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Date: 18 May 2011

Dear Councillor

JOINT MEETING OF EXECUTIVE, COMMITTEES, SUB-COMMITTEES, COMMUNITY VOICE AND PANELS - 18 MAY 2011: SUPPLEMENTARY AGENDA 1

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

4. Appointment of Chairmen, Sub-Committees, Panels, etc (Pages 3 - 14)

Please bring these papers with you to the meeting next Wednesday

Yours faithfully

Martin Ibrahim
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MEETING : JOINT MEETING OF EXECUTIVE, COMMITTEES, SUB-COMMITTEES, COMMUNITY VOICE AND PANELS
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 18 MAY 2011
TIME : 7.30 PM (OR AT THE CONCLUSION OF THE ANNUAL COUNCIL MEETING WHICHEVER IS LATER)

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EAST HERTS COUNCIL

JOINT MEETING OF EXECUTIVE, COMMITTEES, SUB-COMMITTEES,
PANELS AND COMMUNITY VOICE – 18 MAY 2011

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:												
	<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>Director Recruitment Panel</td><td>5</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>Local Development Framework (LDF) Executive Panel</td><td>2</td></tr><tr><td>Health Engagement Panel</td><td>5</td></tr></tbody></table>	<u>Sub-Committee/Panel</u>	<u>No. of Members</u>	Licensing 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	Local Development Framework (LDF) Executive Panel	2	Health Engagement Panel	5
<u>Sub-Committee/Panel</u>	<u>No. of Members</u>												
Licensing 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												
Local Development Framework (LDF) Executive Panel	2												
Health Engagement Panel	5												
(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', 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 Internal 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 (to be tabled), be made. The proposed appointment of Chairmen of Panels is also detailed here.

2.2 Chairmen of Licensing 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. It is anticipated that the Panel will also be reviewing its terms of reference.
- 3.5 The Human Resources Committee has also previously established a Director Recruitment Panel to make appointments to Director-level posts.
- 3.6 The Executive, in 2006/07, established a Local Development Framework (LDF) Executive Panel to oversee the development of the Local Development Framework. Legally, only Executive Members may be appointed to any Panel set up by the Executive. This involved a Panel of two Executive Members, with other Members with long experience and good insight into planning policy issues being invited to participate and support the work of the Panel.
- 3.7 The Health Engagement 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. The rules of proportionality do not apply to the LDF 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.

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

Contact Officer: Jeff Hughes, Head of Democratic and Legal Support Services – ext 2170

Report Author: Martin Ibrahim, Senior Democratic Services Officer – ext 2173

ESSENTIAL REFERENCE PAPER 'A'

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 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.

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ESSENTIAL REFERENCE PAPER 'B'

SUB-COMMITTEES

GROUP	NO OF CLLRS	% OF COUNCIL
Conservative (Con)	46	92
Liberal Democrat (LD)	2	4
Group of Ind. (GOI)	2	4

ALLOCATION OF SEATS TO POLITICAL GROUPS

TOTAL SEATS	CON	LD	GOI
3	2	*	*
4	3	*	*
5	4	*	*
6	5	*	*
7	6	*	*
8	7	*	*
9	8	*	*
10	9	*	*
11	10	*	*
12	11	*	*
13	12	*	*
14	13	*	*
15	14	*	*
16	15	*	*
25	23	1	1
30	28	1	1

Note: * 1 seat to be allocated either to LD or GOI on sub-committee

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ESSENTIAL REFERENCE PAPER 'C'

APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN

	<u>Chairman</u>	<u>Vice-Chairman</u>
Community Scrutiny	G McAndrew	TBA
Corporate Business Scrutiny	D Andrews	TBA
Environment Scrutiny	Mrs D Hollebon	TBA
Health Engagement Panel	Mrs D Hone	-
Audit	J Ranger	TBA
Development Control	W Ashley	TBA
Human Resources	C Woodward	-
Licensing	M McMullen	TBA
Local Joint Panel	To be determined at first meeting	
Director Recruitment Panel	To be determined at first meeting	
Local Development Framework (LDF) Executive Panel	M Carver	-

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Agenda Item 4
Essential Reference Paper 'D'

Health Engagement Panel
5 seats

Cons		Lib Dem		GOI	
1	R Beeching			1	E Buckmaster
2	S Bull				
3	D Hone				
4	N Symonds				

Subs: P Ballam
P Moore

Sub: M Newman

* - either/or

Local Joint Panel
4 seats

Cons		Lib Dem		GOI	
1	M Alexander	1	M Wood		
2	L Haysey				
3	A Jackson				

Subs: J Ranger

Sub: J Wing

* - either/or

Director Recruitment Panel
5 seats

Cons		Lib Dem		GOI	
1	M Alexander			1	M Newman
2	L Haysey				
3	A Jackson				
4	J Ranger				

Subs: C Woodward

Sub: E Buckmaster

* - either/or

Local Development Framework Panel
2 seats

Cons	
1	M Carver
2	L Haysey

This is a Panel of the Executive. Rules of proportionality do not apply. Other Councillors by invitation.

Licensing Sub-Committee
3 seats

To be drawn from the 15 Members of the Licensing Committee.

(Note: Rules of proportionality do not apply to this Sub-Committee.)