



WYCOMBE
DISTRICT COUNCIL

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Queen Victoria Road
High Wycombe
Bucks HP11 1BB

Annual Council

Date: 24 May 2016
Time: 6.30 pm (or upon the rising of Special Council)
Venue: Council Chamber
District Council Offices, Queen Victoria Road, High Wycombe, Bucks

You are hereby summoned to attend the Meeting of the Council to be held in the Council Chamber, District Council Offices, Queen Victoria Road, High Wycombe on 24 May 2016 at 6.30 pm to consider the business set out in the Agenda below.

Ms K Satterford
Chief Executive

Fire Alarm - In the event of the fire alarm sounding, please leave the building quickly and calmly by the nearest exit. Do not stop to collect personal belongings and do not use the lifts. Please congregate at the Assembly Point at the corner of Queen Victoria Road and the River Wye, and do not re-enter the building until told to do so by a member of staff.

Agenda

Item		Page
1	ELECTION OF CHAIRMAN	
(i)	To elect the Chairman of the Council for the year 2016/2017.	
(ii)	The Chairman of the Council to invite nominations for the election of Chairman for 2016/2017.	
(iii)	Councillor Ms K Wood, seconded by Councillor Mrs L M Clarke (OBE), to propose that Councillor Mahboob Hussain (JP) be elected Chairman of the Council for 2016/2017.	
(iv)	The Chairman of the Council to ask if there are any other nominations.	
(v)	The Chairman of the Council to put the nomination(s) to the meeting.	

- (vi) The Chairman of the Council to declare Councillor Mahboob Hussain (JP) duly elected.
- (vii) Councillor Mahboob Hussain (JP) to accept office and make the necessary declaration and to be presented with the Chairman's Chain.
- (viii) Mrs Hussain to be presented with the Chairman's Consort's badge and a bouquet.
- (ix) The incoming Chairman of the Council to address the Council.
- (x) Vote of thanks to the retiring Chairman, Councillor I L McEnnis to be proposed by Councillor Mrs J E Teesdale and seconded by Councillor Ms K Wood.
- (xi) Councillor I L McEnnis to respond.
- (xii) The Chairman of the Council to present to Councillor I L McEnnis a past Chairman's badge, and to Mrs McEnnis a bouquet.

2 APPOINTMENT OF VICE-CHAIRMAN

To appoint the Vice-Chairman of the Council for the year 2016/2017.

- (i) The Chairman of the Council to ask for nominations for Vice-Chairman for the year 2016/2017.
- (ii) Councillor D Carroll, seconded by Councillor Z Ahmed to propose that Councillor Miss S Brown be appointed Vice-Chairman of the Council for 2016/2017.
- (iii) The Chairman of the Council to ask if there are any other nominations.
- (iv) The Chairman to put the nomination to the vote.
- (v) Councillor Miss S Brown to accept office and sign the necessary declaration and to be presented with the Vice-Chairman's badge.

3 APOLOGIES

To receive apologies for absence.

4 DECLARATIONS OF INTEREST

To receive any disclosure of disclosable pecuniary interests by members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting.

Members are reminded that if they are declaring an interest they should state the nature of that interest whether or not they are required to withdraw from the meeting.

5 CHAIRMAN'S ANNOUNCEMENTS

To receive such communication as the Chairman of the Council may wish to make.

6 GROUP LEADERS

To receive formal notification of the Group Leaders and Deputy Leaders of the political groups for the year 2016/2017.

Group	Leader	Deputy Leader
Conservative	Cllr Ms K Wood	Cllr D H G Barnes
Labour	Cllr R Raja	Cllr K Ahmed
East Wycombe Independent	Cllr M E Knight	Cllr Ms J D Wassall

7 REPORT OF THE EXECUTIVE LEADER

The Executive Leader is required to submit to the Annual Meeting of the Council:

- details of the Executive ("Cabinet") positions and post holders
- details of any Cabinet committees
- responsibilities and schemes of delegation for executive arrangements'
- details of any joint arrangements
- appointments to outside bodies within the Cabinet's functional areas for the forthcoming year

The matters set out in (i) to (viii) below are therefore approved and submitted to the Council in order to comply with the Council's approved Leader and Cabinet Executive political management model and the Council's approved Constitution.

