

## **Wiltshire Council**

### **Annual Council**

**17 May 2011**

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## **Appointment 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.

### **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 Head of Democratic Services of their nominated councillors to serve on committees, preferably 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 three 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 Head of Democratic Services of their nominated substitute members to serve on committees, preferably before the day of the Council meeting.
4. The use of the substitute system by councillors is fairly patchy and a number of meetings have been held with the number of councillors attending well below the maximum size of the committee. Councillors are encouraged to make use of the substitute system. 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 to the membership of the committee.

5. A list of the current appointments to committees is attached as Appendix 1 for information.

### **Committees of the Council**

6. There are specific issues that need to be considered under the appointment of councillors.
7. The Constitution (Officer Employment Procedure Rules) currently requires the Officer Appointments Committee to include at least one member of the Executive.
8. 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.
9. The Standards Committee has provision for eight independent members and eight Town and Parish Council representatives with a term of office of 4 years. Currently there are two vacancies for independent members. The Committee has taken the view that in light of the Government's intention to abolish the national standards regime, it was not appropriate to fill the vacancies at this point in time.
10. The term of office of the Chairman of the Committee and independent member, Mrs Isabel McCord will expire in May 2011. The Committee at its meeting on 9 March 2011 recommended Council to extend Mrs McCord's membership until the end of the standards regime.
11. The membership also includes 6 members of the Council who are elected annually by the Council. These may not include the Leader or any member of the Cabinet. The current elected member representatives on the Committee are:  
  
Cllrs Nigel Carter, Ernie Clark, Peter Fuller, Malcolm Hewson, Julian Johnson and Ian McLennan.
12. Wherever possible the members of Area Planning Committees should be made up of local councillors. These committees however, unless the Council determines otherwise, will still need to be appointed on a politically proportional basis.
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.

## 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 three per group) to the committees referred to in (A) above.
- (C) To appoint six Councillors to serve on the Standards Committee.
- (D) To extend the term of office of Mrs Isabel McCord, independent member on the Standards Committee until the next annual meeting of Council or the end of the present standards regime whichever is the earlier.
- (E) To appoint the following non-elected members to the Children's Services Select Committee:-

<u>Non-Elected Voting Members</u>	<u>Representing</u>
Vacancy (Reserve/substitute: Mr C Shepperd)	Church of England
Dr M Thompson (Reserve/substitute: Canon L. O'Driscoll)	Clifton Diocese Roman Catholic Church
Mr N Owen	Parent Governor (Secondary)
Mrs A Kemp	Parent Governor (Special Educational Needs)
Mrs R Ryan	Parent Governor (Primary)
<u>Non-Elected Non-Voting Members</u> (Up to Five)	School, Children and Young People representatives
Mrs D Dale	Further Education Representative
Mr C Dark	Secondary Schools Headteacher Representative
Mrs J Finney	Primary School Headteachers Representative
Mr J Hawkins	School Teacher Representative
Mr C King	Children & Young People's Representative

- (F) To appoint those councillors representing electoral divisions to their respective area boards as set out in the Appendix 2 attached to this report.

**Ian Gibbons**  
**Solicitor to the Council and Monitoring Officer**

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**Appendices**

Appendix 1 – Current list of appointments to committees

Appendix 2 – List of appointments to Area Boards