

<b>Report of:</b>	<b>Managing Director</b>
<b>Contact Officer:</b>	<b>Steve Partridge</b>
<b>Telephone No:</b>	<b>01543 464588</b>
<b>Portfolio Leader:</b>	<b>Leader of the Council</b>
<b>Key Decision:</b>	<b>No</b>
<b>Report Track:</b>	<b>Council: 03/03/16</b>

**COUNCIL**  
**3 MARCH, 2016**  
**ALLOCATION OF SEATS TO POLITICAL GROUPS TO COMMITTEES AND OTHER BODIES**

**1 Purpose of Report**

- 1.1 Council is requested to give retrospective approval to an amended allocation of seats to different Political Groups duly constituted, to the Council's Committees and Other Bodies, following the death of a Councillor.
- 1.2 Council is also requested to confirm the resultant appointment of Members to Committees and Other Bodies, as previously agreed at the Annual Council Meeting on 27 May, 2015 and subsequent meetings of the Council.

**2 Recommendations**

- 2.1 That the allocation of seats to the different Political Groups to the Council's Committees and Other Bodies as set out in Appendix 1 be confirmed, in order that the appointment of Members of Committees and Other Bodies can be subsequently considered.
- 2.2 That, subject to approval of recommendations 2.1 above, the revised Schedule of Memberships of Cabinet, Shadow Cabinet, Committees and Other Bodies as set out in Appendix 2, be agreed.

**3 Key Issues and Reasons for Recommendation**

- 3.1 Council at its Annual Meeting each year is required to confirm the allocation of seats to the different political groups so as to give effect to and reflect, so far as reasonably practicable, the political balance of the Members of the Council. Subsequent to agreeing the allocation of seats, Council then considers the

appointment of Chairmen, Vice-Chairmen and Members to Committees and Other Bodies.

- 3.2 The Council has previously determined that the size of the Council's Committees is fixed at the start of the Municipal year and remains fixed for that year. In exceptional circumstances, Constitutional changes may require the addition or deletion of certain Committees and / or Other Bodies during the course of the Municipal Year, and Council would then determine the size and membership, as required.
- 3.3 In the event of any changes to party membership or a vacancy occurring during the course of the year, the size of Committees would not change; the only change would be the allocation of seats to political parties in accordance with the political balance rules.
- 3.4 Amendments to named memberships of Committees and Other Bodies are a matter for determination by Council at an appropriate meeting. Owing to the timings of meetings of Council and the respective Scrutiny Committees, it has been necessary to amend the memberships and then seek retrospective Council approval in order to not adversely impact on the operation of the meetings.

#### **4 Relationship to Corporate Priorities**

- 4.1 The Council through its democratic process supports the Council's Corporate Priorities.

#### **5 Report Detail**

- 5.1 The Local Government and Housing Act, 1989 (and further regulations) require the Council to allocate seats to the political parties in accordance with the political balance rules. The Council has previously determined that the size of the Council's Committees is fixed at the start of the Municipal year and remains fixed for that year. In the event of any changes to party membership or a vacancy occurring during the course of the year, the size of Committees would not change; the only change would be the allocation of seats to political parties in accordance with the political balance rules.
- 5.2 Council is required to consider the revised allocation of seats to the different political groups in relation to the Council's Committees and other bodies, following the death of a Councillor. The seat will not be filled until the elections in May, 2016. Consequently, the Conservative Group's overall seat allocation is reduced by two seats. In order that there should be no impact on other Groups, the seats will be carried as vacancies on the Environment and Community Safety Scrutiny Committees. As a result, the Conservative Group Leader has taken the opportunity to review his Group's memberships on all Committees and Other Bodies, and a revised Schedule of Memberships is attached as Appendix 2 to this report for Council's approval.

**6 Implications****6.1 Financial**

None.

**6.2 Legal**

The Council has a duty under the Local Government and Housing Act, 1989 ('the Act'), Section 15(3), to determine the allocation to the different political groups into which the Members of the Council are divided of all the seats which fall to be filled by appointments made from time to time by the Council.

