



Section F

PROCEDURE RULES FOR APPOINTMENTS AND MEMBERSHIPS

1. Nomination of Mayor and Deputy Mayor

- 1.1 The political groups may make known their nominations for the election of Mayor and the appointment of Deputy Mayor at any time prior to the publication of the Annual Council Meeting agenda. Group Leaders are however asked to advise the Head of Democratic Services at the earliest opportunity (and preferably no later than the end of March) to assist with planning for Mayoral engagements and briefings for the new Mayor. It is recognised that in an election year it may not be possible to advise intended nominations until the outcome of the election is known.
- 1.2 In the event of more than one name being put forward for these positions, the Head of Democratic Services will consult with all nominated people in the planning of Annual Council. The relevant Group Leader may inform the Head of Democratic Services at any time of the withdrawal of any nomination.

2. Annual Appointments to Standing Bodies

- 2.1 Appointments to all the Council's standing bodies together with the appointments of Non-Executive Directors of Council owned companies are made at Annual Council. In the case of Cabinet, the Leader, once elected, will advise the Annual meeting of the Council of the appointment of Councillors to serve on the Cabinet.
- 2.2 Group Leaders will submit lists of nominations to the Head of Democratic Services in advance of the Annual meeting. In an election year, a meeting of Leaders and Deputy Leaders will be held prior to Annual Council at which the nominations will be submitted and then reported to Council. In the event that the Council is balanced alternative lists will be submitted for the Council to determine on an "either/or" basis.
- 2.3 Political balance rules will apply to all standing body appointments with the exception of the Cabinet and the Standards Committee.

3. The Executive and Council Bodies/Change of Political Control

- 3.1 Council Rules of Procedure provides for an extraordinary meeting of the Council to be held in the event of the political balance changing part way

through the year. The business to be transacted shall be the re-election of the Leader of the Council and the re-appointment of Chairman, Deputy Chairman and Councillors of other council bodies. The former Controlling Group Chairmen of Cabinet and other Council Bodies shall remain in office until the meeting of the Council but shall only undertake any formal duties in liaison with the Chief Executive and the incoming administration's Chairmen designates.

4. Appointment of Co-opted Members on Council Bodies

- 4.1 The Council may agree to co-opt a person who is not a Councillor to membership of a Council Body other than the Full Council and the Cabinet. Such a person shall be entitled to the same rights and will have the same obligations in relation to that body as a Councillor with the exception that they do not have a vote.
- 4.2 The Council must agree to the creation of a co-opted position on a Council body, although it may be left to the body in question to select the person. The Council may choose to designate an organisation from which the co-optee will be selected and to invite that organisation to submit the name of a nominee.
- 4.3 All co-options shall have effect for the year and co-optees will need re-appointing or replacing at the body's first meeting in the new Council year.

5. Advisors

- 5.1 The Council may provide for persons to attend meetings of specified council bodies in an advisory capacity. The Council may designate an organisation or group by name and invite that body to choose its own representative or alternatively the Council may reserve the right to select an individual of its own choosing.
- 5.2 The choice of advisor may be left to the council body concerned to agree but the Council (with the exception of ad-hoc Task Groups) will need to agree the number, the organisations/groups from which they are drawn and/or the areas of expertise they are expected to cover.

6. Vacancies on a Council Body

- 6.1 If a vacancy arises on a Council body (with the exception of the Cabinet) the Head of Democratic Services shall have delegated authority to appoint another Councillor to that position on the nomination of the relevant Group Leader.
- 6.2 In the case of a vacancy arising on the Cabinet, the Leader of the Council will appoint a replacement Cabinet Member.

6.3 In the event of the Leader of the Council resigning, a meeting of the Full Council will be required to elect a new Council Leader. In the meantime the Deputy Leader will act pro tem. If the new Leader of the Council is an existing Cabinet Member, he/she will appoint a new Member to the Cabinet.

6.4 If, following a by-election, the political composition of the Council changes, a review of seat allocations shall be undertaken by the Head of Democratic Services in liaison with Group Leaders. The Head of Democratic Services shall have authority to adjust the number of seats on those Council bodies to which the political balance rules apply with the agreement of and in accordance with the nominations of the Group Leaders.

7. Creation of New Standing Bodies

7.1 Establishment of a new standing body and appointment of Chairman, Deputy Chairman and other members may only be done by Full Council.

8. Establishment of Task Groups and Panels

8.1 Council bodies have powers under Rules of Procedure to set up ad-hoc Task Groups and in some cases Panels. Membership should comprise Councillors who are members of the parent body (or “regulatory” Councillor as may be appropriate) however other Councillors may be appointed where their particular expertise would be of value, or where there is a need to have a Councillor from a particular Ward or area of the town.

8.2 The selection of officers to serve on Task Groups shall be determined by the Chief Executive or relevant Head of Service.

8.3 Group Leaders shall be consulted in advance of any proposal to appoint a Councillor to a Task Group who is not a Member of the parent body.

8.4 Group Leaders and the Head of Paid Service shall be consulted in advance of any proposal to appoint a person from outside the Authority (not a Councillor or Officer) to membership of a Task Group.

9. Councillors with Designated Fields of Interest

9.1 The Council may agree to fields of interest being designated and for certain Councillors to be appointed to hold a particular brief in this regard. Political balance rules shall apply to such designations. Councillors so designated shall be accorded similar rights to be informed and consulted upon matters as Ward Councillors.

10. Outside Bodies

10.1 Appointments and nominations to outside bodies are made by the Full Council. Persons appointed need not be Councillors and this will be dependent upon the rules and views of the outside body in question.

- 10.2 Where a single appointment or nomination is made, the political balance rules do not apply, however it is expected that Councillors from minority political groups will be appointed or nominated to some of the bodies.
- 10.3 Where an outside body relates to a particular Ward or area of the town, Councillors or persons from that Ward or area should normally be appointed, unless the need to have a person with particular expertise is considered to be of greater importance.
- 10.4 The qualification, experience or expertise of a particular Councillor or person should be regarded as having greater importance than political affiliation in the Council's appointment or nomination.
- 10.5 Appointments shall normally be for one year unless the outside body requires a longer period.
- 10.6 In the event of a vacancy or request for nomination arising in the course of the year, Group Leaders should both be notified and given a reasonable opportunity to seek a suitable candidate. Where Group Leaders are in agreement, the Head of Democratic Services shall have delegated authority to make the appointment or nomination.
- 10.7 Where the Council exercises a vote in the elections of an outside body the vote shall normally be cast by the Council's representative on that body or in the alternative, by the Leader of the Council. If it is practicable to do so, the Councillor casting the vote shall consult with the Leader of the Council and the Opposition Group Leader. Where the Council has a single vote, the Leader of the Council may direct the Councillor to vote in a particular way. In other cases the Council's vote should reflect the political balance.