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Your
reference:

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Dear Consultee

DRAFT GUIDANCE ON FILLING POSITIONS OF RESPONSIBILITY AND APPOINTING COUNCILLORS TO COMMITTEES

The Department of the Environment is seeking comments on the attached guidance to support the operation of the new procedures for filling positions of responsibility and appointing councillors to committees.

As you are aware the Local Government Act (Northern Ireland) 2014 (the Act) makes provision in relation to the sharing of positions of responsibility across the political parties represented on a council and, ensuring that the membership of committees reflects the political balance on the council.

Schedule 1 to the Act provides that a council may use either the d'Hondt or Sainte-Lague formula method for the filling of positions of responsibility by nomination (Part 1 of the Schedule) or the single transferrable vote to fill the positions by election (Part 2 to the Schedule). Part 1 to the Schedule specifies the procedure for the application of the formula methods to ensure a consistent approach across all the councils. The formula specified in paragraph 3(1) represents the d'Hondt method whilst the formula provided by the operation of paragraph 3(2) represents the Sainte-Lague method.

Schedule 2 to the Act provides that a council may use either the Quota Greatest Remainder method (the formula at paragraph 3(2)) or the Droop Quota method (the formula at paragraph 3(3)) for the appointment of councillors to committees and specifies the procedure for the application of the relevant formula. Paragraphs 3 and 4 of Schedule 3 to the Local Government (Transitional, Supplementary, Incidental Provisions and Modifications) Regulations (Northern Ireland) 2014 provide for the appointment of councillors to committees where a council appoints more than one committee at the same meeting.

In order to support council officers and councillors in the operation of these new procedures the Department has developed the attached practical step-by-step guidance:

Filling Positions of Responsibility Annex A

Appointing Councillors to Committees Annex B

Comments on the draft guidance should be sent by 1 August 2014 to the address below or by e-mail to LGPDConsultations@doeni.gov.uk.

If you have any queries in relation to the proposals, you should contact:

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Yours sincerely

J MURPHY

cc Julie Broadway

ANNEX A

FILLING POSITIONS OF RESPONSIBILITY ON A COUNCIL.

Introduction

Section 6 of the Local Government Act (Northern Ireland) 2014 specifies the positions of responsibility which must be allocated across the political parties and independents represented on a council in accordance with the provisions of the Act.

Schedule 1 to the 2014 Act includes detailed provisions in relation to the filling of positions of responsibility and specifies the operation of the procedures that are available to a council: i.e.:

- d'Hondt (see Part 1 of Schedule 1)
- Sainte-Laguë (see Part 1 of Schedule 1)
- Single Transferable Vote(STV) (see Part 2 of Schedule 1)

A council must follow one of the above methods when allocating members of the council to the positions of responsibility.

Unless a council decides to adopt the Sainte-Laguë method (paragraph 3(2) of Schedule 1) or the STV method (paragraph 1 of Schedule 1), d'Hondt will be the default method of filling positions of responsibility.

As provided for in Schedule 1 the majority of positions of responsibility will be held for a 1 year term of office. The exceptions to this are members of a cabinet-style executive which will be held for the council term from one local government election to the next. The term of office on an external statutory bodies will be for the period specified by the relevant body.

When using either the d'Hondt or Sainte-Laguë method, councils and nominating officers for the political parties should have regard to the provisions in Schedules 1 and 2 of the Justice Act (Northern Ireland) 2011 in relation to the appointment of political members of a Policing and Community Safety Partnership or a District Policing and Community Safety Partnership. Further advice on this matter can be sought from the Department of Justice (telephone 028 9082 8588)

Local Government Policy Division 1
Department of the Environment

APPLICATION OF D'HONDT (Default Method)

- Step 1 The complete list of positions to be allocated across the political parties and independents, over the full term of the council, should be recorded on a schedule by the clerk to the council. The schedule should also record the term of the appointment. An example is attached at **Appendix A**. (The list must include all positions and appointments including appointments to external statutory outside bodies).
- Step 2 The clerk to the council should record the number of elected members by political party, as elected at the general local government election.

Members elected as independents shall be recorded individually.

The number of 1st preference votes cast for each political party and for each independent member should also be recorded.

Fig 1

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
Members	6	5	3	3	1	1
1 st Pref Votes	5,434	4,203	2,620	3,633	1012	960

The appointment of members to positions will be made by the nominating officers of the respective political parties when called upon by the clerk to the council.

A nominating officer may decline to nominate a member for a position when asked to do so. In such a circumstance, the nominating officer of the political party with the next highest allocation quotient, as calculated following the procedures set out below, will be asked to nominate a member.

- Step 3 The nominating officer of the political party with the greatest number of elected members will select the position they wish a member of the council, elected on behalf of their party, to fill and the year (or where appropriate, the time period) for the appointment. Selection will be by party preference and not by a prescribed order. If the term selected is the first year of the council's term, the nominating officer should also name the member to hold the position.