Section 15(4) and (5) of the Act places a further duty upon the Council, in performing its obligations under subsection (3) above, to determine the allocation to different political groups of seats on Cabinet, Committees, Select Committees and Other Bodies, so as to give effect, so far as reasonably practicable, to the following principles:

- (a) that not all the seats are allocated to the same political group;
- (b) that the majority of the seats 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 the Council which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of the Council as is borne by the number of members of that group to the membership of the Council; and
- (d) subject to paragraphs (a) to (c) above, that the number of the seats which are allocated to each political group bears the same proportion to the number of all the seats on Cabinet, Committees, Select Committees and Other Bodies as is borne by the number of members of that group to the membership of the Council.

**6.3 Human Resources**

None.

**6.4 Section 17 (Crime Prevention)**

None.

**6.5 Human Rights Act**

None.

**6.6 Data Protection**

None.

**6.7 Risk Management**

None.

**6.8 Equality & Diversity**

None.

**6.9 Best Value**

None.

<b>7 Appendices to the Report</b>
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Appendix 1 Political Balance Calculation as at 1 February, 2016

Appendix 2 Schedule of Memberships of Cabinet, Shadow Cabinet, Committee and Other Bodies, 2015-16 as at 1 February, 2016

<b>Previous Consideration</b>
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Allocation of Seats to Political Groups to Committees and Other Bodies	Annual Council Meeting	27 May, 2015
Amendments to the Memberships of Committees and Other Bodies	Council	8 July, 2015
Amendments to the Memberships of Committees and Other Bodies	Council	12 August, 2015

<b>Background Papers</b>
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None

**POLITICAL BALANCE / ALLOCATION OF SEATS ON COMMITTEES ETC. - FOR COUNCIL MEETING ON 3 MARCH, 2016  
VACANCY FOLLOWING DEATH OF A COUNCILLOR**

COMMITTEE	SEATS	LABOUR				CONSERVATIVE				UKIP				UNGROUPED MEMBERS: LIBERAL DEMOCRAT (1) & INDEPENDENT (1)			VACANT		TOTAL			
		22	11	5	2	1	5	2	1	2	1	1	1	1	1	1	1					
		Pro Rata	Pre-Change (Actual or Equiv)	Proposed	Diff	Pro Rata	Pre-Change (Actual or Equiv)	Proposed	Diff	Pro Rata	Pre-Change (Actual or Equiv)	Proposed	Diff	Pro Rata	(Actual or Equiv)	Proposed	Diff	Pro Rata	Pre-Change (Actual or Equiv)	Proposed	Diff	
<b>Council</b>	<b>41</b>	<b>22</b>	(09/15)			<b>11</b>	(09/15)			<b>5</b>	(09/15)			<b>2</b>	(09/15)			<b>1</b>	(09/15)			<b>41</b>
All Committees	117	62.78	63	63	0	31.39	34	32	-2	14.27	14	15	1	5.71	5	5	0	2.85	0	2	2	117
* Planning Control	15	8.05	8	8	0	4.02	4	4	0	1.83	2	2	0	0.73	1	1	0	0.37	0	0	0	15
* Licensing & Public Protection	10	5.37	5	5	0	2.68	3	3	0	1.22	1	1	0	0.49	1	1	0	0.24	0	0	0	10
Audit & Governance	7	3.76	4	4	0	1.88	2	2	0	0.85	1	1	0	0.34	0	0	0	0.17	0	0	0	7
Standards	7	3.76	4	4	0	1.88	2	2	0	0.85	1	1	0	0.34	0	0	0	0.17	0	0	0	7
* Health Scrutiny	13	6.98	7	7	0	3.49	4	4	0	1.59	1	1	0	0.63	1	1	0	0.32	0	0	0	13
* Better Jobs & Skills Scrutiny	13	6.98	7	7	0	3.49	3	3	0	1.59	2	2	0	0.63	1	1	0	0.32	0	0	0	13
* Environment Scrutiny	13	6.98	7	7	0	3.49	4	3	-1	1.59	1	1	0	0.63	1	1	0	0.32	0	1	1	13
* Housing Scrutiny	13	6.98	7	7	0	3.49	4	4	0	1.59	2	2	0	0.63	0	0	0	0.32	0	0	0	13
* Customers & Corporate Scrutiny	13	6.98	7	7	0	3.49	4	4	0	1.59	2	2	0	0.63	0	0	0	0.32	0	0	0	13
* Community Safety Scrutiny	13	6.98	7	7	0	3.49	4	3	-1	1.59	2	2	0	0.63	0	0	0	0.32	0	1	1	13
<b>ACTUAL SEAT ALLOCATION</b>		<b>62.78</b>		<b>63</b>	<b>0</b>	<b>31.39</b>		<b>32</b>	<b>-2</b>	<b>14.27</b>		<b>15</b>	<b>0</b>	<b>5.71</b>		<b>5</b>	<b>0</b>	<b>2.85</b>		<b>2</b>	<b>2</b>	<b>117</b>
** Trade Union Consultative Forum	7	3.76	4	4	0	1.88	2	2	0	0.85	1	1	0	0.34	0	0	0	0.17	0	0	0	7
** Delivering Change Panel	7	3.76	4	4	0	1.88	2	2	0	0.85	1	1	0	0.34	0	0	0	0.17	0	0	0	7
** Appeals & Complaints Panel	5	2.68	3	3	0	1.34	1	1	0	0.61	1	1	0	0.24	0	0	0	0.12	0	0	0	5
** Appointments Panel	9	4.83	5	5	0	2.41	3	2	-1	1.10	1	1	0	0.44	0	0	0	0.22	0	1	1	9
** Constitution Working Group	6	3.22	3	3	0	1.61	2	2	0	0.73	1	1	0	0.29	0	0	0	0.15	0	0	0	6
** Shared Services Wrkg Grp	11	5.90	6	6	0	2.95	3	3	0	1.34	1	1	0	0.54	1	1	0	0.27	0	0	0	11
Scrutiny (Transitional) [2015-16 only]	15	8.05	8	8	0	4.02	4	4	0	1.83	2	2	0	0.73	1	1	0	0.37	0	0	0	15

