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

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Ext: 2173  
Date: 10 May 2012

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 - 16 MAY 2012: 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, Sub-Committees, Panels, etc (Pages 11 - 20)

*To receive 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  
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Democratic Services  
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**MEETING** : JOINT MEETING OF EXECUTIVE, COMMITTEES, SUB-COMMITTEES AND PANELS  
**VENUE** : COUNCIL CHAMBER, WALLFIELDS, HERTFORD  
**DATE** : WEDNESDAY 16 MAY 2012  
**TIME** : 7.30 PM (OR AT THE CONCLUSION OF ANNUAL COUNCIL)

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# Agenda Item 4

## EAST HERTS COUNCIL

### JOINT MEETING OF EXECUTIVE, COMMITTEES, SUB-COMMITTEES, PANELS – 16 MAY 2012

#### REPORT BY HEAD OF DEMOCRATIC AND LEGAL SUPPORT SERVICES

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

WARD(S) AFFECTED: All

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#### Purpose/Summary of Report

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

<b>RECOMMENDATIONS FOR DECISION: that:</b>		
(A)	<b>the following Sub-Committees and Panels be appointed, with the number of voting Members stated:</b>	
	<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
	District Planning Executive Panel	2
	Health Engagement Panel	6
(B)	<b>the allocation of seats on Sub-Committees to political groups be as detailed in Essential Reference Paper 'B' of the report now submitted;</b>	

(C)	<p><b>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;</b></p>
(D)	<p><b>the Members detailed at Essential Reference Paper 'C', be appointed as Chairmen (and where specified, Vice-Chairmen) of the bodies detailed:</b></p>
(E)	<p><b>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.</b></p>

## 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 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 Following the Government's review of the planning system and publication of new regulations, the Panel has been renamed as the District Planning Executive Panel.
- 3.8 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 (**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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## **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 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	To be determined at first meeting
Corporate Business Scrutiny	D Andrews	
Environment Scrutiny	D Abbott	
Health Engagement Panel	N Symonds	
Audit	J Ranger	
Council Tax Setting	To be determined at first meeting	
Development Control	S Rutland-Barsby	
Human Resources	C Woodward	
Licensing	Mrs R Cheswright	
Local Joint Panel	To be determined at first meeting	
Director Recruitment Panel	To be determined at first meeting	
District Planning Executive Panel	M Carver	-

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