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Chief Executive

The **ANNUAL MEETING OF THE COUNCIL** of the Borough of Castle Point will be held in the Council Chamber, Council Offices, Kiln Road, Thundersley, on **WEDNESDAY, 20th MAY, 2015 at 7.30 p.m.**, and all Members of the Council are hereby summoned to attend to transact the undermentioned business.

Chief Executive

AGENDA

PART I (Business to be taken in public)

Before commencing the business of the meeting, prayers will be offered by the Chaplain.

- 1. Apologies for absence and Members' Interests**
- 2. Mayor's Announcements**
- 3. Election of Mayor***
- 4. Vote of thanks to retiring Mayor**
- 5. Election of Deputy Mayor***
- 6. Election of Leader of the Council***
- 7. Appointment of Deputy Leader of the Council***
- 8. Borough Elections - Report of the Returning Officer**
To receive the report of the Returning Officer – attached.

9. **Political Proportions of the Council and Appointments to Committees etc *** -
A report is attached. Details of the Political Groups' wishes will be circulated separately.
10. **To receive a report from the Leader of the Council regarding Appointments to Cabinet**
A report will be circulated separately.
11. **To appoint, if so determined, representatives to serve on outside bodies:***
12. **Day and Hour of Meetings**
To approve the Calendar of Meetings for the Municipal year 2015/2016. Council and Cabinet meetings are shown marked bold (Details of other meetings and events are marked in italics for information).To be circulated separately.

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* Details of nominations for these appointments will be circulated separately.

CASTLE POINT BOROUGH COUNCIL
ELECTION OF BOROUGH COUNCILLORS
ALL WARDS OF THE BOROUGH

7 MAY 2015

REPORT OF THE RETURNING OFFICER

As Returning Officer I have pleasure in submitting the following report on the result of the Borough Council Elections held on 7 May 2015, as follows:-

(a) Result

The number of votes for each candidate was as follows:-

Appleton Ward	
EGAN, Eugene	1833
ENGLISH, Roy Gerald	596
PARKIN, James Lee	1282

Turnout – 69.5%

Boyce Ward	
BAILLIE, Robert Steven	1356
GOODWIN, Wendy	1938
WRIGHT, Anthony Nicholas	454

Turnout – 72.5%

Cedar Hall Ward	
MACLEAN, Colin Alan	1640
MAHONEY, Sarah Luanne	1096
THORNE, Bernard Arthur	539

Turnout – 70.3%

St George's Ward	
COOKE, Joseph Patrick	658
FROST, Daniel	1012
GOVIER, Jacqueline Elizabeth Ellen	1506

Turnout – 70.2%

St James' Ward	
LADZRIE, Norman Edward	2062
MEHDI, Dina	610
SMITH, James Michael	1024

Turnout – 70.3%

St Mary's Ward	
AUBREY, Michael Ivan	1153
PARTRIDGE, Alfred Cecil	1633
WILSON, Brian	590

Turnout – 69.1%

St Peter's Ward	
DICK, William John Craig	1681
EMBERSON, William Frederick	576
SPILLMAN, Luke David	1154

Turnout – 67.8%

Victoria Ward	
BLACKMORE, Patricia Anne	1008
RILEY, Colin George	1759
WEST, Frederick George	493

Turnout – 71.8%

Canvey Island Central	
BENSUSAN, Anthony James	834
BLACKWELL, David Alan	1678
MUTCH, Sonia Louise	445

Turnout – 59.9%

Canvey Island East	
BARRETT, Lee	988
LIDDIARD, Joan Margaret Elizabeth	678
MUMFORD, Charles Edward	996
REILLY, Jacqueline Constance	345

Turnout – 62.7%

Canvey Island North	
PARTRIDGE, Vera Susan	1013
REILLY, Matthew James	513
WATSON, Grace	1664

Turnout – 62.2%

Canvey Island South	
PAYNE, Janice	1254
PAYNE, John	350
STANLEY, Matthew Oliver	1089
SWANN, Elizabeth Ann	471

Turnout – 64.1%

Canvey Island West	
DEAL, William Albert	267
HOWARD, Raymond Charles	1141
SAUNDERS, Katie	848

Turnout – 61.5%

Canvey Island Winter Gardens	
HAUNTS, Patricia	1001
MCARTHUR-CURTIS, Margaret Edith	565
WATSON, Neville	1383

Turnout – 60.6%

Overall turnout

66.7%

(b) Postal Voting

The number of postal voters on the register was 9,874 and papers to this number were despatched. Up to the close of the poll 8,685 (87.9%) had been returned and the number of votes recorded in (a) above included the postal votes which were found to be in order.

