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To: All Members of the **COUNCIL**

The following papers have been added to the agenda for the above meeting.

They were not available for publication with the rest of the agenda.

Yours sincerely

Damian Roberts

Chief Executive

SUPPLEMENTARY PAPERS

	Pages
9. Executive Arrangements	3 - 4
10. Establishment of Committees and Review of Political Proportionality	5 - 8
To appoint the committees of the Council for the ensuing year, to determine the number of Members on each committee and to review the political proportionality of the committees.	
11. Appointment of Members to Committees	9 - 14
In accordance with the allocation of seats, as determined at Item 10 above, and having regard to the nominations of the political groups (to be laid on the table), to appoint members to the following committees for the 2023/24 municipal year:	
a) Planning Applications Committee	
b) Licensing Committee	
c) External Partnerships Select Committee	
d) Performance & Finance Scrutiny Committee	
e) Audit & Standards Committee	
f) Employment Committee	
12. Appointment of the Chairmen and Vice Chairmen of the Committees of the Council	15 - 16

To appoint Chairmen and Vice-Chairmen to the Committees established at Item 10 above.

The Leader and Executive Portfolios

Leader

Civic Events
 Corporate Employer
 Council Communications
 Democratic Services and Constitutional Issues

Overarching Council Strategies and Plans
 Property Acquisition and Disposal
 Regeneration
 Regional and National Issues

Economic Development

Cllr Kel Finan-Cooke

Asset Management
 Car Parking
 Corporate Property
 Economic Development
 Service Development

Finance & Customer Service

Cllr Leanne MacIntyre

Budgets Capital
 Budgets Revenue
 Contact Centre
 Customer Service
 Financial Governance
 Procurement
 Revenues and Benefits
 Treasury Management

Environment & Health

Cllr Morgan Rise

Air Quality
 Climate Change Action
 Corporate Enforcement
 Emergency Planning &
 Business Continuity
 Environmental Enforcement
 Environmental Health
 Health and Safety
 Health & Wellbeing
 Licensing (not Licensing
 Committee)
 Recycling and Waste
 Collection (including JWS)
 Street Cleansing

Housing, Safeguarding & Support

Cllr Lisa Finan-Cooke

Community Safety
 Corporate Safeguarding
 Disabled Facility Grants
 Emergency Accommodation
 Equalities & Diversity
 Family Support, including
 resettlement
 Grants
 Housing and Homelessness
 Registered Social Landlords
 Voluntary Sector &
 Community Partnerships.

Leisure, Culture & Community

Cllr John Skipper

Camberley Leisure Centre
 Camberley Theatre
 Community Events
 Community Services
 Grounds Maintenance,
 including verge
 maintenance
 Heritage Services
 Leisure and Sports
 Facilities
 Parks & Open Space
 Management
 Sports Development

Planning & Control

Cllr Alan Ashbery

Building Control
 Community Infrastructure
 Levy
 Development Management
 Flooding & Drainage
 Gypsy, Traveller & Travelling
 Show People
 Local Land Charges
 Local Plan
 Planning Enforcement Policy
 Planning Policy
 Street Naming and
 Numbering
 Tree Preservation
 Urban Design and Heritage

Transformation

Cllr Shaun Macdonald

Camberley Town Centre Policy
 Community Engagement/ Empowerment
 Data Protection & Freedom of Information
 ICT & Digital
 Income generation
 Service Transformation
 Town Twinning

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Surrey Heath Borough Council

Council

17 May 2023

Establishment of Committees and Review of Political Proportionality

Head of Service Gavin Ramtohal - Head of Legal & Democratic Services
Report Author: Rachel Whillis – Democratic Services Manager
Wards Affected: n/a

Summary and purpose

To appoint the Council's committees for the 2023/24 municipal year and to agree their size and their proportionality.

Recommendation

The Council is advised to RESOLVE that

- (i) the committees as set out at Annex A be appointed with the committee sizes shown; and
- (ii) the scheme of proportionality as set out at Annex A be adopted for 2023/24.