[See Note 1 below in relation to the situation where two or more political parties have the same number of members.]

Using the example in Fig 1, the nominating officer for Party A will make the first selection as this party has the greatest number of elected members.

$$\frac{6 \text{ (number of members)}}{1 + 0 \text{ (Positions allocated)}} = 6$$

The position and term of appointment selected, and the party which will fill the position, should be recorded on the schedule prepared at Step 1. If appropriate, the name of the member to hold the position should also be recorded.

Step 4 Following the filling of a position, the strength (the number of elected members) of the party that has selected the position is recalculated. The resultant figure is referred to as the notional strength. This is done by dividing the number of members elected on behalf of that party by 1 plus the number of positions already allocated to that particular party.

Using the example in Fig 1, the recalculated notional strength for Party A after the first position has been allocated is 3.

$$\frac{6 \text{ (number of members)}}{1 + 1 \text{ (Positions allocated)}} = 3$$

This is the notional strength that will be used for that party when determining the party to nominate a member for the next position.

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
Position 1	6	5	3	3	1	1
	6/1+1 = 3					
Position 2	3	5	3	3	1	1

Step 5 The nominating officer of the political party that **now** has the greatest notional strength or allocation quotient will be asked to select a position of responsibility to be held by a member of their party and the term for which it is to be held. If the term selected is the first year of the council’s term, the nominating officer should also name the member to hold the position.

[See Note 1 below in relation to the situation where the notional strength for two or more political parties is the same.]

In this example, the nominating officer of Party B may make the nomination as that party’s notional strength (5) is the greatest.

This process is repeated until all of the remaining identified positions of responsibility have been allocated.

The divisor to determine that party’s notional strength increases, as subsequent positions are allocated to the same party.

Using Fig 1, the allocation of a second position to Party A would result in their notional strength or allocation quotient reducing to 2

$$\frac{6 \text{ (Party Strength)}}{1 + 2 \text{ (Positions already allocated)}} = 2$$

A worked example showing the process for sixty nominations is attached at **Appendix B**

Note 1 Where the notional strength (in terms of elected members) for two or more political parties is the same, the determination of the political party to make a selection is made by reference to the number of 1st preference votes cast for the respective parties at the last general local government election, rather than the number of elected members. In such cases, the calculation is made by dividing the 1st preference votes for the relevant parties by 1 plus the number of positions already allocated to each relevant party.

In the example in Fig 1 above, parties A, C and D will have the same notional strength following the allocation of the first two positions as shown below:

Fig 2

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
Position 1	6	5	3	3	1	1
Position 2	3	5	3	3	1	1
Position 3	3	2.5	3	3	1	1

The determination of the party that will make the third selection is shown below:

Fig 3

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
1 st Pref Votes	5,434		2,620	3,633		
Positions Allocated	1		0	0		
Calculation	$5,434 / (1+1)$		$2,620 / (1+0)$	$3,633 / (1+0)$		
Quotient	2,717		2,620	3,633		

As Party D has the highest allocation quotient based on 1st preference votes, its nominating officer makes the third selection. In this example, 1st preference votes cast is also used to determine which party will make the fourth selection – as indicated in the table below which shows the order of selection for eight positions.

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
Position 1	6	5	3	3	1	1
Position 2	3	5	3	3	1	1
Position 3	3	2.5	3	3	1	1
Position 4	3	2.5	3	1.5	1	1
Position 5	2	2.5	3	1.5	1	1
Position 6	2	2.5	1.5	1.5	1	1
Position 7	2	1.6	1.5	1.5	1	1
Position 8	1.5	1.6	1.5	1.5	1	1

APPLICATION OF SAINTE-LAGUË

- Step 1 The complete list of positions to be allocated across the political parties and independents, over the full term of the council, should be recorded on a schedule by the clerk of the council. The schedule should also record the term of the appointment. An example is attached at **Appendix A**. (The list must include all positions and appointments including appointments to external statutory outside bodies).
- Step 2 The clerk of the council should record the number of elected members by political party, as elected at the general local government election.

Members elected as independents shall be recorded individually.

The number of 1st preference votes cast for each political party and for each independent member shall also be recorded.

Fig 1

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
Members	6	5	3	3	1	1
1 st Pref Votes	5,434	4,203	2,620	3,633	1012	960

The appointment of members to positions will be made by the nominating officers of the respective political parties when called upon by the clerk to the council.

A nominating officer may decline to nominate a member for a position when asked to do so. In such a circumstance, the nominating officer of the political party with the next highest allocation quotient, as calculated following the procedures set out below, will be asked to nominate a member.