**KEY:**

\* These Committees shall have named substitutes of one Councillor from each political group

\*\* Although not a Council Committee, political balance calculation applies

**SCHEDULE OF MEMBERSHIPS OF CABINET, SHADOW CABINET, COMMITTEES****AND OTHER BODIES, 2015-16****(Political Balance: Lab 22; Con 11; UKIP 5; Lib Dem and Independent 1 + 1;****Vacant 1 – as at 11/12/2015)****CABINET (EXECUTIVE)(Leader + 8\*)****(\*Min 2 – Max 9)**

Adamson, G.	Leader of the Council
Alcott, G.	Deputy Leader of the Council and Economic Development and Planning Portfolio Leader
Lovell, A.	Corporate Improvement Portfolio Leader
Bennett, C.	Crime and Partnerships Portfolio Leader
Mitchell, Mrs. C.	Culture and Sport Portfolio Leader
Dudson, A.	Environment Portfolio Leader
Davis, Mrs. M.A.	Health and Wellbeing Portfolio Leader
Allen, F.W.C.	Housing Portfolio Leader
Todd, Mrs. D.M.	Town Centre Regeneration Portfolio Leader

**SHADOW CABINET (7\*)****(\*Leader of Opposition + Min 1 – Max 9)**

Snape, P.A.	Leader of the Opposition and Crime and Partnerships Shadow Portfolio Leader Town Centre Regeneration Shadow Portfolio Leader
Hoare, M.W.A.	Corporate Improvement Shadow Portfolio Leader
Johnson, J.P.	Culture and Sport Shadow Portfolio Leader
Sutherland, M.	Economic Development and Planning Shadow Portfolio Leader
Lea, C.I.	Environment Shadow Portfolio Leader
Sutton, Mrs. H.M.	Health and Wellbeing Shadow Portfolio Leader
Burnett, G.	Housing Shadow Portfolio Leader

**SCHEDULE OF MEMBERSHIPS OF CABINET, SHADOW CABINET, COMMITTEES****AND OTHER BODIES, 2015-16****(Political Balance: Lab 22; Con 11; UKIP 5; Lib Dem and Independent 1 + 1;****Vacant 1 – as at 11/12/2015)****SCRUTINY COMMITTEE (Transitional) (15 Members)**

Kraujalis, J.T. (L) (Chairman)  
 Pearson, A. (L) (Vice-Chairman)

