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Chairman and Members of the Joint Meeting of Executive, Committees, Sub-Committees and Panels

Your contact: Martin Ibrahim
Ext: 2173
Date: 15 May 2015

cc. All other recipients of the Joint Meeting of Executive, Committees, Sub-Committees and Panels agenda

Dear Councillor

JOINT MEETING OF EXECUTIVE, COMMITTEES, SUB-COMMITTEES AND PANELS - 20 MAY 2015: SUPPLEMENTARY AGENDA NO 1

Please find attached the following report which was marked "to follow" on the agenda for the above meeting:

4. Appointment of Chairmen and Establishment of Sub-Committees, Panels, etc (Pages 3 - 10)

To consider a report of the Head of Democratic and Legal Support Services.

Please bring these papers with you to the meeting next Wednesday.

Yours faithfully

Martin Ibrahim
Democratic Services Team Leader
Democratic Services
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MEETING : JOINT MEETING OF EXECUTIVE, COMMITTEES,
SUB-COMMITTEES AND PANELS

VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD

DATE : WEDNESDAY 20 MAY 2015

TIME : 7.30 PM OR AT THE CONCLUSION OF ANNUAL
COUNCIL WHICHEVER IS LATER

EAST HERTS COUNCIL

JOINT MEETING OF EXECUTIVE, COMMITTEES, SUB-COMMITTEES,
PANELS – 20 MAY 2015

REPORT BY HEAD OF DEMOCRATIC AND LEGAL SUPPORT
SERVICES

APPOINTMENT OF CHAIRMEN AND ESTABLISHMENT OF SUB-
COMMITTEES, PANELS, ETC

WARD(S) AFFECTED: All

Purpose/Summary of Report

- To appoint Chairmen and establish sub-committees and panels.

RECOMMENDATIONS FOR DECISION: that:											
(A)	the following Sub-Committees and Panels be appointed, with the number of voting Members stated:										
	<table border="1"><thead><tr><th><u>Sub-Committee/Panel</u></th><th><u>No. of Members</u></th></tr></thead><tbody><tr><td>Licensing Sub-Committee</td><td>3</td></tr><tr><td>Standards Sub-Committee</td><td>3</td></tr><tr><td>Local Joint Panel (4 Members of the Council and 4 representatives of employees drawn from UNISON with substitutes)</td><td>8</td></tr><tr><td>District Planning Executive Panel</td><td>3</td></tr></tbody></table>	<u>Sub-Committee/Panel</u>	<u>No. of Members</u>	Licensing Sub-Committee	3	Standards Sub-Committee	3	Local Joint Panel (4 Members of the Council and 4 representatives of employees drawn from UNISON with substitutes)	8	District Planning Executive Panel	3
<u>Sub-Committee/Panel</u>	<u>No. of Members</u>										
Licensing Sub-Committee	3										
Standards Sub-Committee	3										
Local Joint Panel (4 Members of the Council and 4 representatives of employees drawn from UNISON with substitutes)	8										
District Planning Executive Panel	3										
(B)	all seats on Sub-Committees and Panels, where relevant, be allocated to the sole political group on the Council;										
(C)	as a consequence of the decisions at (A) - (B) above, the membership of Sub-Committees and Panels be as										

	set out in Essential Reference Paper ‘B’, with, where appropriate, Members being appointed in accordance with the wishes of the political group to whom the seats on these bodies have been allocated;
(D)	the Members detailed at Essential Reference Paper ‘C’, be appointed as Chairmen (and where specified, Vice-Chairmen) of the bodies detailed:
(E)	the Director of Finance and Support Services be authorised to make changes in the standing membership of committees and joint committees in (A) above, in accordance with the wishes of the political group to whom seats on these bodies have been allocated.

1.0 Background

1.1 The joint meeting is required to approve the appointment of Chairmen to Committees set up by Council at its annual meeting (preceding this meeting) and deal with the appointment of sub-committees and panels. The appointment of Chairmen of Panels is also sought.

