

## **Committee: Annual Council**

**Date: 4 June 2014**

Wards: All

## **Subject: Constitution of Committees and Other Bodies**

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### **Recommendations:**

That the Council:

- A.
  - i) approves the constitution of committees, sub-committees and scrutiny bodies set out in Appendix A (to follow) and;
  - ii) agrees the allocation of seats, chair and vice-chair positions and the appointment of members to those seats; Appendix A (to follow)
- B.
  - i) approves the constitution of consultative forums and other bodies set out in Appendix B( to follow) and
  - ii) agrees the appointment of members to those seats; Appendix B (to follow)
- C. agrees the allocation of seats and appointment to the outside organisations as detailed in Appendix C (to follow)
- D. agrees the terms of reference of consultative and other bodies for which the Council is responsible as set out in Appendix D,
- E. if known, notes the appointment made by the Leader of the Deputy Leader and his/her respective portfolio, appointments to the Cabinet including their respective portfolios; and, if appointments are made, Assistant Cabinet members including their areas of responsibility (Appendix E to follow if the detail is known);  
*N.B. the Leader's appointments will be reported to a subsequent Council meeting in the event that the Leader is not in a position to report to this meeting;*
- F. notes that, in respect of the Mayor of Merton's Charitable Trust, Councillor David Williams and former Councillor Krystal Miller have resigned with effect 5 June 2014 and secondly that the Council note the appointment of the incoming Mayor and Deputy Mayor as trustees from 5 June 2014; and
- G. agrees to delegate to the Planning Applications Committee the authority to appoint a non-voting co-opted member if this is deemed appropriate.

## **1. Purpose of report and executive summary**

- 1.1 This report recommends that Council establish committees, sub-committees, scrutiny panels (Appendix A), together with other consultative bodies (Appendix B) for the year 2014-15, allocates the seats on those bodies to political groups represented on the Council in accordance with the statutory proportionality rules and agrees to the appointment of the groups' nominees;
- 1.2 The report recommends that the Council agrees the allocation of seats on outside organisations and agrees to the appointment of the political groups' nominees (Appendix C);
- 1.3 The report recommends the terms of reference of consultative and other bodies for which the Council is responsible (Appendix D) and the interim arrangements for the joint health scrutiny committee.

## **2. Alternative options**

- 2.1 The Council must appoint at least one Overview and Scrutiny Committee, a Licensing Committee and a Health and Wellbeing Board. All other committees are constituted at the discretion of the Council.
- 2.2 The Council must allocate seats on the committees and sub-committees set out in Appendix B in accordance with statutory proportionality rules (with the exception of the Health and Wellbeing Board). All other seats may be allocated to groups at the Council's discretion.
- 2.3 The Council must establish a Standing Advisory Council on Religious Education and appoint members to it. The establishment of all other bodies set out in Appendix B is within the Council's discretion as are the terms of reference set out in Appendix D.
- 2.4 Participation in the outside organisations and allocation of seats set out in Appendix C is within the Council's discretion except where indicated as being within the executive leader's discretion.

## **3. Consultation undertaken or proposed**

- 3.1 Political groups have been invited to make their appointments to the seats allocated to them. The Council must agree to appoint members nominated by the political groups to the seats allocated to those groups. The complete list of nominations will be circulated at the earliest opportunity.

### **Timetable**

- 3.2 The constitution of the committees set out here is for the year 2014-2015 and takes immediate effect. Unless otherwise indicated all of these bodies will be established until the next annual meeting of the Council. The Council may review the committees it has established at any time. The Council must review the allocation of seats to political groups when there is a change in the political balance of the Council.

#### **4. Legal and statutory implications**

- 4.1 The Local Government Act 2000 makes provisions with respect to the function and procedures of local authorities. The Merton Constitution has been produced having regard to the provisions of the Act, Statutory Instruments and guidance from Central Government. The proposals within this report comply with the statutory requirements.
- 4.2 The Local Government Act 1972 contains provisions on the discharge of functions, meetings and proceedings of local authorities and access to information.
- 4.3 The Housing and Local Government Act 1989 contains provisions concerning the political balance on committees, the duty to allocate seats to political groups, and the duty to give effect to allocations.
- 4.4 The Licensing Act 2003 requires the Council to appoint a Licensing Committee.
- 4.5 The statutory requirement to have voting co-opted members for certain issues has been complied with by having 2 Church and 2 Parent Governors on the Overview and Scrutiny Commission (and the relevant education Panel).
- 4.6 The Council is under a statutory duty to review the representation of different political groups on the Council at its annual meeting. The purpose of the legislation is to ensure that a 'political balance' is secured on council committees, sub-committees etc. so as to reflect the overall political composition of the Council.
- 4.7 Once the review has been completed there is a second statutory duty to make a determination as to political representation. This requirement to allocate seats must be made in accordance with the following statutory principles:
  - a) All of the seats are not to be allocated to the same political group.
  - b) The majority of the seats go to the political group with a majority on the full Council.
  - c) Subject to the above two principles, the number of seats on the total of all the ordinary committees of the Council allocated to each political group must bear the same proportion to the proportion on the full Council.
  - d) Subject to the above three principles, the number of seats on each ordinary committee of the Council allocated to each political group must bear the same proportion on the full Council.

#### **5. Appendices – the following documents are to be published with this report and form part of the report**

- 5.1 Appendix A – Committees and sub-committees to be constituted and allocation of seats to political groups

- 5.2 Appendix B – Consultative and other bodies to be constituted and allocation of seats to political groups
- 5.3 Appendix C – Allocation of seats on outside organisations.
- 5.4 Appendix D - Terms of reference of consultative and other bodies established by the Council
- 5.5 Appendix E – Executive Leader’s appointments to his Cabinet and their respective portfolios. (*subject to availability*)