



## Annual Council

### A G E N D A

#### All Members of Chiltern District Council

Your attendance is requested at a meeting of the Chiltern District Council to be held at the conclusion of Ordinary Council on **Tuesday, 15 May 2018, Council Chamber, King George V House, King George V Road, Amersham**, when the business below is proposed to be transacted.

#### Item

1 Election of Chairman

To elect the Chairman of the Council for the ensuing year

2 Appointment of Vice-Chairman

To appoint the Vice-Chairman of the Council for the ensuing year

3 Declarations of Interest

4 Election of the Cabinet Leader & Appointment of Cabinet Members

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)*

5 Establishment of Committees, Allocation of Seats to Political Groups and Appointments to Committees, Outside Bodies and Informal Meetings (*Pages 3 - 8*)

*Appendix: Appointments (To Follow)*

- 6 Executive Reports to the Local Authority (Pages 9 - 10)
- 7 Committee Meetings Held Immediately After Annual Council to Agree Chairman & Vice-Chairman: (Pages 11 - 22)
1. Audit & Standards Committee
  2. Governance and Electoral Arrangements Committee
  3. Licensing Committee
  4. Planning Committee
  5. Resources Overview Committee
  6. Services Overview Committee

*Note: Co-Chairmen will be elected at the first meetings of the Joint Staffing Committee and the Joint Overview & Scrutiny Committee (subject to agreement at the Ordinary meetings of both Councils).*

**Members on the above Committees are kindly asked to stand when their meeting is taking place.**

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



Bob Smith  
Chief Executive  
Chiltern District Council

**Date of next meeting – Tuesday, 24 July 2018**

**Audio/Visual Recording of Meetings**

This meeting might be filmed, photographed, audio-recorded or reported by a party other than the Council for subsequent broadcast or publication. If you intend to film, photograph or audio record the proceedings, or if you have any questions please contact Democratic Services. Members of the press please contact the Communications Team.

**If you would like this document in large print or an alternative format, please contact 01895 837236; email [democraticservices@chiltern.gov.uk](mailto:democraticservices@chiltern.gov.uk)**

<b>SUBJECT</b>	Establishment of Committees, Allocation of Seats to Political Groups and Appointments to Committees, Outside Bodies and Informal Meetings
<b>REPORT OF</b>	Bob Smith, Chief Executive
<b>RESPONSIBLE OFFICER</b>	Joanna Swift, Head of Legal and Democratic Services
<b>REPORT AUTHOR</b>	Mat Bloxham, 01494 732143; mbloxham@chiltern.gov.uk
<b>WARD/S AFFECTED</b>	Not ward specific

### 1. Purpose of Report

Annual Council is the first meeting of the Municipal Year and is held to enable the Council to establish Committees and allocate seats in accordance with political balance.

#### RECOMMENDATIONS:

1. **To agree the establishment of the Committees listed in Section 3 of this report.**
2. **That the Council's political balance be noted.**
3. **To agree the appointment of Councillors to Committees as shown on Appendix: Appointments (to follow).**
4. **To agree the appointment of Councillors to Outside Bodies relating to Council functions as shown on Appendix: Appointments (to follow), and that authority to make changes to appointments during the Municipal Year 2018-19 be delegated to the Chief Executive in consultation with the Leader of the Council.**

### 2. Reasons for Recommendations

The Council is required to establish at least one Overview Committee and regulatory and other Committees for the Municipal Year. Seats on those Committees must be allocated in accordance with the political balance rules. The Council must then make appointments to those Committees in accordance with the Constitution.

### 3. Establishment of Committees

The Council is asked to establish the following Committees:

Committee	Number of Members
Audit & Standards	9
Services Overview	15
Resources Overview	15
Appeals & Complaints	11
Governance & Electoral Arrangements	11
Licensing	15
Planning	13
Joint Staffing	6, plus 6 South Bucks District Council Members
* Joint Overview & Scrutiny (Subject to agreement by the respective Councils)	5, plus 5 South Bucks District Council Members

\* Subject to agreement by Ordinary Council on 15 May and South Bucks District Council on 16 May.

