



Council

Tuesday, 13 May 2025

Dear Councillor

You are advised that the attached documents form part of the main agenda papers for this meeting.

Please ensure you bring them with you to the meeting.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Walsh', written over a light grey rectangular background.

S Walsh  
Assistant Director  
(Organisational Development & Democratic Support)

**List of documents attached**

13. Report on representation of Political Groups on Committees

(Pages 3 - 8)

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**Classification:** Public

**Key Decision:** No

### Gravesham Borough Council

**Report to:** Council

**Date:** 13 May 2025

**Reporting officer:** Chief Executive

**Subject:** Representation of Political Groups on Committees

#### Purpose and summary of report:

Council is statutorily obliged to review its political balance arrangements following a change in the membership of political groups and then determine the allocation of seats to each political group. Subsequently, the Council has a duty to make appointments to those committees giving effect to the wishes of the political group allocated the seats.

#### Recommendations:

That Council:

1. Agree the size of each committee as set out in this report; and
2. Agree the allocation of seats on committees to each of the Council's political groups as set out within this report.

Key Implications:	
Item	Implications
<b>Legal</b>	The Council is required by the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 to effect political balance requirements in the appointment of Committees and Sub-Committees as identified within the report.
<b>Finance and Value for Money</b>	There are no finance or value for money implications resulting from this report.
<b>Balancing the Budget</b>	a. Does this report form part of the balancing the budget delivery plan? No
	b. If yes to question a, when will the projected savings be recognised in the budget? N/A
	c. If no to question a, should it form part of the plan? No

<b>Corporate Plan</b>	This report relates to Corporate Objective 03 - #ONECOUNCIL
<b>Climate Change</b>	Not applicable.

## 1. Context/Background Information

- 1.1 Following the Rosherville By-Election held on 1 May 2025, the Council's political balance remains as Labour Group - 22 and Conservative Group – 17.
- 1.2 The Council is statutorily obliged to review its political balance arrangements following a change in the membership of political groups. As soon as practicable after the review, the Council has a duty to determine the allocation to the different political groups of all the seats on the relevant committees.
- 1.3 The Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990 detailed the requirements in respect of the allocation of seats on the committees of a local authority.
- 1.4 The principal requirements are that:
  - (a) all seats are not allocated to the same Group;
  - (b) the majority of the seats go to the Group (if any) which has an overall majority on the Council;
  - (c) subject to the above two principles, that the number of seats on the total of all the committees allocated to each Group bears the same proportion to the proportion they hold on the Full Council; and
  - (d) subject to (a) and (c), that the number of seats on each committee allocated to each Group bears the same proportion to the proportion of seats held on the Full Council.

## 2. Application of Political Balance principles

- 2.1 The ordinary committees/panels/board (hereinafter called 'committees') that need to be politically balanced both individually, and overall, are set out below.

**Table one – Committee Seats**

<b>Committee</b>	<b>Seats</b>
Licensing Committee	15
Appointments Board	15
Crime and Disorder Scrutiny Committee	15
Finance and Audit Committee	9
Overview Scrutiny Committee	9
Planning Committee	9
Standards Committee	9
Appeals Sub-Committee	3
Appointments Panel	3
Hackney Carriage Sub-Committee	3
Licensing Panel	3
<b>Total</b>	<b>93</b>

- 2.2 The political balance calculation and entitlements to seats on the committees are below. Fractional entitlements of less than one half are rounded down and entitlements of one half or more are rounded up.

**Table two – Entitlement to seats**

<b><u>Group</u></b>	<b><u>Members</u></b>	<b><u>Proportion of Council seats</u></b>	<b><u>Total number of Committee seats</u></b>
<b>Labour</b>	22	56.4%	52
<b>Conservative</b>	17	43.6%	41
<b>TOTAL</b>	<b>39</b>	<b>100%</b>	<b>93</b>

- 2.3 Table three sets out the calculations for politically balanced committees. This details each group's seat entitlement and allocates the seats for each group on the committee. The column entitled 'Adjusted seats on each committee' shows the total number of seats on the committee and details any amendments made to the committee size.

