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Jeff Hughes

*Head of Democratic and Legal
Support Services*

MEETING : JOINT MEETING OF EXECUTIVE, COMMITTEES,
SUB-COMMITTEES, COMMUNITY VOICE AND
PANELS

VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD

DATE : WEDNESDAY 12 MAY 2010

TIME : 7.45 PM OR AT THE CONCLUSION OF ANNUAL
COUNCIL WHICHEVER IS THE LATER

MEMBERSHIP – All Members of the Council

CONTACT OFFICER: MARTIN IBRAHIM
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PERSONAL AND PREJUDICIAL INTERESTS

1. A Member with a personal interest in any business of the Council who attends a meeting of the Authority at which the business is considered must, with certain specified exemptions (see section 5 below), disclose to that meeting the existence and nature of that interest prior to the commencement of it being considered or when the interest becomes apparent.
2. Members should decide whether or not they have a personal interest in any matter under discussion at a meeting. If a Member decides they have a personal interest then they must also consider whether that personal interest is also prejudicial.
3. A personal interest is either an interest, as prescribed, that you must register under relevant regulations or it is an interest that is not registrable but where the well-being or financial position of you, members of your family, or people with whom you have a close association, is likely to be affected by the business of the Council more than it would affect the majority of inhabitants of the ward(s) affected by the decision.
4. Members with personal interests, having declared the nature of that personal interest, can remain in the meeting, speak and vote on the matter unless the personal interest is also a prejudicial interest.
5. An exemption to declaring a personal interest applies when the interest arises solely from a Member's membership of or position of general control or management on:
 - any other body to which they have been appointed or nominated by the authority
 - any other body exercising functions of a public nature (e.g another local authority)

In these exceptional cases, provided a Member does not have a prejudicial interest, they only need to declare their interest if they speak. If a Member does not want to speak to the meeting, they may still vote on the matter without making a declaration.

6. A personal interest will also be a prejudicial interest in a matter if all of the following conditions are met:
 - the matter does not fall within one of the exempt categories of decisions
 - the matter affects your financial interests or relates to a licensing or regulatory matter
 - a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgement of the public interest.

7. Exempt categories of decisions are:
 - setting council tax
 - any ceremonial honour given to Members
 - an allowance, payment or indemnity for Members
 - statutory sick pay
 - school meals or school transport and travelling expenses: if you are a parent or guardian of a child in full-time education or you are a parent governor, unless it relates particularly to the school your child attends
 - housing; if you hold a tenancy or lease with the Council, as long as the matter does not relate to your particular tenancy or lease.

8. If you have a prejudicial interest in a matter being discussed at a meeting, you must declare that interest and its nature as soon as the interest becomes apparent to you.

9. If you have declared a personal and prejudicial interest, you must leave the room, unless members of the public are allowed to make representations, give evidence or answer questions about the matter, by statutory right or otherwise. If that is the case, you can also attend the meeting for that purpose. However, you must immediately leave the room once you have finished or when the meeting decides that you have finished (if that is earlier). You cannot remain in the public gallery to observe proceedings.

AGENDA

1. Appointment of Chairman

To appoint a Chairman for this meeting.

2. Minutes (Pages 5 - 10)

To approve as a correct record the Minutes of the joint meeting held on 13 May 2009.

3. Declarations of Interest

To receive any Members' declarations of interest.

4. Appointment of Chairmen, Sub-Committees, Panels, etc (Pages 11 - 18)

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
THE EXECUTIVE, COMMITTEES, SUB-
COMMITTEES, PANELS AND
COMMUNITY VOICE HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON WEDNESDAY 13 MAY
2009 AT 8.50 PM

PRESENT: Councillor S A Bull (Chairman).
Councillors M R Alexander, D Andrews,
W Ashley, P R Ballam, K A Barnes, A L Burlton,
Mrs R Cheswright, D Clark, N Clark,
R N Copping, J Demonti, A D Dodd, R Gilbert,
A M Graham, P Grethe, L O Haysey, J Hedley,
Mrs D L E Hollebon, Mrs D M Hone, A P Jackson,
G Lawrence, G McAndrew, M P A McMullen,
J Mayes, T Milner, R L Parker, D A A Peek,
M Pope, N C Poulton, R Radford, J O Ranger,
P A Ruffles, S Rutland-Barsby, G D Scrivener,
J J Taylor, R I Taylor, M J Tindale, A L Warman,
J P Warren, N Wilson, M Wood, C Woodward,
B Wrangles.

