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Reference:
Date: 25 May 2022

Dear All

FULL COUNCIL – WEDNESDAY 25 MAY 2022

I enclose, for reference, documents which were tabled at the meeting of Full Council, on Wednesday 25 May.

Agenda No Item

8 **Appointments to Committees 2022/23** (Pages 3 - 16)

To consider and, if thought fit, to approve the recommendations set out in the report.

Kind regards,

Renee Dillon
Democratic Services Leader.

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Appointments to Committees 2022/23

For Annual Council on 25 May 2022

Summary

Lead Member:

Lead Director: Lee Colyer, Director of Finance, Policy and Development

Head of Service: Jane Clarke, Head of Policy and Governance

Report Author: Jane Clarke, Head of Policy and Governance

Classification: Public document (non-exempt)

Wards Affected: All

Approval Timetable	Date
Political Groups	May 2022
Annual Council	25 May 2022

Recommendations

Officer recommendations as supported by political Group Leaders:

1. That the allocation of seats to Committees (political balance), as set out at appendix A tabled at the meeting, be approved.
2. That the appointments to the Committees, as set out at appendix B tabled at the meeting, be approved.

1. Introduction and Background

- 1.1 This report sets out the process for the appointment of Councillors to Committees in accordance with political balance legislation.

2. Political Balance

- 2.1 As a result of the Borough Elections held on 5 May 2022 the political balance of the Council is as follows:

Political Party	Number of seats on the Council	Proportion expressed as a percentage
Liberal Democrats	16	33.33%
Conservative	13	27.08%
Tunbridge Wells Alliance	9	18.75%
Labour	7	14.58%
Independent Members (no political Group)	3	6.25%
Totals	48	99.99%

- 2.2 The political balance legislation requires that Committees are established to reflect the overall political balance of the Council. The Council must allocate seats on Committees and other prescribed bodies so as to give effect to the political balance rules.
- 2.3 Section 15(5) of the Local Government and Housing Act 1989 sets out four rules, and requires authorities to apply them in descending order of priority:
- 1) When some or all of the members of an authority have formed into two or more political groups, then no committee may comprise just members from one political group;
 - 2) Where a majority of members of the Council are members of one political group, that political group must have a majority of the seats on each Committee;
 - 3) Without being inconsistent with the first two rules, the number of seats allocated to each political group on all the committees taken together be as near as possible proportionate to their strength on the Council; and

- 4) So far as is consistent with rules 1-3, each political party must be allocated that number of seats on each committee taken individually as is proportionate to their strength on the Council
- 2.1 The calculation of political balance is a statutory process and not subject to approval. However, the rounding applied to actual seats is for agreement by the Council.
- 2.2 In order for the Council to conduct its business and for the Committees to function, formal appointments need to be made to each Committee, according to the allocation of seats set out and with a membership determined by each political Group Leader.
- 2.3 Individual appointees may be substituted provided the political balance is maintained.

3. Consultation on Options

- 3.1 As this is an internal procedure, no consultation is required.

4. Implementation

- 4.1 The decisions of Annual Council will come into effect immediately, and the results will be published to the Council's website.

5. Appendices and Background Documents

Appendices:

- Appendix A: Calculation of Political Balance
- Appendix B: Appointment to Committees

Agenda Item 8



Calculation of Political Balance (May 2022)

Political Balance

1.1 The political balance of the Council would be as follows:

Political Party	Number of seats on the Council	Proportion expressed as a percentage
Liberal Democrats	16	33.33%
Conservative	13	27.08%
Tunbridge Wells Alliance	9	18.75%
Labour	7	14.58%
Unallocated	3	6.25%
Totals	48	99.99%

1.2 The political balance legislation requires that committees are established to reflect the overall political balance of the Council. The Council must allocate seats on committees and other prescribed bodies so as to give effect to the political balance rules.

1.3 Section 15(5) of the Local Government and Housing Act 1989 sets out four rules, and requires authorities to apply them in descending order of priority:

- 1) When some or all of the members of an authority have formed into two or more political groups, then no committee may comprise just members from one political group;
- 2) Where a majority of members of the Council are members of one political group, that political group must have a majority of the seats on each committee;
- 3) Without being inconsistent with the first two rules, the number of seats allocated to each political group on all the committees taken together be as near as possible proportionate to their strength on the Council; and
- 4) So far as is consistent with rules 1-3, each political party must be allocated that number of seats on each committee taken individually as is proportionate to their strength on the Council.

Allocation of seats on committees

1.4 For the purposes of allocating seats, the Cabinet Advisory Boards are committees of the Full Council and must be treated in the same way as all other committees.

1.5 The allocation applies in respect of the number of 'ordinary' seats, but not including substitute seats.

1.6 The total allocation of seats applied to each political group does not include the Cabinet (or any Cabinet sub-committees, working groups or Executive appointments), which are not subject to the statutory rules on political balance.

