

MEETING OF ANNUAL COUNCIL

YOU ARE HEREBY SUMMONED to attend the **ANNUAL MEETING** of the **BOROUGH COUNCIL OF WELLINGBOROUGH** to be held in the Council Chamber at Swanspool House, Wellingborough on **TUESDAY 22 MAY 2018 at 7pm** for the purpose of transacting the following business

(The meeting will be preceded by prayers; you may leave the room should you wish to do so)

1. Apologies for absence.
2. Declarations of interest.
3. To **elect** the mayor for the municipal year **2018-19** and note the appointment of his chaplain, Reverend Richard Coles.
4. To **present** badges to the retiring mayor and mayoress commemorating their term of office in **2017-18**.
5. To **elect** the deputy mayor for the municipal year **2018-19** and to note the appointment of his deputy mayoress.
- I 6. To **receive** the report of the managing director on committee arrangements, seat allocations and appointments for the municipal year **2018-19**; to approve the calendar of meetings from June 2018 to June 2019; and to authorise the use of the common seal.
7. To **receive** any correspondence, communications and other business brought forward by the direction of the mayor or the chairman of the meeting.

Liz Elliott
Managing Director

14 May 2018

To discuss any aspect of this agenda, please contact Carol Mundy, Democratic Services Officer, on 01933 231521 or email cmundy@wellingborough.gov.uk

I Enclosed

Membership of the Council:

Councillor Bell (Mayor) and Councillors Abram, Allebone, Anslow, Aslam, Bailey, Beirne, Bone, Carr, Ekins, Emerson, Francis, Gough, Graves, Griffiths, Hallam, Harrington, Henley, G Lawman, L Lawman, Lloyd, Maguire, Morrall, Partridge-Underwood, Patel, Scanlon, Scarborough, Simmons, Skittrall, Stevenson, Walia, Ward (Mayor Elect), M Waters (Deputy Mayor), V Waters, Watts and York (36).



Report of the Managing Director

Committee arrangements, seat allocations, and appointments thereto; approval of the calendar of meetings for 2018-19; and approval for the use of the common seal for the municipal year 2018-19.

1 Purpose of Report

To agree the committee seat allocations and appointments thereto; along with approval of the calendar of meetings and use of the common seal for the municipal year 2018-19.

2 Executive Summary

The report proposes committee arrangements, seat allocations and appointments for the municipal year 2018-19; seeks approval to the calendar of council and committee meetings from June 2018 until June 2019; the use of the common seal; and also notes the appointment of the leader and deputy leader of the council and the leader and deputy leader of the opposition for the municipal year 2018-19.

3 Appendices

- A Allocation of committee seats for 2018-2019;
- B Appointment of standing committees, sub-committees, steering groups, forums, advisory groups, working parties and liaison groups for 2018-19;
- C Appointment of members to such standing committees, sub-committees, steering groups, forums, advisory groups, working parties and liaison groups for 2018-19;
- D Appointment of lead advisers for 2018-19;
- E Appointment of council representatives to outside organisations for 2018-19;
- F Calendar of council and committee meetings from June 2018 to June 2019.

4 Proposed Action:**RESOLVE to:**

- 4.1 agree the committee arrangements, seat allocations and appointments for the municipal year 2018-19 as detailed in appendices A, B, C, D and E;
- 4.2 approve the calendar of council and committee meetings for the municipal years 2018-2019 as detailed in appendix F;
- 4.3 authorise the use of the common seal for the sealing of documents for the municipal year 2018-19;
- 4.4 note the appointment of Councillor Martin James Griffiths as leader of the council and Councillor Stephen Thomas Partridge-Underwood as deputy leader of the council for the municipal year 2018-19;
- 4.5 note the appointment of Councillor Andrew Michael Julian Scarborough as leader of the opposition and Councillor Brian Emerson as deputy leader of the opposition for the municipal year 2018-19;

4.6 agree that a special responsibility allowance be included in the scheme for members remuneration, agreed by council on 27 February 2018, for the chairman of any sub-committee to be paid an amount equal to 75% of the allowance paid for the chairman of the parent committee, pro rated in the first year for the period after the initial meeting of the sub-committee.

