

Council



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Tuesday 7th May 2019

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices, Holt Road, Cromer, NR27 9EN on **Wednesday, 15 May 2019 at 6.00 pm.**

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to arrive at least 15 minutes before the start of the meeting. It will not always be possible to accommodate requests after that time. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel:01263 516010, Email:Emma.Denny@north-norfolk.gov.uk.

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

Emma Denny
Democratic Services Manager

To: All Members

Members of the Management Team, appropriate Officers, Press and Public



**If you have any special requirements in order
to attend this meeting, please let us know in advance**

If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

Heads of Paid Service: Nick Baker and Steve Blatch
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A G E N D A

1. PRAYER

Led by Will Warren - Interim Minister, Cromer Parish Church

2. OUTGOING CHAIRMAN'S COMMUNICATIONS & ANNOUNCEMENTS

To receive the outgoing Chairman's communications and announcements, if any.

3. ELECTION OF CHAIRMAN

To elect a Chairman of the Council for the ensuing year.

4. INCOMING CHAIRMAN'S COMMUNICATIONS

To receive the incoming Chairman's communications, if any.

5. ELECTION OF VICE-CHAIRMAN

To appoint a Vice-Chairman of the Council for the ensuing year.

6. VOTE OF THANKS TO THE RETIRING CHAIRMAN AND CONSORT AND VICE-CHAIRMAN AND CONSORT

7. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

8. TO RECEIVE DECLARATION OF INTERESTS FROM MEMBERS

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest.

9. ITEMS OF URGENT BUSINESS

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to section 100B (4)(b) of the Local Government Act 1972.

10. APPOINTMENT OF LEADER OF THE COUNCIL

To appoint a leader of the Council, who shall also be the Chairman of the Cabinet.

11. ANNOUNCEMENTS FROM THE LEADER

To receive any announcements from the Leader of the Council.

12. REPORT ON APPOINTMENT OF MEMBERS OF THE CABINET

The Leader will report to the Council on all appointments to the Cabinet.

13. REPORT ON APPOINTMENT OF THE LEADER OF THE OPPOSITION

To report to the Council on the appointment of the Leader of the Opposition.

14. TO ESTABLISH THE POLITICAL BALANCE OF THE COUNCIL AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS

1 - 6

Summary: Following the District Council election on 2nd May 2019, the Council is required to review and approve the allocation of seats on committees, sub committees and working parties to reflect the political balance of the Council, in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder.

Conclusions: Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.

Recommendations:

- 1. That Council approves the political balance calculation as per section 2.4 of this report**
- 2. That Council approves the allocation of seats to political groups as shown at Appendix A**
- 3. That following the Annual Meeting of Council, any subsequent appointments to Committees be delegated to the Group Leaders.**

15. APPOINTMENT OF MEMBERS AND SUBSTITUTES TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS

AGENDA NOTE:

If the Council is to approve alternative arrangements for appointments to a Committee other than those required by law on political balance, it must be without any member voting against them.

Council will recall that there is no substitution permitted on Cabinet. Members are also reminded of the requirement for Committee Members or Substitutes on the Development and Licensing and Appeals Committees to have undertaken the necessary training.

Decision: To appoint Members and Substitutes to Committees, Sub-

Committees, Working Parties and Panels as outlined in Appendix B (to follow).

16. APPOINTMENT OF CHARMEN AND VICE-CHAIRMEN TO COMMITTEES

Decision:

1. To appoint Chairmen and Vice-Chairmen to Committees for 2019/20
2. To note the appointment of Chairmen and Vice-Chairmen of executive sub-committees and working parties

Please note Chairmen and Vice-Chairmen of Executive sub-committees and working parties are not Council appointments and are therefore provided for noting only. (Appendix C to follow)

17. APPOINTMENT OF MEMBERS TO OUTSIDE BODIES

Decision:

1. To agree the Council appointments to Outside Bodies
2. To note the Executive appointments to Outside Bodies

Please note some appointments to Outside Bodies are Executive not Council appointments and are therefore provided for noting only. (Appendix D to follow)

18. EXCLUSION OF PRESS AND PUBLIC

To pass the Following resolution – if necessary:

“That under section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) _ of Part 1 of schedule 12A (as amended) to the act.”

19. PRIVATE BUSINESS

REVIEW OF POLITICAL BALANCE AND ALLOCATION OF SEATS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES AND PANELS

Summary: Following the District Council election on 2nd May 2019, the Council is required to review and approve the allocation of seats on committees, sub committees and working parties to reflect the political balance of the Council, in accordance with Section 15 of the Local Government and Housing Act 1989 and regulations made thereunder.

Conclusions: Following a change in the political balance it is necessary to review the allocation of seats on committees, sub-committees, working parties and panels.

Recommendations:

1. That Council approves the political balance calculation as per section 2.4 of this report
2. That Council approves the allocation of seats to political groups as shown at Appendix A
3. That following the Annual Meeting of Council, any subsequent appointments to Committees be delegated to the Group Leaders.

Contact Officer(s), telephone number and email:
Steve Blatch, Head of Paid Service, 01263 516232, steve.blatch@north-norfolk.gov.uk; Nick Baker, Head of Paid Service, 01263 516221, nick.baker@north-norfolk.gov.uk

1. Introduction

1.1 Following the District Council elections on 2nd May 2019, it is necessary to review the political balance of the Council and determine the allocation of seats on committees.

