

RUNNYMEDE BOROUGH COUNCIL

Civic Offices
Station Road
Addlestone
Surrey, KT15 2AH

7 May 2008

Dear Sir/Madam

I hereby summon you to attend the ANNUAL COUNCIL MEETING to be held on **Thursday 15 May 2008 at 7.30 pm**, at Runnymede Civic Centre, Addlestone.

I am, Sir/Madam,
Your obedient servant

T N WILLIAMS
Chief Executive Officer

A G E N D A

1. FIRE PRECAUTIONS

The Mayor will read the Fire Precautions which set out the procedures to be followed in the event of fire or other emergency.

2. ELECTION OF MAYOR

(Note; in accordance with the procedure agreed in December 1988, the Council at their meeting on 31 January 2008 resolved that Councillor J Broadhead be nominated at the Annual Council Meeting for the office of Mayor for 2008/2009).

3. DECLARATION BY MAYOR OF ACCEPTANCE OF OFFICE

4. APPOINTMENT OF DEPUTY MAYOR

(Note; in accordance with the procedure agreed in December 1988, the Council at their meeting on 31 January 2008 agreed that Councillor P B Tuley be nominated at the Annual Council Meeting for the office of Deputy Mayor for 2008/2009).

5. DECLARATION BY DEPUTY MAYOR OF ACCEPTANCE OF OFFICE

6. ANNOUNCEMENT OF MAYOR'S CHAPLAIN

7. PRAYERS

8. MINUTES

To approve and sign the Minutes of the Meeting of the Council held on 17 April 2008 (Appendix 'A').

9. APOLOGIES FOR ABSENCE

10. DECLARATIONS OF INTEREST

11. MAYOR'S ANNOUNCEMENTS

12. TO ANSWER QUESTIONS ASKED UNDER STANDING ORDER NO 13

13. CONSTITUTION OF THE COUNCIL

It has not proved possible to complete the annual review of the Constitution in time to provide an updated edition for adoption at the Annual Meeting. Accordingly, the current Constitution will continue to apply and a report on proposed revisions will be submitted via Corporate Management Committee in the new Municipal Year.

14. APPOINTMENT OF COMMITTEES

To receive the report of the Chief Executive Officer set out below, and in accordance with the Local Government Act 2000 to proceed to establish the standing Committees listed at 14.3 below; to determine the political composition thereof; to receive a report upon the appointment of Members in political groups to such Committees; and to indicate such co-options as may in the view of the Council be appropriate.

14.1 The Statutory Principles

Section 15 of the Local Government and Housing Act 1989 ("the 1989 Act") sets out how ordinary Committees must be constituted when the Authority is divided into one or more political groups. The Authority is to give effect, as far as reasonably practicable, to the following four principles in constituting its Committees or Sub-Committees:

- a) that not all the seats on the Committee or Sub-Committee are allocated to the same political group;
- b) that the majority of the seats on the Committee or Sub-Committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the Authority's membership;
- c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary Committees of a relevant Authority which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary Committees of that Authority as is borne by the number of Members of that group to the membership of the Authority; and
- d) subject to paragraphs (a) to (c) above, that the number of the seats on the Committee or Sub-Committee which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of Members of that group to the membership of the Authority.

14.2 Political Composition of the Council

The political composition of the Council at the date of the meeting will be as follows:-

	<u>Seats</u>	<u>% of Total</u>
Conservative	36	85.7
Runnymede Independent Residents'	6	14.3

(NB – The Conservatives and the Runnymede Independent Residents' Members have constituted themselves as political groups in accordance with the Act).

14.3 Apportionment of Total Committee Seats

Under the structure previously agreed, and confirmed by the current Constitution the following Committees are required to be appointed (Standing Order 22.1) and are to have the following numbers of seats subject to any minor adjustment to comply with the above requirements:

Corporate Management Committee	10
Economic Development Committee	10
Planning Committee	15

Housing and Community Services Committee	10
Leisure and Environment Committee	10
Regulatory Committee	5
Review Board	9

This gives 69 seats to divide amongst the parties. On the basis of the principles set out in paragraph 14.1c above, there is a total Committee seat entitlement for each political grouping as follows:-

