

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](http://www.chiltern.gov.uk)

**Email:** [info@chiltern.gov.uk](mailto:info@chiltern.gov.uk)



**CHILTERN**  
District Council



**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, 16th May, 2017** at the conclusion of the Ordinary Meeting starting at 6:30 p.m.

**REVISED AGENDA**

- 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 be circulated at the meeting)*

- 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 - 12*)  
To determine the allocation of seats to political groups in accordance with the political balance rules  
*Appendix (Pages 13 - 14)*
- 10 Appointment of Councillors to Serve on each Committee  
*(to be circulated at the meeting)*  
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 be circulated at the meeting)*  
To receive nominations of Councillors to serve on outside bodies and to appoint to those bodies
- 12 Executive Reports to the Local Authority (*Pages 15 - 16*)
- 13 Committee Meetings Held Immediately After Annual Council to Agree Chairman & Vice-Chairman: (*Pages 17 - 26*)
1. Audit & Standards Committee
  2. Licensing & Regulation Committee
  3. Planning Committee
  4. Resources Overview Committee
  5. Services Overview Committee

A handwritten signature in black ink, appearing to read 'Bob Smith', with a large, stylized initial 'B'.

**Bob Smith**  
**Chief Executive**

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**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
Licensing Committee	15 Members
Planning Committee	13 Members

The establishment of the following Committee(s) is subject to agreement at the Ordinary Council meetings of Chiltern and South Bucks on the review of Joint Appointments and Implementation Committee and Personnel Committee:

Joint Staffing Committee	6 Members (plus 6 South Bucks District Council Members)
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**OR**

Personnel Committee	7 Members
Joint Appointments and Implementation Committee	5 Members (plus 5 South Bucks District Council Members)





**CHILTERN DISTRICT COUNCIL  
COUNCIL MEETING – 16 MAY 2017**

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**POLITICAL BALANCE**

*Contact Officer: Mat Bloxham (01494 732143)*

**RECOMMENDATIONS**

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

**Background**

- 1 The Council's political balance following the Great Missenden by-election on 4 May 2017 is as follows:
  - Conservatives – 37 seats
  - Liberal Democrat – 2 seats
- 2 There is one Independent Member. A political group requires a minimum of two Members.
- 3 The total number of seats to be allocated to the Conservative group is 94.87%; with the Liberal Democrat allocated 5.13%. The Council is required to allocate seats based on these proportions.
- 4 A report on the review of Joint Appointments and Implementation Committee (JAIC) and Personnel Committee will be considered by the Ordinary meetings of Council at Chiltern and South Bucks on 16 May and 23 May. The report proposes that the JAIC and both Councils' Personnel Committees be dissolved and replaced with a Joint Staffing Committee. The number of seats to be allocated will be:

95 (including Joint Staffing Committee)

**OR**

101 (including JAIC & Personnel Committee)

**Political Balance**

- 5 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'**

- 6 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'**

- 7 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'**

- 8 This means that for each politically balanced Committee, the Conservatives are entitled to 94.87% of the seats and the Liberal Democrats are entitled to 5.13%. 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	14.23	0.77
14	13.28	0.72
13	12.33	0.67
12	11.38	0.62
11	10.44	0.56
10	9.49	0.51
9	8.54	0.46
8	7.59	0.41
7	6.64	0.36
6	5.69	0.31
5	4.74	0.26
4	3.79	0.21

- 9 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'**

- 10 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.



2017-18								
39	Conservative				Lib Dems			Others
	Places	Seats		37	Seats		2	
		Proposed	Ent.	Round	Proposed	Ent.	Round	
		%		94.87%	%		5.13%	
Appeals and Complaints	11	9	10.44	10	1	0.56	1	
Audit and Standards	9	8	8.54	8	1	0.46	1	
Governance and Electoral Arrangements	11	10	10.44	10	1	0.56	1	
Licensing	15	13	14.23	14	1	0.77	1	1 - Independent
Resources Overview	15	13	14.23	14	1	0.77	1	
Services Overview	15	14	14.23	14	1	0.77	1	
Planning	13	12	12.33	12	1	0.67	1	
Joint Staff	6	5	5.69	5	1	0.31	1	
<b>TOTALS</b>	<b>95</b>	<b>84</b>	<b>90.13</b>	<b>87</b>	<b>8</b>	<b>4.87</b>	<b>8</b>	

Gifted by Conservatives

2017-18								
39	Conservative				Lib Dems			Others
	Seats	37			Seats	2		
	%	94.87%			%	5.13%		
Places	Proposed	Ent.	Round	Proposed	Ent.	Round		
Appeals and Complaints	11	9	10.44	10	1	0.56	1	
Audit and Standards	9	8	8.54	8	1	0.46	1	
Governance and Electoral Arrangements	11	10	10.44	10	1	0.56	1	
Licensing	15	13	14.23	14	1	0.77	1	1 - Independent
Resources Overview	15	13	14.23	14	1	0.77	1	
Services Overview	15	14	14.23	14	1	0.77	1	
Personnel	7	6	6.64	6	1	0.36	1	
Planning	13	12	12.33	12	1	0.67	1	
JAIC	5	4	4.74	4	1	0.26	1	
<b>TOTALS</b>	<b>101</b>	<b>89</b>	<b>95.82</b>	<b>92</b>	<b>9</b>	<b>5.18</b>	<b>9</b>	

Gifted by Conservatives

**CHILTERN DISTRICT COUNCIL  
ANNUAL COUNCIL - 16 MAY 2017**

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**EXECUTIVE REPORTS TO THE LOCAL AUTHORITY**

*Contact Officer: Mat Bloxham (01494 732143)*

**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 2016.
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**CHILTERN**  
District Council



## **CDC Audit and Standards Committee**

**Tuesday, 16th May, 2017 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: CDC Audit and Standards Committee**

Councillors: To be agreed at Annual Council on 16 May 2017

**Date of next meeting – Thursday, 29 June 2017**

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## **CDC Licensing & Regulation Committee**

**Tuesday, 16th May, 2017 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: CDC Licensing & Regulation Committee**

Councillors: To be agreed at Annual Council on 16 May 2017

**Date of next meeting – Thursday, 6 July 2017**

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## **CDC Planning Committee**

**Tuesday, 16th May, 2017 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: CDC Planning Committee**

Councillors: To be agreed at Annual Council on 16 May 2017

**Date of next meeting – Thursday, 1 June 2017**

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## **CDC Resources Overview Committee**

**Tuesday, 16th May, 2017 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: CDC Resources Overview Committee**

Councillors: To be agreed at Annual Council on 16 May 2017

**Date of next meeting – Wednesday, 21 June 2017**

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## **CDC Services Overview Committee**

**Tuesday, 16th May, 2017 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: CDC Services Overview Committee**

Councillors: To be agreed at Annual Council on 16 May 2017

**Date of next meeting – Wednesday, 14 June 2017**

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