- Step 3 The nominating officer of the political party with the greatest number of elected members will select the position they wish a member of the council, elected on behalf of their party, to fill and the year (or where appropriate, the time period) for the appointment. Selection will be by party preference and not by a prescribed order. If the term selected is the first year of the council's term, the nominating officer should also name the member to hold the position.

[See Note 1 below in relation to the situation where two or more political parties have the same number of members.]

Using the example in Fig 1, the nominating officer for Party A will make the first selection as this party has the greatest number of elected members.

$$\frac{6 \text{ (number of members)}}{1 + (2 \times 0) \text{ (Positions allocated)}} = 6$$

The position and term of appointment selected, and the party which will fill the position, should be recorded on the schedule prepared at Step 1. If appropriate, the name of the member to hold the positions should also be recorded.

Step 4 Following the filling of a position, the strength (the number of elected members) of the party that has been allocated the position is recalculated. The resultant figure is referred to as the notional strength. This is done by dividing the number of members elected on behalf of that party by 1 plus twice the number of positions already allocated to that particular party.

Using the example in Fig 1, the recalculated notional strength for Party after the first position has been allocated A is 2.

$$\frac{6 \text{ (number of members)}}{1 + (2 \times 1) \text{ (Positions allocated)}} = 2$$

This is the notional strength that will be used for that party in the determination of the party to nominate a member for the next position.

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
Position 1	6	5	3	3	1	1
	$\frac{6}{(1+(2 \times 1))} = 2$					
Position 2	2	5	3	3	1	1

Step 5 The nominating officer of the political party that **now** has the greatest notional strength or allocation quotient will be asked to select a position of responsibility to be held by a member of their party and the term for which it is to be held. If the term selected is the first year of the council's term, the nominating officer should also name the member to hold the position.

[See Note 1 below in relation to the situation where the notional strength for two or more political parties is the same.]

In this example the nominating officer of Party B may make the nomination as its notional strength (5) is the greatest.

This process is repeated until all of the remaining representative positions have been allocated.

The divisor to determine that party's notional strength increases by two, as subsequent positions are allocated to the same party.

Using Fig 1, the allocation of a second position to Party A would result in their quotient reducing to 1.2

$$\frac{6 \text{ (Party Strength)}}{1 + (2 \times 2) \text{ (Positions allocated)}} = 1.2$$

A worked example showing the process for sixty nominations is attached at **Appendix C**

Note 1 Where the notional strength (in terms of elected members) for two or more political parties is the same, the determination of the political party to make a selection is made by reference to the number of 1st preference votes cast for the respective parties at the last general local government election, rather than the number of elected members. In such cases, the calculation is made by dividing the 1st preference votes for the relevant parties by 1 plus twice the number of positions already allocated to each relevant party.

In the example in Fig 1 above, parties C and D will have the same notional strength following the allocation of the first two positions as shown below:

Fig 2

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
Position 1	6	5	3	3	1	1
Position 2	2	5	3	3	1	1

The determination of the party that will make the third selection is shown below:

Fig 3

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
1 st Pref Votes	5,434	4,203	2,620	3,633	1012	960
Positions Allocated			0	0		
Calculation for position 3			$2,620/(1+0)$	$3,633/(1+0)$		
Quotient			2,620	3,633		

As Party D has the highest allocation quotient based on 1st preference votes, its nominating officer makes the third selection – as indicated in the table below which shows the order of selection for eight positions.

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
Position 1	6	5	3	3	1	1
Position 2	2	5	3	3	1	1
Position 3	2	1.66	3	3	1	1
Position 4	2	1.66	3	1	1	1
Position 5	2	1.66	1	1	1	1
Position 6	1.2	1.66	1	1	1	1
Position 7	1.2	1	1	1	1	1
Position 8	0.9	1	1	1	1	1

APPLICATION OF SINGLE TRANSFERRABLE VOTE

- Step 1 The complete list of positions of responsibility to be filled by members of political parties and independents, over the full term of the council, should be recorded on a schedule by the clerk to the council. The schedule should also record the term of the appointment. An example is attached at **Appendix A**. (The list must include all positions and appointments including appointments to external statutory outside bodies).
- Step 2 The clerk to the council shall make a copy of the schedule available to every member of the council and seeking nominations for each of the positions identified on the schedule.
- Step 3 Those council members seeking election shall deliver to the clerk of the council, by a date agreed by the council, a nomination paper specifying the position of responsibility to which election is sought and the term for which the position would be held. **The member's nomination must be supported by at least two other councillors.**
- Step 4 Once the deadline for the submission of nomination papers has passed, the clerk to the council shall publish a statement setting out for each position of responsibility, and term of office, the persons nominated for election to that position, in alphabetic order of surname.

The clerk to the council shall also arrange for the preparation of ballot papers which will enable members of the council to signify their selection preference in relation to the candidates for a position of responsibility.

The ballot paper should specify the position of responsibility, the term for which it is to be held, the particulars of the candidates for that position and should contain the facility for members to record their order of preference for candidates.