1. Background and Supporting Information

- 1.1 The Council is asked to appoint the committees it requires for the next municipal year, agree their size, to review formally the proportional political allocation of places on committees and to adopt a scheme of proportionality for the 2023/24 municipal year.
- 1.2 The committees which it is proposed to establish for the 2023/24 municipal year, and their proposed size, are set out at Annex A. It also sets out the political proportionality overall.
- 1.3 The Local Government and Housing Act 1989 requires local authorities to review annually committee membership and political representation. By law, seats on committees must be allocated in proportion to the political composition of the Council. Only with no councillor voting against such a decision, can an authority decide that it wishes to adopt an arrangement other than a proportional one.
- 1.4 Four groups have been formed: the Liberal Democrats Group, the Conservative Group, the Community Group, and the Labour Group. The

number of seats of each group on the Council and the resulting percentages are as follows:

<u>Liberal Democrats</u>	<u>Conservative</u>	<u>Community</u>	<u>Labour</u>
21	6	3	2
65.63%	18.75%	9.38%	7.14%

- 1.5 In determining the allocation of seats on committees, the proportion that each political group forms of the total membership of the Council is applied to the total number of elected councillor seats on each committee. Fractional entitlements of less than one half are rounded down and entitlements of one half or more are rounded up. So that this process of rounding does not result in disproportionate advantage to one political group, the aggregate membership of all the committees must also be in line with the proportions on the Council.

2. Proposal and Alternative Options

- 2.1 The Council must establish a Licensing Committee and at least one scrutiny committee (overview and scrutiny). It is for the Council to decide what other committees it wishes to establish for the discharge of its functions and good governance.
- 2.2 The Council has no option but to achieve political proportionality. Where it is not possible to achieve absolute proportionality for each committee, the scheme agreed must achieve overall proportionality across all the committees of the Council.
- 2.3 It is proposed that the committees listed in Annex A be appointed with the composition shown. The Annex incorporates a scheme of proportionality for 2023/24. This scheme achieves the required balance between the four political groups on the Council.
- 2.4 The Council will review the scheme of proportionality following the rescheduled Frimley Green election on 15 June 2023.

3. Resource Implications

- 3.1 There are no resource implications arising from this report.

4. Legal and Governance Issues

- 4.1 As set out above.

5. Monitoring Officer Comments

- 5.1 No matters arising.

Annexes: Annex A – Scheme of Proportionality
Background Papers: None

Annex A - Scheme of Proportionality

Committee	Liberal Democrats	Conservative	Community	Labour	TOTAL
Planning Applications	10	2	2	1	15
Licensing	9	2	1	1	13
Performance & Finance	8	2	2	1	13
External Partnerships	9	2	1	1	13
Audit & Standards	4	2	1	0	7
Employment	5	2	1	1	9
Total seats	45	12	8	5	70
% of Committee seats	64.29%	17.14%	11.43%	7.14%	100%
% of Council membership	65.63%	18.75%	9.38%	6.25%	100%

ANNUAL MEETING – 17 May 2023
Nomination of Members to Committees and Working Groups

PLANNING APPLICATIONS COMMITTEE – 15 MEMBERS

<u>Liberal Democrats Group – 10</u>	<u>Substitutes - 3</u>
Cllr Cliff Betton	Cllr Lisa Finan-Cooke
Cllr Mary Glauert	Cllr Rob Lee
Cllr Nirmal Kang	Cllr Ying Perrett
Cllr John Skipper	
Cllr Liz Noble	
Cllr David O’Mahoney	
Cllr Bob Raikes	
Cllr David Whitcroft	
Cllr Richard Wilson	
Vacancy	
<u>Conservative Group – 2</u>	<u>Substitutes - 2</u>
Cllr Shaun Garrett	Cllr Jonny Cope
Cllr Valerie White	Cllr Mark Gordon
<u>Community Group - 2</u>	<u>Substitutes - 2</u>
Cllr Pat Tedder	Cllr Emma- Jane McGrath
Cllr Victoria Wheeler	
<u>Labour Group - 1</u>	<u>Substitutes - 1</u>
Cllr Murray Rowlands	Cllr Jonathan Quin