- (i) (a) To note that the Executive Leader has appointed Councillor D H G Barnes as Deputy Executive Leader for the purpose of carrying out the Leader's statutory functions (including e.g. appointing and removing Cabinet Members and Deputy Executive Leader, delegating executive functions to Cabinet, to Cabinet Members or to officers, agreeing or objecting to senior appointments and dismissals);
- (b) To note that the Leader has appointed Councillor D H G Barnes as Deputy Leader for the purpose of carrying out

the remaining (Portfolio) functions of the Leader as set out in the terms of reference and responsibilities of Cabinet Members in the event that the Leader is unable to act through absence, illness, legal disability or conflict of interest, or the circumstances are so urgent that it is appropriate for a Deputy Leader to take a decision in order to protect the interests of the authority or its area.

- (c) To note that the Leader of the Council has made the following appointments in respect of Cabinet positions and post holders.

(ii) Cabinet positions and post holders

NAME	ADDRESS	WARD REPRESENTED	PORTFOLIO
Councillor Ms K S Wood	c/o WDC, Council Offices, Queen Victoria Road, High Wycombe, Bucks, HP11 1BB	Tylers Green & Loudwater	Executive Leader of the Council
Councillor D H G Barnes	18 Juniper Road, Marlow Bottom, Bucks, SL7 3NX	Greater Marlow	Deputy Leader & Cabinet Member for Engagement & Strategy
Councillor R Wilson	25 Beechtree Avenue, Marlow Bottom, Bucks, SL7 3NH	Marlow North & West	Economic Development & Regeneration
Councillor Mrs J A Adey	Hatherley, Princes Road, Bourne End, Bucks, SL8 5HZ	The Wooburns	Community
Councillor D A C Shakespeare OBE	Elephant Walk House, Hammersley Lane, Loudwater, Bucks, HP13 7BY	Tylers Green & Loudwater	HR, ICT & Customer Services
Councillor	32 Highfield	Flackwell Heath	Planning

D A Johncock	Road, Flackwell Heath, Bucks, HP10 9AN	& Little Marlow	
Councillor Mrs J D Langley	18 Rush Burn, Wooburn Green, Bucks, HP10 0BT	The Wooburns	Housing
Councillor Mrs J E Teesdale	43 Green Lane, Radnage, High Wycombe, Bucks, HP14 6DJ	Chiltern Rise	Environment
Councillor R Newman	280 West Wycombe Road, High Wycombe Bucks, HP12 4AB	Hazlemere South	Youth
Councillor D M Watson	17 Wendover Road, Bourne End, Bucks, SL8 5NS	Flackwell Heath & Little Marlow	Finance & Resources

(iii) Cabinet terms of reference and responsibilities of individual portfolio holders

These are to be as set out in Part 2 of the Constitution.

(iv) Cabinet Committee terms of reference

Any proposal to set up a Cabinet Committee will be the subject of a report to Cabinet.

(v) Schemes of Delegation of Executive Functions to Officers

There are to be as set out in Part 2 of the Constitution.

(vi) Joint Arrangements

There are three schemes for joint arrangements with one or more other local authorities. These are in respect of the Chilterns Crematorium Joint Committee, Bucks Joint Waste Committee and the Chiltern and Wycombe Joint Waste Collection Committee. Details of the arrangements for all these bodies can be found in Part 2 of the Constitution.

Representation will be:**Chilterns Crematorium Joint Committee**

Councillor Mrs J A Adey

Councillor D H G Barnes

Bucks Joint Waste Committee

Councillor Mrs W J Mallen

Councillor Mrs J E Teesdale

Councillor Z Ahmed (Standing Deputy).

