

APPENDIX 2 - COMMITTEES AND POLITICAL GROUPS SCHEME

The **FOREST OF DEAN DISTRICT COUNCIL** in exercise of the powers conferred by the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 and the Local Government (Committees and Political Groups) (Amendment) Regulations 1991 hereby makes the following scheme.

1. This scheme may be cited as the Forest of Dean District Council Committees and Political Groups' Scheme and shall have effect from 25 July 1991. The scheme will be reviewed annually after 31 March in each financial year and as soon as practicable after the Head of Paid Service receives notice in accordance with the scheme relating to the membership of groups or there is a specific request for a review of allocation of seats including a request by a new member following election (section 89 of the 1972 act) but in no circumstances will this be done within one month of a previous review.
2. In the scheme:
 - 'Councillor' means a member of the Forest of Dean District Council who is a councillor
 - 'The 1972 act' means the Local Government Act 1972
 - 'The 1989 act' means the Local Government and Housing Act 1989
 - 'Authority' means the Forest of Dean District Council
 - 'Financial year' means the period of twelve months ending on 31 March
3. This scheme will be operative when there is at least one political group in existence constituted in accordance with paragraph 5 of this scheme.
4. This scheme will apply to bodies described in schedule I of the 1989 act which includes ordinary committees, ordinary subcommittees and working groups but not to nominations and appointments to statutory and outside bodies.
5. **Constitution and administration of political groups**
 - 5.1 A political group must include two or more councillors who wish to be treated as a political group and such group shall cease to be constituted if the number of persons who are to be treated as members of the group is less than two.

- 5.2 No Councillor shall be treated as a member of more than one group at any one time.
- 5.3 In the event of different wishes of a political group being notified to the Head of Paid Service by the group leader, the representative of the group or the majority of councillors in the group, the majority view will prevail.
- 5.4 The administration and management (including approved changes) of this scheme will be undertaken by the Head of Paid Service or in their absence the Monitoring Officer.

6. Allocation of seats

- 6.1 The Head of Paid Service will advise the group leader (or the representative of the group) of the allocation of seats to the group and changes thereto (vacations).
- 6.2 The allocation of seats to the groups shall initially be determined by the Head of Paid Service on an arithmetical basis, calculated in accordance with the number of councillors in the group as a proportion of the total membership of the Council and by the application of this fraction to the number of seats available. In consultation with the political groups and with due regard to the majority group view particularly where the calculation is not a whole figure the Head of Paid Service will determine the number of seats allocated to the political groups/councillors within the spirit of the legislation and regulations to make proper provision for securing political balance especially where there is a majority political group.
- 6.3 In order to allow the majority group or any group forming an administration to claim entitlement to a higher number of seats on the principal committees while maintaining overall political balance, seats should be filled in the following order.

First – Strategic Overview and Scrutiny Committee

Second – Planning Committee

Third – Subcommittees

- 6.4 Where a councillor is not included in a political group for the purposes of this scheme the Council or committee will decide after determination of 6.2 above the appointment of persons to the remaining seats not allocated to political groups.

7. Appointments

- 7.1 Where a political group fails to express its wishes to the Head of Paid Service in relation to named councillor appointments to committees, subcommittees and working groups in accordance with its seat allocation and within a period of three weeks beginning with the date on which notice was given by the Head of Paid Service, the Council may make such appointments to the seat(s) as is thought fit.
- 7.2 Upon request to the Head of Paid Service by the leader or representative of a group an appointment to a seat allocated to that group shall be altered by the Head of Paid Service in accordance with the request. Such an alteration by a group of an appointment to a seat shall not be permitted to take place within one month of any previous such alteration by that group (except where within that period a member of that group ceases to be a member of that group).