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	
Sustainable Development (Peter Martin)	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
Environment (Mike Smith)	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
Community, Health & Housing (Graham Harris)	Community & Leisure Environmental Health Community Safety Licensing Housing	S	Martin Holt	Community Development & Cohesion, Grants, Safeguarding, Leisure Client, Leisure Operations, Sports Development, Farnham Park Trust, Environmental Health, Community Safety, Housing, Licensing, Emergency Planning/Health & Safety/Business Continuity	Chiltern Leisure Advisory Board; Chiltern Community Safety Partnership
Customer Services (Fred Wilson)	Revenues and Benefits Customer Services	R	Nicola Ellis	Revenues & Benefits Client, Revenues & Benefits Operation, Fraud & Welfare Partnership, Customer Services	

ESTABLISHMENT OF THE AUDIT AND STANDARDS AND OVERVIEW COMMITTEES

The Council will be asked to approve the following Committees:

Audit & Standards Committee	9 Members, plus 2 Independent Persons
Services Overview Committee	15 Members
Resources Overview Committee	15 Members

ESTABLISHMENT OF REGULATORY AND OTHER COMMITTEES

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

Appeals & Complaints Committee	11 Members
Governance & Electoral Arrangements Committee	11 Members
Joint Appointments and Implementation Committee	5 Members (plus 5 South Bucks District Council Members)
Licensing and Regulation Committee	15 Members
Personnel Committee	7 Members
Planning Committee	13 Members

**CHILTERN DISTRICT COUNCIL
COUNCIL MEETING – 27 MAY 2015**

POLITICAL BALANCE

Contact Officer: Lesley Blue (01494 732010)

RECOMMENDATIONS

That the Council's political balance be noted.

Background

- 1 Following the elections held on 7 May 2015 the Council's political balance is as follows:
 - Conservatives – 35 seats (+4)
 - Liberal Democrat – 3 seats (-2)
- 2 There are two separate Independent Members. However, a political group requires a minimum of two Members.
- 3 The total number of seats to be allocated to the Conservative group is 92.11%; with the Liberal Democrat allocated 7.89%. The Council is required to allocate seats based on these proportions. The number of seats to be allocated is 101.

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 92.11% of the seats and the Liberal Democrats are entitled to 7.89%. The table below details the entitlement of both Political Groups corresponding to the total number of seats available on a Committee.

Committee Seats	Conservative Seats	Lib Dem Seats
15	13.82	1.18
14	12.90	1.10
13	11.97	1.03
12	11.05	0.95
11	10.13	0.87
10	9.21	0.79
9	8.29	0.71
8	7.37	0.63
7	6.45	0.55
6	5.53	0.47
5	4.61	0.39
4	3.68	0.32
3	2.76	0.24

- 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.

		2015-16							
		Conservative			Lib Dems				
38		Seats	35	Seats	3				
		%	92.11%	%	7.89%				
	Places	Proposed	Ent.	Round	Proposed	Ent.	Round	Others	
Appeals and Complaints	11	9	10.13	10	1	0.87	1	1 - Berry	
Audit and Standards	9	8	8.29	8	1	0.71	1		
Governance and Electoral Arrangements	11	10	10.13	10	1	0.87	1		
Licensing & Regulation	15	13	13.82	14	1	1.18	1	1 - Lacey	
Resources Overview	15	13	13.82	14	1	1.18	1	1 - Berry	
Services Overview	15	14	13.82	14	1	1.18	1	1 - Lacey	
Personnel	7	6	6.45	6	1	0.55	1		
Planning	13	11	11.97	12	2	1.03	1		
JAIC	5	4	4.61	4	1	0.39	1		
TOTALS	101	88	93.03	92	10	7.97	9		

Potential for JAIC to increase to 7 members

(Ent.) Entitlement = Seats according to political balance

Rounded = Seats according to political balance, rounded

Chairman of Council	M Harker OBE	Con
Vice-Chairman of Council	N Shepherd	Con
Leader	I Darby	Con
Deputy Leader	M Stannard	Con
Conservative Group Chairman	P Hudson	Con
Deputy Conservative Group Chairman	Liz Walsh	Con
Lib. Dem. Group Leader	P Jones	LD

