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26 November 2013

To: Chairman – Councillor David Bard  
Vice-Chairman – Councillor Sue Ellington  
All Members of the Council

Quorum: 15

Dear Councillor

This is a supplement to the previously-published agenda for the meeting of **COUNCIL** on **THURSDAY, 28 NOVEMBER 2013**, containing those reports which had not been received by the original publication deadline.

Yours faithfully  
**JEAN HUNTER**  
Chief Executive

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## AGENDA

	<b>PAGES</b>
<b>5. ANNOUNCEMENTS</b> To receive, for information, a briefing note by the Council's Returning Officer on the result of the Comberton By-election held on 21 November 2013.	<b>1 - 2</b>
<b>9. REVIEW OF POLITICAL BALANCE AND THE ALLOCATION OF SEATS TO COMMITTEES</b> To consider the Council's political balance and the allocation of seats to committees.	<b>3 - 10</b>

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# Agenda Item 5

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

### REPORT OF THE RETURNING OFFICER

I, Jean Hunter, Returning Officer for the Comberton ward in the District of South Cambridgeshire, do hereby certify that the person named below has been duly elected to the office of Councillor on 21 November 2013: -

<b>WARD</b>	<b>PARISHES</b>	<b>NAME AND ADDRESS</b>	<b>RETIREMENT YEAR</b>
COMBERTON	Comberton	Timothy <b>SCOTT</b> 65 Green End Comberton Cambs CB23 7DY	2015

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# Agenda Item 9



**REPORT TO:** Council  
**LEAD OFFICER:** Legal and Democratic Services Manager

28 November 2013

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## REVIEW OF POLITICAL BALANCE AND THE ALLOCATION OF SEATS TO COMMITTEES

### Purpose

1. To review the Council's political balance and reconsider the allocation of seats to committees following the election of a Conservative Councillor to a seat previously held by a Liberal Democrat Councillor at the Comberton by-election held on 21 November 2013.
2. This by-election result has increased the number of Conservatives on the Council to 35, meaning that the Council's political balance and allocation of seats on committees must be reviewed.
3. This is not a key decision and only the Council can make a decision on this issue.

### Recommendations

4. That Council approves: -
  - (a) The allocation of seats, as set out in **Appendix A**.
  - (b) The nominations of the political groups to seats on committees, as set out in **Appendix B**.

### Reasons for Recommendations

5. To ensure that the Council complies with the Local Government and Housing Act 1989 by reviewing its political balance and the allocation of seats on committees to political groups.

### Background

6. Political groups on the Council are formed in accordance with the Local Government (Committees and Political Groups) Regulations 1990 when two or more councillors notify the Chief Executive, as Proper Officer, of their wish to be treated as a political group.
7. Section 15 of the Local Government and Housing Act 1989 imposes a duty on the local authority at its annual meeting, or as soon as possible after it, to review the allocation of seats on the committees of the Council between the political groups. The Council may carry out such a review at any other time and may do so if requested by a political group.

8. The following principles laid down in the Act apply to the allocation of seats:
- (a) that not all the seats on the body are allocated to the same political group;
  - (b) that the majority of the seats on the body are allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
  - (c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of a relevant authority which are allocated to each political group bears 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;
  - (d) subject to paragraphs (a) to (c) above, that the number of seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on the body as is borne by the number of members of that group on the membership of the authority.
9. These principles must be applied as far as practicable. Where adjustments are required to reflect rounding up and down of fractions, officers will make recommendations as to which figures best meet the principles, but the final decision rests with Council on the recommendation of political group leaders.
10. There is provision for non-group members to be offered seats on certain Council bodies, but this has no basis in legislation. It is a matter for the political groups to determine if they wish to offer seats from their allocation to non-group members.
11. Although the appointment of non-group members to any bodies technically upsets the political balance calculations, these appointments may be made by the Council so long as there is no dissent expressed by any councillor (a "no dissent alternative"). The Council is therefore not obliged to follow the proportionality rules and may make different arrangements, provided the following procedures set out in Section 17 of the Local Government and Housing Act 1989 are followed: -
- (i) due notice is given in the agenda for the meeting;
  - (ii) no Member of the Council votes against the proposal, although there may be abstentions.
12. The Local Government and Housing Act 1989 requires that, once the Council has determined the allocation of committee places between the political groups, the Council must then appoint the nominees of the political groups to the committees.

## **Considerations**

### ***Political Proportionality and Nominations***

13. A by-election for the Comberton electoral ward was held on 21 November 2013. Political group leaders have considered the allocation of seats and political group nominations to seats on committees in view of the by-election result. Their recommendations are set out in paragraph 4 above and the appendices attached to this report.

