


URGENT BUSINESS AND SUPPLEMENTARY INFORMATION
Council
17 May 2023

Agenda Item Number	Page	Title	Officer Responsible	Reason Not Included with Original Agenda
11.	(Pages 3 - 10)	Annual Council Business Report 2023/2024 Appendices 1, 2, 3	Chief Executive / Monitoring Officer	Discssions ongoing at time of agenda publication

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Appendix 1

Local Government & Housing Act 1989 - Political Balance

General Description of the Rules

1. For most local authority committees and sub-committees and for certain other appointments, the 1989 Act requires the Council to allocate seats to political groups in accordance with the groups' proportionate strength on the Council as a whole.
2. The political balance requirement applies only where political groups have been set up, but where it does apply the allocation to committees has to be reviewed annually. A review is also required on the formation of a new political group or if requested by a member newly joining a group.
3. A committee must review the allocation of seats on its sub-committees following any change in the committee's membership as a result of a 1989 Act review.

The Allocation

4. The allocation process depends on the proportionate strengths of the political groups and the nature of the committee, sub-committee or other body concerned. The following rules apply:
 - (i) Where a group has an overall majority on the Council, that group is entitled to a majority of the seats on each committee and sub-committee.
 - (ii) Each political group is entitled to its proportion of the total number of seats on all the committees added together, according to the ratio of the number of members of the group to the number of members of the Council.
 - (iii) Subject to (i) and (ii) above, each group is entitled to its proportion of the number of seats on each individual committee.
 - (iv) For sub-committees and some other bodies, a group is entitled to its proportion of the number of seats regardless of the total number of seats involved (but still subject to the majority rule in (i) above).
 - (v) The allocations of seats to political groups are rounded up or down to the nearest whole number. Where the allocations leave a seat or seats unfilled on a committee, sub-committee or other body those seats must be allocated to any independent members of the Council.
5. Except where a "no dissent" alternative (as described below) is adopted, application of these principles, "so far as reasonably practicable", is mandatory. Once the allocations have been agreed under this procedure, the appointment of individual members must then be made in accordance with the wishes of the respective groups.

Alternatives where "No Dissent"

6. 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.

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Appendix 2

Proportionality Calculations

1.1 Under the Local Government (Committees and Political Groups) Regulations 1990 made pursuant to the Local Government and Housing Act 1989, allocations of committee seats are made to political groups and any member not in a political group is consequently not automatically entitled to seats on committees. There are no such members currently and the committee allocations take account of the Groups notified to the Chief Executive as set out below.

- Conservative Group, 20 Members (41.67%)
 - Leader: Cllr Barry Wood
- Progressive Oxfordshire Group, 14 members (29.17%)
 - Leader: Cllr David Hingley
- Labour Group, 12 members (25.00%)
 - Leader: Cllr Sean Woodcock
- Independent Group, 2 members (4.17%)
 - Leader: Cllr Les Sibley

1.2 The proportionality calculations require the following adjustments to achieve the required balance across and within Committee. The adjustments are indicated in italics in Table 1.

- Progressive Oxfordshire gives up one seat to the Independent Group. This is on Licensing Committee.

1.3 Table 1: Allocation of Seats to Proportional Committees

Committee	TOTAL	Conservative	Progressive Oxfordshire	Labour	Independent
Accounts, Audit & Risk Committee	8	3	2	2	1
Appeals Panel	10	4	3	3	0
Budget Planning Committee	12	5	4	3	0
Licensing Committee	12	5	3 (-1)	3	1 (+1)
Overview & Scrutiny	12	5	4	3	0
Personnel Committee	12	5	4	3	0
Planning Committee	18	8	5	4	1
Standards Committee	8	3	2	2	1
Proportional Total by Committee	92	38	28	23	3
Aggregate Entitlement	92	38	27	23	4
Adjustment Required	N/A	0	Minus 1	0	Plus 1

Appendix 2

1.4 The Constitution sets out that the Planning Committee has 12 named substitutes. These appointments are not included in the main committee proportionality calculations above but the number of substitutes per Group should reflect the political makeup of the Committee with the adjustment to ensure each Group has a named substitute. Groups should appoint the number of named substitutes as set out below:

- Conservative Group - 5
- Progressive Oxfordshire - 3
- Labour - 3
- Independent - 1

1.5 Political Groups must have regard to the following when nominating Committee members:

- Overview and Scrutiny Committee must not include any members of the Executive
- Personnel Committee members must include at least one member of the Executive and may not include members of the Appeals Panel
- Appeals Panel members may not serve as members of the Personnel Committee

Committee Appointments 2023/2024

Proportional Committees

(NB. The number in brackets indicates the number of seats for the Group on the Committee. All Group nominations are listed alphabetically by councillor surname)

Accounts, Audit and Risk Committee

Membership (8 members with unnamed substitutes who can be any member of the relevant Group. All committee members must have received training prior to attending a meeting)