LICENSING COMMITTEE – 13 MEMBERS

Note: In accordance with the Licensing Act 2003, Section 6(1) a licensing committee must consist of at least 10 but not more than 15 members of the authority. The Council's Procedure Rules also provide that there shall be no substitutions for the Licensing Committee when dealing with Licensing Act matters.

<u>Liberal Democrats Group – 9</u>
Cllr Louise Ashbery
Cllr Kel Finan-Cooke
Cllr Nirmal Kang
Cllr Rob Lee
Cllr Ying Perrett
Cllr Bob Raikes
Cllr John Skipper
Cllr Kevin Thompson
Vacancy
<u>Conservative Group - 2</u>
Cllr Mark Gordon
Cllr Valerie White
<u>Community Group - 1</u>
Cllr Pat Tedder
<u>Labour Group - 1</u>
Cllr Jonathan Quin

PERFORMANCE & FINANCE SCRUTINY COMMITTEE – 13 MEMBERS

<u>Liberal Democrats Group – 8</u>	<u>Substitutes - 3</u>
Cllr Louise Ashbery	Cllr David O’Mahoney
Cllr Mary Glauert	Vacancy
Cllr Nirmal Kang	Vacancy
Cllr Rob Lee	
Cllr Liz Noble	
Cllr Ying Perrett	
Cllr Bob Raikes	
Cllr Richard Wilson	
<u>Conservative Group – 2</u>	<u>Substitutes - 2</u>
Cllr Shaun Garrett	Cllr Josh Thorne
Cllr Lewis Mears	Cllr Valerie White
<u>Community Group - 2</u>	<u>Substitutes - 2</u>
Cllr Pat Tedder	Emma – Jane McGrath
Cllr Victoria Wheeler	
<u>Labour Group - 1</u>	<u>Substitutes - 1</u>
Cllr Murray Rowlands	Cllr Jonathan Quin

EXTERNAL PARTNERSHIPS SELECT COMMITTEE – 13 MEMBERS

<u>Liberal Democrats Group – 9</u>	<u>Substitutes - 3</u>
Cllr Louise Ashbery	Cllr David O’Mahoney
Cllr Cliff Betton	Cllr Ying Perrett
Cllr Mary Glauert	Cllr Bob Raikes
Cllr Julie Hoad	
Cllr Sarbie Kang	
Cllr Rob Lee	
Cllr Liz Noble	
Cllr Kevin Thompson	
Cllr Richard Wilson	
<u>Conservative Group - 2</u>	<u>Substitutes - 2</u>
Cllr Jonny Cope	Cllr Mark Gordon
Cllr Lewis Mears	Cllr Valerie White
<u>Community Group - 1</u>	<u>Substitutes - 1</u>
Cllr Emma–Jane McGrath	Cllr Pat Tedder
<u>Labour Group - 1</u>	<u>Substitutes - 1</u>
Cllr Jonathan Quin	Cllr Murray Rowlands

AUDIT & STANDARDS COMMITTEE – 7 MEMBERS

<u>Liberal Democrats Group – 4</u>	<u>Substitutes - 2</u>
Cllr Cliff Betton	Cllr Kevin Thompson
Cllr Rob Lee	Vacancy
Cllr Leanne MacIntyre	
Cllr Bob Raikes	
<u>Conservative Group - 2</u>	<u>Substitutes - 2</u>
Cllr Jonny Cope	Cllr Shaun Garrett
Cllr Josh Thorne	Cllr Valerie White
<u>Community Group - 1</u>	<u>Substitutes - 1</u>
Cllr Pat Tedder	Cllr Victoria Wheeler

