

## PART A

**Report to:** Annual Council  
**Date of meeting:** 22 May 2018  
**Report of:** Democratic Services Manager  
**Title:** Establishment of Committees and Appointment of Chairs and Vice Chairs

### 1.0 Summary

- 1.1 Council Procedural Rule 1.2 provides for nominations for membership of Committees and Sub-Committees to be made by the political groups (as designated under the Local Government (Committees and Political Groups) Regulations 1990.)
- 1.2 The Local Government and Housing Act 1989 and the Regulations require that seats on ordinary Committees are allocated in accordance with political balance. This provision also extends to scrutiny committees as they are being set up directly by the Council.

### 2.0 Risks

2.1

Nature of Risk	Consequence	Suggested Control Measures	Response ( <i>Treat, tolerate, terminate, transfer</i> )	Risk Rating (the combination of severity and likelihood)
Not complying with the principles of the Local Government and Housing Act 1989 and the Regulations	Could leave the council open to challenge	Groups have been asked to make nominations and any vacancies will be voted on at the meeting	Treat	2

### 3.0 **Recommendations**

- 3.1 That Council unanimously agrees that the Standards Committee is not politically balanced - see paragraph 4.4.1
- 3.2 That Council agrees the establishment of politically balanced committees as set out in paragraph 4.1 of the report.
- 3.3 That Council agrees the establishment of non politically balanced committees as set out in paragraph 4.2
- 3.4 That Council agrees the appointment of Members to politically balanced committees as set out in paragraph 4.3.1 of the report and Appendix A.
- 3.5 That Council agrees appointments to non politically balanced as set out in paragraphs 4.2 and Appendix A.
- 3.6 That Council appoints chairs and vice chairs to the committees listed in paragraphs 4.1 and 4.2 and Appendix B.

#### **Contact Officer:**

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**Report approved by:** Head of Democracy and Governance

### 4.0 **Detailed proposal**

#### 4.1 **Politically Balanced Committees**

1.	Licensing Committee	15 seats
2.	Development Management	9 seats
3.	Overview & Scrutiny Committee	9 seats
4.	Budget Panel	9 seats
5.	Outsourced Services Scrutiny Panel	7 seats
6.	Highways Forum	6 seats

7.	Council Functions	7 seats
8.	Audit Committee	5 seats
9.	Chief Officer Pay Panel	5 seats
10.	Appointments Committee	5 seats
	<b>TOTAL</b>	<b>77 seats</b>

#### 4.2 Non Politically balanced committees

1.	Major Projects Board	7 seats (at least one from each Group)
2.	Constitution Working Party	7 seats (at least one from each Group)
3.	Member Development Group	Up to 10 seats (at least one from each Group).
4.	Planning Policy Advisory Group	9 Members (at least one from each Group one of whom must be the Portfolio holder with responsibility for Planning).
5.	Housing Policy Advisory Group	7 members (at least one from each Group including the Portfolio Holder responsible for Housing)
6.	Standards Committee	5 seats (three Liberal Democrats + two Labour )
7.	Community Safety Partnership Task Group	7 seats <i>Agreed at the first meeting of O&amp;S Committee</i>
8.	Digital Watford Board	5 seats (at least one from each Group including the Portfolio Holder with responsibility for this area)

4.3 Seats on politically balanced committees are allocated on a proportional basis of 25 seats to the Liberal Democrat Group and 10 seats to the Labour Group. There is one vacancy currently.

4.3.1 Seats on committees have been allocated as follows:

			<b>Lib Dem</b>	<b>Lab</b>
1.	Licensing Committee	<b>15 seats</b>	11	4
2.	Development Control	<b>9 seats</b>	6	3
3.	Overview & Scrutiny Committee	<b>9 seats</b>	6	3
4.	Budget Panel	<b>9 seats</b>	6	3
5.	Outsourced Services Scrutiny Panel	<b>7 seats</b>	5	2
6.	Highways Forum	<b>6 seats</b>	4	2
7.	Council Functions	<b>7 seats</b>	5	2
8.	Audit Committee	<b>5 seats</b>	4	1
9.	Chief Officer Pay Panel	<b>5 seats</b>	4	1
10	Appointments Committee	<b>5 seats</b>	4	1
	<b>TOTAL</b>	<b>77</b>	<b>55</b>	<b>22</b>

4.3.2 Group Leaders have been asked to nominate Members to committees. Any seats not agreed beforehand will be dealt with at the Annual Council meeting.

4.3.3 Members should note that members of the Cabinet cannot sit on a scrutiny committee and that the Mayor is not included for the purpose of political balance and therefore cannot be appointed to any of these Committees.

