



## Public Document Pack

**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 20 MAY 2015  
**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.)

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### **Audio/Visual Recording of meetings**

Everyone is welcome to record meetings of the Council and its Committees using whatever, non-disruptive, methods you think are suitable, which may include social media of any kind, such as tweeting, blogging or Facebook. However, oral reporting or commentary is prohibited. If you have any questions about this please contact Democratic Services (members of the press should contact the Press Office). Please note that the Chairman of the meeting has the discretion to halt any recording for a number of reasons, including disruption caused by the filming or the nature of the business being conducted. Anyone filming a meeting should focus only on those actively participating and be sensitive to the rights of minors, vulnerable adults and those members of the public who have not consented to being filmed.

## 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 14 May 2014.*

3. Declarations of Interest

*To receive any Members' declarations of interest.*

4. Appointment of Chairmen and Establishment of Sub-Committees, Panels, etc

*To consider a report (to follow) 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 14 MAY  
2014, AT 8.05 PM

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PRESENT: Councillor R Beeching (Chairman)  
Councillors D Abbott, M Alexander,  
D Andrews, W Ashley, P Ballam, E Bedford,  
E Buckmaster, S Bull, A Burlton, M Carver,  
Mrs R Cheswright, K Crofton, A Dearman,  
L Haysey, T Herbert, Mrs D Hollebon,  
Mrs D Hone, A Jackson, G Jones, J Jones,  
G Lawrence, J Mayes, G McAndrew,  
M McMullen, P Moore, W Mortimer,  
M Newman, 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,  
G Williamson, N Wilson, J Wing,  
C Woodward, M Wood, B Wrangles and  
J Wyllie.

OFFICERS IN ATTENDANCE:

Simon Drinkwater	- Director of Neighbourhood Services
Jeff Hughes	- Head of Democratic and Legal Support Services
Martin Ibrahim	- Democratic Services Team Leader
Lorraine Kirk	- Senior Communications Officer
Adele Taylor	- Director of Finance and Support Services

23 APPOINTMENT OF CHAIRMAN

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

RESOLVED - that Councillor R Beeching be appointed Chairman for this meeting.

24 MINUTES

RESOLVED – that the Minutes of the joint meeting of the Executive, committees, sub-committees and panels held on 15 May 2013, be agreed and signed by the Chairman as a correct record.

25 APPOINTMENT OF CHAIRMEN, 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 14 May 2014 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:

Sub-Committee/Panel

No. of  
Members

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 8.06 pm

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