

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 **Tuesday, 17th May, 2016** 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 note that Councillor I Darby was elected as the Cabinet Leader for four years, to 2019/20, at the Annual Meeting of the Council on 27 May 2015, and to receive the Cabinet Leader's report on the allocation of Cabinet Functions in accordance with Rule 2.1(2) of the Cabinet Procedure Rules
Appendix - Portfolio Functions (To Follow)
- 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 (*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
- 11 Appointments to Outside Bodies (*To Follow*)
To receive nominations of Councillors to serve on outside bodies and to appoint to those bodies
- 12 Executive Reports to the Local Authority (*Pages 13 - 14*)
- 13 Committee Meetings Held Immediately After Annual Council to Agree Chairman & Vice-Chairman: (*Pages 15 - 24*)
 1. Audit & Standards Committee
 2. Licensing & Regulation Committee
 3. Planning Committee
 4. Resources Overview Committee
 5. Services Overview Committee



Bob Smith
Acting Chief Executive

If you would like this document in large print or an alternative format please contact 01494 732145; email democraticservices@chiltern.gov.uk

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 – 17 MAY 2016**

POLITICAL BALANCE

Contact Officer: Lesley Blue (01494 732010)

RECOMMENDATIONS

That the Council's political balance be noted.

Background

- 1 The Council's political balance is as follows:
 - Conservatives – 36 seats
 - Liberal Democrat – 2 seats
- 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 94.74%; with the Liberal Democrat allocated 5.26%. 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 94.74% of the seats and the Liberal Democrats are entitled to 5.26%. 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	14.21	0.79
14	13.26	0.74
13	12.32	0.68
12	11.37	0.63
11	10.42	0.58
10	9.47	0.53
9	8.53	0.47
8	7.58	0.42
7	6.63	0.37
6	5.68	0.32
5	4.74	0.26
4	3.79	0.21

- 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.

		2016-17						
		Conservative			Lib Dems			
38		Seats	36	Seats	2			
		%	94.74%	%	5.26%			
	Places	Proposed	Ent.	Round	Proposed	Ent.	Round	Others
Appeals and Complaints	11	9	10.42	10	1	0.58	1	1 - Berry
Audit and Standards	9	8	8.53	8	1	0.47	1	
Governance and Electoral Arrangements	11	10	10.42	10	1	0.58	1	
Licensing & Regulation	15	13	14.21	14	1	0.79	1	1 - Lacey
Resources Overview	15	13	14.21	14	1	0.79	1	1 - Berry
Services Overview	15	14	14.21	14	1	0.79	1	
Personnel	7	6	6.63	6	1	0.37	1	
Planning	13	12	12.32	12	1	0.68	1	
JAIC	5	4	4.74	4	1	0.26	1	
TOTALS	101	89	95.68	92	9	5.32	9	

(Ent.) Entitlement = Seats according to political balance

Rounded = Seats according to political balance, rounded

**CHILTERN DISTRICT COUNCIL
ANNUAL COUNCIL - 17 MAY 2016**

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 17 May 2015.
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Audit and Standards Committee

Tuesday, 17th May, 2016 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 17 May 2016

Date of next meeting – Thursday, 30 June 2016

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Licensing & Regulation Committee

Tuesday, 17th May, 2016 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 17 May 2016

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Planning Committee

Tuesday, 17th May, 2016 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 17 May 2016

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Resources Overview Committee

Tuesday, 17th May, 2016 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 17 May 2016

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Services Overview Committee

Tuesday, 17th May, 2016 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 17 May 2016

