



Annual Council

A G E N D A

All Members of South Bucks District Council

Your attendance is requested at a meeting of the South Bucks District Council to be held at the conclusion of Ordinary Council on **Wednesday, 16 May 2018, Council Chamber, Capswood, Oxford Road, Denham**, when the business below is proposed to be transacted.

Item

1. Election of Chairman
2. Appointment of Vice-Chairman
3. Declarations of Interest
4. Cabinet Leader's Appointment of Cabinet Members

To note that Councillor Nick Naylor was elected Cabinet Leader on 19 October 2017 to the date of the post-election Annual Council meeting to be held in May 2019, and to receive a report on the allocation of portfolio functions.

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 - 6*)

Appendix: Appointments (To Follow)

6. Executive Reports to the Local Authority (*Pages 7 - 8*)

7. Committee Meetings Held Immediately After Annual Council to Agree Chairman & Vice-Chairman: (Pages 9 - 18)

1. Audit and Standards Committee
2. Governance and Electoral Arrangements Committee
3. Licensing Committee
4. Overview and Scrutiny Committee
5. Planning 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
South Bucks District Council

Date of next meeting – Tuesday, 17 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.

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SUBJECT	Establishment of Committees, Allocation of Seats to Political Groups and Appointments to Committees, Outside Bodies and Informal Meetings
REPORT OF	Bob Smith, Chief Executive
RESPONSIBLE OFFICER	Joanna Swift, Head of Legal and Democratic Services
REPORT AUTHOR	Mat Bloxham, 01494 732143; mathew.bloxham@southbucks.gov.uk
WARD/S AFFECTED	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 and Policy Advisory Groups, and note appointments to working and information groups as shown on Appendix (to follow).**
4. **To agree the appointment of Councillors to Outside Bodies relating to Council functions as shown on Appendix (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 an Overview and Scrutiny 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
Overview & Scrutiny	8
Audit & Standards	6
Governance & Electoral Arrangements	6
Licensing	10 *
Planning	10 *
Joint Staffing	6, plus 6 Chiltern District Council Members
** Joint Overview & Scrutiny (Subject to agreement by the respective Councils)	5, plus 5 Chiltern District Council Members

* Reduction from 12 to 10 Members subject to agreement by Ordinary Council 16 May.

** Subject to agreement by Ordinary Council on 16 May and Chiltern District Council on 15 May.

4. Political Balance

4.1. The Council comprises of the following political group:

Conservatives – 27 seats

There is one Independent Member of the Council, but the minimum number of Members required to form a political group is 2.

4.2. In accordance with the rules relating to political balance, seats on committees which are allocated to a political group must bear the same proportion to the total number of all the seats on those committees as is borne by the number of members of that group to the total membership of the Council. The Conservative Group is therefore entitled to 27/28ths (96.43%) of the seats available. With regard to the Independent Member elected to the Council, under the rules relating to political balance he is not entitled to seats on Committees/ Groups, not being part of a Political Group comprising at least two members. The Conservative Majority Group has previously gifted the Independent Member one or more of their allocated seats.

4.3. A report proposing the establishment of a new Joint Overview and Scrutiny Committee, consisting of Members from Chiltern and South Bucks, to discharge overview and scrutiny functions relating to Chiltern and South Bucks Joint

Committee, will be considered by the Ordinary meetings of both Councils on 15 and 16 May respectively. Subject to agreement by the Councils the number of seats to be allocated will be:

81 (Including a Joint Overview & Scrutiny Committee)

OR

76 (excluding a Joint Overview & Scrutiny Committee)

Members will be updated at the meeting on the outcome of the decision regarding the proposed Joint Overview & Scrutiny Committee.

The following table shows the proposed allocation of seats:

Committee	Members	Con. share	Con. entitlement after rounding	Con. actual	Ind.
Planning	10 *	9.6	10	10	
Licensing	10 *	9.6	10	9	1
Joint Staffing Committee	6	5.8	6	6	
Joint O & S **	5	4.8	5	5	
O & S	8	7.7	8	8	
Audit & Standards	6	5.8	6	5	1
Governance & Electoral Arrangements	6	5.8	6	6	
	51		51	49	2
Healthy Communities PAG	6	5.8	6	6	
Environment PAG	6	5.8	6	6	
Resources PAG	6	5.8	6	6	
Planning & Eco. Dev. PAG	6	5.8	6	6	
Customer Services & Bus. Sup. PAG	6	5.8	6	6	
	81		81	79	2

* Subject to the agreement of Ordinary Council on 16 May.

** 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 and PAGs as shown on Appendix 1 (to follow). Nominations to fill seat numbers on a number of other Committees/bodies, several of which are filled by virtue of office held or ward represented, and representation on internal working and information groups are also included for information.

Appointments to Joint Executive Committees will be made by the Cabinet meeting on 27 June.

The Council's Constitution allows the Chief Executive 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 27 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.

Background Papers:	None other than those referred to in the report.
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SUBJECT:	Executive Reports to the Local Authority
REPORT OF:	Bob Smith, Chief Executive
REPORT AUTHOR:	Mat Bloxham, Democratic and Electoral Services Manager
WARD/S AFFECTED:	Not ward specific

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 23 May 2017.
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SOUTH BUCKS
District Council

Audit and Standards Committee (SBDC)

Wednesday, 16 May 2018 at 7.00 pm *
*** At the conclusion of Annual Council**

Council Chamber, Capswood, Oxford Road, Denham

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 (SBDC)

Councillors: To be agreed at Annual Council on 16 May 2018

Date of next meeting – Monday, 23 July 2018

Audio/Visual Recording of Meetings

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Governance and Electoral Arrangements Committee

Wednesday, 16 May 2018 at 7.00 pm *
*** At the conclusion of Annual Council**

Council Chamber, Capswood, Oxford Road, Denham

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

Councillors: To be agreed at Annual Council on 16 May 2018

Date of next meeting – Wednesday, 16 January 2019

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Licensing Committee (SBDC)

Wednesday, 16 May 2018 at 7.00 pm *

*** At the conclusion of Annual Council**

Council Chamber, Capswood, Oxford Road, Denham

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 (SBDC)

Councillors: To be agreed at Annual Council on 16 May 2018

Date of next meeting – Thursday, 21 June 2018

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Overview and Scrutiny Committee (SBDC)

Wednesday, 16 May 2018 at 7.00 pm *
*** At the conclusion of Annual Council**

Council Chamber, Capswood, Oxford Road, Denham

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: Overview and Scrutiny Committee (SBDC)

Councillors: To be agreed at Annual Council on 16 May 2018

Date of next meeting – Tuesday, 19 June 2018

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Planning Committee (SBDC)

Wednesday, 16 May 2018 at 7.00 pm *
*** At the conclusion of Annual Council**

Council Chamber, Capswood, Oxford Road, Denham

A G E N D A

Item

1. Apologies for Absence
2. Election of Chairman
3. Election of Vice-Chairman
4. Appointment of Consultative Group

To appoint the Chairman and Vice-Chairman of the Planning Committee and two other Members of the Planning Committee to the Consultative Group for 2018/19.

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 (SBDC)

Councillors: To be agreed at Annual Council on 16 May 2018

Date of next meeting – Wednesday, 23 May 2018

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