THE CABINET (2 to 9 members + Leader)		
Portfolio	Councillor	
Leader	I Darby	Con
Support Services (Deputy Leader)	M Stannard	Con
Sustainable Development	P Martin	Con
M Flys	G Harris	Con
Environment	M Smith	Con
Customer Services	F Wilson	Con

APPOINTMENT OF EXTERNAL MEMBERS PANEL		
G Harris		Con
A Bacon		LD
Council Chairman: M Harker OBE		Con
Leader: I Darby		Con
Conservative Group Chairman: P Hudson		Con
Lib Dem Group Leader: P Jones		LD
Restrictions on Membership: 1 Conservative appointment & 1 Liberal Democrat appointment		

APPEALS & COMPLAINTS COMMITTEE (11)	
Chairman: S Patel	Con
E Culverhouse	Con
J MacBean	Con
D Varley	Con
J Gladwin	Con
G Harris	Con
P Martin	Con
J Burton	Con
D Bray	Con
S Berry	Ind
D Allen	LD
Restrictions on Membership: All members eligible, but any who are also members of the Personnel Committee / JAIC will be ineligible to hear appeals that result from decisions of those Committees.	
Political Balance (Seats): 9 Conservative; 1 Liberal Democrat; 1 Other	

AUDIT & STANDARDS COMMITTEE (9)	
Chairman: J Gladwin	Con
D Phillips	Con
J Wertheim	Con
N Varley	Con
C Jackson	Con
C Ford	Con
R Jones	Con
J Burton	Con
A Bacon	LD
Restrictions on Membership: CM and VCM of the Council and Members of the Cabinet may not be members.	
Political Balance (Seats): 8 Conservative; 1 Liberal Democrat	

GOVERNANCE & ELECTORAL ARRANGEMENTS COMMITTEE (11)	
Chairman: J Wertheim	Con
D Varley	Con
M Stannard	Con
I Darby	Con
L Walsh	Con
M Shaw	Con
A Garth	Con
J Burton	Con
N Rose	Con
H Wallace	Con
P Jones	LD
Restrictions on Membership: None	
Political Balance (Seats): 10 Conservative; 1 Liberal Democrat	

LICENSING & REGULATION (15)	
Chairman: J Rush	Con
Vice-Chairman: L Walsh	Con
M Harrold	Con
E Culverhouse	Con
C Rouse	Con
N Shepherd	Con
R Jones	Con
C Jones	Con
N Varley	Con
C Jackson	Con
M Flys	Con
G Harris	Con
F Wilson	Con
D Lacey	Ind
P Jones	LD
Restrictions on Membership: Cabinet Leader may not be a member; Cabinet Members may not be CM/VCM. Membership of Licensing Sub Committees and the Taxi & Private Hire Sub Committee is drawn from this Committee. All Members must undergo annual training.	
Political Balance (Seats): 13 Conservative; 1 Liberal Democrat; 1 other	

PERSONNEL COMMITTEE (7)	
Chairman: P Hudson	Con
Leader: I Darby	Con
Cabinet Member: M Stannard	Con
D Phillips	Con
C Jones	Con
M Smith	Con
P Jones	LD
Restrictions on Membership: None. <u>NB: Change to minimum of 7 Members pending SBDC decision on changes of membership</u>	
Political Balance (Seats): 6 Conservative; 1 Liberal Democrat	

JAIC CDC MEMBERS (5)	
I Darby	Con
M Stannard	Con
M Smith	Con
P Hudson	Con
P Jones	LD
Restrictions on Membership: None.	
Political Balance (Seats): 4 Conservatives; 1 Liberal Democrat	

PLANNING COMMITTEE (13)	
Chairman: D Phillips	Con
Vice-Chairman: A Hardie	Con
J Rush	Con
M Titterington	Con
N Rose	Con
J Gladwin	Con
J MacBean	Con
J Wertheim	Con
N Shepherd	Con
M Harrold	Con
J Burton	Con
D Allen	LD
P Jones	LD
Restrictions on Membership: Chairman of the Council may not be a member; Cabinet Members may not be CM/VCM. All Members must undergo training	
Political Balance (Seats): 11 Conservative; 2 Liberal Democrat	

JOINT COMMITTEE (6 + 6 SBDC Members)	
I Darby	Con
G Harris	Con
M Smith	Con
M Stannard	Con
P Martin	Con
F Wilson	Con
Restrictions on Membership: 6 Cabinet Members from each authority	