1.7 The table below sets out the total number of applicable committee seats:

Appendix A

Applicable committees	Total number of seats on each committee
Appeals Committee	5
Audit & Governance Committee	8
General Purposes Committee	8
Investigating & Disciplinary Committee	5
Licensing Committee	15
Overview & Scrutiny Committee	12
Planning Committee	14
Communities & Economic Development Cabinet Advisory Board	11
Finance & Governance Cabinet Advisory Board	11
Planning & Transportation Cabinet Advisory Board	11
Total	100

1.8 The table below sets out the overall allocation of seats to each political group across all committees, in accordance with the above political balance (rule 3):

Political group	Overall allocation of seats to all committees
Liberal Democrats	33
Conservative	27
Tunbridge Wells Alliance	19
Labour	15
Unallocated seats	6
Total	100

1.9 A political group can only be formed if it has at least two elected members. The political balance legislation requires that the unallocated seats are given to those members who are not part of a political group.

1.10 Noting the calculations on the final page, the table below sets out the allocation of seats to each political group and independents on each committee in accordance with the above political balance (rule 4) which must be consistent with the totals in the table under paragraph 1.8 (rule 3).

Committees	LIB	CON	TWA	LAB	Ind
Appeals Committee	2	1	1	1	0
Audit & Governance Committee	3	2	2	1	0
General Purposes Committee	2	3	1	1	1
Investigating & Disciplinary Committee	2	1	1	1	0
Licensing Committee	4	4	3	1	3
Overview & Scrutiny Committee	4	3	2	2	1
Planning Committee	5	3	3	2	1
Communities & Economic Development C.A.B.	3	4	2	2	0
Finance & Governance C.A.B.	4	3	2	2	0
Planning & Transportation C.A.B.	4	3	2	2	0
Total	33	27	19	15	6
Total para 1.8	33	27	19	15	6

1.11 The table below summarises the changes to particular committees as a result of rebalancing:

Appendix A

Calculation of seats on each committee

	Lib Dem	Cons	TWA	Lab	Ind
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Appeals Committee (5 seats)

Calculation	1.65	1.35	0.93	0.72	0.31
Rebalanced	2	1	1	1	0

Audit and Governance Committee (8 seats)

Calculation	2.66	2.16	1.5	1.16	0.5
Rebalanced	3	2	2	1	0

General Purposes Committee (8 seats)

Calculation	2.66	2.16	1.5	1.16	0.5
Rebalanced	2	3	1	1	1

Investigating and Disciplinary Committee (5 seats)

Calculation	1.65	1.35	0.93	0.72	0.31
Rebalanced	2	1	1	1	0

Licensing Committee (15 seats)

Calculation	4.99	4.06	4.06	2.18	0.93
Rebalanced	4	4	3	1	3

Overview and Scrutiny Committee (12 seats)

Calculation	3.99	3.24	2.25	1.74	0.75
Rebalanced	4	3	2	2	1

Planning Committee (14 seats)

Calculation	4.66	3.79	2.62	2.04	0.87
Rebalanced	5	3	3	2	1

Communities and Economic Development CAB (11 seats)

Calculation	3.66	2.97	2.06	1.60	0.68
Rebalanced	3	4	2	2	0

Finance and Governance CAB (11 seats)

Calculation	3.66	2.97	2.06	1.60	0.68
Rebalanced	4	3	2	2	0

Planning and Transportation CAB (11 seats)

Calculation	3.66	2.97	2.06	1.60	0.68
Rebalanced	4	3	2	2	0

TOTAL

Total of each committee	33	27	19	15	6
Total of all committees from para 1.8	33	27	19	15	6

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Appointments to Committees May 2022

Appeals Committee

Membership: 5 to include at least one member of the Executive

Quorum: 3 to include at least one member of the Executive

Substitutes: 3

To consider appeals in respect of actions short of dismissal arising from the Investigatory Committee as set out in the JNC Conditions of Service.

	Group	Cllr Name	Role	Substitutes
1.	LD	Funnell		
2.	LD	Chapelard		
3.	Cons	March		
4.	TWA	Neville	Vice Chair	
5.	Lab	Rogers	Chair	

Audit and Governance Committee

Membership: 8 Members, 2 Independent Members and 2 Parish Council Members

Quorum: 3 to include one independent member

Substitutes: none

To consider activity relating to internal and external audit for the Council, to maintain the Council's Constitution and governance arrangements, to review the annual statement of accounts, and to discharge the functions relating to the Code of Conduct for Members.

	Group	Cllr Name	Role	Independent Members
1.	LD	Barrass		Mr Quigley
2.	LD	Ellis		Mr Turner
3.	LD	C Hall		
4.	Cons	Allen		Parish/Town Council
5.	Cons	Dawlings		Cllr Barry Edwards
6.	TWA	Pope	Chair	Cllr Charles Mackonochie
7.	TWA	McMillan		
8.	Lab	Everitt	Vice Chair	

General Purposes Committee

Membership: 8

Quorum: 3

Substitutes: 5

To carry out all functions related to health and safety at work, elections and electoral administration functions, powers around byelaws and local or personal Bills, and miscellaneous functions.