14. The current political makeup of the Council's 57 seats is as follows:

Conservative – 35		
Liberal Democrat – 13		
Independent Group – 6		
No political affiliation – 2	}	
Labour – 1	}	Non-group

15. This equates to 54 Councillors in political groups who are entitled to committee seats. The political balance of the Council for those Councillors can be calculated by using the formula below (to one decimal place):

$$\frac{\text{Number of Councillors in a specific political group}}{\text{Number of Councillors in all political groups (54)}} \times 100$$

16. The breakdown of each political group is therefore as follows:

Conservative	64.8%
Liberal Democrat	24.1%
Independent Group	<u>11.1%</u>
	100%

17. Each of the political groups (formed when two or more Councillors notify the Chief Executive, as Proper Officer, of their wish to be treated as a group) is entitled to a certain number of seats on committees. This is based upon their group's percentage representation, as detailed above.

18. The Council's current committee structure comprises of 75 seats. The calculation to determine the entitlement of political groups to seats on committees is as follows:

$$\frac{\% \text{ for each political group (para. 16 above)} \times \text{number of committee seats (75)}}{100}$$

19. The notional entitlement to committee seats for each political group is therefore as follows:

Conservative	48.6 = <b>49 seats</b>
Liberal Democrat	18.1 = <b>18 seats</b>
Independent Group	<u>8.3</u> = <b>8 seats</b>
	75 = <b>75 seats</b>

### ***Joint Committees***

20. Unlike a Council's ordinary committees, the proportionality for joint committees or outside bodies cannot be aggregated. There are therefore six seats available for each joint committee (the Joint Development Control Committee – Cambridge Fringes and the Northstowe Joint Development Control Committee).

21. The calculation to determine the entitlement of political groups to seats on each joint committee is as follows:

$$\frac{\% \text{ for each political group (para. 16 above)} \times \text{number of joint committee seats (6)}}{100}$$

22. The notional entitlement to joint committee seats for each political group is therefore as follows per committee:

Conservative	3.9 = <b>4 seats</b>
Liberal Democrat	1.4 = <b>1 seat</b>
Independent Group	<u>0.7 = <b>1 seat</b></u>
	<b>6 = 6 seats</b>

23. **Appendix A** shows a rounded allocation of seats to each political group, compared to the committee structure, as recommended by political group leaders.

***Nominations and Substitutes***

24. Council is required to appoint up to five substitutes per committee from each political group in a hierarchical list to all Council committees. Council may also appoint substitutes to any bodies where provisions for substitutes exist in that body’s terms of reference. The Constitution, in Section A of Part 5, requires that the nominations of the groups be accepted by Council. The nominations of political groups to seats on committees, including substitute members, will be made available as Appendix B on the day of the meeting.

***Mandatory Training Requirements***

25. Political group leaders have been reminded that members and substitute members of the Planning Committee, Licensing Committee and Employment Committee may only serve on these bodies once they have received the necessary training.

**Options**

26. The requirement to allocate seats according to political groups’ proportionate strengths can be overridden by some other arrangement, either in relation to all committees, sub-committees and other bodies or in relation to any individual committee, sub-committee or other body, provided that no councillor votes against the alternative arrangement when it is proposed (a “no dissent” alternative). Paragraph 11 of the report should be noted when considering this option.

**Implications**

27. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, there are no significant implications.

**Consultation responses (including from the Youth Council)**

28. The Council’s political group leaders have been consulted on the contents of this report and their recommendations are set out in paragraph 4. No other consultation has been undertaken.

**Effect on Strategic Aims**

29. Appointing councillors to committees, in accordance with the political balance of the Council, and the associated allocation of seats on committees, will enable the Council to properly discharge its functions.



## **Background Papers**

The following background papers were used in the preparation of this report:

- South Cambridgeshire District Council's Constitution
- The Local Government and Housing Act 1989
- The Local Government (Committees and Political Groups) Regulations 1990

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**Table 1**

Proposed committee seat allocation: -

	No. of seats	Conservatives	Liberal Democrats	Independents
Civic Affairs	13	<b>9</b>	<b>3</b>	1
Corporate Governance	8	5	2	1
Employment	8	5	2	1
Licensing	15	9	4	2
Planning	13	9	3	1
Partnerships Review	9	<b>6</b>	<b>2</b>	1
Scrutiny and Overview	9	6	2	1
<b>Total</b>	<b>75</b>	<b>49</b>	<b>18</b>	<b>8</b>

(Figures in **BOLD** denote a change)**Table 2**

Proposed joint committee seat allocation (unchanged):

	No. of seats	Conservatives	Liberal Democrats	Independents
Joint Development Control – Cambridge Fringes	6	4	1	1
Northstowe Joint Development Control	6	4	1	1

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