EMPLOYMENT COMMITTEE – 9 MEMBERS

<u>Liberal Democrats Group – 5</u>	<u>Substitutes - 2</u>
Cllr Lisa Finan-Cooke	Cllr Ying Perrett
Cllr Shaun Macdonald	Cllr Richard Wilson
Cllr Leanne MacIntyre	
Cllr Morgan Rise	
Cllr David Whitcroft	
<u>Conservative Group – 2</u>	<u>Substitutes - 2</u>
Cllr Mark Gordon	Cllr Shaun Garrett
Cllr Josh Thorne	Cllr Lewis Mears
<u>Community Group - 1</u>	<u>Substitutes - 1</u>
Cllr Victoria Wheeler	Cllr Pat Tedder
<u>Labour Group - 1</u>	<u>Substitutes - 1</u>
Cllr Murray Rowlands	Cllr Jonathan Quin

GOVERNANCE WORKING GROUP – 7 MEMBERS

<u>Liberal Democrats Group – 4</u>	<u>Substitutes - 2</u>
Cllr Nirmal Kang	Cllr Liz Noble
Cllr Morgan Rise	Vacancy
Cllr David Whitcroft	
Cllr Richard Wilson	
<u>Conservative Group - 1</u>	<u>Substitutes - 1</u>
Cllr Shaun Garrett	Cllr Valerie White
<u>Community Group - 1</u>	<u>Substitutes - 1</u>
Cllr Victoria Wheeler	Cllr Pat Tedder
<u>Labour Group – 1</u>	<u>Substitutes - 1</u>
Cllr Jonathan Quin	Cllr Murray Rowlands

JOINT STAFF CONSULTATIVE GROUP – 8 MEMBERS (AND 8 MEMBERS OF STAFF)

<u>Liberal Democrats Group – 3</u>
Cllr Lisa Finan-Cooke
Cllr John Skipper
Cllr David Whitcroft
<u>Conservative Group - 2</u>
Cllr Mark Gordon
Cllr Valerie White
<u>Community Group - 1</u>
Cllr Pat Tedder

**CHAIRS AND VICE-CHAIRS
2023-24 Municipal Year**

Position	Nomination(s) received	Proposed by	Seconded by
Chairman of Planning Applications Committee	Cllr Cliff Betton	Cllr David Whitcroft	Cllr Morgan Rise
	Cllr Victoria Wheeler	Cllr Shaun Garrett	Cllr Pat Tedder
Vice-Chairman of Planning Applications Committee	Cllr Victoria Wheeler	Cllr David Whitcroft	Cllr Morgan Rise
Chairman of Licensing Committee	Cllr Valerie White	Cllr Shaun Garrett	Cllr Mark Gordon
Vice-Chairman of Licensing Committee	Cllr Rob Lee	Cllr David Whitcroft	Cllr Morgan Rise
Chairman of Performance & Finance Scrutiny Committee	Cllr Shaun Garrett	Cllr Victoria Wheeler	Cllr Josh Thorne
Vice-Chairman of Performance & Finance Scrutiny Committee	Cllr Liz Noble	Cllr David Whitcroft	Cllr Morgan Rise
Chairman of External Partnerships Select Committee	Cllr Rob Lee	Cllr David Whitcroft	Cllr Morgan Rise
Vice-Chairman of External Partnerships Select Committee	Cllr Mary Glauert	Cllr David Whitcroft	Cllr Morgan Rise
Chairman of Audit & Standards Committee	Cllr Cliff Betton	Cllr David Whitcroft	Cllr Morgan Rise
Vice-Chairman of Audit & Standards Committee	Cllr Bob Raikes	Cllr David Whitcroft	Cllr Morgan Rise
Chairman of Employment Committee	Cllr David Whitcroft	Cllr Liz Noble	Cllr John Skipper
Vice-Chairman of Employment Committee	Cllr Morgan Rise	Cllr Liz Noble	Cllr John Skipper

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