- Step 5 The clerk to the council shall make appropriate arrangements for members to cast their votes, and for the counting of those votes.

Step 6 First Stage

After all members have cast their votes the clerk to the council shall sort the ballot papers by position of responsibility and, the candidates which have first preference votes.

The number of first preference votes will be counted and recorded for each candidate for each position of responsibility and term of office.

The number of valid ballot papers for each position of responsibility and term of office shall also be recorded by the clerk to the council.

Step 7 The Quota

The clerk to the council will determine the quota of votes which will be sufficient to secure election by dividing the number of valid ballot papers by 2 with the consequent result being increased by 1:

$$\frac{38 \text{ (valid ballot papers)}}{2} + 1 = 20$$

Step 8 The Count

The counting of votes cast will be conducted in accordance with Rules 49 – 51 as specified in Schedule VI to the Electoral Law Act (Northern Ireland) 1962.

A candidate shall not be deemed to be elected until the procedures set out in paragraphs (1) to (3) of rule 51 has been complied with.

Step 9 If a candidate is put forward for election to a number of positions of responsibility that are mutually exclusive, in a given year, for example, the chairperson and vice-chairperson of the council and, the candidate is elected to one of these positions the clerk to the council will need to put in place arrangements to resolve the issue.

ALLOCATION OF COUNCIL POSITIONS - EXAMPLE SCHEDULE

	Year 1	Year 2	Year 3	Year 4
Council Chair				
Council Vice Chair				
Committee A – Chair				
Committee A – Vice Chair				
Committee B – Chair				
Committee B – Vice Chair				
Committee C – Chair				
Committee C – Vice Chair				
Committee D – Chair				
Committee D – Vice Chair				
Committee E – Chair				
Committee E – Vice Chair				
Committee F – Chair				
Committee F – Vice Chair				
Committee G – Chair				
Committee G – Vice Chair				
External Appointment 1 (4 year term)				
External Appointment 2 (4 year term)				
External Appointment 3				
External Appointment 4				
External Appointment 5				
External Appointment 6 (4 year term)				
External Appointment 7				
External Appointment 8				

APPLICATION OF D'HONDT – WORKED EXAMPLE

Selection	Party 1st Pref Votes Members	A	B	C	D	E	F	Ind1	Ind2
		25443	13515	7844	6336	2060	934	900	846
		14	10	6	5	2	1	1	1
1		14	10	6	5	2	1	1	1
2		7	10	6	5	2	1	1	1
3		7	5	6	5	2	1	1	1
4		4.6666	5	6	5	2	1	1	1
5		4.6666	5	3	5	2	1	1	1
			13515/2 6757.5		6336/1 6336				
6		4.6666	3.3333	3	5	2	1	1	1
7		4.6666	3.3333	3	2.5	2	1	1	1
8		3.5	3.3333	3	2.5	2	1	1	1
9		2.8	3.3333	3	2.5	2	1	1	1
10		2.8	2.5	3	2.5	2	1	1	1
11		2.8	2.5	2	2.5	2	1	1	1
12		2.3333	2.5	2	2.5	2	1	1	1
			13515/4 3378.75		6336/2 3168				
13		2.3333	2	2	2.5	2	1	1	1
14		2.3333	2	2	1.6666	2	1	1	1
15		2	2	2	1.6666	2	1	1	1
		25443/7 3634.71	13515/5 2703	7844/3 2614.66		2060/1 2060			
16		1.75	2	2	1.6666	2	1	1	1
			13515/5 2703	7844/3 2614.66		2060/1 2060			
17		1.75	1.6666	2	1.6666	2	1	1	1
				7844/3 2614.66		2060/1 2060			
18		1.75	1.6666	1.5	1.6666	2	1	1	1
19		1.75	1.6666	1.5	1.6666	1	1	1	1
20		1.5555	1.6666	1.5	1.6666	1	1	1	1
			13515/6 2252.5		6336/3 2112				
21		1.5555	1.4285	1.5	1.6666	1	1	1	1
22		1.5555	1.4285	1.5	1.25	1	1	1	1
23		1.4	1.4285	1.5	1.25	1	1	1	1
24		1.4	1.4285	1.2	1.25	1	1	1	1
25		1.4	1.25	1.2	1.25	1	1	1	1
26		1.2727	1.25	1.2	1.25	1	1	1	1
27		1.1666	1.25	1.2	1.25	1	1	1	1
			13515/8 1689.375		6336/4 1584				
28		1.1666	1.1111	1.2	1.25	1	1	1	1
29		1.1666	1.1111	1.2	1	1	1	1	1
30		1.1666	1.1111	1	1	1	1	1	1
31		1.0769	1.1111	1	1	1	1	1	1
32		1.0769	1	1	1	1	1	1	1