5 Discussion:

- 5.1 In accordance with articles 2.2.07(c) of the constitution, it be noted that the administrative group has appointed Councillor Martin James Griffiths as leader of the council and Councillor Stephen Thomas Partridge-Underwood as deputy leader of the council for the municipal year 2018-19;
- 5.2 In accordance with articles 2.2.07(d) of the constitution, it be noted that Councillor Andrew Michael Julian Scarborough has been appointed as leader of the opposition and Councillor Brian Emerson as deputy leader of the opposition for the municipal year 2018-19;
- 5.3 Appendices A to F, attached hereto, set out the appointment of the council's standing committees, sub-committees, steering groups, forums, advisory groups, working parties and liaison groups, along with the appointment of councillors thereto; the appointment of lead advisers; and the appointment of council representatives to outside organisations. The names of members have been put forward by both political groups for approval by annual council.
- 5.4 Two sub-committees will be formed during the 2018-19 municipal year, with terms of reference for the arts and cultural sub-committee being agreed by services committee, and for the town centre sub-committee by development committee. It is proposed that the chairman of each sub-committee will receive a special responsibility allowance of 75% of the allowance paid to the chairman of the parent committee, pro rated in the first year for the period after the initial meeting of the sub-committee if this is less than a full municipal year.
- 5.5 In accordance with the Joint Negotiating Committee's conditions of service for statutory and chief officers there is a requirement for a standing committee to be formed to deal with investigating and disciplinary matters. Providing there is no conflict of interest, it is intended to add this requirement to the current appointments committee, which will be known as the appointments and investigating and disciplinary committee.
- 5.6 In accordance with article 4.1.01(i) the terms of reference and delegations for each committee are as previously agreed and reflected in the constitution; similarly in accordance with article 4.1.01(j) the scheme of delegations, is as previously agreed and detailed in the constitution dated April 2018. Terms of reference for each sub-committee will be agreed at the first meeting of its parent committee.

- 5.7 In accordance with article 4.1.01(l) approval is sought to the calendar of council and committee meetings for the period June 2018 to June 2019, as shown at appendix F. Sub-committee meeting frequency will be agreed by the relevant parent committee;
- 5.8 Approval is also sought, in accordance with Article 4.1.01(k) of the constitution, to authorise the use of the common seal for the sealing of documents for the municipal year 2018-19.

6 Legal Powers

- 6.1 Section 101 of the Local Government Act 1972, provides that a local authority may arrange for the discharge of any of its functions by committee, sub-committee or an officer of the authority and also in accordance with the constitution and council procedure rules for the annual meeting.
- 6.2 Section 102 of the Local Government Act 1972 allows a local authority to appoint committees for the purpose of discharging the functions delegated under the provisions of Section 101 above and to establish the terms of reference and also in accordance with the constitution and council procedure rules for the annual meeting.

7 Financial, Risk and Value For Money Implications

There is a small cost for the payment of allowances to chairmen of sub-committees and this will be met from within existing budgets.

8 Implications for Stronger and Safer Communities and Equalities

- 8.1 Whatever the council does and however it makes decisions, the impact on our communities is of paramount importance.
- 8.2 The proposals here should not have any adverse impact on our communities or on how the council meets its statutory duties relating to the Equalities Act legislation. Indeed, by having more efficient governance arrangements it is likely that the council will serve its communities even better.

9 Author and Contact Officer

Carol Mundy, Democratic Services Officer

10 Consultees

Liz Elliott, Managing Director
Bridget Gamble, Director
Julie Thomas, Director/Monitoring Officer

11 Background Papers

The council's constitution April 2018 (version 1).

APPENDIX A

ANNUAL COUNCIL - 22 May 2018

ALLOCATION OF COMMITTEE SEATS 2018-2019

Political groups	Cons Group	Lab Group	Total
Number of members	27	9	36
% seat entitlement	75.00%	25.00%	100.00%

1. Ordinary committees
 – individual allocation of seats (Principle III):
 * strict entitlement to seats on committee - 0.5% or above

			Cons Group	Lab Group	Total
Resources	15	Seat allocation:	11	4	15
		% allocation:	11.25	3.75	
Development	15	Seat allocation:	11	4	15
		% allocation:	11.25	3.75	
Services	7	Seat allocation:	5	2	7
		% allocation:	5.25	1.75	
Partnerships & Performance	7	Seat allocation:	5	2	7
		% allocation:	5.25	1.75	
Audit	7	Seat allocation:	5	2	7
		% allocation:	5.25	1.75	
Planning	11	Seat allocation:	8	3	11
		% allocation:	8.25	2.75	
Standards	11	Seat allocation:	8	3	11
		% allocation:	8.25	2.75	
Appointments & Investigatory & Disciplinary	13	Seat allocation:	10	3	13
		% allocation:	9.75	3.25	
Arts & Leisure Sub-Committee	7	Seat allocation:	5	2	7
		% allocations:	5.25	1.75	
Town Centre Sub-Committee	7	Seat allocations:	5	2	7
		% allocations:	5.25	1.75	
	100				100