Conservative (3)	Progressive Oxfordshire (2)	Labour (2)	Independent (1)
Cllr Donna Ford	Cllr Simon Lytton	Cllr Besmira Brasha	Cllr Harry Knight
Cllr Simon Holland	Cllr Ian Middleton	Cllr Andrew Crichton	
Cllr Nick Mawer			

Appeals Panel

Membership (10 members with no substitutes – must NOT be Personnel Committee members)

Conservative (4)	Progressive Oxfordshire (3)	Labour (3)	Independent (0)
Cllr Sandy Dallimore	Cllr Nick Cotter	Cllr Mark Cherry	
Cllr John Donaldson	Cllr Rob Pattenden	Cllr Matt Hodgson	
Cllr Simon Holland	Cllr Dorothy Walker	Cllr Sean Woodcock	
Cllr Adam Nell			

Budget Planning Committee

Membership (12 members with unnamed substitutes who can be any member of the relevant Group)

Conservative (5)	Progressive Oxfordshire (4)	Labour (3)	Independent (0)
Cllr Patrick Clarke	Cllr Tom Beckett	Cllr Rebecca Clarke	
Cllr Donna Ford	Cllr David Hogg	Cllr Matt Hodgson	

Cllr Nick Mawer	Cllr Simon Lytton	Cllr Sean Woodcock	
Cllr Adam Nell	Cllr Dorothy Walker		
Cllr Doug Webb			

Licensing Committee

Membership (12 seats, with unnamed substitutes who can be any member of the relevant Group)

Conservative (5)	Progressive Oxfordshire (3)	Labour (3)	Independent (1)
Cllr Phil Chapman	Cllr Nick Cotter	Cllr Andy Beere	Cllr Les Sibley
Cllr Andrew McHugh	Cllr Lesley McLean	Cllr Rebecca Biegel	
Cllr George Reynolds	Cllr Chris Pruden	Cllr Mark Cherry	
Cllr Doug Webb			
Cllr Bryn Williams			

Overview and Scrutiny Committee

Membership (12 members with unnamed substitutes who can be any member of the relevant Group but shall not be a member of the Executive)

Conservative (5)	Progressive Oxfordshire (4)	Labour (3)	Independent (0)
Cllr Maurice Billington	Cllr Tom Beckett	Cllr Isabel Creed	
Cllr Ian Harwood	Cllr Ian Middleton	Cllr Dr Chukwudi Okeke	
Cllr Simon Holland	Cllr Rob Pattenden	Cllr Lynne Parsons	
Cllr Doug Webb	Cllr Dorothy Walker		
Cllr Bryn Williams			

Personnel Committee

Membership (12 members with unnamed substitutes who can be any member of the relevant Group but shall not be a member of the Appeals Panel)

Conservative (5)	Progressive Oxfordshire (4)	Labour (3)	Independent (0)
Cllr Ian Harwood	Cllr Gemma Coton	Cllr Dr Chukwudi Okeke	
Cllr Lynn Pratt	Cllr David Hingley	Cllr Lynne Parsons	
Cllr George Reynolds	Cllr Fiona Mawson	Cllr Amanda Watkins	
Cllr Doug Webb	Cllr Chris Pruden		
Cllr Barry Wood			

Planning Committee

Membership (18 members, 12 named substitutes. All committee members and named substitutes must have received planning training prior to attending a meeting)

Conservative (8)	Progressive Oxfordshire (5)	Labour (4)	Independent (1)
Cllr Maurice Billington	Cllr John Broad	Cllr Andy Beere	Cllr Les Sibley
Cllr Phil Chapman	Cllr Jean Conway	Cllr Rebecca Biegel	
Cllr Ian Harwood	Cllr Fiona Mawson	Cllr Rebecca Clarke	
Cllr Simon Holland	Cllr Lesley McLean	Cllr Amanda Watkins	
Cllr Lynn Pratt	Cllr Julian Nedelcu		
Cllr George Reynolds			
Cllr Nigel Simpson			
Cllr Barry Wood			

Named Substitutes (12 – not included in the proportionality calculations, all Groups to be represented)

Conservative (6)	Progressive Oxfordshire (3)	Labour (3)	Independent (1)
Cllr Sandy Dallimore	Cllr David Hingley	Cllr Matt Hodgson	Cllr Harry Wright

Appendix 3

Cllr John Donaldson	Cllr Ian Middleton	Cllr Sean Woodcock	
Cllr Andrew McHugh	Cllr Dorothy Walker		
Cllr Dan Sames			
Cllr Doug Webb			
Cllr Bryn Williams			

Standards Committee

Membership (8 members with unnamed substitutes who can be any member of the relevant Group)

Conservative (3)	Progressive Oxfordshire (2)	Labour (2)	Independent (1)
Cllr Sandy Dallimore	Cllr Julian Nedelcu	Cllr Lynne Parsons	Cllr Harry Wright
Cllr Lynn Pratt	Cllr Dorothy Walker	Cllr Amanda Watkins	
Cllr George Reynolds			