Committee	Group	Seats on Committee	Seat Entitlement	Total per Committee	Adjusted seats on each committee
Licensing Committee	Labour	15	8	8.46	15 (unchanged)
	Conservative		7	6.54	
Appointments Board	Labour	15	8	8.46	15 (unchanged)
	Conservative		7	6.54	
Crime and Disorder Scrutiny Committee	Labour	15	8	8.46	15 (unchanged)
	Conservative		7	6.54	
Finance and Audit Committee	Labour	9	5	5.08	9 (unchanged)
	Conservative		4	3.92	
Overview Scrutiny Committee	Labour	9	5	5.08	9 (unchanged)
	Conservative		4	3.92	
Planning Committee	Labour	9	5	5.08	9 (unchanged)
	Conservative		4	3.92	
Standards Committee	Labour	9	5	5.08	9 (unchanged)
	Conservative		4	3.92	
Appeals Sub-Committee	Labour	3	2	1.69	3 (unchanged)
	Conservative		1	1.31	
Appointments Panel	Labour	3	2	1.69	3 (unchanged)
	Conservative		1	1.31	
Hackney Carriage Sub-Committee	Labour	3	2	1.69	3 (unchanged)
	Conservative		1	1.31	
Licensing Panel	Labour	3	2	1.69	3 (unchanged)
	Conservative		1	1.31	
Total Seats				93	93

**Table four - Result of political balance calculations applied**

<b>Group</b>	<b>Seats Allocated</b>	<b>Seat Entitlement</b>
Labour	52	52
Conservatives	41	41
<b>TOTAL</b>	<b>93</b>	<b>93</b>

- 2.4 Table four shows that initially all 93 seats have been allocated to groups. The Labour group have been allocated 52 seats and the Conservative group have been allocated 41 seats. Therefore, as the initial allocation matches the overall entitlement to each group, no changes are required, with the committees remaining politically balanced in accordance with the Local Government and Housing Act 1989 and Local Government (Committees and Political Groups) Regulations 1990. The Council then has a duty to make appointments to those committees giving effect to the wishes of the political groups allocation of seats which will form part of the agenda papers for Annual Council.

### **3. Appendices**

- 3.1 There are no appendices.

### **4. Background Documents**

- 4.1 There are no background documents.

**Lead Officer:** Simon Walsh, Assistant Director (Organisational Development & Democratic Support)

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Secondary Implications	
<b>Risk Assessment</b>	The Council's decision-making arrangements could be subject to challenge if the statutory requirement to consider political balance requirements is not adhered to.
<b>Data Protection Impact Assessment</b>	<p><i>A data protection impact assessment (DPIA) should be carried out at the start of any major project involving the use of personal data or if you are making a significant change to an existing process.</i></p> <p>Does the project/change being recommended through this paper involve the processing of <a href="#">personal data</a> or <a href="#">special category data</a> or <a href="#">criminal offence data</a>? Not applicable.</p> <p>If yes, you should complete a Data Protection Impact Assessment and/or seek advice from the Information Governance Team at <a href="mailto:gdpr@medway.gov.uk">gdpr@medway.gov.uk</a>.</p>
<b>Equality Impact Assessment</b>	<p>Does the content of this paper have potential to cause adverse impact or discriminate against those with a protected characteristic?</p> <ul style="list-style-type: none"> <li>• Age</li> <li>• Disability</li> <li>• Gender reassignment</li> <li>• Marriage and civil partnership</li> <li>• Pregnancy and maternity</li> <li>• Race</li> <li>• Religion or belief</li> <li>• Sex</li> <li>• Sexual orientation</li> </ul> <p>No.</p> <p>If yes, you need to complete an equality impact assessment</p> <p><i>In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered</i></p>
<b>Other Considerations</b>	<p>How will the content of report support or affect the following:</p> <p>Socio-economic impact: Not applicable.</p> <p>Crime and Disorder: Not applicable.</p> <p>Safeguarding Children &amp; Adults: Not applicable.</p>
<b>Consultation &amp; Engagement:</b>	<p>Has there been any consultation or engagement, including future planned consultation/engagement, in relation to this paper?</p> <p>Not applicable.</p> <p>Please liaise with the Community Involvement team for assistance if required. <a href="mailto:community.involvement@gravesham.gov.uk">community.involvement@gravesham.gov.uk</a></p>
<b>Involvement of other services</b>	Have any other departments been involved or engaged with during the creation of the report:

	The Chief Executive and each of the Political Group Leaders have been involved in the political balance arrangements.
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