Bernard, Mrs. A.F. (UKIP)	Hoare, M.W.A. (C)
Burnett, G. (C)	Johnson, T.B. (L)
Buttery, M. (UKIP)	Molineux, G.N. (LD)
Cooper, Miss J. (L)	Preece, J.T. (L)
Dudson, Miss M.J. (L)	Snape, P.A. (C)
Foley, D. (L)	Sutherland, M. (C)
Gamble, B. (L)	

Labour Sub= Freeman, Miss M.A.	Conservative Sub= Lea, C.I.	UKIP Sub= Hardman, B.
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**BETTER JOBS AND SKILLS SCRUTINY COMMITTEE (13 Members)**

Cooper, Miss J. (L) (Chairman)  
 Dudson, Miss M.J. (L) (Vice-Chairman)

Allt, Mrs. A. (C)	Hoare, M.W.A. (C)
Burnett, G. (C)	Johnson, T.B. (L)
Buttery, M. (UKIP)	Molineux, G.N. (LD)
Cartwright, Mrs. S.M. (L)	Preece, J.T. (L)
Freeman, Miss M.A. (L)	Whitehouse, Miss S. (UKIP)
Gamble, B. (L)	

Labour Sub= Grice, Mrs. D.	Conservative Sub= Christian, Miss J.	UKIP Sub= Hardman, B.
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Observers:

- Alcott, G. (Economic Development and Planning Portfolio Leader)
- Todd, Mrs. D.M. (Town Centre Regeneration Portfolio Leader)

**COMMUNITY SAFETY SCRUTINY COMMITTEE (13 Members)**

Dudson, Miss M.J. (L) (Chairman)  
 Gamble, B. (L) (Vice-Chairman)

(Vacant)	Pearson, A. (L)
Dean, A. (UKIP)	Snape, P.A. (C)
Foley, D. (L)	Stretton, Mrs P.Z. (L)
Hardman, B. (UKIP)	Sutherland, M. (C)
Kraujalis, J.T. (L)	Witton, P.T. (L)
Lea, C.I. (C)	

Labour Sub= Cartwright, Mrs. S.M.	Conservative Sub= Sutton, Mrs. H.M.	UKIP Sub= Whitehouse, Miss S.
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Observers:

- Bennett, C. (Crime & Partnerships Portfolio Leader)

**SCHEDULE OF MEMBERSHIPS OF CABINET, SHADOW CABINET, COMMITTEES****AND OTHER BODIES, 2015-16****(Political Balance: Lab 22; Con 11; UKIP 5; Lib Dem and Independent 1 + 1;****Vacant 1 – as at 11/12/2015)****CUSTOMERS & CORPORATE SCRUTINY COMMITTEE (13 Members)**

Johnson, T.B. (L) (Chairman)  
 Cooper, Miss M.J. (L) (Vice-Chairman)

Bernard, Mrs. A.F. (UKIP)	Hoare, M.W.A. (C)
Burnett, G. (C)	Kraujalis, J.T. (L)
Buttery, M. (UKIP)	Pearson, A. (L)
Christian, Miss J. (C)	Stretton, Mrs P.Z. (L)
Freeman, Miss M.A. (L)	Sutherland, M. (C)
Grice, Mrs. D. (L)	

Labour Sub= Dudson, Miss M.J.	Conservative Sub= Snape, P.A.	UKIP Sub= Hardman, B.
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Observers:

- Adamson, G. (Leader)
- Lovell, A. (Corporate Improvement Portfolio Leader)
- Davis, Mrs. M.A. (Health and Wellbeing Portfolio Leader – for matters relating to Benefits administration)

**ENVIRONMENT SCRUTINY COMMITTEE (13 Members)**

Preece, J.T. (L) (Chairman)  
 Witton, P. (L) (Vice-Chairman)

(Vacant)	Grice, Mrs. D. (L)
Bowater, J. (C)	Lea, C.I. (C)
Dean, A. (UKIP)	Pearson, A. (L)
Dudson, Miss M.J. (L)	Johnson, T.B. (L)
Foley, D. (L)	Sutton, Mrs. H.M. (C)
Grocott, M. (Ind.)	