Outside Body	Appointment made by	Councillors Appointed 2015/16	Representatives required (total)
Amersham & District Community Association		Councillor Nigel Shepherd Councillor Liz Walsh	2
Amersham Action Group and Amersham Community Vision		Councillor Mimi Harker	1
Amersham Old Town Community Revitalisation Group		Councillor Mark Flys Councillor Caroline Jones	2
Amersham United Charities	The Leader	Ian Arthurton (external representative)	1
Ashley Green & District Community Association		Councillor Andrew Garth	1
Buckinghamshire Association of Local Councils	Cabinet	Councillor Isobel Darby Councillor Mike Stannard	2
Buckinghamshire County Council Health and Adult Social Care Select Committee		Councillor Nigel Shepherd Reserve - Councillor Wertheim	2
Buckinghamshire Health and Well Being Board		Councillor Isobel Darby	1 (also representing AVDC, SBDC & WDC)
Buckinghamshire Historic Buildings Trust Ltd		Councillor Carl Jackson	1
Buckinghamshire Leaders Meeting	Cabinet	Councillor Mrs Isobel Darby Reserve - Councillor Mike Stannard	1
Buckinghamshire Mind		Councillor Jane MacBean	1

Appointments to Outside Bodies 2015-16

Outside Body	Appointment made by	Councillors Appointed 2015/16	Representatives required (total)
Buckinghamshire Strategic Flood Management Group		Councillor Jonathan Rush	1
Buckinghamshire Thames Valley Local Enterprise Partnership	Cabinet	Councillor Mrs Isobel Darby Reserve - Councillor Wilson	2
Chalfont St Giles Revitalisation Steering Group & Market Town Health Check		Councillor Carl Jackson Reserve - Councillor Des Bray	2
Chalfont St Giles Youth Club		Councillor Caroline Rouse	1
Chalfont St Peter Community Appraisal Group		Councillor Linda Smith	1
Chalfont St Peter Neighbourhood Action Group		Councillor Isobel Darby Councillor Jonathan Rush	2
Chalfont St Peter Community Centre		Councillor Jonathan Rush	1
Chesham & District Community Association		Councillor Dianna Varley	1
Chesham Action Partnership (ChAP) & Chesham Community Vision		Councillor Nick Varley	1
Chesham Museum	Cabinet	Councillor Jane MacBean	1
Chesham Over Fifties Positive Action Group		Councillor Derek Lacey	1
Chesham Youth Club Management Committee	Cabinet	Councillor Mike Stannard	1
Chiltern and Wycombe Joint Waste Collection Committee	Cabinet	Councillor Mike Smith Councillor Caroline Jone	2

Appointments to Outside Bodies 2015-16

Outside Body	Appointment made by	Councillors Appointed 2015/16	Representatives required (total)
Chiltern Citizens' Advice Bureau	Cabinet	Councillor Emily Culverhouse	1
Chiltern & South Bucks Strategic Partnership		Councillor Caroline Jones Councillor Mimi Harker Councillor Jonathan Rush	3
Chilterns Conservation Board		Councillor Nick Rose	1
Chiltern District Sports Council		Councillor Mimi Harker Councillor Linda Smith	2
Chiltern LEADER Local Action Group		Councillor Nick Rose	1
Chiltern Leisure Advisory Board		Councillor Mimi Harker Councillor Graham Harris	2
Chiltern Open Air Museum Advisory Council		Councillor Carl Jackson Councillor Linda Smith Councillor Des Bray Councillor Alan Hardie	4
Chiltern Woodlands Project Limited		Councillor Julie Burton	1
Chiltern Youth Centre Management Committee		Councillor Liz Walsh	1
Chilterns Crematorium Joint Committee	Cabinet	Councillor Peter Martin Councillor Mike Smith	2
Colne Valley Park Community Interest Company		Councillor Chris Ford	1

