

10 May 2002

Dear Sir/Madam

I hereby summon you to attend the ANNUAL MEETING of the Council to be held on Thursday, 16 May, 2002 at 7.30 p.m., at the Civic Offices, Addlestone.

I am, Sir/Madam,  
Your obedient servant

T N WILLIAMS  
Chief Executive Officer

## **A G E N D A**

1. Election of Mayor.  
(Note; in accordance with the procedure agreed in December 1988, the Council at their meeting on 7 February 2002 resolved that Councillor Mrs. P.I. Broadhead be nominated at the Annual Council Meeting for the office of Mayor for 2002/2003).
2. Declaration by Mayor of Acceptance of Office.
3. Appointment of Deputy Mayor.  
  
(Note; in accordance with the procedure agreed in December 1988, the Council at their meeting on 7 February 2002 agreed that Councillor Mrs F.M. Angell be nominated at the Annual Council Meeting for the office of Deputy Mayor for 2002/2003).
4. Declaration by Deputy Mayor of Acceptance of Office.
5. Minutes - To approve and sign Minutes of the Meeting of the Council held on 25 April 2002 (Appendix 'A' - herewith).
6. Apologies for absence.
7. Declarations of Interest.
8. Mayor's Announcements.
9. To answer questions asked under Standing Order No. 13.
10. To receive the report of the Chief Executive Officer set out below, and in accordance with the Local Government Act 2000 to proceed to establish the standing Committees listed at 10.3 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.
- 10.1 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.

#### 10.2 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>
Conservatives	32	76.2
Runnymede Independents	6	14.3
Labour	4	9.5

(NB – on 16 May 2002 the Conservatives, the Runnymede Independent Members and the Labour Members have constituted themselves as political groups in accordance with the Act).

#### 10.3 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
Business Review Board	5
Services Review Board	5

This gives 65 seats to divide amongst the parties. On the basis of the principles set out in paragraph 10.1c above, there is a total Committee seat entitlement for each political grouping as follows:-

<u>Group</u>	<u>Total Cttee. Entitlement</u>
Conservative	50
Runnymede Independents	9
Labour	6

#### 10.4 Apportionment of Seats on Individual Committees

Seats on the seven main Committees should then be allocated according to the model below in order to give effect to principles (a), (b), and (d) in paragraph 10.1 and the last sentence of the paragraph immediately above. Clearly the identity of a particular committee as having a particular mix is for the Council to decide, but the pattern of distribution of seats should follow the model.

	<u>Political Groups</u>			
	Con	R.Ind	Lab	Total
Corporate Management	8	1	1	10
Economic Development	8	1	1	10
Planning	11	2	2	15
Housing & Community Services	8	1	1	10
Leisure and Environment	7	2	1	10
Business Review Board	4	1	-	5
Services Review Board	4	1	-	5
<b>Totals</b>	<b>50</b>	<b>9</b>	<b>6</b>	<b>65</b>

#### 10.5 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 Officer 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.

#### 10.6 Appointment of Non-Voting Members to Committees ("co-option")

The Council may appoint non-members of the Authority to Committees, other than any Committee for controlling and regulating the finance of the Authority or its area. It has been the practice to co-opt two additional members onto the Leisure and Environment Committee to represent the interests of residents surrounding Thorpe Green. Mrs. B. Miller and Mr. T Watson have agreed to continue in this capacity.

In addition, a non-voting Tenants Services Group representative may be co-opted on to the Housing and Community Services Committee. Mr. D. Wheeler fulfilled this role in 2001/2002 and has agreed to continue in 2002/2003.

The Council last year co-opted Mr. B. Stacey to the Business Review Board as a voice with entrepreneurial business experience. The Council is invited to consider whether it wishes to make a similar co-option for 2002/03.

#### 10.7 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-Committee of the Leisure and Environment Committee and the External Appointments Sub-Committee of the Corporate Management Committee. At present there is also the special sub-committee on the appointment of the next Borough Housing and Community Services Manager.

Five, or at any rate between four and six Members, is probably an optimum size for a normal Sub-Committee, particularly with a parent Committee of ten. However the Council should be aware that on the current political balance this will preclude the inclusion of a Labour Group Member unless the parent Committee decides to the contrary with no Member voting against.

