

Annual Council Meeting	
Meeting Date	26 May 2021
Report Title	Allocation of Committee seats and Committee appointments for 2020/21
Cabinet Member	Leader – Councillor Roger Truelove
SMT Lead	David Clifford – Head of Policy, Communications and Customer Services
Head of Service	
Lead Officer	Jo Millard – Senior Democratic Services Officer
Key Decision	No
Classification	Open
Recommendations	<ol style="list-style-type: none"> 1. The Council is asked to agree the political balance calculation as set out in Appendix I. 2. The Council is asked to allocate seats to those Committees and to agree the appointment of Members to those Committees, in accordance with the wishes of Group Leaders, as set out in Appendix II. The Council is asked to note the Leader’s appointments to the Cabinet and their portfolios. 3. The Council is asked to agree the Chairman and Vice-Chairman of those Committees, as set out in Appendix III.

1 Purpose of Report and Executive Summary

- 1.1 Political groups on the Council are formed in accordance with the Local Government (Committees and Political Groups) Regulations 1990 when 2 or more Councillors must notify the Proper Officer of their wish to be treated as a group. This report sets out the political balance and committee seat allocations for the civic year 2021/22.

2 Background

- 2.1 Section 15 of the Local Government and Housing Act 1989 requires Local Authorities to review the allocation of seats on committees at the annual meeting, or as soon as possible after it (set out in Appendix I). This was last agreed at Council in November 2020 when there were changes to the membership of political groups. A further recalculation is required following the by-election on 6 May 2021. Once the Council has agreed the allocation of Committee places between the political groups the Council must then appoint the nominees of the political groups to the committees.

2.2 The following principles apply to the allocation of seats:

- (a) That not all seats on the body to which appointments are being made are allocated to the same political group;
- (b) That the majority of seats on each Committee is allocated to a particular group if the number of persons belonging to that group is a majority of the authority's membership;
- (c) Subject to (a) and (b), that, when allocating seats to a political group, the total number of their seats across all the ordinary committees of the Council, must reflect their proportion of the authority's membership; and
- (d) Subject to (a) and (c), that the number of seats on each committee is as far as possible in proportion to the group's membership of the authority.

2.3 The seat entitlement of each group on each committee is thus based on the group's percentage representation on the Council as a whole as detailed in Appendix II. While an initial version of this can be calculated mathematically, this usually results in a discrepancy between the strict entitlement of each group and the overall number of committee seats to be allocated, requiring 'manual' adjustment to ensure that the number of seats allocated to each group is fair. This process is known as 'gifting'.

2.4 To ensure overall political balance the Liberal Democrat Group and Conservative Group are required to gift seats. These, plus other adjustments, are set out in Appendix I. .

2.5 Sub-committees are also governed by the political balance rules, but it is not necessary to add up all the sub-committee seats and then allocate them in proportion. As far as this is predictable, the allocation of seats on each sub-committee should reflect the proportional representation of the political groups on the Council.

2.6 The Joint Transportation Board and the Local Plan Panel, because their functions are Executive functions and their membership means that they are not committees covered by section 101 of the Local Government Act 1972, section 15 of the Local Government Housing Act does not apply.

2.7 Group Leaders have been requested to provide nominations to the places on committees to which their respective groups are entitled; this has been set out in Appendix II.

2.8 The Constitution authorises the Council to appoint the Chairmen and Vice-Chairmen of certain committees. The nominations to these positions are set out in Appendix III.

3 Proposal

3.1 The Council is asked to agree the recommendations set out on page one of this report.

4 Alternative Options

- 4.1 Council can decide to change the number and size of Committees, however, this will have an impact on the number of seats available on the Council and will therefore require the political balance to be re-calculated to reflect this. Members are encouraged to make Officers aware in advance of the meeting of any proposals of this nature.

5 Consultation Undertaken or Proposed

- 5.1 All Group Leaders have been asked to advise Democratic Services of their nominations to seats on Committees for their respective Groups. This will be circulated at the Council meeting.

6 Implications

Issue	Implications
Corporate Plan	The recommendations in this report contribute to the council priority to renew local democracy and make the council fit for the future.
Financial, Resource and Property	None identified at this stage.
Legal, Statutory and Procurement	The Head of Legal has been consulted on this report. The relevant legal provisions are set out in the body of the report.
Crime and Disorder	None for the purposes of this report.
Environment and Climate/Ecological Emergency	None for the purposes of this report.
Health and Wellbeing	None for the purposes of this report.
Safeguarding of Children, Young People and Vulnerable Adults	None for the purposes of this report.
Risk Management and Health and Safety	None for the purposes of this report.
Equality and Diversity	None for the purposes of this report.
Privacy and Data Protection	None for the purposes of this report.

7 Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Political Balance Calculations
- Appendix II: Membership of Committees
- Appendix III: Appointment of Chairman and Vice-Chairman

8 Background Papers

Not applicable.