(c) Return of Expenses

These returns are required from candidates and election agents within 35 days of the election.

(d) Declaration

To receive a report as to declarations of acceptance of office as required by statute.

(e) Commentary on the conduct of the Elections

The poll for the Borough Elections was taken together with the Parliamentary General Election and the Canvey Island Town Council Elections.

Official polling cards were delivered to all registered electors between 30th March and 12th April in an A5 format and the content as prescribed in election rules. The larger format was customer focused and gave sufficient notice to residents to ensure that they were (a) on the Register of Electors and (b) to apply for either a postal or proxy vote in the event that they were unable to attend at a polling station personally. The poll cards at this year's elections were again hand delivered by members of staff employed as delivery agents, to ensure that residents received their cards in a timely fashion and before key deadlines e.g. the closing date for applications for postal votes.

In terms of polling stations, no new locations were used this year to provide some stability for electors following the review completed in January 2015. I am pleased to report that these arrangements continued to work well.

The elections were the first to be delivered under the new system of Individual Electoral Registration (IER) introduced in June 2014. The new system was heavily advertised in the run up to the election period, with a national campaign alerting people that it was necessary to register to vote at these elections by 20 April. In addition, a Household Notification Letter was sent to every property in the Borough at the beginning of the year providing details of people currently registered to vote and giving an opportunity for each household to ensure that their registration was as accurate as possible prior to the 20 April deadline.

These activities appeared to be effective with only a relative few isolated instances of residents not being registered and unable to vote at last week's elections.

As section (b) of this report states, nearly 10,000 postal votes were issued and this represents an increase in the number issued at the last Borough Elections in 2014. The preparation of the postal ballot paper packs was outsourced to a mailing house and these arrangements were both efficient and effective. Accuracy in preparation was exceptional and elections staff had confidence that this went well. The delivery by Royal Mail both in respect of the initial mailing of the postal vote packs and the re-issued packs where postal votes had either been spoilt or packs had not been received by electors went smoothly this year. The receipting of the postal votes was, as in previous years, undertaken in house and I am pleased to report that these arrangements worked well with candidate's representatives able to attend to oversee the process if they wished.

Finally, the verification and counting of the votes was carefully planned by my Elections Team and delivered timely declarations for each of the fourteen Wards. This was achieved by the use of a fresh team of staff and by placing some emphasis on accuracy through the verification process and the counting of the votes between candidates. My Elections Team also took account of feedback from previous year's elections and focused again this year, as we did in 2014, particularly on the verification of the votes to make this process faster whilst maintaining accuracy. My team's planning also took into account the higher turnout and increased number of votes for processing that is associated with a combined poll with a Parliamentary General election, and, whilst this generally went well, we will continue to keep under review the process for delivering the Canvey Island Town Council count.

In conclusion, I am pleased to report that the measures implemented by my Elections Team worked successfully and contributed to the delivery of timely and robust election results which should have the confidence of the Council, political parties, candidates and the electorate of the Borough.

David Marchant
Returning Officer

ANNUAL COUNCIL

20TH MAY 2015

Subject: Political Proportions of the Council and Appointment of Committees etc

1. Purpose of Report

- 1.1 To review the allocation of seats to the political groups on the Council.
- 1.2 To appoint Members to serve on the Committees and to appoint the Chairmen under the structure approved by Council designed to respond to the obligations and duties placed on the Council by the Localism Act 2011.
- 1.3 Council is also requested to allocate and appoint the Independent Members on the Council to serve on Committees.