<u>Group</u>	<u>Total Committee Entitlement</u>
Conservative	59
Runnymede Independent Residents'	10

14.4 Apportionment of Seats on Individual Committees

Seats on the main Committees should then be allocated according to the model below in order to give effect to principles (a), (b), and (d) in paragraph 14.1 and the last sentence of the paragraph immediately above. **However, last year the Council agreed with no dissenting vote, to split the Review Board seats 7 : 2 instead of 8 : 1 and Members are invited to consider whether this split should be continued.**

	<u>Political Groups</u>		
	Con	R Ind	Total
Corporate Management	8	2	10
Economic Development	9	1	10
Planning	13	2	15
Housing & Community Services	9	1	10
Leisure and Environment	8	2	10
Regulatory Committee	4	1	5
Review Board	8	1	9
Totals	59	10	69

Although Officers have made suggestions in the above table, it is for the Council to say which Committee has which split.

14.5 Individual Membership of Committees

Once the Council has approved the manner of constituting the main Committees, then under the Act and Standing Orders it is necessary to make appointments on each Committee so as to give effect to the wishes of the relevant groups. In order to allow for possible changes to the membership of Committees during the Municipal Year, these appointments should not be for fixed terms. Members are reminded that should the need for change in membership arise during the year, under Standing Order 22.8 the Chief Executive Officer is authorised to make and change appointments to Committees and Sub-Committees in accordance with the wishes of the relevant political group.

To seek to avoid any legal difficulties in making substitute appointments during the year, the Council is asked to agree what Members other than those originally appointed should be eligible for membership of Committees or Sub-Committees. It is suggested that any other Member of the Council be eligible, so as to maximise flexibility.

14.6 Appointment of Non-Voting Members to Committees ("co-option")

The Council is able to appoint Members to its ordinary Committees who are not Members of the authority; normally such appointees will be unable to vote. Presently there is no practice of doing this.

14.7 Sub-Committees

No Sub-Committees are to be created without the express approval of Council, unless referred to in the Constitution (Standing Order 22.2). The only "standing" Sub-Committees currently to be approved are the Licensing Sub-Committees of the Licensing Committee, the Hearings Sub-

Committee of the whole Standards and Audit Committee, and the External Appointments Sub-Committee of the Corporate Management Committee. The Civic Offices Sub-Committee of Corporate Management Committee has also been created on a time-limited basis.

Five, or at any rate between four and six Members, is probably an optimum size for a normal Sub-Committee.

14.8 **Action Required**

- a) **To resolve that the allocation of seats on the Committees named in paragraph 14.4 above be as set out in that paragraph (subject to any adjustment in the case of the Review Board);**
- b) **To allocate Committee seats to Members of Political Groups as requested by those groups;**
- c) **To resolve that any other Member of the Council be eligible for appointment to any Committee or Sub-Committee.**

15. **STANDARDS AND AUDIT COMMITTEE**

The Standards and Audit Committee is separately constituted under Section 53 of the Local Government Act 2000 and the political balance requirements of the 1989 Act do not apply. However, Article 8 of the Constitution provides that all political groups must be represented.

Substitution on this Committee at the behest of political groups is not possible. The Standards Committee must have a minimum of three members of whom at least one must be independent (a non-Councillor). If there are more than three members at least 25% must be non-Councillors. The Constitution provides that Runnymede's Standards Committee will comprise five Members and two independent Members.

The two current independent Members (Mr S Tully and Mrs C Spurling) hold office until May 2011.

Action required

To appoint five Councillors to the Standards and Audit Committee.

16. **LICENSING COMMITTEE**

The Licensing Committee is separately constituted under the Licensing Act 2003. There is no statutory requirement for political balance but it has been the practice of the authority to ensure that Committees include the different political groupings. In addition, the Members of the Regulatory Committee, which must be politically balanced, will also be Members of the Licensing Committee in accordance with Runnymede's Constitution. This assists consideration of common issues and shared training. Substitution on Licensing Committee at the behest of political Groups will not be possible.

Action required

To appoint ten Councillors to the Licensing Committee.

