

## **Wiltshire Council**

### **Annual Council**

**13 May 2014**

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## **Appointment of Councillors to Committees**

### **Introduction**

1. Following on from the decision to formally appoint/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, 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 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, preferably before the day of the Council meeting. To assist Group Leaders and Council, a schedule of current appointments to committees is attached as Appendix !.
4. The use of the substitute system by councillors has on occasions been fairly patchy and a number of meetings have in the past been held with the number of councillors attending well below the maximum size of the committee. It was with this in mind, that Council agreed to increase the number of substitutes from three to four. 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.

### **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 appointed in May 2013. The constitution provides for their term of office normally being four years. Council is asked to confirm the continued appointment of the 4 non-voting co-opted members.
9. 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).
10. 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.
11. 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 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:

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

- (E) To appoint the following non-elected members to the Children's Select Committee:-

<u>Non-Elected Voting Members</u>	<u>Representing</u>
Mrs L Swainston	Church of England
Dr M Thompson	Clifton Diocese Roman Catholic Church
Vacancy	Parent Governor (Secondary-maintained)
Vacancy	Parent Governor (Secondary – academy)
Mrs A Kemp	Parent Governor (Special Educational Needs)
Mr K Brough	Parent Governor (Primary)
<u>Non-Elected Non-Voting Members (Up to Five)</u>	School, Children and Young People representatives
Mrs D Dale	Further Education Representative
Miss S Busby	Secondary Schools Headteacher Representative
Miss T Cornelius	Primary School Headteachers Representative
Mr J Hawkins	School Teacher Representative
Mr K House	Children & Young People's Representative

**Robin Townsend**  
**Associate Director - Corporate Function and Procurement**

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**Appendices**

Appendix 1 – Current membership of Committees

Appendix 2 – List of appointments to Area Boards

Background papers: None