Ordinary committee allocations:

	Cons Group	Lab Group	Total
% seat entitlement	75.00%	25.00%	100.00%
Strict seat entitlement	75	25	100
Proposed seat allocations	73	27	100

2. Other bodies and regulatory committees
 – proportionate allocation of seats (Principle IV):

			Cons	Lab	Total
Licensing	13	Seat allocation:	10	3	13
<i>Voluntary application of Principle IV</i>		% allocation:	9.75	3.25	
North Northants Joint Planning Committee	3	Seat allocation:	2	1	3
<i>Voluntary application of Principle IV</i>		% allocation:	2.25	0.75	
Joint Planning Delivery Committee	3	Seat allocation:	2	1	3
<i>Voluntary application of Principle IV</i>		% allocation:	2.25	0.75	

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APPOINTMENT OF STANDING COMMITTEES, SUB-COMMITTEES, ADVISORY GROUPS, FORUMS, WORKING PARTIES AND LIAISON GROUPS FOR 2018-19

STANDING COMMITTEES 2018-19

Resources Committee
 Development Committee
 Services Committee
 Partnerships & Performance Committee
 Audit Committee
 Planning Committee
 Standards Committee
 Appointments & Investigating & Disciplinary Committee
 Licensing Committee

SUB-COMMITTEES, STEERING GROUPS, FORUMS, ADVISORY GROUPS, WORKING PARTIES AND LIAISON GROUPS 2018-19**Sub-Committees:**

Arts & Leisure Sub-Committee
 Town Centre Sub-Committee

Steering Group/Forums:

International Waendel Walk Weekend Steering Group
 Parishes Forum

Advisory Groups:

Local Plan Advisory Group

Working Parties/Groups:

Allocations for Voluntary Sector Grants Working Party
 Constitution Working Party

Liaison Group:

Sustainable Urban Extension (SUE) Liaison Group

ANNUAL COUNCIL - 22 MAY 2018

MEMBERSHIP OF STANDING COMMITTEES, SUB-COMMITTEES, STEERING GROUPS, FORUMS, ADVISORY GROUPS, WORKING PARTIES AND LIAISON GROUPS FOR 2018-19

MEMBERSHIP OF STANDING COMMITTEES	
RESOURCES COMMITTEE (15) (11 Conservatives, 4 Labour)	
Chairman:	Cllr Griffiths Vice-Chairman: Cllr Partridge-Underwood
Conservatives:	Cllrs Allebone, Bell, Carr, Graves, Harrington, L Lawman, Morrall, Simmons and M Waters (11)
Labour:	Cllrs Emerson, Francis, Henley and Scarborough (4)
DEVELOPMENT COMMITTEE (15) (11 Conservative, 4 Labour)	
Chairman:	Cllr Carr Vice-Chairman: Cllr Skittrall
Conservatives:	Cllrs Ekins, G Lawman, Partridge-Underwood, Patel, Walia, L Lawman and V Waters (11)
Labour:	Cllrs Anslow, Emerson, Maguire and Watts (4)
SERVICES COMMITTEE (7) (5 Conservatives, 2 Labour)	
Chairman:	Cllr Allebone Vice-Chairman: Cllr Hallam
Conservatives:	Cllrs Bailey, Beirne and Gough (5)
Labour:	Cllrs Abram and Watts (2)
PARTNERSHIPS & PERFORMANCE (7) (5 Conservatives, 2 Labour)	
Chairman:	Cllr Graves Vice-Chairman: Cllr Bone
Conservatives:	Cllrs Allebone, Lloyd and Patel (5)
Labour:	Cllrs Aslam and Maguire (2)

