

Wiltshire Council

Annual Council

10 May 2016

Appointment of Councillors to Committees

Introduction

1. Following on from the decision to formally re-appoint committees and allocate seats to political groups, the Council must now formally agree the appointment of councillors and substitutes to those Committees in accordance with the scheme of committee places agreed under the last item.

Appointment of Councillors and Substitutes

2. Each political group should state the names of the councillors it wishes to take its allocated places on committees and when those wishes are known, the Council is under a duty to make the appointment of those councillors as soon as practicable. It is a legal requirement however that the Council formally approves the appointment of councillors to committees and therefore it is essential that each political group notifies the Democratic Governance Manager of their nominated councillors to serve on committees, before the day of the Council meeting. Group Leaders may also wish to bear in mind the advantages of achieving a geographical spread of appointees particularly for area planning committees.
3. The Constitution currently provides that the Council will appoint substitute councillors to serve on each committee. Each political group is currently entitled to appoint up to four substitutes where it has a councillor on that committee. As with nominations of committee members (see paragraph 2 above) it is a legal requirement that the Council formally approves the appointment of substitute members to committees and therefore it is essential that each political group notifies the Democratic Governance Manager of their nominated substitute members to serve on committees, before the day of the Council meeting. To assist Group Leaders and Council, a schedule of **current** appointments to committees is attached as Appendix 1.
4. Councillors are encouraged to make use of the substitute system to ensure committees are fully represented in the case of absences by the appointed members. If a councillor finds that they are unable to attend a meeting then they should contact Democratic Services who will record and present your apologies at the meeting. They can also advise on the named substitutes for your political group. The onus is on the councillor to contact the substitute councillor although it would be helpful for you to notify Democratic services as they will report the temporary change of membership to the committee.

Committees of the Council

5. There are specific issues that need to be considered under the appointment of councillors.
6. The statutory rules regarding senior officers appointments embodied in the Council's Constitution require the Officer Appointments Committee to include at least one member of the Executive.
7. Also the Staffing Policy Committee requires two members of the Cabinet as Cabinet representation is required on its sub-committees by the Council's constitution and the Local Authorities (Standing Orders) (England) Regulations 2001.
8. The Standards Committee includes 4 non-voting co-opted members who were last re-appointed by Annual Council in May 2015. The Standards Committee at its meeting on 27 April 2016 recommended Council to confirm the reappointment of the four current co-opted non-voting members for their remaining term of office until the unitary and parish elections in May 2017.
9. As part of the Council's arrangements for dealing with Code of Conduct complaints, the Council is required to appoint at least one Independent Person whose views must be sought and taken into account before the Council makes a decision on an allegation it has decided to investigate. The Council has previously appointed 3 Independent Persons. The Standards Committee at its meeting on 27 April 2016 recommended Council to extend the term of appointment of the three current Independent Persons for a further year until the Annual Meeting of the new Council in May 2017 and to note that a recruitment process would be undertaken in advance of that date to recommend appointments to these positions.
10. The reappointment of the Standards Committee non-voting co-opted members and Independent Persons would secure the current level of service and expertise for the remaining period of this Council.
11. As referenced in the previous report on the appointment of committees, the Children's Select Committee must include nominees of the Church of England, the Roman Catholic Church and a number of elected parent governor representatives (historically there have been 3 appointed representatives – one from each school sector). They will be voting members. The Council also has discretion to appoint an unlimited number of co-opted members onto this committee as representatives of children's organisations/agencies (historically this has been on a non-voting basis).
12. Wherever possible the members of Area Planning Committees should be made up of local councillors. These committees however, unless the Council has determined otherwise under the previous item, will still need to be appointed on a politically proportional basis. The geographical consideration does not apply to the Strategic Planning Committee where applications of a more strategic nature are determined and where members are expected to apply a more strategic approach.

13. All unitary councillors representing the electoral divisions covered by an Area Board will be appointed to their relevant area board as set out in Appendix 2 to this report.
14. It has been a long standing convention that the chairmen of Select Committees would have a seat on the Overview and Scrutiny Management Committee. It has also previously been considered appropriate that the Chairman of the Financial Planning Task Group should also have a seat on the Overview and Scrutiny Management Committee. Similar conventions are in place in respect of the chairmen of the 4 Area Planning Committees having a seat on the Strategic Planning Committee. Group Leaders are therefore asked to consider these conventions when submitting their nominations for committee places. Group Leaders can of course make subsequent requests for changes within their allocation of seats as approved by Council at future meetings of Council should the need arise.

Matters for Decision

- (A) To appoint councillors to serve on those committees in accordance with the agreed scheme of committee places, until the next occasion membership is reviewed under the provisions of the Local Government & Housing Act 1989.
- (B) To appoint substitute members (to a maximum of four per group) to the committees referred to in (A) above.
- (C) To appoint those councillors representing electoral divisions to their respective area boards as set out in Appendix 2 to this report.
- (D) To reappoint the following co-opted non-voting members to the Standards Committee for their remaining term of office until the unitary and parish elections in May 2017:

Mr John Scragg
Miss Pam Turner
Mr Paul Neale
Mr Philip Gill MBE, JP

- (E) To extend the term of appointment of following the three current Independent Persons for a further year until the Annual Meeting of the new Council in May 2017 and to note that a recruitment process would be undertaken in advance of that date to recommend appointments to these positions:

Mr Stuart Middleton
Mrs Caroline Baynes
Mr Colin Malcolm

- (F) To reappoint the following non-elected members to the Children’s Select Committee:-

<u>Non-Elected Voting Members</u>	<u>Representing</u>
Mrs Lynne Swainston	Church of England
Dr Mike Thompson	Clifton Diocese Roman Catholic Church
Vacancy	Parent Governor (Secondary- maintained)
Vacancy	Parent Governor (Secondary – academy)
Mrs Alice Kemp	Parent Governor (Special Educational Needs)
Mr Ken Brough	Parent Governor (Primary)
<u>Non-Elected Non-Voting Members</u> (Up to Five)	
Mr James Wilkins	School, Children and Young People representatives
Ms Cathy Shahrokni	Further Education Representative
Miss Sarah Busby	Secondary Schools Headteacher Representative
Miss Tracy Cornelius	Primary School Headteachers Representative
Mr James Hawkins	School Teacher Representative

Robin Townsend
Associate Director - Corporate Function and Procurement

Report Author: Yamina Rhouati, Democratic Governance Manager

Appendices

Appendix 1 – Current membership of Committees

Appendix 2 – List of appointments to Area Boards

Background papers: None