33		1 25443/14 1817.357	1 13515/10 1351.5	1 7844/6 1307.333	1 6336/5 1267.2	1 2060/2 1030	1 934/1 934	1 900/1 900	1 846/1 846
34		0.9333	1 13515/10 1351.5	1 7844/6 1307.333	1 6336/5 1267.2	1 2060/2 1030	1 934/1 934	1 900/1 900	1 846/1 846
35		0.9333	0.9091	1 7844/6 1307.333	1 6336/5 1267.2	1 2060/2 1030	1 934/1 934	1 900/1 900	1 846/1 846
36		0.9333	0.9091	0.8571	1 6336/5 1267.2	1 2060/2 1030	1 934/1 934	1 900/1 900	1 846/1 846
37		0.9333	0.9091	0.8571	0.8333	1 2060/2 1030	1 934/1 934	1 900/1 900	1 846/1 846
38		0.9333	0.9091	0.8571	0.8333	0.6666	1 934/1 934	1 900/1 900	1 846/1 846
39		0.9333	0.9091	0.8571	0.8333	0.6666	0.5	1 900/1 900	1 846/1 846
40		0.9333	0.9091	0.8571	0.8333	0.6666	0.5	0.5	1
41		0.9333	0.9091	0.8571	0.8333	0.6666	0.5	0.5	0.5
42		0.875	0.9091	0.8571	0.8333	0.6666	0.5	0.5	0.5
43		0.875	0.8333	0.8571	0.8333	0.6666	0.5	0.5	0.5
44		0.875	0.8333	0.75	0.8333	0.6666	0.5	0.5	0.5
45		0.8235	0.8333 13515/12 1126.25	0.75	0.8333 6336/6 1056	0.6666	0.5	0.5	0.5
46		0.8235	0.7692	0.75	0.8333	0.6666	0.5	0.5	0.5
47		0.8235	0.7692	0.75	0.7143	0.6666	0.5	0.5	0.5
48		0.7777	0.7692	0.75	0.7143	0.6666	0.5	0.5	0.5
49		0.7368	0.7692	0.75	0.7143	0.6666	0.5	0.5	0.5
50		0.7368	0.7143	0.75	0.7143	0.6666	0.5	0.5	0.5
51		0.7368	0.7143	0.6666	0.7143	0.6666	0.5	0.5	0.5
52		0.7	0.7143 13515/14 965.36	0.6666	0.7143 6336/7 905.14	0.6666	0.5	0.5	0.5
53		0.7	0.6666	0.6666	0.7143	0.6666	0.5	0.5	0.5
54		0.7	0.6666	0.6666	0.625	0.6666	0.5	0.5	0.5
55		0.6666 25443/21 1211.57	0.6666 13515/15 901	0.6666 7844/9 871.56	0.625	0.6666 2060/3 686.67	0.5	0.5	0.5
56		0.6364	0.6666 13515/15 901	0.6666 7844/9 871.56	0.625	0.6666 2060/3 686.67	0.5	0.5	0.5
57		0.6364	0.625	0.6666 7844/9 871.56	0.625	0.6666 2060/3 686.67	0.5	0.5	0.5
58		0.6364	0.625	0.6	0.625	0.6666	0.5	0.5	0.5
59		0.6364	0.625	0.6	0.625	0.5	0.5	0.5	0.5
60		0.6087	0.625 13515/16 844.69	0.6	0.625 6336/8 792	0.5	0.5	0.5	0.5
Positions Allocated		22	16	9	7	3	1	1	1