Chiltern and Wycombe Joint Waste Collection Committee

Councillor Mrs W J Mallen

Councillor Mrs J E Teesdale

Councillor Z Ahmed (Standing Deputy).

(vii) Appointments to Outside Organisations

The organisations to which the Cabinet makes appointments are as set out below. The Council is asked to note the following appointments for the periods set out.

Local Authority Appointments (until May 2017)

1. Local Government Association

General Assembly (1)	Ms K Wood
Standing Deputy (1)	D A C Shakespeare OBE
2. Wycombe Partnership (1)

Standing Deputy (1)	Ms K Wood
	D H G Barnes
3. South East England Councils (1)

Standing Deputy (1)	Ms K Wood
	D A C Shakespeare OBE
4. Red Kite Board (2)

	Miss S Brown
	I L McEnnis
5. South East Employers (2)

	A Hussain
	G Peart
Standing Deputies (2)	D Knights
	T Lee
6. Thames Valley Police & Crime Panel (1)

	Mrs J A Adey
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7. Wycombe Rent Deposition Guarantee Scheme (1)

	P R Turner
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Other Local Authority Appointments until May 2017

1. BCC Public Health Overview and Select Committee (1) A R Green
2. Health and Wellbeing Board (1) Ms K Wood
3. Healthy Communities Partnership (1) Mrs J A Adey

(viii) Deputy Cabinet Members

The following have been appointed to assist the relevant Cabinet Member:

Engagement & Strategy

Vacant

Finance and Resources

Councillor G Peart

Economic Development & Regeneration

Councillor S Broadbent

Community

Councillor S K Raja

HR, ICT and Customer Services

Councillor S Saddique

Planning

Councillor A Turner

Housing

Councillor D J Carroll

Environment

Councillor Mrs W J Mallen

Youth

Vacant

8 COMMITTEE APPOINTMENTS

Committees of the Council are appointed annually under Section 102 of the Local Government 1972.

In accordance with Sections 15 to 17 of the Local Government and Housing Act 1989, it is the duty of the Council (save in relation to certain Committees where different arrangements are approved by the Council) to make appointments to Committees which reflect the representation of different political groups on the Council and in accordance with the wishes of those political groups.

The current political composition of the Council is:-

GROUP	MEMBERS	% AGE
Conservative	49	81.66
Labour	6	10
EWIP	3	5
Independent	1	1.67
Lib Dem	1	1.67

(i) Improvement and Review Commission

(Up to 18 Members Total)	Chairman:	Cllr R Gaffney
	Vice Chairman:	Cllr A Collingwood
Conservative – Up to 15 Members	Members	1 Cllr Mrs S Adoh
		2 Cllr Miss S Brown
		3 Cllr H Bull
		4 Cllr Mrs L Clarke OBE
		5 Cllr A Collingwood
		6 Cllr M Davy
		7 Cllr C Etholen
		8 Cllr R Gaffney
		9 Cllr G Hall
		10 Cllr M Harris
		11 Cllr A Hill
		12 Cllr D Knights
		13 Cllr T Lee
		14 Cllr Mrs C Oliver
		15 Cllr J Savage
Conservative	Standing Deputies	1 Cllr M Appleyard
		2 Cllr Mahboob Hussain JP
		3 Cllr Maz Hussain
		4 Cllr N Marshall
		5 Cllr H McCarthy
		6 Cllr L Wood
Labour 2 Members	Member	1 Cllr K Ahmed
		2 Cllr R Raja
Labour	Standing Deputies	1 Cllr M Hashmi
		2 Cllr M Hanif
EWIP	Member	1 Cllr M Knight
EWIP	Standing Deputy	1 Cllr Ms A Baughan

(ii) Standards Committee

(Up to 8 Members Total)	Chairman:	Cllr C Etholen
	Vice Chairman:	Cllr Mrs J A Adey
Conservative – Up to 7 Members	Members	1 Cllr S Broadbent
		2 Cllr M Clarke
		3 Cllr C Etholen
		4 Cllr A Green
		5 Cllr Mrs J Langley
		6 Cllr Mrs W Mallen
		7 Cllr J Savage
Conservative	Standing Deputies	1 Cllr A Collingwood
		2 Cllr H McCarthy
		3 Cllr R Scott
Labour	Member	1 Cllr R Raja
Labour	Standing Deputy	1 Cllr K Ahmed