### 4. Political Balance

4.1. The Council's political balance following the Ridgeway by-election on 22 March 2018 is as follows:

Conservatives – 38 seats  
 Liberal Democrat – 2 seats

4.2. The total number of seats to be allocated to the Conservative group is 95%; with the Liberal Democrat allocated 5%. The Council is required to allocate seats based on these proportions.

4.3. A report proposing the establishment of a new Joint Overview and Scrutiny Committee, consisting of Members from Chiltern and South Bucks, to consider items being considered by the Chiltern and South Bucks Joint Committee, will be considered by the Ordinary meetings of Council on 15 and 16 May. Subject to agreement by the respective Councils the number of seats to be allocated will be:

100 (Including a Joint Overview & Scrutiny Committee)

**OR**

95 (excluding a Joint Overview & Scrutiny Committee)

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'**

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'**

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'**

This means that for each politically balanced Committee, the Conservatives are entitled to 95% of the seats and the Liberal Democrats are entitled to 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	14.25	0.75
14	13.30	0.70
13	12.35	0.65
12	11.40	0.60
11	10.45	0.55
10	9.50	0.50
9	8.55	0.45
8	7.60	0.40
7	6.65	0.35
6	5.70	0.30
5	4.75	0.25

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'**

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 following table shows the proposed allocation of seats for both the Conservative Group and the Liberal Democrat Group.

	Places	Conservative			Lib Dems		
		Proposed	Ent.	Round	Proposed	Ent.	Round
		Seats			Seats		
		%			%		
			38		2		
			95.00%		5.00%		
Appeals and Complaints	11	10	10.45	10	1	0.55	1
Audit and Standards	9	8	8.55	8	1	0.45	1
Governance and Electoral Arrangements	11	10	10.45	10	1	0.55	1
Licensing	15	14	14.25	14	1	0.75	1
Resources Overview	15	14	14.25	14	1	0.75	1
Services Overview	15	14	14.25	14	1	0.75	1
Planning	13	12	12.35	12	1	0.65	1
Joint Staffing	6	5	5.70	5	1	0.30	1
Joint Overview *	5	4	4.75	4	1	0.25	1
<b>TOTALS</b>	<b>100</b>	<b>91</b>	<b>95.00</b>	<b>91</b>	<b>9</b>	<b>5.00</b>	<b>9</b>

\* Subject to agreement by the Ordinary meetings of both Chiltern and South Bucks Councils on 15 and 16 May 2018.

## 5. Appointment of Councillors to Serve on each Committee

The Council is asked to agree the nominations of Councillors to serve on each Committee as shown on Appendix (to follow).

Appointments to Joint Executive Committees will be made by the Cabinet meeting on 26 June.

The Council's Constitution allows the proper officer to determine after consultation with Group Leaders the political balance when there is change in political composition during the term of the Council. Subsequent changes may also be made to appointments to Committees during the Municipal Year to reflect the wishes of the respective political group.

Meetings of every Committee will take place immediately after Annual Council for the purpose of making appointments to Chairman and Vice-Chairman.

## 6. Appointments to Outside Bodies

The Council is asked to agree the nominations of Councillors to serve on Outside Bodies as shown on Appendix (to follow). The appointment of Councillors to serve on Outside Bodies relating to a Cabinet function will be agreed by the Cabinet at the meeting on 26 June. The Council does not need to agree appointments to those Outside Bodies that have been delegated by the Council to the Cabinet, Committee or an officer.

## 7. Corporate Implications

### 7.1 Financial

The recommendations in this report have no direct financial implications and can be met within existing budgets.

### 7.2 Legal

The Council is required to establish Committees and agree appointments to Committees, outside bodies and informal meetings.

## 8. Links to Council Policy Objectives

Ensuring representation on the Council's Committees, outside bodies and informal meetings supports the delivery of the Council's key objectives.

## 9. Next Steps

The appointments to Committees, Outside Bodies and other informal meetings, once agreed, will be published on the Council's website. Outside bodies will be contacted and provided with the contact details of the respective Councillors so that details of forthcoming meetings can be supplied.

