



11 May 2010

Dear Councillor

## **SUMMONS TO ANNUAL COUNCIL MEETING**

I hereby summon you to attend the ANNUAL COUNCIL MEETING to be held on **Wednesday 19 May 2010 at 7.30pm** in the Council Chamber at the Civic Centre, Addlestone.

A handwritten signature in black ink, appearing to read 'Paul Turrell', with a long horizontal line underneath.

PAUL TURRELL  
Chief Executive  
**01932 425500**  
Email: [paul.turrell@runnymede.gov.uk](mailto:paul.turrell@runnymede.gov.uk)

## **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 9 March 2010 resolved that Councillor Mrs Margaret Roberts be nominated at the Annual Council Meeting for the office of Mayor for 2010/2011.

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 9 March 2010 agreed that Councillor David William Parr be nominated at the Annual Council Meeting for the office of Deputy Mayor for 2010/2011.

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 22 April 2010 (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

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 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	86
Runnymede Independent Residents'	6	14

(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
Overview and Scrutiny Select Committee (also functioning as the Crime and Disorder Committee)	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 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 Overview and Scrutiny Select Committee/Crime and Disorder Committee 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
Overview and Scrutiny Select Committee/Crime and Disorder Committee	8	1	9
<b>Totals</b>	<b>59</b>	<b>10</b>	<b>69</b>

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 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 various Sub-Committees of the Standards and Audit Committee, and the External Appointments Sub-Committee of the Corporate Management Committee. Authority is sought to disestablish the Civic Offices Reprovision Sub-Committee of Corporate Management Committee, as there is no need for it to meet again. Any further reports would be made direct to Corporate Management Committee.

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 Overview and Scrutiny Select Committee/Crime and Disorder Committee);**
- 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; and**
- d) **The Civic Offices Reprovision Sub-Committee be disestablished.**

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, who are Chairman and Vice-Chairman of the Committee respectively (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 lease provides that the Members of the Committee are to be the Mayor, Deputy Mayor, and the Councillors representing the two Englefield Wards, together with 'two other persons to be selected by the lessees [ie the Council] from amongst the occupying tenants of the several houses from round the Green set out in the Schedule hereto and of such other houses (if any) around the Green as may from time to time be fixed or appointed by the lessor [ie the Crown Estate] but in making such selections the lessees shall have regard to the wishes of the general body of such occupying tenants which may be conveyed to the lessees in writing or be ascertained by the lessees in such way as they may consider expedient'.

If elected Member representation is entirely local, the political balance requirements will not apply to the Committee in 2010/2011. 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.

As regards the residents, for many years the Council's practice has been to write to all the 'qualifying tenants' identifying whether the existing appointees are willing to continue to serve and inviting any other nominations. The process for ascertaining residents' wishes is not a vote. If 'the general body' of qualifying residents expresses wishes, the Council must take those wishes into account. This means that it must fairly and properly consider the wishes. Having done so, it must use its judgement to make its own decision.

The existing appointees are Mr A E Panter and Mrs L Lawson. Mr Panter has again allowed his name to go forward for consideration, but Mrs Lawson has stood down. There are two further nominations, in respect of Mr M Spear and Mr. A. Telford. Mr Telford has received 20 expressions of support from 11 qualifying properties. No expressions of support have been received for Mr Spear or Mr Panter. There have been 5 expressions of opposition to the nomination of Mr Panter. The candidates' submissions are attached at Appendix 'B'. Once the Council has considered this information it will need to follow its usual process for making appointments, which will require formal nomination and seconding for each candidate before Members can vote for him. If all three are nominated and seconded at the meeting, a named vote will be held in accordance with Standing Order 25.5(c), each Member being allowed to vote for up to two candidates.

Members will note that Mr Telford has stated that Mr Spear does not live in a house abutting the Green. For the Council's information, this statement refers to a strip of land, owned by Surrey County Council, between Mr Spear's house and St. Jude's Road, continuing in front of the neighbouring property Bulkeley House.

### **Action Required**

#### **To appoint the Englefield Green Committee with Englefield Green East and West ward Members and two local residents' 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**  
**Overview and Scrutiny Select Committee/Crime and Disorder Committee**  
**Licensing Committee**  
**Regulatory Committee**  
**Standards and Audit Committee.**

19. JOINT COMMITTEE FOR OVERSIGHT OF DELIVERY OF SURREY PUBLIC AUTHORITY SERVICES

To appoint one Member to the Joint Committee For Oversight of Delivery of Surrey Public Authority Services. Councillor Furey is the Council's current representative.

20. 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.

21. SURREY LOCAL GOVERNMENT ASSOCIATION (SLGA)

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

a) **Surrey Local Government Association 2010/2011**

To appoint one Member and one substitute (Member) to represent the Council on the SLGA for the Municipal Year 2010/2011.

b) **Surrey Waste Partnership 2010/11**

To appoint one Member to represent the Council on the Surrey Waste Partnership 2010/11.

c) **Surrey Climate Change Partnership Member Group 2010/11**

To appoint one Member to represent the Council on the Surrey Climate Change Partnership Member Group 2010/11

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

**Three Year Appointments:-**

**SCC HEALTH SCRUTINY CTTEE                      ONE appointment available.**  
Present representative Cllr Sharpley (Woking).

*(Note – there are three representatives at any one time on this body. The other two are Cllr Lyon, Elmbridge BC and Cllr Lee, Waverley BC)*

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 Powell (Guildford BC)

*(Note – there are three representatives at any one time on this body. The other two are Cllr Smith, Epsom & Ewell BC and Cllr Garrett, Guildford BC)*

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

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

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**SUPPORTING PEOPLE COMMISSIONING**      **ONE appointment available.**  
**BODY**      Present representative Cllr Leighton (Spelthorne BC)

*(Note – there are three representatives at any one time on this body. The other two are Cllr Ellis, Waverley BC and Cllr Whittle, Tandridge BC)*

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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**Two Year Appointment:-**

**SURREY COMPACT**      **ONE appointment available.**  
**IMPLEMENTATION GROUP**      Present representative Cllr Lake (Elmbridge BC)

The Surrey Compact has been developed as a tool to achieve the continued improvement of the relationships between the public, voluntary, community and faith sectors. The aim is to change attitudes and behaviours in partnerships and improve the use of resources by better communication, engagement and partnership working. The Implementation Group is committed to the implementation of the Compact and the production of five codes of practice.

Meets: 6 times per year  
Time: Afternoon  
Venue: Various venues around Surrey

\*\*\* Please note that this appointment will be made for two years so that it falls into line with the appointments to the other outside bodies. Appointments will be made for three years from 2012/13 onwards\*\*\*

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

To note that the External Appointments Sub-Committee will meet on 26 May 2010 for the purpose of making these appointments.