AUDIT (7) (5 Conservatives, 2 Labour)	
Chairman:	Cllr Simmons Vice-Chairman: Cllr Gough
Conservatives:	Cllrs Graves, Scanlon and York (5)
Labour:	Cllrs Francis and Henley (2)
PLANNING COMMITTEE (11) (8 Conservatives, 3 Labour)	
Chairman:	Cllr Morrall Vice-Chairman: Cllr Bell
Conservatives:	Cllrs Graves, Griffiths, G Lawman, Lloyd, Stevenson and York (8)
Labour:	Cllrs Aslam, Maguire and Scarborough (3)
STANDARDS COMMITTEE (11) (8 Conservatives, 3 Labour)	
Chairman:	Cllr G Lawman Vice-Chairman: Cllr Maguire (L)
Conservatives:	Cllrs Beirne, Bone, Ekins, Graves, Hallam, Patel and York (8)
Labour:	Cllrs Abram, and Anslow (3)
APPOINTMENTS & INVESTIGATING & DISCIPLINARY COMMITTEE (13) (10 Conservatives, 3 Labour)	
Chairman:	Cllr M Waters Vice-Chairman: Cllr Partridge-Underwood
Conservatives:	Cllrs Beirne, Carr, Gough, Graves, Griffiths, Harrington, G Lawman and Morrall (10)
Labour:	Cllrs Abram, Emerson and Maguire (3)
LICENSING (13) (10 Conservatives, 3 Labour)	
Chairman:	Cllr Ekins Vice-Chairman Cllr Harrington
Conservatives:	Cllrs Bell, Griffiths, Lloyd, Morrall, Simmons, Walia, V Waters and Ward (10)
Labour:	Cllrs Aslam, Maguire and Scarborough (3)

MEMBERSHIP OF SUB-COMMITTEES, STEERING GROUPS, FORUMS, ADVISORY GROUPS, WORKING PARTIES AND LIAISON GROUPS		
SUB-COMMITTEES		
ARTS & LEISURE SUB-COMMITTEE (7) (5 Conservatives, 2 Labour) (Reports to services committee)		
Chairman:	Cllr Harrington	Vice-chairman: Cllr Griffiths
Conservatives:	Cllrs Bailey, Morrall and Simmons (5)	
Labour:	Cllrs Maguire and Scarborough (2)	
TOWN CENTRE SUB-COMMITTEE (7) (5 Conservatives, 2 Labour) (Reports to development committee)		
<i>**Conservative membership to be confirmed at annual council meeting</i>		
Chairman:	**Cllr	Vice-chairman: **Cllr
Conservatives:	**Cllrs	and (5)
Labour:	Cllrs Maguire and Scarborough (2)	
STEERING GROUP AND FORUM		
INTERNATIONAL WAENDEL WALK WEEKEND STEERING GROUP (5) (4 Conservatives, 1 Labour)		
Chairman:	Cllr M Waters	
Conservatives:	Cllrs Morrall, Simmons and York (4)	
Labour:	Cllr Maguire (1)	
PARISHES FORUM (7) (5 Conservatives, 2 Labour)		
Chairman:	Cllr Partridge-Underwood	Vice-Chairman: Cllr Griffiths
Conservatives:	Cllrs Allebone, Carr and Morrall (5)	
Labour:	Cllr Maguire and Scarborough (2)	

ADVISORY GROUPS	
LOCAL PLAN ADVISORY GROUP (5)	
Chairman:	Cllr Carr
Conservatives:	Cllrs Griffiths, Scanlon and Skittrall (4)
Labour:	Cllr Emerson (1)
WORKING PARTIES/GROUPS	
ALLOCATIONS FOR VOLUNTARY SECTOR GRANTS WORKING PARTY (7) (5 Conservatives and 2 Labour)	
Chairman:	Cllr Griffiths
Vice-Chairman:	Cllr Graves
Conservatives:	Cllrs Simmons, Stevenson and Walia (5)
Labour:	Cllrs Anslow and Francis (2)
CONSTITUTION WORKING PARTY (7) (5 Conservatives, 2 Labour)	
Chairman:	Cllr Griffiths
Vice-Chairman:	Cllr Partridge-Underwood
Conservatives:	Cllrs L Lawman, Lloyd and Skittrall (5)
Labour:	Cllrs Emerson and Scarborough (2)
LIAISON GROUP	
SUSTAINABLE URBAN EXTENSION (SUE) LIAISON GROUP (7) (6 Conservatives, 1 Labour)	
Chairman:	Cllr Carr
Conservatives:	Cllrs Bailey (Finedon), Bone, (Harrowden & Sywell), Patel, (Rixon), Walia, (Isebrook), V Waters (Redwell) (6)
Labour:	Cllr Francis (Victoria) (1)

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LEADERSHIP RESPONSIBILITIES/LEAD ADVISERS 2018-19

LEADERSHIP RESPONSIBILITY	ADVISER
HERITAGE	COUNCILLOR CARR
YOUNG PEOPLE	COUNCILLOR MORRALL
WELLBEING	COUNCILLOR GRAVES
TOURISIM AND RIVER NENE SPECIAL PROTECTION AREA	COUNCILLOR HALLAM

