

To:
All members of the
Council

Please reply to:

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Service: Committee Services
Direct line: 01784 446341
E-mail: k.wyeth@spelthorne.gov.uk
Date: 10 December 2025

Supplementary Agenda

Council - Thursday, 11 December 2025

Dear Councillor

I enclose the following items which were marked 'to follow' on the agenda for the Council meeting to be held on Thursday, 11 December 2025:

13. Revised Proportionality Figures for Committees

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Following the two by-elections and the make-up of some political groups changing, Council is asked to approve the new proportionality figures for the remainder of the municipal year as follows:

- A) Main proportionality figures
- B) Allocation of seats
- C) Allocation of Chair and Vice-Chairs Positions on Committees
- D) Appointment of members to Committees
- E) Appointment of names substitutes

Yours sincerely

Karen Wyeth
Corporate Governance

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To the members of the Council

Councillors:

J.T.F. Doran (Mayor)

S.A. Dunn

M. Arnold

M.M. Attewell

C. Bateson

S.N. Beatty

M. Beecher

S. Bhadye

M. Bing Dong

H.S. Boparai

L.H. Brennan

M. Buck

T. Burrell

J.R. Boughtflower

J. Button

J.P. Caplin

R. Chandler

D.C. Clarke

S.M. Doran

R.V. Geach

D.L. Geraci

M. Gibson

K.M. Grant

S. Gyawali

K. Howkins

N. Islam

M.J. Lee

A. Mathur

S.C. Mooney

G. Neall

L. E. Nichols

K.E. Rutherford

D. Saliagopoulos

J.R. Sexton

J.A. Turner

B. Weerasinghe

H.R.D. Williams

P.N. Woodward

Substitute Members:

Councillors:



Committee Report Checklist

Please submit the completed checklists with your report. If final draft report does not include all the information/sign offs required, your item will be delayed until the next meeting cycle.

Stage 1

Report checklist – responsibility of report owner

ITEM	Yes / No	Date
Councillor engagement / input from Chair prior to briefing	NA	
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	NA	
Relevant Group Head review	Y	10/12/25
MAT+ review (to have been circulated at least 5 working days before Stage 2)	NA	
This item is on the Forward Plan for the relevant committee		
	Reviewed by	
Finance comments (circulate to Finance)	Y	10/12/25
Risk comments (circulate to Lee O'Neil)	NA	
Legal comments (circulate to Legal team)	Y	10/12/25
HR comments (if applicable)	NA	

For reports with material financial or legal implications the author should engage with the respective teams at the outset and receive input to their reports prior to asking for MO or s151 comments.

Do not forward to stage 2 unless all the above have been completed.

Stage 2

Report checklist – responsibility of report owner

ITEM	Completed by	Date
Monitoring Officer commentary – at least 5 working days before MAT	LH	10/12/25
S151 Officer commentary – at least 5 working days before MAT	TC	10/12/25
Confirm final report cleared by MAT		

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Title	Changes to the Allocation of Seats for Committees
Purpose of the report	To make a decision
Report Author	Linda Heron, Group Head of Corporate Governance Karen Wyeth, Principal Committee Manager
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	This item is not in the current list of Corporate Priorities but still requires a Council decision as it is a statutory requirement.
Recommendations	Council is asked to approve: <ol style="list-style-type: none"> 1. the revised allocation of seats on Committees and 2. the revised allocation of Chairs and Vice-Chairs of Committees following a change in the make-up of the political groups.
Reason for Recommendation	To allocate seats to the Council's committees in accordance with the principles set out in the Local Government and Housing Act 1989.

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> A revised allocation of committee seats and Chair/Vice Chair positions needs to be agreed following the two by-elections held and the change in the make-up of some political groups. 	<ul style="list-style-type: none"> To ensure that the Council's committee seats and Chairs/Vice-Chairs positions are allocated in accordance with the principles set out in the Local Government and Housing Act 1989.
This is what we want to do about it	These are the next steps

<ul style="list-style-type: none"> Calculate and agree the revised allocations of committee seats and Chair/Vice-Chairs to take effect from 12 December 2025. 	<ul style="list-style-type: none"> To consider the revised allocation of committee seats and Chair/Vice-Chairs positions and for Council to make a decision.
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1.1 This report seeks to outline the revised proportionality calculations following the Liberal Democrats' success in two by-elections earlier this year and the changes in the political make-up of some of the groups.