APPLICATION OF SAINT LAGUE – WORKED EXAMPLE

Selection	Party 1st Pref Votes Members	A 25443 14	B 13515 10	C 7844 6	D 6336 5	E 2060 2	F 934 1	Ind1 900 1	Ind2 846 1
1		14	10	6	5	2	1	1	1
2		4.6667	10	6	5	2	1	1	1
3		4.6667	3.3333	6	5	2	1	1	1
4		4.6667	3.3333	2	5	2	1	1	1
5		4.6667	3.3333	2	1.6667	2	1	1	1
6		2.8	3.3333	2	1.6667	2	1	1	1
7		2.8	2	2	1.6667	2	1	1	1
8		2 25443/7 3634.714	2 13515/5 2703	2 7844/3 2614.667	1.6667 1.6667 1.6667	2 2060/1 2060	1 1 1	1 1 1	1 1 1
9		1.5556	2 13515/5 2703	2 7844/3 2614.667	1.6667	2 2060/1 2060	1	1	1
10		1.5556	1.4286	2 7844/3 2614.667	1.6667	2 2060/1 2060	1	1	1
11		1.5556	1.4286	1.2	1.6667	2	1	1	1
12		1.5556	1.4286	1.2	1.6667	0.6667	1	1	1
13		1.5556	1.4286	1.2	1	0.6667	1	1	1
14		1.2727	1.4286	1.2	1	0.6667	1	1	1
15		1.2727	1.1111	1.2	1	0.6667	1	1	1
16		1.0769	1.1111	1.2	1	0.6667	1	1	1
17		1.0769	1.1111	0.8571	1	0.6667	1	1	1
18		1.0769	0.9091	0.8571	1	0.6667	1	1	1
19		0.9333	0.9091	0.8571	1 6336/5 1267.2	0.6667	1 934/1 934	1 900/1 900	1 846/1 846
20		0.9333	0.9091	0.8571	0.7143	0.6667	1 934/1	1 900/1	1 846/1
21		0.9333	0.9091	0.8571	0.7143	0.6667	934 0.3333	900 1 900/1	846 1 846/1
22		0.9333	0.9091	0.8571	0.7143	0.6667	0.3333	900	846
23		0.9333	0.9091	0.8571	0.7143	0.6667	0.3333	0.3333	1
24		0.9333	0.9091	0.8571	0.7143	0.6667	0.3333	0.3333	0.3333
25		0.8235	0.9091	0.8571	0.7143	0.6667	0.3333	0.3333	0.3333
26		0.8235	0.7692	0.8571	0.7143	0.6667	0.3333	0.3333	0.3333
27		0.8235	0.7692	0.6667	0.7143	0.6667	0.3333	0.3333	0.3333
28		0.7368	0.7692	0.6667	0.7143	0.6667	0.3333	0.3333	0.3333
29		0.7368	0.6667	0.6667	0.7143	0.6667	0.3333	0.3333	0.3333
30		0.6667 25443/21 1211.571	0.6667 13515/15 901	0.6667 7844/9 871.555	0.7143 6336/9 704	0.6667 2060/3 686.666	0.3333	0.3333	0.3333
31		0.6086	0.6667 13515/15 901	0.6667 7844/9 871.555	0.6667 6336/9 704	0.6667 2060/3 686.666	0.3333	0.3333	0.3333

32		0.6086	0.5882	0.6667 7844/9 871.555	0.6667 6336/9 704	0.6667 2060/3 686.666	0.3333	0.3333	0.3333
33		0.6086	0.5882	0.5455	0.6667 6336/9 704	0.6667 2060/3 686.666	0.3333	0.3333	0.3333
34		0.6086	0.5882	0.5455	0.4545	0.6667	0.3333	0.3333	0.3333
35		0.6086	0.5882	0.5455	0.4545	0.4	0.3333	0.3333	0.3333
36		0.5600	0.5882	0.5455	0.4545	0.4	0.3333	0.3333	0.3333
37		0.5600	0.5263	0.5455	0.4545	0.4	0.3333	0.3333	0.3333
38		0.5185	0.5263	0.5455	0.4545	0.4	0.3333	0.3333	0.3333
39		0.5185	0.5263	0.4615	0.4545	0.4	0.3333	0.3333	0.3333
40		0.5185	0.4762	0.4615	0.4545	0.4	0.3333	0.3333	0.3333
41		0.4828	0.4762	0.4615	0.4545	0.4	0.3333	0.3333	0.3333
42		0.4516	0.4762	0.4615	0.4545	0.4	0.3333	0.3333	0.3333
43		0.4516	0.4348	0.4615	0.4545	0.4	0.3333	0.3333	0.3333
44		0.4516	0.4348	0.4	0.4545	0.4	0.3333	0.3333	0.3333
45		0.4516	0.4348	0.4	0.3846	0.4	0.3333	0.3333	0.3333
46		0.4242	0.4348	0.4	0.3846	0.4	0.3333	0.3333	0.3333
47		0.4242	0.4	0.4	0.3846	0.4	0.3333	0.3333	0.3333
48		0.4 25443/35 726.943	0.4 13515/25 540.6	0.4 7844/15 522.933	0.3846	0.4 2060/5 412	0.3333	0.3333	0.3333
49		0.3784	0.4 13515/25 540.6	0.4 7844/15 522.933	0.3846	0.4 2060/5 412	0.3333	0.3333	0.3333
50		0.3784	0.3704	0.4 7844/15 522.933	0.3846	0.4 2060/5 412	0.3333	0.3333	0.3333
51		0.3784	0.3704	0.3529	0.3846	0.4	0.3333	0.3333	0.3333
52		0.3784	0.3704	0.3529	0.3846	0.2857	0.3333	0.3333	0.3333
53		0.3784	0.3704	0.3529	0.3333	0.2857	0.3333	0.3333	0.3333
54		0.3589	0.3704	0.3529	0.3333	0.2857	0.3333	0.3333	0.3333
55		0.3589	0.3449	0.3529	0.3333	0.2857	0.3333	0.3333	0.3333
56		0.3415	0.3449	0.3529	0.3333	0.2857	0.3333	0.3333	0.3333
57		0.3415	0.3449	0.3158	0.3333	0.2857	0.3333	0.3333	0.3333
58		0.3415	0.3226	0.3158	0.3333	0.2857	0.3333	0.3333	0.3333
59		0.3256	0.3226	0.3158	0.3333 6336/15 422.4	0.2857	0.3333 935/3 311.333	0.3333 900/3 300	0.3333 846/3 282
60		0.3256	0.3226	0.3158	0.2941	0.2857	0.3333 935/3 311.333	0.3333 900/3 300	0.3333 846/3 282
Positions Allocated		21	15	9	8	3	2	1	1

