

7 May 2019

Dear Councillor

SUMMONS TO ANNUAL COUNCIL MEETING – WEDNESDAY 15 MAY 2019

I hereby summon you to attend the ANNUAL COUNCIL MEETING to be held on **Wednesday 15 May 2019 at 7.30pm** in the Council Chamber at the Civic Centre, Addlestone.



PAUL TURRELL
Chief Executive
01932 425500
Email: 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**

The Council, at its meeting on 7 March 2019, resolved that Councillor Parshotam Sohi be nominated at the Annual Council Meeting for the office of Mayor for 2019/2020.

3. **DECLARATION BY MAYOR OF ACCEPTANCE OF OFFICE**

4. **APPOINTMENT OF DEPUTY MAYOR**

The Council, at its meeting on 7 March 2019 resolved that Councillor Elaine Gill be nominated at the Annual Council Meeting for the office of Deputy Mayor for 2019/20.

5. **DECLARATION BY DEPUTY MAYOR OF ACCEPTANCE OF OFFICE**

6. **MINUTES**

To approve and sign the Minutes of the meeting of the Council held on 24 April 2019 (Appendix 'A' – blue pages).

7. **APOLOGIES FOR ABSENCE**

8. **DECLARATIONS OF INTEREST**

9. **MAYOR'S ANNOUNCEMENTS**

10. **TO ANSWER QUESTIONS ASKED UNDER STANDING ORDER NO 13**

11. **CONSTITUTION OF THE COUNCIL**

To note that the Constitution, approved at Council on 24 April 2019, will apply for the Municipal Year 2019/2020.

(For information)

Background papers- Constitution.

12. **APPOINTMENT OF COMMITTEES**

Following the Borough Election on 2 May 2019, to receive the report of the Corporate Head of Law and Governance, which is circulated separately with this Summons, on appointment of Committees, the political composition thereof and the appointment of Members in political groups to such Committees

13. **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 this Committee includes 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.

RECOMMENDATION:

To appoint eleven Councillors to the Licensing Committee.

(To resolve)

Background papers-none

14. **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 Green Wards, together with 'two other persons to be selected by the lessees [i.e. 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 [i.e. 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 2019/2020. 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 in line with established practice.

As regards the residents representatives, 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 judgment to make its own decision.

The existing appointees are Mr A E Panter and Mr N Bromilow who have allowed their names to go forward for consideration. There have been no other nominations.

RECOMMENDATION:

To appoint the Englefield Green Committee with Englefield Green East and West Ward Members and two local residents' representatives.

(To resolve)

Background papers - Crown Lease for Englefield Green

15. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF COMMITTEES

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.

RECOMMENDATION:

To appoint a Chairman and one or more Vice-Chairmen for each of the following Committees:

- Corporate Management Committee**
- Environment and Sustainability Committee**
- Housing Committee**
- Community Services Committee**
- Planning Committee**
- Overview and Scrutiny Select Committee/Crime and Disorder Committee**
- Licensing Committee**
- Regulatory Committee**
- Standards and Audit Committee.**

(To resolve)

Background papers - none

16 **SUB-COMMITTEES**

Annual 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.

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 approved are the Licensing Sub-Committees of the Licensing Committee, the Hearings Sub-Committee of the Standards and Audit Committee, and the Property Acquisitions Sub-Committee of the Corporate Management Committee.

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

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

(For information)

Background papers-- none

17. **RUNNYMEDE JOINT COMMITTEE**

Meetings of this Joint Committee will be held in June, September, November 2019, and March 2020 at 6.30pm at the Civic Centre, Addlestone.

The offices of Chairman and Vice- Chairman alternate between Runnymede and Surrey County Councils every year, with the Borough Council required to provide the Chairman in 2019/20. The Vice –Chairman must be a Surrey CC representative for 2019/20.

RECOMMENDATION:

To appoint 6 Members of the Council, one of whom to be Chairman in 2019/20, to the Runnymede Joint Committee for the Municipal Year 2019/20.

(To resolve)

Background papers – Constitution of Runnymede Joint Committee.

18 **POLICE AND CRIME PANEL JOINT COMMITTEE**

The meetings of the Joint Committee are held at 10.30am at County Hall, Kingston.

Councillor Waddell is the Council's current representative.

RECOMMENDATION:

To nominate a Member as the Council's representative on the Surrey Police and Crime Panel Joint Committee to serve a four year term until May 2023.

(To resolve)

Background papers - none

19. **SURREY WASTE PARTNERSHIP AND NOMINATIONS TO SURREY LEADERS' GROUP (SLG)**

To make the following appointment to the Surrey Waste Partnership and nominations to SLG:

a) **Surrey Waste Partnership 2019/20**

Councillor Mrs Warner, as Chairman of Environment and Sustainability Committee was the Council's representative in 2018/19, with Councillor Mrs Gillham attending in an observer capacity.

RECOMMENDATION:

To appoint one Member to represent the Council on the Surrey Waste Partnership for 2019/20.