#### **4.4 Non Politically balanced committees**

##### **4.4.1 Standards Committee**

The Localism Act 2011 resulted in a number of changes to the Standards regime which came into effect on 1 July 2012.

At its annual meeting in May 2012 council established a Standards Committee which took effect from 1 July 2012 comprising 5 elected members of the Council. Council agreed unanimously that the committee would not be constituted on the lines of proportionality. If Council wishes to continue this approach then it must again unanimously agree that the committee is not constituted on the lines of proportionality.

The Mayor cannot be appointed to this committee.

##### **4.4.2 Major Projects Board, Constitution Working Party, Planning Policy Advisory Group, Housing Policy Advisory Group and Digital Watford Board**

These are not decision making bodies and should include at least one Member from each Group. Planning Policy Advisory Group, Housing Policy Advisory Group and Digital Watford Board should include the relevant portfolio holders.

##### **4.4.3 Member Development Group**

This Group comprises up to 10 members and should include at least one representative from each political group who will act as training champion to encourage members of their Group to participate in training and development activities.

#### **4.5 Licensing Committee**

4.5.1 The Council is required to have two Licensing Committees: one to deal with applications under the Licensing Act 2003 and Gambling Act 2005 and setting up the sub committees and the other to deal with all other licensing matters. Each of the Licensing committees has the same membership and meet on the same evening with one meeting starting at the rising of the other.

4.5.2 The Licensing Committee is able to appoint sub-committees of 3 members from the main committee to deal with:

- Determining new and variation applications submitted under the Licensing Act 2003 where representations have been received.
- Conducting reviews of premises' licences and club premises' certificates as requested.
- Gaming machine applications for licensed premises requesting 5 or more

machines.

- Conducting reviews of gaming premises as requested.
- Determining new and variation applications submitted under the Gambling Act where representations have been received.
- Consideration of appeals from licensed hackney carriage/private hire drivers when their licence is being revoked by the Council.
- Determining Temporary Event Notices when representations had been received by the Police. These hearings have to be held at short notice.

Hearings take place during the day. Chairs of the sub committees are elected at each meeting and for that meeting only.

#### 4.6 **Nominations from Political Groups**

4.6.1 Group Secretaries have been asked to consider and agree nominations prior to Annual Council. Nominations received so far are attached as Appendix A. Any appointments not determined in this way will be put to the Annual Council meeting and agreed through a voting process.

4.6.2 Members are also required to agree the appointments of chairs and vice-chairs to the committees listed in 3.1 and 3.1.2 above .

The Planning Policy Advisory Group, Housing Policy Advisory Group and Digital Watford Board are chaired by the Portfolio Holders.

As agreed at Constitution Working Party, the Chairs of Budget Panel, Outsourced Services Scrutiny Panel and Community Safety Partnership Task Group should all be drawn from the membership of the Overview and Scrutiny Committee (Community Safety Partnership Task Group membership and chair is agreed at the first meeting of the Overview and Scrutiny Committee.)

Nominations received so far are attached as Appendix B. Any outstanding appointments will be put to the Annual Council meeting and agreed through a voting process.

4.6.3 Groups should have regard to the specific training requirements which **must** be undertaken by all members of Development Management and Licensing Committees. Members who do not undertake the relevant training are unable to participate in meetings of these committees including acting as replacements or debating related issues at Council meetings. It is therefore advisable for all councillors to undergo training in these areas regardless of whether they are actual members of the Licensing or Development Management Committees. It was also agreed at Council that members should have scrutiny training every two years in order to sit on the scrutiny committees.

## 5.0 **Implications**

### 5.1 **Financial**

- 5.1.1 The Director of Finance comments that there are no financial implications contained in this report.

### 5.2 **Legal Issues** (Monitoring Officer)

- 5.2.1 The Head of Democracy and Governance comments that that the legal implications are contained within the body of the report. As the Elected Mayor is not included in the political balance calculation he cannot be nominated to any politically balanced committees or Standards regardless of the Council deciding that it should not be appointed to in accordance with political balance.

### 5.3 **Equalities/Human Rights**

- 5.3.1 The allocation of seats is carried out in accordance with Local Government and Housing Act 1989 and the Regulations require that seats on ordinary Committees are allocated in accordance with political balance.

### 5.4 **Staffing**

- 5.4.1 None

### 5.5 **Accommodation**

- 5.5.1 None

### 5.6 **Community Safety/Crime and Disorder**

- 5.6.1 None

### 5.7 **Sustainability**

- 5.7.1 None

## **Appendices**

A - Nominations to Committees

B - Nominations to Chairs and Vice-Chairs

## **Background Papers**

Letter to Groups from Democratic Services Manager 4 May 2018

Completed nomination forms received from Group Secretaries.