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*Interim Head of Legal
and Democratic
Services*

MEETING : JOINT MEETING OF EXECUTIVE, COMMITTEES,
SUB-COMMITTEES AND PANELS
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 18 MAY 2016
TIME : 7.30 PM OR AT THE CONCLUSION OF ANNUAL
COUNCIL WHICHEVER IS LATER

MEMBERSHIP – All Members of the Council

CONTACT OFFICER: MARTIN IBRAHIM
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martin.ibrahim@eastherts.gov.uk

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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.)

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 20 May 2015.

3. Declarations of Interest

To receive any Members' declarations of interest.

4. Appointment of Chairmen, Sub-Committees, Panels, etc (Pages 9 - 18)

To consider a report of the Interim Head of Legal and Democratic 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 20 MAY
2015, AT 8.17 PM

PRESENT:

Councillor P Moore (Chairman)
Councillors D Abbott, A Alder, M Allen,
D Andrews, P Ballam, R Brunton, K Brush,
S Bull, J Cartwright, M Casey,
Mrs R Cheswright, S Cousins, K Crofton,
G Cutting, B Deering, I Devonshire, H Drake,
M Freeman, J Goodeve, B Harris-Quinney,
L Haysey, R Henson, Mrs D Hollebon,
A Jackson, G Jones, J Jones, J Kaye,
P Kenealy, G McAndrew, M McMullen,
A McNeece, W Mortimer, D Oldridge,
T Page, P Phillips, M Pope, S Reed,
P Ruffles, S Rutland-Barsby, S Stainsby,
R Standley, N Symonds, J Taylor, K Warnell,
G Williamson, C Woodward 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
George A Robertson	- Chief Executive and Director of Customer and Community Services
Adele Taylor	- Director of Finance

and Support
Services

19 APPOINTMENT OF CHAIRMAN

It was moved and seconded that Councillor P Moore be appointed Chairman for this meeting.

RESOLVED - that Councillor P Moore be appointed Chairman for this meeting.

20 MINUTES

RESOLVED – that the Minutes of the joint meeting of the Executive, committees, sub-committees and panels held on 14 May 2014, be agreed and signed by the Chairman as a correct record.

21 APPOINTMENT OF CHAIRMEN AND ESTABLISHMENT OF 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 20 May 2015 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 the 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
Local Joint Panel (4 Members of the Council and 4 representatives of employees drawn from UNISON with substitutes)	8
District Planning Executive Panel	3

(B) all seats on Sub-Committees and Panels, where relevant, be allocated to the sole political group on the Council;

(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 'B' of the report submitted, with, where appropriate, Members being appointed in accordance with the wishes of the political group 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 (and where specified, Vice-Chairmen) of the bodies detailed;

(E) the Director of Finance and Support 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 group to whom seats on these bodies have been allocated.

The meeting closed at 8.20 pm

Chairman
Date

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EAST HERTS COUNCIL

JOINT MEETING OF EXECUTIVE, COMMITTEES, SUB-COMMITTEES,
PANELS – 18 MAY 2016

REPORT BY INTERIM HEAD OF LEGAL AND DEMOCRATIC 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" 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>Standards Sub-Committee</td> <td style="text-align: center;">3</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>District Planning Executive Panel</td> <td style="text-align: center;">3</td> </tr> </tbody> </table>	<u>Sub-Committee/Panel</u>	<u>No. of Members</u>	Licensing Sub-Committee	3	Standards Sub-Committee	3	Local Joint Panel (4 Members of the Council and 4 representatives of employees drawn from UNISON with substitutes)	8	District Planning Executive Panel	3
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Licensing Sub-Committee	3										
Standards Sub-Committee	3										
Local Joint Panel (4 Members of the Council and 4 representatives of employees drawn from UNISON with substitutes)	8										
District Planning Executive Panel	3										
(B)	seats on Sub-Committees and Panels, where relevant, be allocated to the sole political group on the Council;										
(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 'B', with, where										

	appropriate, Members being appointed in accordance with the wishes of the political group 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 Head of Legal and Democratic 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 group to whom seats on these bodies have been allocated; and
(F)	the Executive be requested to approve the changes to the Constitution agreed by Annual Council which relate to Executive Functions including the revised Scheme of Delegation and revised list of Proper Officer Functions.

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 and Standards 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.
- 3.5 Previously, the Executive has established a panel to oversee District planning policy matters, namely the District Planning Executive Panel. It is proposed that the Panel be re-established for 2016/17 with 3 Members.
- 3.6 Each Standards Sub-Committee comprises 3 Members drawn from the Audit and Governance Committee 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 District Planning Executive Panel or the Licensing Sub-Committee. Nominations of the Conservative political group are detailed at **Essential Reference Paper 'B'**.
- 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 Executive Functions

5.1 Annual Council will consider a revised Constitution at its meeting and recommendations on new Executive Functions need to be approved by the Executive.

6.0 Implications/Consultations

6.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

Contact Officer: Catherine Whitehead, Interim Head of Democratic and Legal Support Services, Ext 1514
catherine.whitehead@eastherts.gov.uk

Report Author: Martin Ibrahim, Democratic Services Team Leader

ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATION

Contribution to the Council's Corporate Priorities/ Objectives:	The proposals set out in this report will support all of the Council's corporate objectives.
Consultation:	The appropriate consultation with the sole Group Leader has taken place to obtain nominations to 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 the group.
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.
Health and wellbeing – issues and impacts:	None

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Essential Reference Paper ‘B’

**Local Joint Panel
4 seats**

4 Conservative			
1	Buckmaster	3	Jackson
2	Haysey	4	McAndrew

Subs: Cutting

**Standards Sub-Committee
3 seats**

To be drawn from the Members of the Audit and Governance Committee.

**District Planning Executive Panel
3 seats**

3 Conservative			
1	Buckmaster	3	G Jones
2	Haysey		

This is a Panel of the Executive. Rules of proportionality do not apply.

**Licensing Sub-Committee
3 seats**

To be drawn from the 12 Members of the Licensing Committee.

(Note: Rules of proportionality do not apply to this 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	P Moore	To be determined at first meeting
Corporate Business Scrutiny	M Allen	
Environment Scrutiny	J Wyllie	
Health and Wellbeing Scrutiny	A Alder	
Audit and Governance	M Pope	
Development Management	T Page	
Human Resources	C Woodward	
Licensing	R Brunton	
Local Joint Panel	To be determined at first meeting	
Chief Officer Recruitment	L Haysey	-
District Planning Executive Panel	L Haysey	-

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