(To resolve)

Nomination to the SLG for possible appointment to the following bodies - Three Year Appointments:-

b) **SCC WELLBEING AND HEALTH SCRUTINY BOARD**
ONE appointment available

The Board performs a statutory function looking at the work of the Clinical Commissioning Groups (CCGs) and National Health Service (NHS) provider trusts. It acts as a 'critical friend' by suggesting ways that health related services might be improved. It also looks at the way the health service interacts with social care services, the voluntary sector, independent providers and other council services to jointly provide better health services to meet the diverse needs of Surrey residents and improve their wellbeing. It is a scrutiny committee of the County Council.

The nominee should be a member of the Overview and Scrutiny Select Committee and not a member of Corporate Management Committee

Meets: Varies.

Time: Daytime

Venue: Surrey County Council

c) **SURREY AND BORDERS PARTNERSHIP NHS FOUNDATION TRUST (MENTAL HEALTH FOUNDATION TRUST)**
ONE appointment available

The 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 Trust is to ensure that people living within its catchment area enjoy consistently good mental health and well being

Meets: varies

Time: Afternoons

Venue: Locations around central Surrey

RECOMMENDATION:

One nomination each be made to SLG for possible appointment to the bodies in b) and c) above.

(To resolve)

Background papers - letter from SLG dated 27 March 2019.

COUNCIL MEETING

WEDNESDAY 15 MAY, 2019

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12. APPOINTMENT OF COMMITTEES

To receive the report of the Corporate Head of Law and Governance set out below, and in accordance with the Local Government Act 2000 to proceed to establish the standing Committees listed at 12.3 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.

12.1 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.

12.2 **Political Composition of the Council**

The total seats on the Council is 41. The political composition of the Council at the date of the meeting will be as follows:-

	<u>Seats</u>	<u>Approx % of Total</u>
Conservative	26	63.41
Runnymede Independent Residents'	6	14.63
Liberal Democrats	3	7.31
Labour	2	4.87
Independent	2	4.87
Cllr Mackay	1	2.43
Green	1	2.43

(NB – The Conservative Members, the Runnymede Independent Residents' Members, the Liberal Democrat Members, Labour Members and Independent Members (Councillors Cressey and Olorenshaw) have constituted themselves as political groups in accordance with the 1989 Act).

(For information)

12.3 **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

Corporate Management Committee	12
Environment and Sustainability Committee	10
Housing Committee	10
Community Services Committee	10
Planning Committee	15
Regulatory Committee	5
Overview and Scrutiny Select Committee (also functioning as the Crime and Disorder Committee)	9
Standards and Audit Committee	10

This gives 81 seats to divide amongst the political groups. On the basis of the statutory principles, there is a total Committee seat entitlement for each political grouping as follows:-

<u>Group</u>	<u>Total Committee Entitlement</u>
Conservative	51
Runnymede Independent Residents'	12
Liberal Democrats	6
Labour	4
Independent	4
	<hr/>
	77

The remaining four seats must be allocated to Councillors Mackay (Independent) and Councillor Brierley (Green party) who are not part of a political group. It is for the Council to decide which Committees Councillors Mackay and Brierley sit on.

(For information)

12.4 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 12.1 and the last sentence of the paragraph immediately above.

Although Officers have made suggestions in the table at Appendix 'A' to this report, it is for the Council to agree which Committee has which split.

RECOMMENDATION:

the allocation of seats on the Committees named in paragraph 12.3 and in Appendix 'A' be as set out therein.

(To resolve)

12.5 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. **The wishes of the political groups regarding appointments to Committees will be tabled at this meeting.** In order to allow for possible changes to the membership of Committees during the Municipal Year, these appointments should not be for fixed terms. **The Council must formally appoint the 'non-Group' Members (Cllrs Brierley (Green) and Cllr Mackay (Independent) to such Committees as it may decide.** Members are reminded that should the need for change in membership arise during the year, under Standing Order 22.8 the Chief Executive or Corporate Head of Law and Governance, or Democratic Services Manager are 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 from the five political groups be eligible, so as to maximise flexibility.**

RECOMMENDATION:

- a) Committee seats be allocated to Members of Political Groups as requested by those Groups and as tabled at the meeting;**
- b) Councillors Mackay and Brierley be appointed to Committees as set out in Appendix 'A'; and**
- c) any other Member of the Council from the five political groups be eligible for appointment to any Committee or Sub-Committee.**

(To resolve)

12.6 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.

(For information).

APPENDIX A

Committee	Con	RIRG	Lib	Labour	Ind	S.Mackay	Green
Corporate Management (12)	8	2	1	1			
Environment and Sustainability (10)	6	1	1		1		1
Housing (10)	6	1	1	1		1	
Community Services (10)	6	1	1	1	1		
Planning (15)	10	2	1	1	1		
Regulatory (5)	3	1	1				
Crime & Disorder/Overview & Scrutiny (9)	5	2				1	1
Standards and Audit (10)	7	2			1		
(81)	51	12	6	4	4	2	2