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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 16 MAY 2012
TIME : 7.30 PM (OR AT THE CONCLUSION OF ANNUAL
COUNCIL WHICHEVER IS LATER)

MEMBERSHIP – All Members of the Council

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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 - 8)

To approve as a correct record the Minutes of the joint meeting held on 18 May 2011.

3. Declarations of Interest

To receive any Members' declarations of interest.

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

To receive 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 MEETING OF THE
JOINT MEETING OF EXECUTIVE,
COMMITTEES, SUB-COMMITTEES,
COMMUNITY VOICE AND PANELS HELD
IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON
WEDNESDAY 18 MAY 2011, AT 7.55 PM

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

OFFICERS IN ATTENDANCE:

Anne Freimanis	- Chief Executive
Simon Drinkwater	- Director of Neighbourhood Services
Jeff Hughes	- Head of Democratic and Legal Support Services
Martin Ibrahim	- Senior Democratic Services Officer
Alan Madin	- Director of Internal Services
Lois Prior	- Head of Strategic Direction (shared)

George A Robertson and
Communications
Manager
- Director of
Customer and
Community
Services

14 APPOINTMENT OF CHAIRMAN

It was moved by Councillor M Alexander and seconded by Councillor M Wood that Councillor S Rutland-Barsby be appointed Chairman for this meeting.

RESOLVED - that Councillor S Rutland-Barsby be appointed Chairman for this meeting.

15 MINUTES

RESOLVED – that the Minutes of the joint meeting of the Executive, committees, sub-committees, panels and Community Voice held on 12 May 2010, be agreed and signed by the Chairman as a correct record.

16 APPOINTMENT OF CHARMEN, 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 18 May 2011 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:

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 following Members be appointed as Chairmen of the bodies detailed:

	<u>Chairman</u>
Community Scrutiny	G McAndrew
Corporate Business Scrutiny	D Andrews
Environment Scrutiny	Mrs D Hollebon
Health Engagement Panel	Mrs D Hone

Audit	J Ranger
Development Control	W Ashley
Human Resources	C Woodward
Licensing	M McMullen
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

(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.

The meeting closed at 7.58 pm

Chairman
Date