



12 May 2009

Dear Councillor

I hereby summon you to attend the ANNUAL COUNCIL MEETING to be held on **Wednesday 20 May 2009 at 7.30 pm** in the Council Chamber at the Civic Centre, Addlestone.

I am, Sir/Madam,
Your obedient servant

P Sims
Interim 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 10 March 2009 resolved that Councillor Paul Bernard Tuley be nominated at the Annual Council Meeting for the office of Mayor for 2009/2010.

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 10 March 2009 agreed that Councillor Mrs Margaret Roberts be nominated at the Annual Council Meeting for the office of Deputy Mayor for 2009/2010.

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 23 April 2009 (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 Interim 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	32	84.2
Runnymede Independent Residents'	6	15.8

(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	58
Runnymede Independent Residents'	11

14.4 Apportionment of Seats on Individual Committees

Seats on the main Committees should then be allocated in order to give effect to principles (a), (b), and (d) in paragraph 14.1 and the last sentence of the paragraph immediately above. Members should note that last year the Council agreed with no dissenting vote, to split the Review Board seats 7 : 2 instead of 8 : 1. If this split is continued it will give a correct overall allocation for the current numbers of Members and will have the advantage of not disturbing the current Committee seat allocations pending the election results. It would result in the split below:

	<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	7	2	9
Totals	58	11	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 Interim 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 2009/2010. 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 properties qualified under the terms of the Crown lease by virtue of their proximity to the Green, two expressions of interest have been received in respect of the two residents' representative vacancies on the Englefield Green Committee for 2009/10. The retiring representatives, Mr A E Panter and Mrs L Lawson have again allowed their names to go forward for consideration. There have been no other nominations.

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.

By law, the Chairman and Vice-Chairman of the Standards and Audit Committee must be non-Councillors and currently Mr Tully and Mrs Spurling perform these roles respectively.

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 2009/2010**

To appoint one Member and one substitute (Member) to represent the Council on the SLGA for the Municipal Year 2009/2010.

b) **Surrey Waste Partnership 2009/10**

To appoint one Member to represent the Council on the Surrey Waste Partnership 2009/10.

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

Three Year Appointments:-

SUPPORTING PEOPLE COMMISSIONING BODY **ONE appointment available.**
Present representative Cllr Ellis (Waverley)

(Note – there are 3 representatives at any one time on this body. The other two are Cllr Leighton, Spelthorne (1 more year)) and Cllr Whittle, Tandridge (2 more years))

The Commissioning Body oversees the development of a Surrey wide strategy for housing related support services, and provides an environment for frank and challenging discussions about future funding priorities for Supporting People.

Meets: Varies
Time: Daytime
Venue: Surrey County Council

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SCC HEALTH SCRUTINY CTTEE **ONE appointment available.**
Present representative Cllr Lyon (Elmbridge).
Nominees cannot be Members of the Council's Executive.

(Note – there are 3 representatives at any one time on this body. The other two are Cllr Mearns, Reigate & Banstead (1 more year) and Cllr Lee, Waverley (2 more years))

Since 1 January 2003, regulations under the Health and Social Care Act 2001 gave Councils statutory powers to watch over and promote health improvements in their areas. Councils with social care responsibilities can appoint overview and scrutiny committees which may review any matter relating to the planning, provision and operation of local health services and make reports and recommendations to local NHS bodies. The County Council appointed a Health Scrutiny Committee to fulfil this role in Surrey in conjunction with interested partners, including three District Council representatives.

Meets: Varies
Time: Daytime
Venue: Surrey County Council

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SURREY HISTORIC BUILDINGS TRUST **ONE appointment available.**
Present representative Cllr Savage (Waverley)

(Note – there are 3 representatives at any one time on this body. The other two are Cllr Powell, Guildford (1 more year) and Cllr Garrett, Guildford (2 more years))

To manage and allocate funds for the purposes of protecting historic buildings in the County.

Meets 4 times/year plus Trust events
Time: Daytime
Venue: Surrey County Council

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COUNTRYSIDE ACCESS FORUM

ONE appointment available.

Present representative Cllr Crowther (Elmbridge)

The Forum advises the Countryside Agency on arrangements for countryside access including rights of way and open access land. It has 22 Members including two County Councillors and the SLGA representative.

Meets: 4 times each year
Time: Daytime - Venue: Various

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MENTAL HEALTH FOUNDATION TRUST

ONE appointment available.

Present appointment Cllr Michael Smith (Woking)

Surrey and Borders Partnership NHS Trust provides health and social care services for people with mental health illness, drug and alcohol addictions and learning disabilities across Surrey and North East Hampshire. As one of the largest mental health and learning disability Trusts in the country the Trust employs over 3,400 people who work across 127 sites serving 1.3 million people of all ages. The overall aspiration of the Surrey and Borders Partnership NHS Trust is to ensure that people living within its catchment area enjoy consistently good mental health and well being.

Time: Afternoons
Venue: Various venues around Central Surrey

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SCC PENSION FUND – Investment Advisors Group

TWO appointments available.

Present representatives Cllr Tuley (Runnymede) and Cllr Harrison (Reigate & Banstead)

The Panel oversees the management of the Surrey County Council Superannuation Fund.

Meets: 4 times per year
Time: Daytime
Venue: County Hall

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SURREY ECONOMIC PARTNERSHIP

ONE appointment available

Present representative Cllr Packman (Spelthorne)

A partnership between business, the public and voluntary sectors to exchange views and take action in addressing the issues facing the Surrey economy.

Meets: 4 times per year
Time: Late afternoon/early evening
Venue: Different venues in Surrey

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SOUTH EAST RESERVE FORCES’ AND CADETS’ ASSOCIATION

ONE appointment available.

Present representative Cllr Crome (Reigate & Banstead)

Deals with the operational requirements of all reserve forces in Surrey. The role of the representative on the County Committee would be to provide a point of communication between the SLGA and its communities and to advise on local matters. The representative has the right to attend meetings and will receive papers. The representative is entitled to speak at meetings.

Meets: 2 times a year - June and October/November
Time: Evening
Venue: Territorial Army Centre, Redhill

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Annual Appointments

HIGH SHERIFF'S AWARD

ONE appointment available.

Present representative Cllr Walker (Mole Valley)

Seeks to encourage projects which involve young people in preventing youth crime. The Panel determines the awards made to various projects.

Meets: 4 times per year plus: 1 evening awards ceremony held in Leatherhead

Time: Working lunches

Venue: Various venues around the County

21. **ANNUAL APPOINTMENTS BY THIS COUNCIL TO OUTSIDE BODIES**

To note that the External Appointments Sub-Committee will meet on 27 May 2009 for the purpose of making these appointments.