Labour Sub= Gamble, B.	Conservative Sub= Sutherland, M.	UKIP Sub= Buttery, M.
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Observers:

- Dudson, A. (Environment Portfolio Leader)
- Bennett, C. (Crime & Partnerships Portfolio Leader – for matters relating to continuing work in respect of hackney carriage/private hire taxis)



**SCHEDULE OF MEMBERSHIPS OF CABINET, SHADOW CABINET, COMMITTEES****AND OTHER BODIES, 2015-16****(Political Balance: Lab 22; Con 11; UKIP 5; Lib Dem and Independent 1 + 1;****Vacant 1 – as at 11/12/2015)****HEALTH SCRUTINY COMMITTEE (13 Members)**

Gamble, B. (L) (Chairman)

Freeman, Miss M.A. (L) (Vice-Chairman)

Allt, Mrs. A. (C)

Hoare, M.W.A. (C)

Bernard, Mrs. A.F. (UKIP)

Johnson, J.P. (C)

Cartwright, Mrs. S.M. (L)

Johnson, T.B. (L)

Dudson, Miss M.J. (L)

Stretton, Mrs P.Z. (L)

Foley, D. (L)

Sutton, Mrs. H.M. (C)

Grocott, M. (Ind.)

Labour Sub=  
Cooper, Miss J.Conservative Sub=  
Peake, Mrs. C.UKIP Sub=  
Whitehouse, Miss S.

Observers:

- Davis, Mrs. M.A. (Health and Wellbeing Portfolio Leader)
- Mitchell, Mrs. C. (Culture and Sport Portfolio Leader)

Staffordshire. County Council Co-opted Member (with full voting rights): SCC Mrs. C. Mitchell

Independent Co-opted Member (with full voting rights): Healthwatch Staffordshire

**HOUSING SCRUTINY COMMITTEE (13 Members)**

Foley, D. (L) (Chairman)

Cartwright, Mrs. S.M. (L) (Vice-Chairman)

Bernard, Mrs. A.F. (UKIP)

Johnson, J.P. (C)

Burnett, G. (C)

Kraujalis, J.T. (L)

Christian, Miss J.(C)

Peake, Mrs. C. (C)

Cooper, Miss J. (L)

Preece, J.T. (L)

Grice, Mrs. D. (L)

Witton, P.T. (L)

Hardman, B. (UKIP)

Labour Sub=  
Stretton, Mrs. P.Z.Conservative Sub=  
Hoare, M.W.A.UKIP Sub=  
Dean, A.

Observers:

- Allen, F.W.C. (Housing Portfolio Leader)
- Davis, Mrs. M.A. (Health and Wellbeing Portfolio Leader – for matters related to Social Alarms)

**SCHEDULE OF MEMBERSHIPS OF CABINET, SHADOW CABINET, COMMITTEES****AND OTHER BODIES, 2015-16****(Political Balance: Lab 22; Con 11; UKIP 5; Lib Dem and Independent 1 + 1;****Vacant 1 – as at 11/12/2015)****AUDIT AND GOVERNANCE COMMITTEE (7 Members)**

Witton, P.T. (L) (Chairman)  
 Pearson, A. (L) (Vice-Chairman)

Bowater, J. (C)                      Johnson, J.P. (C)  
 Freeman, Miss M.A. (L)      Stretton, Mrs. P.Z. (L)  
 Hardman, B. (UKIP)

Members of the Audit and Governance Committee cannot also be Members of the Cabinet or the Chairman of a Scrutiny Committee

**PLANNING CONTROL COMMITTEE (15 Members)**

Cartwright, Mrs. S.M. (L) (Chairman)  
 Preece, J.T. (L) (Vice-Chairman)

Allen, F.W.C. (L)                      Hardman, B. (UKIP)  
 Burnett, G. (C)                      Kraujalis, J.T. (L)  
 Dean, A. (UKIP)                      Lea, C.I. (C)  
 Dudson, Miss M.J. (L)              Pearson, A. (L)  
 Foley, D. (L)                          Snape, P.A. (C)  
 Freeman, Miss M.A. (L)              Sutherland, M. (C)  
 Grocott, M. (Ind.)

Labour Sub=  
 Johnson, T.B.

