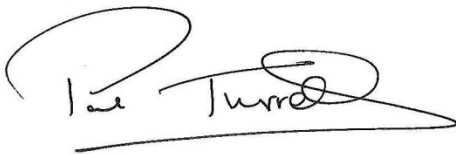


09.05.23

Dear Councillor

SUMMONS TO A MEETING OF THE FULL COUNCIL

I hereby summon you to attend the meeting of the Full Council to be held on **Wednesday, 17 May 2023** at **7.30 pm**. The meeting will be held at **Council Chamber - Civic Centre**.



PAUL TURRELL
Chief Executive
01932 425500
Email: paul.turrell@runnymede.gov.uk

A G E N D A

1. **Election of Mayor for the 2023/24 Municipal Year**

The Council, at its meeting on 2 March 2023, resolved that Councillor Shannon Saise-Marshall be nominated at the Annual Council Meeting for the office of Mayor for the 2023/2024 municipal year.

Recommendation:

To elect a Mayor for the 2023/2024 municipal year.

2. **Declaration by Mayor of Acceptance of Office**

3. **Appointment of Mayor's Consort**

The newly elected Mayor will announce their consort.

4. **Appointment of Mayor's Chaplain**

The newly elected Mayor will announce their Chaplain.

5. **Appointment of Deputy Mayor**

In accordance with Standing Order 7, Council is asked to consider candidates for the office of Deputy Mayor for the 2023/24 municipal year. Councillor Nick Prescott, who was nominated for this position at the meeting of the Council on 2 March 2023, has since withdrawn his candidacy.

If there is more than one nomination, the selection of Deputy Mayor will be conducted by secret ballot. In the event of an equality of votes on the nomination, the Mayor shall exercise a second or casting vote.

Recommendation:

To appoint a Deputy Mayor for the 2023/2024 municipal year.

6. **Declaration by Deputy Mayor of Acceptance of Office**

7. **Appointment of Deputy Mayor's Consort**

The newly appointed Deputy Mayor will announce their consort.

8. **Mayor's Announcements**

9. **Appointment of Leader of the Council**

To appoint a Leader of the Council, in accordance with Standing Order 6.

10. **Minutes**

To confirm and sign, as a correct record, the minutes of the meeting of the Council held on 27 April 2023.

To follow.

11. **Apologies for Absence**

12. **Declarations of Interest**

If Members have an interest in an item, please complete a member interest form and email it to Democratic.Services@runnymede.gov.uk by 5pm on the day of the meeting. Members are advised to contact the Corporate Head of Law and Governance prior to the meeting if they wish to seek advice on a potential interest.

13. **Speaking or Questions from Members of the Public under Standing Order 12**

In pursuance of Standing Order 12.1, public questions or speaking is not permitted at this meeting.

14. **Petitions**

To receive any petitions from members of the Council under Standing Order 19.

15. **Questions from Members of the Council under Standing Order 13**

16. **Constitution of the Council**

To note that the Constitution, approved at Council on 27 April 2023, will apply for the 2023/24 municipal year.

17. Appointment of Committees

a) Establishment of committees and sub-committees

To establish committees and sub-committees, for the 2023/24 municipal year, in accordance with the provisions set out in the Council's Constitution.

Committee	Seats
Corporate Management Committee	12
Environment and Sustainability Committee	10
Housing Committee	10
Community Services Committee	10
Planning Committee	15
Licensing Committee	11
Regulatory Committee	5
Overview and Scrutiny Select Committee	9
Crime and Disorder Committee	9
Standards and Audit Committee	10
Standing Appointments Sub-Committee	5

No further sub-committees can be created without the express approval of Council, unless referred to in the Constitution (in accordance with Standing Order 22.2). Notwithstanding the Standing Appointments Sub-Committee listed above, the only other "standing" sub-committees currently approved are Licensing Sub-Committees, and Standards and Audit Sub-Committees. These sub-committees only meet as and when required and the memberships are drawn from the Licensing Committee and Standards and Audit Committee respectively.

Recommendation:

To establish the committees and sub-committees in accordance with the arrangements set out above.

b) Allocation of seats to political groups

Section 15 of the Local Government and Housing Act 1989 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.

It is important to note that the commonly accepted definition of a “political group” is a grouping of two or more members. Independent councillors therefore do not have an entitlement to a seat on a committee, although the Council is at liberty to allocate seats to independent councillors, should it so wish.

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 is constituted with consideration for proportionality arrangements. The Licensing Committee is therefore included in the wider calculations.

Further information on the calculated entitlement to seats on committees, and recommendations on the proposed allocation of seats to political groups, are **to follow**.

c) Appointment of members to committees and sub-committees

To appoint members to serve on the above-mentioned committees and sub-committees, in accordance with the arrangements set out in the Council’s Constitution and the wishes of political groups.

Members are reminded that should the need for a 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 political groups be eligible, so as to maximise flexibility.

It should be noted that substitution arrangements do not apply to the Licensing Committee.

Proposed appointments to committees will follow, at the conclusion of discussions between group leaders.

d) Englefield Green Committee

The lease with the Crown Estate 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 2023/2024. 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’ to seek 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.

Two nominations from qualifying tenants have been received – one from Mr N. Bromilow and one from Mr R. McGregor-Johnson.

Recommendation:

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

Background papers - Crown Lease for Englefield Green

e) Appointment of Chairmen and Vice-Chairmen of Committees

To appoint chairmen and vice-chairmen to committees. Nominations to positions are **to follow**.

Sub-committees will elect chairmen and vice-chairmen at their next meetings, if and when arranged, in accordance with existing custom and practice.

18. Appointment to the Surrey Environment Partnership 2023/24

Councillor L Gillham was the Council’s representative in 2022/23.

Nominations received are *to follow*.

Recommendation:

To appoint one (1) member to represent the Council on the Surrey Environment Partnership for 2023/24.

19. Nominations to Surrey Leaders' Group (SLG)

Nomination to the SLG for possible appointment to the following bodies for a period of three years to June 2026. Any members wishing to have their nomination considered at Annual Council are required to have completed and returned a nomination form to democratic.services@runnymede.gov.uk by Monday 15 May 2023.

Nominations for each position are *to follow*.

a) Adults and Health Select Committee (representative)

Representatives may not be members of the Corporate Management Committee.

One (1) position available.

b) Countryside Access Forum (representative)

One (1) position available.

c) Surrey and Borders Partnership NHS Foundation Trust (representative)

One (1) position available.

d) Mental Health Partnership Board (representative)

One (1) position available.

e) Surrey Heartlands Integrated Care Partnership (representative)

One (1) position available.

Note: this is one of two (2) positions; one of which is already filled.

Unsuccessful nominees for the representative role will be considered for one of the two (2) positions for substitutes.

f) Surrey Civilian Military Partnership Board (representative)

One (1) position available.

Note: this is one of two (2) positions; one of which is already filled.

20. Notices of Motion from Members of the Council under Standing Order 15

To receive and consider any notices of motion from members of the Council under Standing Order 15.

21. Minority Group Priority Business

To consider any item of minority group priority business registered under Standing Order 23. Any item of such business will be circulated separately with this summons.

22. Press and Public to be Excluded by Resolution

To consider any items so resolved at the meeting.