

TO: **All members of Council**

**(Copy to recipients of Council papers)**

**Our reference** CS  
**Your reference** N/A  
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13 May 2021

Dear Councillor

**Non-Decision Making Virtual Annual Meeting of Council –  
Tuesday 18 May 2021**

I am now able to enclose, for consideration at the above meeting, the following appendices that were unavailable when the agenda was printed.

**Agenda  
No**      **Item**

6.      **Review of political balance and appointment to politically balanced bodies 2021 to 2022 (Pages 1 - 6)**

Appendices A, B and C to Report number: **AGM/WS/21/001**

Yours sincerely

Claire Skoyles  
Democratic Services Officer  
Human Resources, Governance and Regulatory

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**West Suffolk**  
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Appendix A: Seats on Politically Balanced Committees

Committee	No of members		Development Control Committee			Licensing & Regulatory Committee			Overview & Scrutiny Committee			Performance & Audit Scrutiny Committee			Officer Appeals			Officer Appointments			Standards			OVERALL			
			16			15			16			13			6			6			7			79			
No of seats			Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	
West Suffolk Conservative Group	John Griffiths	40	62.50%	10.00	10	10	9.38	9	9	10.00	9	9	8.13	8	8	3.75	4	4	3.75	4	4	4.38	4	4	49.38	49	48
Independent Group	Ian Shipp	19	29.69%	4.75	5	5	4.45	4	5	4.75	5	6	3.86	4	4	1.78	2	1	1.78	2	1	2.08	2	2	23.45	23	24
Labour	Diane Hind	4	6.25%	1.00	1	1	0.94	1	1	1.00	1	1	0.81	1	1	0.38	0	0	0.38	0	1	0.44	1	1	4.94	5	6
Non-Grouped independent	Max Clarke	1	1.56%	0.25	0	0	0.23	0	0	0.25	0	0	0.20	0	0	0.09	1	1	0.09	0	0	0.11	0	0	1.23	1	1
VACANCY		0	0.00%	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
<b>TOTAL</b>		<b>64</b>	<b>100.00%</b>	<b>16.00</b>	<b>16</b>	<b>16</b>	<b>15</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>15</b>	<b>16</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>79</b>	<b>78</b>	<b>79</b>

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- a) Not all seats on a committee can be given to a single political group
- b) The majority group must be allocated the majority of seats on a committee
- c) Subject to a) and b), the proportion of seats on ordinary committees allocated to a group must be proportionate to the total number of seats held by that group
- d) Subject to a) b) and c), the proportion of seats on all committees allocated to a group must be proportionate to the total number of seats held by that group

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Appendix B: Substitute Allocations on Politically Balanced Committees

Committee	No of members		%	Development Control Committee			Licensing & Regulatory Committee			Overview & Scrutiny Committee			Performance & Audit Scrutiny Committee			Officer Appeals			Officer Appointments			Standards			OVERALL		
				8			7			8			6			3			3			3			38		
No of seats				Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places
West Suffolk Conservative Group	John Griffiths	40	62.50%	5.00	5	5	4.38	4	4	5.00	5	5	3.75	4	3	1.88	2	1	1.88	2	1	1.88	2	2	23.75	24	21
Independent Group	Ian Shipp	19	29.69%	2.38	2	2	2.08	2	2	2.38	2	2	1.78	2	2	0.89	1	1	0.89	1	1	0.89	1	1	11.28	11	11
Labour	Diane Hind	4	6.25%	0.50	1	1	0.44	1	1	0.50	1	1	0.38	0	1	0.19	0	0	0.19	0	1	0.19	0	0	2.38	2	5
Non-Grouped Independent	Max Clarke	1	1.56%	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
<b>TOTAL</b>		<b>64</b>	<b>98.44%</b>	<b>7.88</b>	<b>8</b>	<b>8</b>	<b>6.89</b>	<b>7</b>	<b>7</b>	<b>7.88</b>	<b>8</b>	<b>8</b>	<b>5.91</b>	<b>6</b>	<b>6</b>	<b>2.95</b>	<b>3</b>	<b>2</b>	<b>2.95</b>	<b>3</b>	<b>3</b>	<b>2.95</b>	<b>3</b>	<b>3</b>	<b>37.4</b>	<b>37</b>	<b>37</b>

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- a) Not all seats on a committee can be given to a single political group
- b) The majority group must be allocated the majority of seats on a committee
- c) Subject to a) and b), the proportion of seats on ordinary committees allocated to a group must be proportionate to the total number of seats held by that group
- d) Subject to a) b) and c), the proportion of seats on all committees allocated to a group must be proportionate to the total number of seats held by that group

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### Terms of Reference for Committees

The terms of reference for Council Committees are included in the West Suffolk Council Constitution, Part 3b, section 2: "Responsibility for Council (non-executive) Functions"

This is available at [Part 3 - Section 2 - Responsibility for Council Non Executive Functions April 2021.pdf \(westsuffolk.gov.uk\)](#) or available from the Democratic Services team at West Suffolk Council.

Within Report number: **AGM/WS/21/001**, Council is requested to recommend approval of:

The committees and sub-committees for 2021 to 2022 in accordance with the number of seats and terms of reference, as contained in Appendix C of Report number: AGM/WS/21/001

As such, this Appendix C requests Council to:

- Approve the number of seats and terms of reference as contained in Part 3b, section 2 of the Constitution with the following amendment:
  - **To increase the membership of the Performance and Audit Scrutiny Committee to a total of 13 members.**

This amendment is being proposed following careful consideration of principle 4 of the rules on calculating political balance, with respect to the overall distribution of seats on politically balanced meetings, and consultation with the group leaders. Whilst recognising there are a range of potential solutions, by increasing the total membership on the Performance and Audit Scrutiny Committee, there is a more equitable distribution of seats overall without requiring specific groups to relinquish seats on the non-ordinary (non-decision making) committees.

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