17. **ENGLEFIELD GREEN COMMITTEE**

The Englefield Green Committee is limited to the Mayor and Deputy Mayor, the other Members representing the Englefield Green Wards, and two representatives of local residents. If representation is entirely local, the political balance requirements will not apply to the Committee in 2008/2009. However, if either the Mayor or Deputy Mayor is not an Englefield Green Member it will be necessary for them to stand down from the Committee to avoid conflict with the Act.

NB: Following the annual canvass of residents in 52 properties qualified under the terms of the Crown lease by virtue of their proximity to the Green, three expressions of interest have been received in respect of the two residents' representative vacancies on the Englefield Green Committee for 2008/09. Mrs M E J Bairstow, one of the existing residents'

representatives has given notice that she no longer wishes to serve in this capacity. However, the other retiring representative, Mr A E Panter, has again allowed his name to go forward for consideration. In addition, Mrs L Lawson received 12 nominations from qualifying residents in support of her candidacy (from a total of 7 different households) and Mr A Telford received 13 nominations from qualifying residents (a total of 9 different households). Personal Statements submitted by each candidate are attached at Appendix 'B'.

In order for any residents' representative to be appointed at this meeting, a formal nomination, which must be seconded, is required. If there are more nominations than places, voting is conducted according to Standing Order 25.5 rather than the usual straight vote for or against a proposal.

Action Required

To appoint the Englefield Green Committee with ward Members and two local representatives.

18. **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN**

The Council may appoint a Chairman and one or more Vice-Chairmen to each Committee (Standing Order 31.7). The Chairmen and Vice-Chairmen must be Members of the Committees they serve. It has been the previous practice for Englefield Green Committee to appoint its Chairman and Vice-Chairman at its June meeting so it is not included in the list below.

The Council can, if it so wishes, appoint all the Chairmen and Vice-Chairmen in a single resolution.

Action Required

If desired, to appoint a Chairman and one or more Vice-Chairmen for each of the following Committees:

**Corporate Management Committee
Economic Development Committee
Planning Committee
Housing and Community Services Committee
Leisure and Environment Committee
Review Board
Licensing Committee
Regulatory Committee
Standards and Audit Committee.**

19. **SUB-COMMITTEES**

The Council does not appoint Sub-Committees. However, nominations by political groups to existing Sub-Committees will be tabled for Members' information. These nominations must be given effect as required by law, and will be implemented under Standing Orders.

The Sub-Committees will elect Chairmen and Vice-Chairmen at their next meetings, in accordance with previous practice.

20. **SURREY LOCAL GOVERNMENT ASSOCIATION (SLGA)**

At the request of the SLGA to make the following appointments or nominations;

a) **Surrey Local Government Association 2008/2009**

To appoint one Member and one substitute (Member) to represent the Council on the SLGA for the Municipal Year 2008/2009.

b) **Nominations to the SLGA for possible appointment to the following bodies**

Three Year Appointments:-

Surrey Historic Buildings Trust	ONE appointment available. Present representative former Cllr Relph (Runnymede)
SCC Health Scrutiny Committee	ONE appointment available. Present representative Cllr Cooksey (Mole Valley) Nominees cannot be Members of the Council's Executive.
Supporting People Commissioning Body	ONE appointment available. Present representative Cllr Crowther (Elmbridge)

Annual Appointments

Countryside Access Forum	ONE appointment available. Present representative Cllr Crowther (Elmbridge)
High Sheriff's Award	ONE appointment available. Present representative Cllr Walker (Mole Valley)
Mental Health Foundation Trust	ONE appointment available. New appointment
Progress Through Partnership	ONE appointment available. New appointment
SCC Pension Fund – Investment Advisors Group	TWO appointments available. Present representatives Cllr Tuley (Runnymede) and Cllr Harrison (Reigate & Banstead)
Surrey Economic Partnership	ONE appointment available Present representative Cllr Rowbotham (Surrey Heath)
South East Reserve Forces' and Cadets' Association.	ONE appointment available. Present representative Cllr Crome (Reigate & Banstead)

Two –Year Appointment:-

Surrey Compact Implementation Group	ONE appointment available. New appointment.
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21. **ANNUAL APPOINTMENTS BY THIS COUNCIL TO OUTSIDE BODIES**

To note that the External Appointments Sub-Committee will meet on 29 May 2008 for the purpose of making these appointments.