	Group	Cllr Name	Role	Substitutes
1.	LD	Funnell		
2.	LD	Wormington	Chair	
3.	Cons	Barrington-King		
4.	Cons	L Hall		
5.	Cons	March		
6.	TWA	Knight	Vice Chair	
7.	Lab	Moon		
8.	Ind	Rands		

Investigating and Disciplinary Committee

Membership: 5 to include at least one member of the Executive

Quorum: 3 to include at least one member of the Executive

Substitutes: 3

To discharge the functions set out in the JNC Conditions of Service in relation to the Head of Paid Service, Monitoring Officer and Chief Financial Officer, and to consider any investigations and reports from the Designated Independent Person.

	Group	Cllr Name	Role	Substitutes
1.	LD	Barrass		
2.	LD	Fitzsimmons	Vice Chair	
3.	Cons	Dawlings		
4.	TWA	Sankey		
5.	Lab	Britcher-Allan	Chair	

Licensing Committee

Membership: 15
 Quorum: 4
 Substitutes: None

All functions related to licensing and registration contained in the Licensing Act 2003 and other miscellaneous licensing and registration functions.

	Group	Cllr Name	Role
1.	LD	Barrass	
2.	LD	Funnell	
3.	LD	Lidstone	
4.	LD	Wormington	
5.	Cons	Allen	
6.	Cons	Atwood	
7.	Cons	Roberts	
8.	Cons	White	
9.	TWA	Hayward	
10.	TWA	Pope	
11.	TWA	Wakeman	
12.	Lab	Hill	Vice Chair
13.	Ind	Atkins	Chair
14.	Ind	Bailey	
15.	Ind	Rands	

Overview and Scrutiny Committee

Membership: 12 none of whom maybe the Mayor or Executive Members
 Quorum: 4
 Substitutes: none

To review and scrutinise decisions made by the Cabinet, Committees or any other decision-making body of the Council and to assist with policy development and review.

	Group	Cllr Name	Role
1.	LD	Ellis	
2.	LD	Johnson	
3.	LD	Le Page	
4.	LD	Morton	Vice Chair
5.	Cons	Goodship	
6.	Cons	Holden	Chair
7.	Cons	Palmer	
8.	TWA	Knight	
9.	TWA	McMillan	
10.	Lab	Rogers	
11.	Lab	Britcher-Allan	
12.	Ind	Atkins	

Planning Committee

Membership: 14 Members, 7 from the Eastern Wards and 7 from the Western Wards

Quorum: 5

Substitutes: none

All functions related to town and country planning and development control.

	Group	Cllr Name	Role
1.	LD	Fitzsimmons (W)	
2.	LD	Johnson (W)	
3.	LD	Le Page (W)	
4.	LD	Patterson (E)	
5.	LD	Poile (W)	Chair
6.	Cons	Atwood (W)	
7.	Cons	Vacancy (E)	
8.	Cons	Vacancy (E)	
9.	TWA	Pope (W)	
10.	TWA	Wakeman (E)	
11.	TWA	Warne (E)	Vice Chair
12.	Lab	Britcher-Allan (W)	
13.	Lab	Moon (E)	
14.	Ind	Bailey (E)	

Communities and Economic Development Cabinet Advisory Board

Membership: 11 to be composed of at least 8 non-Executive Members and the relevant Portfolio Holder who shall be Chairman

Quorum: 3

Substitutes: none

To consider and advise on reports that fall within the functions of the Cabinet for Communities and Economic Development and to assist and advise the Cabinet on development of the policy framework.

	Group	Cllr Name	Role
1.	LD	Ellis	
2.	LD	Funnell	
3.	LD	Fitzsimmons	Chair
4.	Cons	Fairweather	
5.	Cons	March	
6.	Cons	Palmer	
7.	Cons	White	
8.	TWA	Neville	
9.	TWA	Pope	Vice Chair
10.	Lab	Everitt	
11.	Lab	Hill	

Finance and Governance Cabinet Advisory Board

Membership: 11 to be composed of at least 8 non-Executive Members and the relevant Portfolio Holder who shall be Chairman

Quorum: 3

Substitutes: none

To consider and advise on reports that fall within the functions of the Cabinet for Finance and Governance and to assist and advise the Cabinet on development of the policy framework.

	Group	Cllr Name	Role
1.	LD	Brice	
2.	LD	C Hall	
3.	LD	Hickey	Chair
4.	LD	Morton	
5.	Cons	Dawlings	
6.	Cons	Goodship	
7.	Cons	Holden	
8.	TWA	Hayward	Vice Chair
9.	TWA	Knight	
10.	Lab	Pound	
11.	Lab	Rogers	

Planning and Transportation Cabinet Advisory Board

Membership: 11 to be composed of at least 8 non-Executive Members and the relevant Portfolio Holder who shall be Chairman

Quorum: 3

Substitutes: none

To consider and advise on reports that fall within the functions of the Cabinet for Planning and Transportation and to assist and advise the Cabinet on development of the policy framework.

	Group	Cllr Name	Role
1.	LD	Brice	
2.	LD	Le Page	
3.	LD	Patterson	
4.	LD	Rutland	
5.	Cons	Atwood	
6.	Cons	L Hall	
7.	Cons	Roberts	
8.	TWA	Warne	
9.	TWA	Pope	Vice Chair
10.	Lab	Lewis	
11.	Lab	Pound	Chair

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