Conservative Sub=  
 Hoare, M.W.A.

UKIP Sub=  
 Buttery, M.

**LICENSING AND PUBLIC PROTECTION COMMITTEE (10 Members)**

Grice, Mrs. D. (L) (Chairman)  
 Johnson, T.B. (L) (Vice-Chairman)

Allen, F.W.C. (L)                      Snape, P.A. (C)  
 Hardman, B. (UKIP)                  Sutherland, M. (C)  
 Grocott, M. (Ind.)                      Todd, Mrs. D.M. (L)  
 Lea, C.I. (C)                              Witton, P. (L)

Labour Sub=  
 Foley, D.

Conservative Sub=  
 Hoare, M.W.A.

UKIP Sub=  
 Whitehouse, Miss S.

**LICENSING SUB-COMMITTEE (3 Members)**

The Sub-Committee will comprise 3 Members of the Licensing and Public Protection Committee

**SCHEDULE OF MEMBERSHIPS OF CABINET, SHADOW CABINET, COMMITTEES****AND OTHER BODIES, 2015-16****(Political Balance: Lab 22; Con 11; UKIP 5; Lib Dem and Independent 1 + 1;****Vacant 1 – as at 11/12/2015)****STANDARDS COMMITTEE (7: Members + Parish / Town Representatives)**

Kraujalis, J.T. (L) (Chairman)  
 Preece, J.T. (L) (Vice-Chairman)

Bowater, J. (C)                      Molineux, G.N. (LD)  
 Buttery, M. (UKIP)                Pearson, A. (L)  
 Hoare, M.W.A. (C)

Parish/Town Councils (1 Representative from each):	Brereton & Ravenhill PC	Heath Hayes & Wimblebury PC
	Bridgtown PC	Hednesford TC
	Brindley Heath PC	Norton Canes PC
	Cannock Wood PC	Rugeley TC

**TRADE UNION CONSULTATIVE FORUM (7 Members + Trade Unions Representatives)**

Adamson, G. (L) (Chairman)  
 Thurstance, A. (Employee Rep) (Vice-Chairman)\*

Bernard, Mrs. A.F. (UKIP)            Dudson, Miss M.J. (L)  
 Cooper, Miss J. (L)                    Hoare, M.W.A. (C)  
 Dudson, A. (L)                            Lea, C.I. (C)

\*The Trade Union Consultative Forum shall appoint a Vice-Chairman from the employee's side at the first meeting in the new Municipal year

**APPOINTMENTS PANEL (9 Members)**

Adamson, G. (L)                      Lea, C.I. (C)  
 Alcott, G. (L)                          Stretton, Mrs. P.Z. (L)  
 Allen, F.W.C. (L)                      Sutherland, M. (C)  
 Gamble, B. (L)                          Sutton, Mrs. H.M. (C)  
 Hardman, B. (UKIP)

The Panel will comprise Members appointed by the Council and will include at least one Cabinet Member

The Chairman will be appointed at the first meeting of the Panel from those Members present at the meeting

**APPEALS AND COMPLAINTS PANEL (5 Members)**

**Labour (3)                      Conservative (1)                      UKIP (1)**

The Appeals and Complaints Panel will comprise not more than 5 eligible Members of the Council appointed in compliance with Section 15 of Schedule 1 of the Local Government and Housing Act 1989, concerning political balance.

Members who have been involved in any decision resulting in an appeal or complaint will not be entitled to hear a case.

**SCHEDULE OF MEMBERSHIPS OF CABINET, SHADOW CABINET, COMMITTEES****AND OTHER BODIES, 2015-16****(Political Balance: Lab 22; Con 11; UKIP 5; Lib Dem and Independent 1 + 1;****Vacant 1 – as at 11/12/2015)****CONSTITUTION WORKING GROUP (6 Members)**

TBC (Chairman)

Freeman, Miss M.A. ( <i>L</i> )	Preece, J.T. ( <i>L</i> )
Hardman, B. ( <i>UKIP</i> )	Snape, P.A. ( <i>C</i> )
Pearson, A. ( <i>L</i> )	Sutherland, M. ( <i>C</i> )

The Chairman will be appointed at the first meeting of the working group from those Members present at the meeting