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Jeff Hughes

*Head of Democratic and Legal
Support Services*

MEETING : JOINT MEETING OF EXECUTIVE, COMMITTEES,
SUB-COMMITTEES AND PANELS
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 14 MAY 2014
TIME : 7.30 PM OR AT THE CONCLUSION OF ANNUAL
COUNCIL WHICHEVER IS LATER

MEMBERSHIP – All Members of the Council

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DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
 - must not participate in any discussion of the matter at the meeting;
 - must not participate in any vote taken on the matter at the meeting;
 - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
 - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
 - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.

4. It is a criminal offence to:

- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
- fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
- participate in any discussion or vote on a matter in which a Member has a DPI;
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

AGENDA

1. Appointment of Chairman

To appoint a Chairman for this meeting.

2. Minutes (Pages 5 - 8)

To approve as a correct record the Minutes of the joint meeting held on 15 May 2013.

3. Declarations of Interest

To receive any Members' declarations of interest.

4. Appointment of Chairmen, Sub-Committees, Panels, etc (Pages 9 - 16)

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

5. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.

MINUTES OF A JOINT MEETING OF
EXECUTIVE, COMMITTEES, SUB-
COMMITTEES AND PANELS HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON WEDNESDAY 15 MAY
2013, AT 7.35 PM

PRESENT:

Councillor G McAndrew (Chairman)
Councillors D Abbott, M Alexander,
D Andrews, W Ashley, P Ballam,
R Beeching, E Buckmaster, S Bull, A Burlton,
M Carver, Mrs R Cheswright, K Crofton,
P Gray, L Haysey, T Herbert,
Mrs D Hollebon, Mrs D Hone, A Jackson,
G Jones, J Jones, G Lawrence, J Mayes,
M McMullen, P Moore, T Page, P Phillips,
M Pope, J Ranger, C Rowley, P Ruffles,
S Rutland-Barsby, R Sharma, N Symonds,
J Taylor, J Thornton, M Tindale, A Warman,
K Warnell, G Williamson, N Wilson, J Wing,
C Woodward, M Wood, B Wrangles and
J Wyllie.

OFFICERS IN ATTENDANCE:

Simon Drinkwater	- Director of Neighbourhood Services
Lorna Georgiou	- Communications Team Leader
Jeff Hughes	- Head of Democratic and Legal Support Services
Martin Ibrahim	- Democratic Services Team Leader
Adele Taylor	- Director of Finance and Support Services

14 APPOINTMENT OF CHAIRMAN

It was moved by Councillor A Jackson and seconded by Councillor M Alexander that Councillor G McAndrew be appointed Chairman for this meeting.

RESOLVED - that Councillor G McAndrew be appointed Chairman for this meeting.

15 MINUTES

RESOLVED – that the Minutes of the joint meeting of the Executive, committees, sub-committees and panels held on 16 May 2012, be agreed and signed by the Chairman as a correct record.

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

The Head of Democratic and Legal Support Services submitted a report seeking approval for the appointment of Chairmen to Committees set up by Council at its Annual meeting on 15 May 2013 and the establishment of sub-committees and panels.

It was noted that the appointment of Vice-Chairmen would be dealt with at the next meetings of the relevant committees.

The joint meeting noted the nominations of each political group to the seats on sub-committees and panels as detailed in the report now submitted and approved the recommendations as now detailed.

RESOLVED – that (A) the following Sub-Committees and Panels be appointed, with the number of voting Members stated:

<u>Sub-Committee/Panel</u>	<u>No. of Members</u>
Licensing Sub-Committee	3

Standards Sub-Committee	3
Director Recruitment Panel	5
Local Joint Panel (4 Members of the Council and 4 representatives of employees drawn from UNISON with substitutes)	8
District Planning Executive Panel	3
Health and Wellbeing Panel	6

(B) the allocation of seats on Sub-Committees to political groups be as detailed in Essential Reference Paper 'B' of the report now submitted;

(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 'D' of the report submitted, with, where appropriate, Members being appointed in accordance with the wishes of the political groups to whom the seats on these bodies have been allocated;

(D) the Members detailed at Essential Reference Paper 'C' of the report submitted, be appointed as Chairmen of the bodies detailed; and

(E) the Director of Finance and Support Services be authorised to make changes in the standing membership of sub-committees and panels in (A) above, in accordance with the wishes of the political groups to whom seats on these bodies have been allocated.

The meeting closed at 7.38 pm

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EAST HERTS COUNCIL

JOINT MEETING OF EXECUTIVE, COMMITTEES, SUB-COMMITTEES,
PANELS – 14 MAY 2014

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.

<u>RECOMMENDATIONS FOR DECISION:</u> that:		
(A)	the following Sub-Committees and Panels be appointed, with the number of voting Members stated:	
	<u>Sub-Committee/Panel</u>	<u>No. of Members</u>
	Licensing Sub-Committee	3
	Standards Sub-Committee	3
	Director Recruitment Panel	5
	Local Joint Panel (4 Members of the Council and 4 representatives of employees drawn from UNISON with substitutes)	8
	District Planning Executive Panel	3
	Health and Wellbeing Panel	6
(B)	the allocation of seats on Sub-Committees and Panels, where relevant, to political groups be as detailed in Essential Reference Paper 'B' of the report now	

	submitted;
(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 ‘D’, with, where appropriate, Members being appointed in accordance with the wishes of the political groups 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 groups 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’ (to follow)**), 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 The Human Resources Committee has also previously established a Director Recruitment Panel to make appointments to Director-level posts as and when vacancies arise.
- 3.6 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 2014/15 with 3 Members.
- 3.7 The Health and Wellbeing Panel, as with the three scrutiny committees, cannot include any member of the Executive in its membership.

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 (**Essential Reference 'B'**). The rules of proportionality do not apply to the District Planning Executive Panel or the Licensing Sub-Committee. However, there is a need to allocate seats on the Director Recruitment Panel and the Local Joint Panel to political groups as required by legislation.

Nominations of political groups are detailed at **Essential Reference Paper ‘D’** (*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: Martin Ibrahim, Democratic Services Team Leader,
martin.ibrahim@eastherts.gov.uk

ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATION

Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):	The proposals set out in this report will support all of the Council's corporate objectives.
Consultation:	The appropriate consultation with Group Leaders has taken place. In advance of this meeting, the Head of Democratic and Legal Support Services has liaised with political group leaders 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 groups.
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 'B'

SUB-COMMITTEES

GROUP	NO OF CLLRS	% OF COUNCIL
Conservative (Con)	44	88
Liberal Democrat (LD)	2	4
Group of Ind. (GOI)	3	6
Vacancy	1	2

ALLOCATION OF SEATS TO POLITICAL GROUPS

TOTAL SEATS	CON	LD	GOI	Vacancy
3	2	0	1	0
4	3	0	1	0
5	4	0	1	0
6	5	0	1	0
7	6	0	1	0
8	7	0	1	0
9	8	0	1	0
10	9	0	1	0
11	10	0	1	0
12	11	0	1	0
13	12	0	1	0
14	13	0	1	0
15	13	1	1	0
16	14	1	1	0
25	22	1	2	0
30	26	1	2	1

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