ANNEX B

APPOINTING COUNCILLORS TO COMMITTEES

Schedule 2 to the Local Government Act (Northern Ireland) 2014 makes detailed provision in relation to the appointment of councillors to committees and specifies the operation of the procedures that are available to a council: i.e.

- Quota Greatest Remainder (See paragraphs 2 and 3(1) and (2))
- Droop Quota (See paragraphs 2 and 3(1) and (3))

Part 4 of the Local Government (Standing Orders) Regulations (Northern Ireland) 2014 makes provision in relation to the appointment of councillors to committees where a council decides to appoint more than one committee at the same time.

A council must follow one of the above methods when appointing councillors to committees.

Unless a council decides, by a qualified majority, to adopt the Droop Quota method, Quota Greatest Remainder will be the default method for appointing councillors.

The calculations in the attached worked examples are based on:

- a council with 40 members
- the appointment of 6 committees
- 15 members per committee.

The reference point in relation to political party strengths is the number of members who stood in the name of each party when elected, at the last local election.

Local Government Policy Division 1
Department of the Environment

APPLICATION OF QUOTA GREATEST REMAINDER (Default Method)

Appointing a single committee

- Step 1 Determine the number of councillors to be appointed to the committee.
- Step 2 Divide the number of councillors on the council by the number of committee places to be filled by councillors to calculate the quota:

$$\frac{40 \text{ (number of councillors)}}{15 \text{ (councillor membership of committee)}} = 2.667$$

- Step 3 Divide the number of councillors who stood for each political party at the last local government election by the quota calculated at step 2. Independents should be treated as if they were a 1 member party.

The resultant whole numbers represent the number of members that the nominating officer of each political party or independent may appoint to the committee.

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Members	15	10	7	5	2	1	
Quota	2.667	2.667	2.667	2.667	2.667	2.667	
Party Allocation	5.6243	3.7495	2.6247	1.8748	0.7499	0.375	
Positions	5	3	2	1			11

In this example, this stage of the process provides only for the appointment of 11 members of the committee.

Any remaining places on the committee shall be filled by the nominating officers of each political party, on the basis of the greatest residual remainders once the whole numbers have been removed from the Party Allocation, as shown below:

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Remainders	0.6243	0.7495	0.6247	0.8748	0.7499	0.375	
Positions		1	1	1	1		4

Therefore, the total number of places on the committee for each Party/Independent is:

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Total Positions	5	4	3	2	1		15

Step 4 The number of total positions on the committee includes positions of responsibility. Therefore, the nominating officer of each party must take account of party members who have been appointed to fill a position of responsibility on the committee. For example, in the above scenario, if a member of Party A has been appointed as the Chairperson of the committee, then the nominating officer of that party may only nominate a further four members of the committee.

Appointing more than one committee

- Step 1 Determine the total number of members across all the committees.
- Step 2 Divide the number of councillors on the council by the number of committee places to be filled by councillors to calculate the quota:

$$\frac{40 \text{ (number of councillors)}}{90 \text{ (councillor membership of committees)}} = 0.444$$

- Step 3 Divide the number of councillors who stood for each political party at the last local government election by the quota calculated at step 2. Independents should be treated as if they were a 1 member party.

The resultant whole numbers represent the number of members that the nominating officer of each political party or independent may appoint to the committees.

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Members	15	10	7	5	2	1	
Quota	0.444	0.444	0.444	0.444	0.444	0.444	
Party Allocation	33.784	22.523	15.766	11.261	4.5045	2.2523	
Positions	33	22	15	11	4	2	87

In this example, this stage of the process provides only for the appointment of 87 members across the six committees.