2.0 Appointment of Chairmen of Committees, Sub-Committees, Panels

2.1 Following the establishment of committees at the annual meeting of Council, there is a requirement to appoint the Chairmen. It is proposed that the appointments detailed at recommendation (D) above (**Essential Reference Paper ‘C’**), be made. The proposed appointment of Chairmen of Panels is also detailed here.

2.2 Chairmen of Licensing and Standards Sub-Committees will be appointed at each meeting.

3.0 Establishment of Sub-Committees and Panels

3.1 It is proposed that the Sub-Committees and Panels now detailed will be established with the same of terms of reference as last year.

3.2 The Licensing Committee has previously established a Licensing Sub-Committee to consider and determine applications under the Licensing Act 2003 and other applications, where appropriate, under

the Local Government (Miscellaneous Provisions) Act 1982 and other legislation.

- 3.3 Each Sub-Committee comprises 3 Members drawn from the Licensing Committee membership. The rules of proportionality do not apply and all Members must have completed the necessary training in licensing matters.
- 3.4 The Human Resources Committee has previously established a Local Joint Panel of 8 members (4 councillors and 4 representatives of employees drawn from UNISON). The Panel is responsible for dealing with the Authority's staffing matters and reports to the Human Resources Committee. The Panel will be invited to appoint a Chairman and Vice-Chairman at its next meeting.
- 3.5 Previously, the Executive has established a panel to oversee District planning policy matters, namely the District Planning Executive Panel. It is proposed that the Panel be re-established for 2015/16 with 3 Members.
- 4.0 Political Groups
- 4.1 Where Members of the Council are divided into political groups, the provisions of the Local Government and Housing Act 1989 place a duty on the Council to review the allocation between those groups of seats on its Sub-Committees and Panels according to certain principles. The aim is to ensure that the political composition of these reflects the composition of the Council. Only one group has been established and this is formed by all Members of the Authority. The rules of proportionality do not apply to the District Planning Executive Panel or the Licensing Sub-Committee. Nominations of the political group are detailed at **Essential Reference Paper 'B'** (*to follow*).
- 4.2 Details of the legal provisions relating to political groups are set out in the report submitted to the annual meeting of the Council (see separate agenda).
- 5.0 Implications/Consultations
- 5.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

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Report Author: Jeff Hughes, Head of Democratic and Legal Support Services

ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATION

Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate):</i>	The proposals set out in this report will support all of the Council's corporate objectives.
Consultation:	The appropriate consultation with the sole Group Leader has taken place. In advance of this meeting, the Head of Democratic and Legal Support Services has liaised with the political group leader in order to obtain their nominations to their group seats on various bodies, where relevant. Details of these nominations will be circulated to all Members. Council is invited to note that one of the recommendations before them will enable these nominations to be appointed to the seats allocated to the group.
Legal:	The proposals set out in this report accord with the statutory provisions for reviewing the Council's decision-making structure.
Financial:	None
Human Resource:	None
Risk Management:	The Council needs to establish a robust and clear decision-making structure to enable it to function effectively and make decisions in an expeditious manner which is accountable to the electorate.
Health and wellbeing – issues and impacts:	None

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ESSENTIAL REFERENCE PAPER 'C'

APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN

	<u>Chairman</u>	<u>Vice-Chairman</u>
Community Scrutiny	Mrs D Hollebon	To be determined at first meeting
Corporate Business Scrutiny	P Phillips	
Environment Scrutiny	J Wyllie	
Health and Wellbeing Scrutiny	N Symonds	
Audit	W Mortimer	
Development Management	D Andrews	
Human Resources	C Woodward	
Licensing	R Cheswright	
Standards	K Crofton	
Local Joint Panel	To be determined at first meeting	
Chief Officer Recruitment	To be determined at first meeting	
District Planning Executive Panel	L Haysey	-

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