1.2 Council's duty is to determine the allocation of seats to be filled by appointments by the authority, except the Cabinet. The purpose is to ensure that there is proportionality across all formal activities of the Council, reflecting the overall political composition. It affects all formally constituted committees, sub-committees, working parties and panels which discharge functions on behalf of the authority.

2. Background

2.1 On 2nd May 2019, following the District Council elections, the political balance of the Council changed. The Council now has the following composition: Liberal Democrats (30 Members), Conservatives (6 Members), Independent Group (4 Members).

2.2 Section 15(1) of the Local Government & Housing Act 1989 requires the Council to review the representation of the different political groups on committees and sub-committees:

- at, or as soon as practicable after the Annual Meeting of the Council or,
- where notice is received of a change in the composition of political groups

2.3 The Heads of Paid Service have a duty, whenever such a review takes place, to submit a report to the Council showing what the allocation of seats, in their opinion, best meet the requirements of the above Act.

2.4 Political Composition

The political composition of the Council is outlined below:

Group	No. of members	%
Liberal Democrat	30	75
Conservative	6	15
Independent	4	10
Total	40	100%

2.5 The Council needs to approve the allocation of seats to the political groups on those committees which are required by law to be politically balanced.

2.6 The obligation to ensure that there is proportionality in the political composition of the Council's committees extends only to proportionate representation of members of political groups.

2.7 In carrying out any review, the Council is obliged to adopt the following principles and to give effect to them 'so far as is reasonably practicable':

- a) That not all seats on the Council are allocated to the same political group
- b) That the majority of the seats on the Council are allocated to a particular group if the number of persons belonging to that group is a majority of the authority's membership
- c) Subject to the above, that the number of seats on ordinary committees of the Council which are allocated to each political group, have 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 a) and c) above, that the number of the seats on the Council which are allocated to each group have the same proportion to the number of all the seats on that Council as is borne by the number of members of that group to the membership of the Council.
- e) That following the Annual meeting of Council, delegation should be given to the Group Leaders to make any changes required to appointments to committees, sub-committees, working parties and panels as long as they are in accordance with the political balance. Group Leaders will inform the Democratic Services Manager of any changes and Members will be informed via the Members' Bulletin. In addition, and to ensure they

changes are recorded formally, an update will be provided to the next meeting of Full Council.

3. Entitlement to Places

3.1 The table at Appendix A shows those Committees that are required to be politically balanced and provides the entitlement to places of each group. Generally, the approach taken has been to round up percentages where they are above 0.5%. However, in the case of the two smaller groups the overall allocation of seats has left the Conservative Group with an extra seat. To ensure that each group has their full entitlement to seats, it is therefore proposed that the Groups negotiate to ensure that the Independent Group has an additional seat on one of the committees.

3.2 According to NNDC's Constitution, Chapter 5 section 6.2 'Working Parties shall in law be Committees of the Council' and consequently the political balance rules will also apply to working parties – unless they are Cabinet sub-committees. Cabinet sub-committees are not required to be politically balanced but it is the practice at NNDC that they are and for this reason they are included in the table (marked with an asterisk)

4. Conclusion

Council is asked to allocate seats and substitutes to political groups in accordance with the political balance rules.

5. Implications and Risks

In line with the relevant legislation, the Council must review the political balance and allocation of seats following the formation of a new political group. There is no alternative.

6. Financial Implications and Risks

There are no financial implications arising from this report.

7. Sustainability

There no sustainability issues arising from this report.

8. Equality and Diversity

An Equality Impact Assessment has not been completed because there are no service, policy or organisational changes being proposed.

9. Section 17 Crime and Disorder considerations

There are no Crime and Disorder implications arising from this report.

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			Liberal Democrat		Conservative		Independent		TOTAL
Members			30		6		4		40
Expressed as %			75%		15%		10%		100%
Committee	No. of Seats Currently		Entitled Places (exact)	Entitled Places (rounded)	Entitled Places (exact)	Entitled Places (rounded)	Entitled Places (exact)	Entitled Places (rounded)	
Licensing Committee	15		11.25	11	2.25	2	1.5	2	15
Development Committee	14		10.5	11	2.10	2	1.4	1	14
Overview & Scrutiny	12		9.0	9	1.8	2	1.2	1	12
Planning Policy & Built Heritage WP	12		9.0	9	1.8	2	1.2	1	12
Standards Committee	7		5.25	5	1.05	1	0.7	1	7
*Big Society Fund Grants Panel	7		5.25	5	1.05	1	0.7	1	7
*Member Development Group	6		4.5	4	0.9	1	0.6	1	6
Governance, Risk & Audit Committee	6		4.5	4	0.9	1	0.6	1	6
Constitution Working Party	5		3.75	4	0.75	1	0.5	0	5
*Joint Staff Consultative Committee	5		3.75	4	0.75	1	0.5	0	5
* Council Tax Support Working Party	5		3.75	4	0.75	1	0.5	0	5
TOTAL	94		70.5	70	14.1	15	9.4	9	94

**Please note that all of the committees marked with an asterisk * are Cabinet sub-committees and therefore they are not required to be politically balanced – however, it is the practice at NNDC that they are politically balanced.*

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