Any remaining places to be filled across the committees shall be filled by the nominating officers of each political party, on the basis of the greatest, residual remainders, once the whole numbers have been removed from the Party Allocation, as shown below:

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Members	15	10	7	5	2	1	
Remainders	0.784	0.523	0.766	0.261	0.5045	0.2523	
Positions	1	1	1				3

Therefore, the total number of committee places (across all the committees) for each Party/Independent is:

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Total Positions	34	23	16	11	4	2	90

- Step 4 In accordance with paragraph 9 of the Schedule to the Local Government (Standing Orders) Regulations (Northern Ireland) 2014, each nominating officer must ensure that:
- (a) not all the members of a committee are nominated by the same nominating officer (i.e. in this example the nominating officers of parties A, B or C cannot nominate members to hold all the places on a particular committee);
 - (b) a nominating officer of a party may nominate members to fill the majority of places on a committee, if the majority of members of the council were elected as members of that party (i.e. in this example as Party A holds 37.5% of the seats on the council, the nominating officer of Party A may nominate members to hold 37.5% of the seats on a committee; and
 - (c) subject to (a) and (b) and as far as is practicable, the number of members which each nominating officer nominates to a particular committee is in proportion to the number of members of that party elected to the council.
- Step 5 In nominating councillors to be members of a committee, the nominating officer of each party shall take account of members of their party who have been appointed to fill a position of responsibility on that committee.

APPLICATION OF DROOP QUOTA

Appointing a single committee

- Step 1 Determine the number of councillors to be appointed to the committee.
- Step 2 Divide the number of councillors on the council by the number of committee places to be filled by councillors to calculate the quota:

$$\frac{40 \text{ (number of councillors)}}{15 \text{ (councillor membership of committee) } + 1} + 1 = 3.5$$

- Step 3 Divide the number of councillors elected from each political party at the last local government election by the quota calculated at step 2. Independents should be treated as if they were a 1 member party.

The resultant whole numbers represent the number of members that the nominating officer of each political party or independent may appoint to the committee.

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Members	15	10	7	5	2	1	
Quota	3.5	3.5	3.5	3.5	3.5	3.5	
Party Allocation	4.286	2.857	2	1.429	0.571	0.286	
Positions	4	2	2	1			9

In this example, this stage of the process provides for the appointment of 9 members of the committee.

Any remaining places on the committee shall be filled by the nominating officers of each political party, on the basis of the greatest residual remainders, once the whole numbers have been removed from the Party Allocation as shown below:

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Remainders	0.286	0.857	0.0	0.429	0.571	0.286	
Positions	1	1		1	1	1	5
		1					1

The total number of places on the committee for each Party/Independent is as below:

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Remainders	5	4	2	2	1	1	15

Step 4 The number of total positions on the committee includes positions of responsibility. Therefore, the nominating officer of each party must take account of party members who have been appointed to fill a position of responsibility on the committee. For example, in the above scenario, if a member of Party A has been appointed as the Chairperson of the committee, then the nominating officer of that party may only nominate a further four members of the committee.

Appointing more than one committee

Step 1 Determine the total number of councillors to be appointed to the committees.

Step 2 Divide the number of councillors on the council by the number of committee places to be filled by councillors to calculate the quota:

$$\frac{40 \text{ (number of councillors)}}{90 \text{ (councillor membership of committees)} + 1} = 1.44$$

Step 3 Divide the number of councillors elected from each political party at the last local government election by the quota calculated at step 2. Independents should be treated as if they were a 1 member party.

The resultant whole numbers represent the number of members that the nominating officer of each political party or independent may appoint to the committee.

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Members	15	10	7	5	2	1	
Quota	1.44	1.44	1.44	1.44	1.44	1.44	
Party Allocation	10.417	6.944	4.861	3.472	1.389	0.694	
Positions	10	6	4	3	1	0	24

In this example, this stage of the process only provides for the appointment of 24 members across the six committees.

Any remaining places to be filled across the committees shall be filled by the nominating officers of each political party or independent, on the basis of the greatest residual remainders once the whole numbers have been removed from the Party Allocation, as shown below:

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Remainders	0.417	0.944	0.861	0.472	0.389	0.694	
Positions (11 rounds of further allocations)	11	11	11	11	11	11	66

In the above example the additional places to be filled, on the basis of the remainders, is arrived at after 11 separate rounds of allocation for each party.

Therefore, the total number of committee places (across all the committees) for each Party/independent is as below:

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Total Positions	21	17	15	14	12	11	90

- Step 4 In accordance with paragraph 9 of the Schedule to the Local Government (Standing Orders) Regulations (Northern Ireland) 2014, each nominating officer must ensure that:
- (a) not all the members of a committee are nominated by the same nominating officer (i.e. in this example the nominating officers of parties A, B or C cannot nominate members to hold all the places on a particular committee);
 - (b) a nominating officer of a party may nominate to fill the majority of places on a committee members, if the majority of members of the council were elected as members of that party (i.e. in this example as Party A hold 37.5% of the seats on the council the nominating officer of Party A may nominate members to hold 37.5% of the seats on a committee; and
 - (c) subject to (a) and (b) and as far as is practicable, that the number of members which each nominating officer nominates to a particular committee is in proportion to the number of members of that party elected to the council.
- Step 5 In nominating councillors to be members of a committee, the nominating officer of each party shall take account of members of their party who have been appointed to fill a position of responsibility on that committee.