

Appendix 1: Allocation of places on committees

1 Method of allocation of places on committees to elected members

- 1.1 The rules governing the allocation of places (also known as seats) on committee and sub-committees to political groups are set out in the Local Government and Housing Act 1989 (the Act) and regulations made thereunder. The provisions of the Act include the requirement that, where members of the council are divided into political groups, then the membership of its committees and sub committees must reflect the political balance of the council as a whole.
- 1.2 The number of seats on committees are therefore allocated to each political group in the same proportion as the overall strength of each political group as far as practicable. This excludes the Cabinet as those appointments are made by the Leader of Council and also any other committee where political balance is not required i.e. Licensing and Enforcement sub committee and Standards Hearing sub committee.
- 1.3 The council is bound to have regards to the wishes of the political groups in allocating committee places to individual councillors.
- 1.4 The Act sets out the principles to be used in agreeing the size of and allocation of places to committees and sub committees of the council and this process is repeated annually at the Council's Annual General Meeting or when changes to political group composition are made. The principles must be followed so far as is reasonably practicable.
- 1.5 Principles for allocating places from the Act together with a commentary where appropriate, must be applied to the allocation of seats on committees.
 1. Preventing domination by a single group: All the seats should not be allocated to the same political group.
 2. Ensuring a majority group enjoys a majority on all committees: If one political group has a majority in the full council, that political group should have a majority on each committee.
 3. Aggregating all committee places and allocating fair shares: Subject to the above principles 1 and 2, the total number of seats on all the committees of the council allocated to each political group should be in the same proportion as that political group's seats on the full Council.
 4. Ensuring as far as practicable fairness on each committee: Subject to the above principles 1, 2 and 3 the number of seats on each committee of the Council allocated to each political group should be in the same proportion as that political group's seats on the full council.
- 1.6 Application of the principles: when the council considers appointments to its committees it needs to be in accordance with the principles set out above. Each political group should state the names of the members it wishes to take its allocated places on committees, and when those wishes are known, the council is under a duty to make the appointment of those councillors as soon as practicable.
- 1.7 Method of calculating the allocation of places to political groups. The principles set out above can be applied in the following sequence:

- i. Calculate the total number of seats with votes on all the committees.
 - ii. Calculate the proportion that each political group forms of the total membership of the council. Reserve an appropriate number of seats for any members not in a political group.
 - iii. Apply those proportions to the total number of committee seats to give the aggregate entitlement of each group; the requirement to apply the proportions 'so far as reasonably practicable' can be met by rounding down fractional entitlements of less than half, and rounding up entitlements of a half or more; if this results in a greater aggregate than the number of seats available, the fractional entitlement(s) closest to half should be rounded in the other direction until entitlements balance the available seats.
 - iv. Apply the proportions to the number of members on each committee to give provisional entitlement to seats on that committee.
 - v. If the provisional entitlement gives only one group seats on the committee, adjust the entitlement so that the next largest group has a seat.
 - vi. Finally, adjust the seats on each committee so that the total allocated to each group is as near as possible to their aggregate entitlement, whilst preserving the results reached at steps (iv) and (v) thus applying principle 3 as set out above.
- 1.8 This means that the committees are set out as proportionately balanced, but the numbers across the committees are then altered, whilst trying to ensure the committees keep to this proportionality as far as is possible, to ensure that the total number of all the committee places when taken together are politically balanced.
- 1.9 The council is free to adopt any aggregate number of places on committees as long as it follows the principles set out above and the sequence outlined in steps (i) to (vi). The proposed allocation of committee places to political groups in order to seek their nominations is set out at Appendix 2. This has been developed in line with the recommendations of the political group leaders.
- 1.10 Members not in a political group: In the case of members who are not members of a political group, a proportion of seats on committees equal to the proportion of council members who do not belong to a political group, has been reserved, with appointments to these seats being made by the Council at its discretion.

2. Calculation of the political group's entitlement on committees

- 2.1 Appendix 2 sets out there are a total of 111 seats to be allocated by the Council where political balance applies, resulting in a balance of total seats of Democratic Alliance 59 seats, Conservative 28 seats, Independent Group 15 seats, Cranbrook Voice 7 seats and Independent Councillor Group 2 seats.