OFFICERS IN ATTENDANCE:

Anne Freimanis	- Chief Executive
Simon Drinkwater	- Director of Neighbourhood Services
Philip Hamberger	- Programme Director of Change
Jeff Hughes	- Head of Democratic and Legal Services
Martin Ibrahim	- Senior Democratic Services Officer
Lorraine Kirk	- Senior Communications Officer
Alan Madin	- Director of Internal Services
George A Robertson	- Director of Customer and Community Services

RESOLVED ITEMSACTION12 APPOINTMENT OF CHAIRMAN

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

RESOLVED - that Councillor S A Bull be appointed Chairman for this meeting.

13 MINUTES

RESOLVED – that the Minutes of the joint meeting of the Executive, committees, sub-committees, panels and Community Voice held on 14 May 2008, be agreed and signed by the Chairman as a correct record.

14 APPOINTMENT OF CHAIRMEN AND SUB-COMMITTEES, PANELS

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 13 May 2009, the establishment of sub-committees and panels and the appointment of Chairmen of panels and Community Voice.

The joint meeting noted the nominations of each political group to the seats on sub-committees and panels as detailed in the papers tabled at the meeting. The Leader advised of one additional nomination, Councillor M Wood, in respect of the Vice-Chairman of Corporate Business Scrutiny Committee.

The joint meeting approved the recommendations as now detailed.

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

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 Appendix 'A4' 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 the papers tabled, with Members being appointed in accordance with the wishes of the political groups to whom the seats on these bodies have been allocated;

(D) the following Members be appointed as Chairmen (and where specified, Vice-Chairmen) of the bodies detailed:

	<u>Chairman</u>	<u>Vice-Chairman</u>
Community Scrutiny	C Woodward	D Hone
Corporate Business Scrutiny	D Andrews	M Wood

Environment Scrutiny	D L E Hollebon	R Cheswright
Health Engagement Panel	K Darby	-
Development Control	W Ashley	S Rutland-Barsby
Licensing	M P A McMullen	A L Burlton
Human Resources	D A A Peek	-
Audit	J O Ranger	J Hedley
Community Voice:		
Bishop's Stortford area	A L Burlton	-
Buntingford area	S A Bull	-
Hertford area	S Rutland-Barsby	-
Sawbridgeworth area	A D Dodd	-
Ware area	J J Taylor	-
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 G Carver	-

(E) the Director of Internal 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.

DIS

The meeting closed at 8.52 pm

Chairman
Date

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EAST HERTS COUNCIL

JOINT MEETING OF EXECUTIVE, COMMITTEES, SUB-COMMITTEES, PANELS AND COMMUNITY VOICE – 12 MAY 2010

REPORT BY HEAD OF DEMOCRATIC AND LEGAL SUPPORT SERVICES

4. 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: that:</u>													
(A)	the following Sub-Committees and Panels be appointed, with the number of voting Members stated:												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"><u>Sub-Committee/Panel</u></th> <th style="width: 20%;"><u>No. of Members</u></th> </tr> </thead> <tbody> <tr> <td>Licensing Sub-Committee</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Director Recruitment Panel</td> <td style="text-align: center;">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 style="text-align: center;">8</td> </tr> <tr> <td>Local Development Framework (LDF) Executive Panel</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Health Engagement Panel</td> <td style="text-align: center;">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 the (papers to be tabled), 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 following Members be appointed as Chairmen (and where specified, Vice-Chairmen) of the bodies detailed:
	Essential Reference Paper 'C' (To be tabled)
(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 and non-aligned Members 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.

ESSENTIAL REFERENCE PAPER 'B'

ALLOCATION OF SEATS ON SUB-COMMITTEES

<u>Seats</u>	<u>Cons</u>	<u>Lib Dem</u>	<u>Ind Group</u>	<u>Ind</u>
3	2	1	0	0
4	3	1	0	0
5	4	1	0	0
6	5	1	0	0
7	6	1	0	0
8	7	1	0	0
9	7	1	1	0
10	8	1	1	0
11	9	1	1	0
12	10	1	1	0
13	11	1	1	0
14	12	1	1	0
15	12	2	1	0
16	13	2	1	0
25	21	2	1	1

ESSENTIAL REFERENCE PAPER 'C'

APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN

	<u>Chairman</u>	<u>Vice-Chairman</u>
Community Scrutiny	TBA	TBA
Corporate Business Scrutiny	TBA	TBA
Environment Scrutiny	TBA	TBA
Health Engagement Panel	TBA	-
Audit	TBA	TBA
Development Control	TBA	TBA
Human Resources	TBA	-
Licensing	TBA	TBA
Community Voice:		
Bishop's Stortford area	TBA	-
Buntingford area	TBA	-
Hertford area	TBA	-
Sawbridgeworth area	TBA	-
Ware area	TBA	-
Local Joint Panel	To be determined at first meeting	
Director Recruitment Panel	TBA	-
Local Development Framework (LDF) Executive Panel	TBA	-

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