1.2 The revised calculations will take effect from 12 December 2025 and will remain in place until the Annual Council Meeting that is due to be held on 21 May 2026 subject to no further changes to the numbers within each political group being made.

2. Key issues

2.1 The seats on the Council's committees should be allocated in accordance with the principles set out in the Local Government and Housing Act 1989 to the political groups amongst the Members of the Council so far as it is reasonably practicable. The principles, which are paraphrased, are in the order of priority:

- a) All the seats on the Committee cannot be allocated to the same political group,
- b) The majority of the seats allocated on any body, including each Committee are allocated to the group, if any, which has a majority on the Council,
- c) The number of seats on the total of all Committees allocated to each political group bear the same proportion as the proportion the members of the groups has to the members of the entire Council; and
- d) The number of seats on each Committee allocated to each group bear the same proportion as the proportion the members of that group has to the total members of the entire Council.

2.2 The Council's Constitution Standing Order 8.3 (b) requires Council to decide the size and terms of reference for committees which have been established for the municipal year at the Annual Council Meeting. Following any change to the make-up of the political groups a re-calculation of the proportionality figures is required. Any resulting changes to the proportionality figures must be presented to Council and actioned as soon as practicable.

2.3 Following the Liberal Democrats' success in two by-elections earlier this year and changes to the membership of some of the political groups it has resulted in the following revised political composition of the Council:

Conservatives	16	(41.026% of members)
Liberal Democrats	11	(28.205% of members)
Labour	6	(15.385% of members)
Independent Spelthorne Group	6	(15.385% of members)

The revised proportionality calculations have resulted in the following allocations of seats to each political party:

Conservatives	46 seats
Liberal Democrats	31 seats*
Labour	17 seats
Independent Spelthorne Group	17 seats

*Due to the rounding up/down on the spreadsheet the Liberal Democrats allocation only equated to 30 seats (as highlighted in yellow on Appendix 1). An additional seat was therefore allocated on the Licensing Committee ensuring that they received their full allocation of seats.

To ensure that each party receives their full allocation of seats, the following Committees need to be increased by one seat:

Community Wellbeing and Housing Committee
Business, Infrastructure and Growth Committee
Licensing Committee

- 2.4 The re-calculation of the proportionality figures resulted in the following revised allocation of Chairs/Vice Chairs positions:

Conservatives	6
Liberal Democrats	4
Labour	2
Independent Spelthorne Group	2

3. Options analysis and proposal

Option 1: Approve the revised allocation of seats and the Chairs/Vice Chairs positions as shown in Appendix 1.

Option 2: Do nothing. This is not recommended as the Committees will be in contravention of Section 15 of the Local Government and Housing Act 1989 and the Council's Constitution.

4. Financial management comments

- 4.1 There will be no financial implications as the number of members, Chairs and Vice-Chairs has not increased.

5. Risk management comments

There is a need to allocate the appointment of Members to seats, in so far as is reasonably practicable, with regard to the statutory principles set out in the

Local Government and Housing Act 1989. Failure to allocate seats in line with these principles would be in breach of statutory requirements and may result in error or legal challenge.

6. Legal comments

- 6.1 The rules for the allocation of seats are set out in the Local Government and Housing Act 1989 ("the 1989 Act") and the Local Government (Committees and Political Groups) Regulations 1990.
- 6.2 Section 15 of the 1989 Act places a duty on the Council to review the representation of political group on its committees where the members of the committee are split into different political groups.
- 6.3 The legislation requires that the Council should allocate seats on committees in accordance with the principles set out in paragraph 2.1 of this report.
- 6.4 Following the agreement between the political groups, the proposed allocation of seats is set out in this report and Appendix 1.
- 6.5 Once political group allocations have been determined, it is the duty of the Council to exercise the power to make appointments to committees to give effect to the nominations of the political groups concerned.