## 10.8 Summary of Action Required

- a) To resolve that the allocation of seats on the Committees named in para. 10.4 above be as set out in that paragraph;
- 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;
- d) To appoint two additional persons, not being Members of the Council (Mrs. B. Miller and Mr. T. Watson), to be non-voting members of the Leisure and Environment Committee to represent residents around Thorpe Green for the Municipal Year 2002/2003;
- e) To appoint one additional person, not being a Member of the Council (Mr. D. Wheeler) to be a non-voting member of the Housing and Community Services Committee for the Municipal Year 2002/2003 for purposes affecting Council housing tenants;
- f) To consider whether the Council wishes to co-opt a non Councillor Member to one or both Review Boards.

### 11. To constitute the Englefield Green Committee

The Englefield Green Committee is limited to the Mayor and Deputy Mayor, the other Members representing the Englefield Green Wards, and two representatives of local residents. If representation is entirely local, the political balance requirements will not apply to the Committee in 2002/2003. 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.

#### Action Required

**To appoint the Englefield Green Committee with ward Members and two local representatives.**

### 12. The Standards Committee

The Standards 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 is not possible at the behest of political groups. 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, who last year were Dr. R.F. Miller and Mrs. C. Spurling. The Council is free at present to reappoint them, but by next year will have to follow an advertisement procedure as prescribed by regulations.

Standing Order 22.1(e) provides that a nominee for one of the non-Councillor places is not eligible if the leader of any political group objects.

#### Action required

**To appoint a Standards Committee of five Councillors and two non-Councillors.**

### 13. SURREY LOCAL GOVERNMENT ASSOCIATION (SLGA)

At the request of the S.L.G.A. to make the following appointments or nominations;

a) **Surrey Local Government Association 2002/2003**

To appoint one Member and one substitute (Member) to represent the Council on the SLGA for the Municipal Year 2002/2003.

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

Three Year Appointments:-

Surrey Historic Buildings Trust	ONE appointment available. Cllr Hayes-Allen (Woking) having completed his three year term.
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Annual Appointments:-

Territorial Army Volunteer Reserve	ONE appointment available. Present representative Cllr Seabrook (Mole Valley)
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AMIIS (formerly the Social Services Users and Carers Board)	ONE appointment available. Present representative Cllr Hinks (Woking)
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High Sheriff's Award	ONE appointment available. Present representative Cllr Denyer (Elmbridge)
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Rural Industries Sector Advisory Group	ONE appointment available. Present representative Cllr Pritchard (Woking)
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SCC Pension Fund - Investment Advisors Group	TWO appointments available. Present representatives Cllr Whittaker (Elmbridge) and Cllr Moore (Mole Valley)
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Community Safety Strategy Group	ONE appointment available. Present representative Cllr Norman (Runnymede)
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14. **ANNUAL APPOINTMENTS BY THIS COUNCIL TO OUTSIDE BODIES**

To note that the External Appointments Sub-Committee will meet on 11 June for the purpose of making these appointments.

15. **MEETINGS OF STANDING COMMITTEES**

Notice is hereby given that the undermentioned Committees will meet at the termination of other Annual Council business for the purpose of appointing respectively a Chairman and Vice-Chairman and, where group wishes have been notified, to appoint the Sub-Committee set out hereunder for the ensuing year.

- 1) CORPORATE MANAGEMENT COMMITTEE  
External Appointments Sub-Committee
- 2) ECONOMIC DEVELOPMENT COMMITTEE
- 3) PLANNING COMMITTEE
- 4) HOUSING AND COMMUNITY SERVICES COMMITTEE
- 5) LEISURE AND ENVIRONMENT COMMITTEE  
Licensing Sub-Committee
- 6) BUSINESS REVIEW BOARD
- 7) SERVICES REVIEW BOARD
- 8) STANDARDS COMMITTEE

In accordance with current Standing Orders, all Members of the Council may attend Meetings of a Committee but only Members of the particular Committee may vote thereat. This right to attend is restricted in the case of the Licensing Sub-Committee and the Standards Committee. In the two latter cases attendance is generally restricted to members of the body to protect proper legal procedures. It will be assumed for the purposes of the meetings convened on 16 May that the Chairman of the Standards Committee has invited non-members of their bodies to be present.

In order to allow for possible changes to the Membership of Sub-Committees during the Municipal Year, appointments must not be for fixed terms.

Sub Committees will appoint Chairmen and Vice Chairmen at their first meetings separately when convened.