

Procedure for the Annual Establishment of, and Appointments to, Council and Outside Bodies

1. Council, at its annual meeting, will establish and make appointments to at least one Scrutiny and Overview Committee, the Standards Committee (where appointments are to be made), the Licensing Committee (2003 Act), and such other committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions (as set out in Part 3 of the Constitution). Council will also make appointments to joint and outside bodies in accordance with their individual terms of reference.
2. As soon as is reasonably practicable following the conclusion of the election count, the Democratic Services Team Leader will distribute to all councillors via e-mail a spreadsheet detailing the new political balance of the Council. These figures will have been verified by at least one member of Senior Management Team before being issued.
3. The Democratic Services Team Leader will also provide details of the allocation of seats on Council bodies and joint and other outside bodies to which political balance is applied, using existing committees and sizes. This will be an example only and will not preclude Council agreeing to establish committees of different sizes where the Constitution or legislation permits.
4. The Democratic Services Team Leader will schedule a meeting of political group leaders within seven working days of an election, or within the first two weeks of May in a year in which no election is held. At least one member of Senior Management Team and one member of the Legal and Democratic Services Team will be available to respond to questions and give advice on the legal requirements for political balance, but will not be present during the meeting.
5. There will be no quorum for the political group leaders' meeting as the meeting is making recommendations only, and the final decision will be made by full Council. Political group leaders may nominate their deputy group leaders to attend in their place.
6. The political group leaders will determine:
 - (a) The committees to be established for the civic year;
 - (b) The committee sizes for the civic year;
 - (c) The allocation of seats on committees, including any seats to be allocated to non-group members;
 - (d) Nominees to committees, joint and outside bodies; and
 - (e) The nominees for Chairmen and Vice-Chairmen of committees.
7. The political group leaders will return the outcome of their discussions to the Democratic Services Team Leader before the Annual General Meeting agenda publication deadline. These will be put to Council for approval with an accompanying report.

In-year changes to political balance

8. If the political balance of the Council should change at any time during the civic year sufficiently to affect the political balance on committees, this same process will apply, but the political group leaders will be asked to consider only the allocation of seats to committees of the sizes agreed at the Annual General Meeting of Council. The recommendations of the political group leaders' meeting will be put to the next meeting of Council for decision.