Corporate implications

7. S151 Officer comments

- 7.1 The S151 Officer confirms that all financial implications have been taken into account and that the recommendations are fully funded from within the current 2026-27 budget.

8. Monitoring Officer comments

- 8.1 The Monitoring Officer confirms that the relevant legal implications have been taken into account.

9. Procurement comments

- 6.1 There are no procurement implications arising directly from this report.

10. Equality and Diversity

- 10.1 There are no implications arising directly from this report.

11. Sustainability/Climate Change Implications

- 11.1 There are no implications arising directly from this report.

12. Other considerations

- 12.1 There are none.

13. Timetable for implementation

- 13.1 If the recommendations in this report are agreed, the number of seats allocated and the Chair/Vice-Chair positions will take immediate effect and will apply up to the end of the current municipal year.

14. Contact

- 14.1 Committee Services committeeservices@spelthorne.gov.uk.

Background papers: There are none.

Appendices:

Appendix 1: Revised Allocation of Seats and Chairs/Vice Chairs Positions

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	Councillors in groups	%		Corporate Policy and Resources* &	Commercial Assets Sub-Committee*	Community Wellbeing and Housing	BIG	Environment and Sustainability	IDC	Appointments and Appeals*	Audit	Licensing	Planning	Standards*		Total seat entitlement	Total seat entitlement rounded	Chair and Vice-Chair entitlement	Total Ch/VC entitlement rounded
No of seats				15	5	11	11	15	5	5	7	13	15	9		111		14	
Conservative	16	41.026		6.154	2.051	4.513	4.513	6.154	2.051	2.051	2.872	5.333	6.154	3.692	46.000	45.538	46	5.744	6
Liberal Democrat	11	28.205		4.231	1.410	3.103	3.103	4.231	1.410	1.410	1.974	3.667	4.231	2.538	30.000	31.308	31	3.949	4
Independent Spelthorne	6	15.385		2.308	0.769	1.692	1.692	2.308	0.769	0.769	1.077	2.000	2.308	1.385	17.000	17.077	17	2.154	2
Labour	6	15.385		2.308	0.769	1.692	1.692	2.308	0.769	0.769	1.077	2.000	2.308	1.385	17.000	17.077	17	2.154	2
Totals	39	100.00		15.00	5.00	11.00	11.00	15.00	5.00	5.00	7.00	13.00	15.00	9.00	110.00	111.00	111.00	14.00	14.00
				-1.00		1.00	1.00	-1.00					-1.00						
* not included in the chair/vice-chair proportionality																			
& the chair and vice-chair of each service committee is a member																			
Independent / non-affiliated councillors are not included in these calculations																			
Co-opted members are not included in these calculations																			

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Council – 11 December 2025

Appointment of chairs and vice-chairs to committees and sub-committee

Recommendations:

1. That the nominations for Chairs and Vice-Chairs listed below be agreed for the remainder of the 2025/26 municipal year.

	Corporate Policy and Resources*&	Commercial Assets Sub-Committee*	Community Wellbeing and Housing	Business, Infrastructure & Growth	Environment and Sustainability	Investigating & Disciplinary	Appointments & Appeals*	Audit	Licensing	Planning	Standards*
Chair	Leader		S Doran	Williams	Turner	Woodward		Button	Dunn	Gibson	Young
Vice-Chair	Deputy Leader		Attewell	Mooney	Boughtflower	Boparai		Howkins	Lee	Geraci	Hull

Entitlement to Chair/Vice Chair Positions:

Cons – 6 seats ***ISG – 2 seats** **Lab – 2 seats**
***Lib Dems – 4 seats**

The Leader and Deputy Leader’s Chair and Vice Chair seats on CP&R DO NOT count as part of the allocation for ISG or Lib Dems. Therefore, ISG have an allocation of 2 seats IN ADDITION TO the Chair of CP&R and Lib Dems have 4 seats IN ADDITION TO the Vice-Chair of CP&R assuming that the Leader and Deputy Leader remain the same for 2025/26.