(iii) Planning Committee

(Up to 16 Members Total)	Chairman:	Cllr P Turner
	Vice Chairman:	Cllr A Turner
Conservative – Up to 13 Members	Members	1 Cllr Mrs J Adey
		2 Cllr C Harriss
		3 Cllr A Hill
		4 Cllr D Johncock
		5 Cllr T Lee
		6 Cllr N Marshall
		7 Cllr McCarthy
		8 Cllr Ms C Oliver
		9 Cllr N Teesdale
		10 Cllr A Turner
		11 Cllr P Turner
		12 Cllr C Whitehead
		13 Cllr L Wood
Conservative	Standing Deputies	1 Cllr Z Ahmed
		2 Cllr H Bull
		3 Cllr D Carroll
		4 Cllr A Hussain
		5 Cllr Maz Hussain
		6 Cllr Mrs W Mallen

Labour	Member	1	Cllr S Graham
2 Members		2	Cllr M Asif
Labour	Standing	1	Cllr M Hashmi
2 Members	Deputy	2	Cllr M Hanif
EWIP	Member	1	Cllr Ms A Baughan
EWIP	Standing Deputy	1	Cllr M Knight

(iv) Regulatory and Appeals Committee

(Up to 12 Members Total)	Chairman:		Cllr J Savage
	Vice Chairman:		Cllr L Clarke (OBE)
Conservative – Up to 10 Members	Members	1	Cllr S Broadbent
		2	Cllr Mrs L Clarke OBE
		3	Cllr M Clarke
		4	Cllr A Collingwood
		5	Cllr C Etholen
		6	Cllr R Gaffney
		7	Cllr Mahboob Hussain JP
		8	Cllr I McEnnis
		9	Cllr D Knights
		10	Cllr J Savage
Conservative	Standing Deputies	1	Cllr Miss S Brown
		2	Cllr A Green
		3	Cllr Mrs A Jones
Labour 1 Member	Member	1	Cllr R Raja
Labour	Standing Deputy	1	Cllr K Ahmed
EWIP	Member	1	Cllr Mrs J Wassell
EWIP	Standing Deputy	1	Vacancy

(v) Audit Committee

(Up to 8 Members Total)	Chairman:		Cllr M Appleyard
	Vice Chairman:		Cllr S Saddique
Conservative – Up to 7 Members	Members	1	Cllr M Appleyard
		2	Cllr G Hall
		3	Cllr T Lee
		4	Cllr Mrs C Oliver
		5	Cllr G Peart
		6	Cllr S Saddique

		7	Cllr N Teesdale
Conservative	Standing Deputies	1	Cllr R Scott
		2	Cllr P Turner
		3	Cllr C Whitehead
Labour 1 Member	Member	1	Cllr M Hanif
Labour	Standing Deputy	1	Cllr M Asif
External co-optee		1	Vacancy

(vi) Licensing Committee

(Up to 15 Members Total)	Chairman:		Cllr A Hill
	Vice Chairman:		Cllr I McEnnis
Conservative – Up to 12 Members	Members	1	Cllr Miss S Brown
		2	Cllr M Clarke
		3	Cllr M Davy
		4	Cllr A Green
		5	Cllr C Harriss
		6	Cllr A Hill
		7	Cllr Maz Hussain
		8	Cllr D Knights
		9	Cllr N Marshall
		10	Cllr I McEnnis
		11	Cllr S Saddique
		12	Cllr R Scott
Conservative	Standing Deputies	1	Cllr Z Ahmed
		2	Cllr D Carroll
		3	Cllr M Harris
Labour 2 Members	Member	1	Cllr S Graham
		2	Cllr M Hashmi
Labour	Standing Deputies	1	Cllr M Hanif
		2	Cllr R Raja
EWIP	Member	1	Cllr Ms A Baughan
EWIP	Standing Deputy	1	Cllr M Knight