2. Background

- 2.1 Section 15 of the Local Government and Housing Act 1989 places a duty on the Council to review the allocation of seats to the political groups on the Council at the Annual Meeting of the Council or as soon as possible thereafter.
- 2.2 The Borough Elections took place on 7.5.2015.
- 2.3 On 8.5.2015 notice was received that Councillor Brian Wood had resigned his membership of the UKIP Group on the Council and no longer wished to be treated as member of that Group. He wished to be treated as an Independent member on the Council.
- 2.4 In making these appointments to Council, the Council needs to consider the political proportions of the Council. The allocation of memberships on the Committees has to be on the basis of the political proportions of the Council.
- 2.5 It should be stressed that political proportions relate to proportions based on the respective memberships of political groups and not parties. In law, a group has to contain at least two Members.
- 2.6 At present the Council has three Independent Councillors namely Councillors Hurrell, Letchford and Wood. These independent Councillors have not given notice of their wish to form a separate Political Group. Consequently it is for the Council to allocate seats and appoint the Councillors to the Council's Committees.

- 2.7 Throughout the calculations on proportions, the figures have therefore been based on the proportions of the Groups to the total membership of the Council i.e. 41 as shown in the following table.

Party	Seats	Proportions for allocation purposes
Conservative	22	54% (53.65%)
Canvey Island Independent	13	32% (31.70%)
UKIP	3	7% (7.31%)

3. Appointment to Committees etc

- 3.1 In the remainder of this item relating to the appointment of Committees etc, the above political proportions have been applied and the allocations rounded to ensure compliance with the political balance requirement.
- 3.2 The Council also has to look at the overall allocation across all Committees etc to ensure the individual Committee roundings do not distort the overall balance, and there may have to be some overall adjustment to correct any imbalance caused through the roundings.
- 3.3 The table below shows the total number of seats allocated to each Group:-

Party	Actual Allocation	
Conservative	43	54%
Canvey Island Independent	25	32%
UKIP	6	7%
Independent Allocation	5	
Total	79	

4. To appoint Members to serve on the Scrutiny Committee, together with the Policy and Scrutiny Committees and the Chairmen

4.1 The Council is asked to appoint the following Policy and Scrutiny Committees:-

Policy& Scrutiny Committee	Membership total	Conservative Group	Canvey Island Independent Group	UKIP Group	Independent Allocation
Scrutiny	8*	4	2	1	1
Environment	10	6	3	1	
Wellbeing	10	5	3	1	1
Place & Communities	10	6	3		1
Total	38	21	11	3	3

*Membership to comprise the Chairmen of the Policy and Scrutiny Committees
DC & Audit Committees

5. To appoint Members to serve on the Audit Committee and the Chairman

5.1 The Council is asked to appoint the following Audit Committee:-

Committee	Membership total	Conservative Group	Canvey Island Independent Group	UKIP Group	Independent Allocation
Audit	5	3	2	0	0

6. To appoint Members to serve on Regulatory Committees and where appropriate Chairmen and Vice Chairmen

6.1 The Council is asked to appoint the following Regulatory Committees:-

Committee	Membership total	Conservative Group	Canvey Island Independent Group	UKIP Group	Independent Allocation
Development Control	13 (plus Canvey 2	7	4	1	1

	Town Council representatives as non voting members)				
Licensing (Note the Licensing Sub-Committee will consist of any 3 Members of the Committee)	15	8	5	1	1
Review	8	4	3	1	
Total	36	19	12	3	2
Overall Total	79	43	25	6	5

6.2 With regard to membership of the Development Control Committee Members' attention is directed to the government guidance which suggests that full exchange of information between the Executive and the Committee taking the development control decisions is essential. The guidance advises that the Council should consider including a member of the Executive on the membership of the Committee taking development control decisions although he or she should not be the Chairman of the Committee.

6.3 Details of the Groups' wishes regarding the appointments will be circulated at the meeting.

Recommendation:

1. The Council is asked to appoint the Committees and confirm the allocations to the political groups as detailed above.
2. The Council is asked to allocate and appoint the Independent Councillors to each of the seats identified on the Scrutiny Committee; the Wellbeing and Place and Communities Committees; Development Control and Licensing Committees.

Resolution required.

Background Papers:

Report to Council 15.5.2012

Local Government (Committees and Political Groups) Regulations 1990