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COUNCIL 11 DECEMBER 2025

Appointment of members to committee and sub-committees

Recommendations:

1. That the nominations listed below be agreed for the remainder of the 2025/26 municipal year.

	Corporate Policy and Resources* &	Commercial Assets Sub-Committee*	Community Wellbeing and Housing	Business Infrastructure & Growth	Environment and Sustainability	Investigating & Disciplinary	Appointments & Appeals*	Audit	Licensing	Planning	Standards*
	15 Seats	6 Seats	11 Seats	11 Seats	15 Seats	5 Seats	5 Seats	7 Seats	13 Seats	15 Seats	9 Seats
Seat 1	Attewell	Chandler	Attewell	Boughtflower	Boughtflower	Woodward	Attewell	Howkins	Lee	Buck	Attewell
Seat 2	Boughtflower	Saliagopoulos	Bing Dong	Buck	Bing Dong	Boughtflower	Boughtflower	Woodward	Bing Dong	Chandler	Boughtflower
Seat 3	Buck	Nichols	Boughtflower	Clarke	Clarke	Nichols	Dunn	Chandler	Buck	Clarke	Lee
Seat 4	Clarke	Williams	Chandler	Howkins	Islam	Isg (TBA)	Sexton	Nichols	Mathur	Howkins	Mooney
Seat 5	Lee	Beatty	Buck	Mooney	Mathur	Geach	S Doran	Neall	Woodward	Lee	Gibson
	CP&R	CAS	CW&H	BIG	E&S	IDC	Appoints	Audit	Licensing	Planning	Standards
Seat 6	Mooney	Vacant	Bateson	Bateson	Woodward			Willi	Bateson	Woodward	Bateson

Appendix 1 - D

Seat 7	Bateson	Bunney	Grant	Gibson	Turner			Button	Neall	Bateson	Grant
Seat 8	Turner		Dunn	Gyawali	Caplin			Briggs	Turner	Caplin	Geraci
Seat 9	Nichols		Arnold	Williams	Grant			vacant	Grant	Nichols	Button
Seat 10	Gibson		ISG (TBA)	ISG (TBA)	Barker				Dunn	Gibson	Hull
Seat 11	Sexton		S Doran	Beatty	Beecher ?				Arnold	Rutherford	vacant
Seat 12	Williams		Geach	Geach	Williams				Isg (TBA)	Geraci	
Seat 13	Button				S Doran				Burrell	Burrell	
Seat 14	S Doran				Burrell				Beatty	Beatty	
Seat 15	Vacant				Vacant					vacant	

Council 11 December 2025
Appointment of named substitutes to committees

Appendix 1E

Recommendations:

1. That the named substitutes listed below be agreed for the remainder of the 2025/26 municipal year.
2. That the Chief Executive Officer be authorised to make amendments to the named substitutions for any political group during the 2025/26 municipal year, on receipt of a request from the group leader.

	Corporate Policy and Resources	Commercial Assets Sub-Committee	Community Wellbeing and Housing	Business, Infrastructure & Growth	Environment and Sustainability	Investigating & Disciplinary	Appointments & Appeals	Audit	Licensing	Planning	Standards
Cons	Bing Dong Howkins	Attewell (TBA)	Mathur (TBA)	Woodward (TBA)	(TBA)	Mooney (TBA)	Howkins (TBA)	Boughtl ower	Chandler (TBA)	Islam Mooney Saliago poulos	Mathur (TBA)
Liberal Democrat	Boparai Dunn	Gibson	Boparai Gyawali	Caplin Nichols	Bateson Boparai	TBA	TBA	Bateson	Bateson Gibson Neall	Dunn Grant	Dunn Nichols
ISG/Green	2 subs	1 sub	2 subs	2 subs	2 subs	1 sub	1 sub	1 sub	2 subs	2 subs	1 sub
Labour	Beatty Geach	Burrell	Burrell Beatty	Button Burrell	Geach Beatty	Button	Beatty	Burrell	S Doran Geach	S Doran Button	Burrell

Key

Permitted number of named substitutes:

(a) More than 5 seats on the committee – 3 substitutes

(b) Between 2 - 5 seats on the committee – 2 substitutes

(c) 1 seat on the committee – 1 substitute