(vii) High Wycombe Town Committee

(23 Members	Chairman:	Cllr A Green
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in total representing the High Wycombe Town wards)	Vice Chairman:		Cllr N Teesdale
	Members	1	Cllr K Ahmed
		2	Cllr Z Ahmed
		3	Cllr M Asif
		4	Cllr Ms A Baughan
		5	Cllr H Bull
		6	Cllr Mrs L Clarke OBE
		7	Cllr M Clarke
		8	Cllr M Davy
		9	Cllr R Farmer
		10	Cllr S Graham
		11	Cllr A Green
		12	Cllr M Hanif
		13	Cllr M Hashmi
		14	Cllr A Hill
		15	Cllr A Hussain
		16	Cllr Mahboob Hussain JP
		17	Cllr Maz Hussain
		18	Cllr M Knight
		19	Cllr B Pearce
		20	Cllr R Raja
		21	Cllr S Raja
		22	Cllr N Teesdale
	23	Cllr Ms J Wassell	

(viii) Personnel and Development Committee

(Up to 8 Members Total)	Chairman:		Cllr M Harris
	Vice Chairman:		Cllr Mrs W Mallen
Conservative – Up to 7 Members	Members	1	Cllr G Hall
		2	Cllr M Harris
		3	Cllr Maz Hussain
		4	Cllr Mrs W Mallen
		5	Cllr G Peart
		6	Cllr S Raja
		7	Cllr Mrs S Adoh
Conservative	Standing Deputies	1	Cllr M Appleyard
		2	Cllr P Turner
		3	Cllr C Whitehead
Labour	Member	1	Cllr M Hanif

1 Member			
Labour	Standing Deputy	1	Cllr M Hashmi

(ix) Joint Staff Committee

(Up to 5 Members Total)	Chairman:	Cllr M Harris
	Vice Chairman:	Staff Side Appointment
Conservative – Up to 4 Members	Members	1 Cllr M Appleyard
		2 Cllr M Harris
		3 Cllr Mrs W Mallen
		4 Cllr G Peart
Conservative	Standing Deputies	1 Cllr Maz Hussain
		2 Cllr S Raja
Labour 1 Member		1 Cllr M Hashmi
Labour	Standing Deputy	1 Cllr S Graham

(x) Disciplinary Committee

5 Members to be drawn from the list of Members set out (subject to two or more political groups always being represented and to the inclusion of at least one Cabinet Member)	1	Chairman or past Chairman of the Council
	2	A member of the Cabinet
	3	A Leader or Deputy Leader of an opposition party
	4	The Chairman of a Council Committee
	5	The Vice Chairman of a Council Committee
	6	A member of the Personnel and Development Committee
	7	Another Back Bench Member

(xi) JNC Staffing Matters Committee

5 Members to be drawn from the list of Members set out (subject to two or more political groups always being	1	Chairman or past Chairman of the Council	Cllr R Wilson
	2	A member of the Cabinet	Cllr Miss K Wood (Chairman)
	3	A Leader or Deputy Leader	

represented and to the inclusion of at least one Cabinet Member)	of an opposition party	Cllr R Raja
	4 The Chairman of a Council Committee	Cllr J Savage (Vice Chairman)
	5 The Vice Chairman of a Council Committee	Cllr Mrs L Clarke (OBE)
	6 A member of the Personnel and Development Committee	Standing Deputies Cllr G Peart Cllr T Lee
	7 Another back bench member	Cllr K Ahmed

9 SCHEME OF DELEGATION - NON-EXECUTIVE FUNCTIONS

To confirm formally that the appointments detailed in item 8, as set out in Part 2 of the Constitution be approved.

10 REFRESHMENTS

Members and guests are invited to join the Chairman and Honorary Aldermen for refreshments.

For further information, please contact Iram Malik on 01494 421204, committeeservices@wycombe.gov.uk