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APPOINTMENT OF MEMBERS TO OUTSIDE ORGANISATIONS 2018-19

ORGANISATION		NOMINATION
Victoria Centre Management Committee	3 (2C, 1L)	Councillors Emerson, Patel and Walia
Wellingborough Carnival Association	1	The Mayor (ex-officio)
Northamptonshire Rights and Equalities Council	1	Chairman/vice-chairman services committee
Central & East Northants Citizen's Advice Bureau Board	2	Councillors Aslam and Simmons
County Traveller Unit Management Committee	1	Councillor G Lawman with Cllr Skittrall as substitute
Northamptonshire Waste Partnership	2+ 2 substitutes	Councillors Allebone and M Waters Substitutes: Councillors Hallam and Skittrall
North Northamptonshire Joint Planning Committee	3 (2C, 1L)	Councillors Carr, Griffiths and Scarborough
Northamptonshire Leaders Board (PSB)	1	Leader of the council
River Nene Regional Park Board	1	Councillor Hallam
Northamptonshire Partnership Scrutiny Board	2	Chairman and vice-chairman partnerships and performance committee

ORGANISATION		NOMINATION
Joint Health Scrutiny	1	Councillor G Lawman
Health and Wellbeing Forum	1	Councillor Graves
Community Safety Partnership Board	2 (1C,1L)	Vice-chairman of services committee and Cllr Abram
Town Centre Partnership	1	Councillor Griffiths
BID Board	1	Councillors Carr and Skittrall
Wellingborough Homes Board (As report to council)	2 (1C, 1 L)	Councillors Aslam, Ekins, (To remain in place until September 2018)
Northampton General Hospital Foundation Trust	1	Councillor Graves
Wellingborough School: School Council	1	Councillor Allebone
Grendon Hall Advisory Board	1	Councillor Beirne
Wellingborough Twinning Association	4 (3 C, 1L)	Councillors Anslow, Ekins, M Waters and V Waters
Sywell Aerodrome Consultation	3 (2C, 1L)	Councillors Bone, Hallam and Scarborough
Northamptonshire Police and Crime Panel	1	L Lawman, with the leader as substitute
Campaign to protect rural England - Northamptonshire	1	Councillor Carr
Wellingborough Norse Board	1	Councillor Allebone
Wellingborough Norse Liaison Board	2 (1C,1L)	Councillors Allebone and Emerson

ORGANISATION		NOMINATION
Joint Delivery Committee	3	Leader, chairman of development committee and Councillor Emerson
Armed Forces Champion	1	Councillor York
Wellingborough Bereavement Services	2	Councillor Graves and Maguire

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CALENDAR OF COUNCIL AND COMMITTEE MEETINGS JUNE 2018 TO JUNE 2019		
2018		
JUNE		
Wednesday	6	Planning
Monday	11	Development
Wednesday	13	Resources
Monday	18	Partnerships & Performance
Tuesday	19	Services
JULY		
Wednesday	4	Planning
TUESDAY	17	COUNCIL
Tuesday	24	Audit
AUGUST		
Wednesday	1	Planning
SEPTEMBER		
Wednesday	5	Planning
Monday	17	Development
Wednesday	19	Resources
Monday	24	Partnerships & Performance
Tuesday	25	Services
OCTOBER		
Wednesday	3	Planning
TUESDAY	16	COUNCIL
Monday	29	Development
Wednesday	31	Resources
NOVEMBER		
Wednesday	7	Planning
Tuesday	20	Audit
TUESDAY	27	COUNCIL
DECEMBER		
Wednesday	5	Planning
Monday	10	Development
Wednesday	12	Resources

2019		
JANUARY		
Monday	14	Partnerships & Performance
Tuesday	15	Services
Wednesday	16	Planning
TUESDAY	22	COUNCIL
FEBRUARY		
Monday	4	Development
Wednesday	6	Resources
Wednesday	13	Planning
TUESDAY	26	COUNCIL
MARCH		
Wednesday	13	Planning
Monday	18	Development
Wednesday	20	Resources
Tuesday	26	Audit
APRIL		
TUESDAY	2	COUNCIL
Wednesday	10	Planning
MAY		
TUESDAY	21	ANNUAL COUNCIL
JUNE		
Wednesday	5	Planning

LICENSING COMMITTEE or LICENSING SUB-COMMITTEE MEETINGS

The following meetings will be called in 2018-19, if required, for licensing committee or licensing sub-committee hearings. Democratic Services will contact members of the sub-committee with regard to availability.

2018		
Monday	2 July	Licensing
Monday	17 Sept.	Licensing
Monday	5 Nov.	Licensing
2019		
Monday	21 Jan.	Licensing
Monday	25 March	Licensing

