



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 commence on the closing of the Ordinary Council meeting but no earlier than **7.00 pm** on **Tuesday, 14 May 2019, 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. Declaration of Interests
4. Election of the Cabinet Leader
5. Appointment of Cabinet Members

Appendix: Portfolio Functions (To Follow)

6. 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)

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

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

1. Audit & 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.

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 – Wednesday, 17 July 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.

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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 2019-20 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	5, plus 5 Chiltern District Council Members

4. Political Balance

4.1. The Council comprises of the following political group:

Conservatives – 23 seats

There are currently 5 independent ungrouped members. The minimum number of members required to form a political group is 2.

Denham Conservative – 1

Denham Conservative – 1

Independent – 1

Independent – 1

Taplow Conservative – 1

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 23/28ths (82.14%) of the seats available. With regard to the Independent ungrouped members elected to the Council, under the rules relating to political balance they are not entitled to seats on Committees/ Groups, not being part of a Political Group comprising at least two members. The Conservative Majority Group may gift one or more of their allocated seats to independent ungrouped members.

The following table shows the current allocation of seats and political balance:

		Conservative			5 Independent ungrouped members (No entitlement to seats on Committees)			Unallocated seats
28								
		Seats		23	Seats		0	
		%		82.14%	%		0.00%	
Committees	Seats	Proposed	Entitled	Round	Proposed	Entitled	Round	
Audit and Standards	6	5	4.93	5	1	0.00	0	Griffin
Governance and Electoral Arrangements	6	6	4.93	5	0	0.00	0	
Licensing	10	8	8.21	8	2	0.00	0	Griffin, Sandy
Overview and Scrutiny	8	7	6.57	7	1	0.00	0	Bezzant
Planning	10	9	8.21	8	1	0.00	0	Bezzant
Joint Overview and Scrutiny	5	4	4.11	4	1	0.00	0	Bezzant
Joint Staffing	6	5	4.93	5	1	0.00	0	Harding
TOTALS	51	44	41.89	42	7	0.00	0	0

		Conservative			5 Independent ungrouped members (No entitlement to seats on PAGs)			Unallocated seats
				82.14%				
Policy Advisory Groups	Max Seats	Proposed	Entitled	Round	Proposed	Entitled	Round	
Customer Services & Business Support	6	3	4.93	5	1	0	0	Bezzant
Environment	6	5	4.93	5	1	0	0	Harding
Healthy Communities	6	5	4.93	5	1	0	0	Bezzant
Planning & Economic Development	6	4	4.93	5	1	0	0	Sandy
Resources	6	6	4.93	5	0	0	0	
TOTALS	30	23	24.65	25	4	0.00	0	3

	Total Seats	Conservative Seats Proposed	Independent Ungrouped Proposed	Unallocated seats
TOTALS	81	67	12	3

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:	Clare Gray, Senior Democratic and Electoral Services Officer
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 two urgent executive decisions have been taken since the last Annual Council held on 16 May 2018. Details of the decisions and reasons for urgency are included below. The relevant notices were published to the Council's website in advance of the meetings.

9 January 2019 - Cabinet

Decision: Implementation of a new Unitary District Council: Cabinet were asked to consider whether the Council should formally consent to the Secretary of State's proposals in the draft Modification Regulations under section 15 of the Cities and Local Government Devolution Act 2016 and respond by the Government's deadline of 10 January 2019 to comply with timescales for laying the necessary Statutory Instrument in Parliament.

Reasons for Urgency: Under Rule 4.2 of the Council's Overview and Scrutiny Procedure Rules the Chairman of Overview and Scrutiny Committee agreed to urgent implementation of the Cabinet's decision without the call-in procedure applying because the MHCLG required the Council's decision on consent to proposed structural change in

Buckinghamshire by 10 January 2019, to enable the necessary legislation to be laid in Parliament.

25 January 2019 - Cabinet

Decision: Implementation of a new Unitary District Council: Cabinet were asked to consider whether it was expedient for the promotion or protection of the interests of the inhabitants of South Bucks District to participate in legal proceedings for judicial review of the Secretary of State's decisions in respect of the Modifications Regulations and the Structural Changes Order, jointly with other District Councils which could be undertaken under section 222 of the Local Government Act 1972, and that the costs of any legal proceedings be met from the General reserve in accordance with urgency provisions under the Budget and Policy Framework Procedure Rules.

Reasons for Urgency: There was a requirement for any legal proceedings to be issued as a matter of urgency because the Regulations in question had already been laid in Parliament, therefore an urgent decision was required by the Special Cabinet meeting on 25 January to decide if the Council should participate in legal proceedings. As required by Rule 4.2 of the Council's Overview and Scrutiny Procedure Rules the Chairman of the Overview and Scrutiny Committee agreed to urgent implementation of the Cabinet's decision without the call-in procedure applying due to the requirement to participate in legal proceedings as a matter of urgency. As required by the Budget and Policy Framework Procedure Rules the Chairman of the Overview and Scrutiny Committee also agreed that the decision to be taken by Cabinet was urgent and it was not practicable to convene a quorate meeting of full Council.

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SOUTH BUCKS
District Council

Audit and Standards Committee

Tuesday, 14 May 2019 at 7.00 pm*
***After the conclusion of Annual Council**

Room 6, Capswood, Oxford Road, Denham

A G E N D A

Item

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

To be agreed at Annual Council on 14 May 2019

Date of next meeting – Wednesday, 10 July 2019

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Governance and Electoral Arrangements Committee

Tuesday, 14 May 2019 at 7.00 pm*
After the conclusion of Annual Council

Room 6 - Capswood, Oxford Road, Denham

A G E N D A

Item

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: Governance and Electoral Arrangements Committee

To be appointed at Annual Council on 14 May 2019

Date of next meeting – Thursday, 10 October 2019

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format, please contact 01895 837236; email**

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Licensing Committee

Tuesday, 14 May 2019 at 7.00 pm*
***After the conclusion of Annual Council**

Room 6, Capswood, Oxford Road, Denham

A G E N D A

Item

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 Committee

To be agreed at Annual Council on 14 May 2019

Date of next meeting – Thursday, 13 June 2019

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Overview and Scrutiny Committee

Tuesday, 14 May 2019 at 7.00 pm*
***After the conclusion of Annual Council**

Room 6, Capswood, Oxford Road, Denham

A G E N D A

Item

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: Overview and Scrutiny Committee

To be appointed at Annual Council on 14 May 2019

Date of next meeting – Wednesday, 19 June 2019

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Planning Committee

Tuesday, 14 May 2019 at 7.00 pm*
***After 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. 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

To be appointed at Annual Council on 14 May 2019

Date of next meeting – Wednesday, 5 June 2019

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