Appointments to Outside Bodies 2015-16

Outside Body	Appointment made by	Councillors Appointed 2015/16	Representatives required (total)
Denham Aerodrome Consultative Committee		Councillor Don Phillips	1
District Councils Network Assembly		Councillor Mrs Isobel Darby	1
European Structural and Investment Funds (ESIF)		Councillor Fred Wilson	1
Great Missenden Parish Revitalisation Group & Community Vision for HP16		Councillor Heather Wallace Councillor John Gladwin	2
Groundwork South Trust Limited		Councillor Chris Ford	
Green Deal Together Community Interest Company		Martin Holt (Head of Health & Housing)	1
Healthy Communities Partnership	Cabinet - Relevant Cabinet Member	Councillor Graham Harris	1
Holmer Green Village Centre		Councillor Mark Titterington	1
Housing Interaction Trust		Councillor Carl Jackson	1
HS2 Joint Project Board (51M)		Councillor Nick Rose	1
Joint Waste Committee for Buckinghamshire	Cabinet	Councillor Mike Smith Councillor Caroline Jone	2
Little Chalfont Community Association And The Big Vision for Little Chalfont		Councillor Peter Martin	1
Local Area Forum: Amersham		Councillor Mimi Harker	1
Local Area Forum: Chalfonts		Councillor Linda Smith	1

Appointments to Outside Bodies 2015-16

Outside Body	Appointment made by	Councillors Appointed 2015/16	Representatives required (total)
Local Area Forum: Chesham		Councillor Fred Wilson	1
Local Area Forum: Missenden		Councillor John Gladwin	1
Local Government Association General Assembly		Councillor Isobel Darby	1
Natural Environment Partnership for Buckinghamshire and Milton Keynes	Cabinet Leader	Councillor Emily Culverhouse	1
Paradigm Board	Cabinet	Noel Brown (External Representative)	1
Pond Park Community Association		Councillor Derek Lacey	1
South East England Councils (SEEC)	Cabinet	Councillor Isobel Darby	1
Thames Valley Police and Crime Panel	Cabinet	Councillor Emily Culverhouse	1
The Chilterns Dial-a-Ride		Councillor Carl Jackson	1
Way In (Chiltern Youth Matters)		Councillor Peter Hudson Reserve - Councillor Jane MacBean	2
Wycombe Rape Crisis		Councillor Emily Culverhouse	1

**CHILTERN DISTRICT COUNCIL
ANNUAL COUNCIL - 27 MAY 2015**

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 that no urgent executive decisions have been taken since Annual Council held on 13 May 2014.
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Audit and Standards Committee

Wednesday, 27th May, 2015 at 8.00 pm *

* At the conclusion of Annual Council

Council Chamber, King George V House, King George V Road, Amersham

A G E N D A

- 1 Apologies for Absence
- 2 Election of Chairman
- 3 Appointment of Vice-Chairman

Note: All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

Membership: Audit and Standards Committee

Councillors: To be agreed at Annual Council on 27 May 2015

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Licensing & Regulation Committee

Wednesday, 27th May, 2015 at 8.00 pm *

* At the conclusion of Annual Council

Council Chamber, King George V House, King George V Road, Amersham

A G E N D A

- 1 Apologies for Absence
- 2 Election of Chairman
- 3 Appointment of Vice-Chairman

Note: All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

Membership: Licensing & Regulation Committee

Councillors: To be agreed at Annual Council on 27 May 2015

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Planning Committee

Wednesday, 27th May, 2015 at 8.00 pm *

* At the conclusion of Annual Council

Council Chamber, King George V House, King George V Road, Amersham

A G E N D A

- 1 Apologies for Absence
- 2 Election of Chairman
- 3 Appointment of Vice-Chairman

Note: All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

Membership: Planning Committee

Councillors: To be agreed at Annual Council on 27 May 2015

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Resources Overview Committee

Wednesday, 27th May, 2015 at 8.00 pm *

* At the conclusion of Annual Council

Council Chamber, King George V House, King George V Road, Amersham

A G E N D A

- 1 Apologies for Absence
- 2 Election of Chairman
- 3 Appointment of Vice-Chairman

Note: All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

Membership: Resources Overview Committee

Councillors: To be agreed at Annual Council on 27 May 2015

1.1.

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Services Overview Committee

Wednesday, 27th May, 2015 at 8.00 pm *

* At the conclusion of Annual Council

Council Chamber, King George V House, King George V Road, Amersham

A G E N D A

- 1 Apologies for Absence
- 2 Election of Chairman
- 3 Appointment of Vice-Chairman

Note: All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

Membership: Services Overview Committee

Councillors: To be agreed at Annual Council on 27 May 2015