<b>Background Papers:</b>	None other than those referred to in the report.
---------------------------	--





<b>SUBJECT:</b>	<b>Executive Reports to the Local Authority</b>
<b>REPORT OF:</b>	<b>Bob Smith, Chief Executive</b>
<b>REPORT AUTHOR:</b>	<b>Mat Bloxham, Democratic and Electoral Services Manager</b>
<b>WARD/S AFFECTED:</b>	<b>Not ward specific</b>

### 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. 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 the last Annual Council held on 16 May 2017.
-



King George V House, King George V Road,  
Amersham, Buckinghamshire, HP6 5AW  
01895 837236  
democraticservices@chiltern.gov.uk  
www.chiltern.gov.uk



**CHILTERN**  
District Council

## **Audit and Standards Committee (CDC)**

**Tuesday, 15 May 2018 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**

Item

- 1 Apologies for Absence
- 2 Election of Chairman
- 3 Election 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 (CDC)**

Councillors: To be agreed at Annual Council on 15 May 2018

**Date of next meeting – Monday, 16 July 2018**

#### **Audio/Visual Recording of Meetings**

This meeting might be filmed, photographed, audio-recorded or reported by a party other than the Council for subsequent broadcast or publication. If you intend to film, photograph or audio record the proceedings, or if you have any questions please contact Democratic Services. Members of the press please contact the Communications Team.





## **Governance and Electoral Arrangements Committee (CDC)**

**Tuesday, 15 May 2018 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**

Item

- 1 Apologies for Absence
- 2 Election of Chairman
- 3 Election 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: Governance and Electoral Arrangements Committee  
(CDC)**

Councillors: To be agreed at Annual Council on 15 May 2018

**Date of next meeting – Tuesday, 29 January 2019**

#### **Audio/Visual Recording of Meetings**

This meeting might be filmed, photographed, audio-recorded or reported by a party other than the Council for subsequent broadcast or publication. If you intend to film, photograph or audio record the proceedings, or if you have any questions please contact Democratic Services. Members of the press please contact the Communications Team.





## **Licensing Committee (CDC)**

**Tuesday, 15 May 2018 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**

Item

- 1 Apologies for Absence
- 2 Election of Chairman
- 3 Election 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 Committee (CDC)**

Councillors: To be agreed at Annual Council on 15 May 2018

**Date of next meeting – Tuesday, 10 July 2018**

#### **Audio/Visual Recording of Meetings**

This meeting might be filmed, photographed, audio-recorded or reported by a party other than the Council for subsequent broadcast or publication. If you intend to film, photograph or audio record the proceedings, or if you have any questions please contact Democratic Services. Members of the press please contact the Communications Team.







## **Planning Committee (CDC)**

**Tuesday, 15 May 2018 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**

Item

- 1 Apologies for Absence
- 2 Election of Chairman
- 3 Election 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 (CDC)**

Councillors: To be agreed at Annual Council on 15 May 2018

**Date of next meeting – Thursday, 17 May 2018**

#### **Audio/Visual Recording of Meetings**

This meeting might be filmed, photographed, audio-recorded or reported by a party other than the Council for subsequent broadcast or publication. If you intend to film, photograph or audio record the proceedings, or if you have any questions please contact Democratic Services. Members of the press please contact the Communications Team.





## **Resources Overview Committee (CDC)**

**Tuesday, 15 May 2018 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**

Item

- 1 Apologies for Absence
- 2 Election of Chairman
- 3 Election 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 (CDC)**

Councillors: To be agreed at Annual Council on 15 May 2018

**Date of next meeting – Wednesday, 20 June 2018**

#### **Audio/Visual Recording of Meetings**

This meeting might be filmed, photographed, audio-recorded or reported by a party other than the Council for subsequent broadcast or publication. If you intend to film, photograph or audio record the proceedings, or if you have any questions please contact Democratic Services. Members of the press please contact the Communications Team.





## **Services Overview Committee (CDC)**

**Tuesday, 15 May 2018 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**

Item

- 1 Apologies for Absence
- 2 Election of Chairman
- 3 Election 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 (CDC)**

Councillors: To be agreed at Annual Council on 15 May 2018

**Date of next meeting – Wednesday, 13 June 2018**

#### **Audio/Visual Recording of Meetings**

This meeting might be filmed, photographed, audio-recorded or reported by a party other than the Council for subsequent broadcast or publication. If you intend to film, photograph or audio record the proceedings, or if you have any questions please contact Democratic Services. Members of the press please contact the Communications Team.

