



*Alison Stuart
Head of Legal and
Democratic Services*

- MEETING** : JOINT MEETING OF EXECUTIVE, COMMITTEES, SUB-COMMITTEES AND PANELS
- VENUE** : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
- DATE** : WEDNESDAY 16 MAY 2018
- TIME** : 7.30 PM OR AT THE CONCLUSION OF ANNUAL COUNCIL WHICHEVER IS LATER

CONTACT OFFICER: MARTIN IBRAHIM

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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.)

Public Attendance

East Herts Council welcomes public attendance at its meetings and will provide a reasonable number of agendas for viewing at the meeting. Please note that there is seating for 27 members of the public and space for a further 30 standing in the Council Chamber on a “first come first served” basis. When the Council anticipates a large attendance, an additional 30 members of the public can be accommodated in Room 27 (standing room only), again on a “first come, first served” basis, to view the meeting via webcast.

If you think a meeting you plan to attend could be very busy, you can check if the extra space will be available by emailing democraticservices@eastherts.gov.uk or calling the Council on 01279 655261 and asking to speak to Democratic Services.

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 10 May 2017.

3. Declarations of Interest

To receive any Members' declarations of interest

4. Appointment of Chairmen and Establishment of Sub-Committees and Panels (Pages 9 - 16)

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 10 MAY
2017, AT 8.19 PM

PRESENT: Councillor J Jones (Chairman)
Councillors D Abbott, A Alder, M Allen,
D Andrews, P Ballam, P Boylan, R Brunton,
E Buckmaster, S Bull, 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 Hollebbon,
G Jones, J Kaye, P Kenealy, G McAndrew,
M McMullen, P Moore, D Oldridge, T Page,
P Phillips, M Pope, L Radford, S Reed,
P Ruffles, S Rutland-Barsby, C Snowdon,
R Standley, M Stevenson, T Stowe,
N Symonds, K Warnell, G Williamson,
C Woodward and J Wyllie.

OFFICERS IN ATTENDANCE:

Martin Ibrahim	-	Democratic Services Team Leader
Lorraine Kirk	-	Senior Communications Officer
Helen Standen	-	Director
Alison Stuart	-	Head of Legal and Democratic Services
Adele Taylor	-	Director
Liz Watts	-	Chief Executive

18 APPOINTMENT OF CHAIRMAN

It was moved and seconded that Councillor J Jones be appointed Chairman for this meeting.

RESOLVED - that Councillor J Jones be appointed Chairman for this meeting.

19 MINUTES

RESOLVED – that the Minutes of the joint meeting of the Executive, committees, sub-committees and panels held on 18 May 2016, be agreed and signed by the Chairman as a correct record.

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

The Head of Legal and Democratic Services submitted a report seeking approval for the appointment of Chairmen to Committees set up by Council at its Annual meeting on 10 May 2017 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:

<u>Sub-Committee/Panel</u>	<u>No. of Members</u>
Licensing Sub-Committee	3
Standards Sub-Committee	4
Local Joint Panel	8

(4 Members of the Council and 4 representatives of employees drawn from UNISON with substitutes)

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) Chairmen of committees now abolished, be authorised to approve as a correct record, the Minutes of their final meeting.

The meeting closed at 8.20 pm

Chairman
Date

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EAST HERTS COUNCIL

JOINT MEETING OF EXECUTIVE, COMMITTEES, SUB-COMMITTEES,
PANELS – 16 MAY 2018

REPORT BY HEAD OF LEGAL AND DEMOCRATIC SERVICES

ESTABLISHMENT OF SUB-COMMITTEES, PANELS, ETC

WARD(S) AFFECTED: All

Purpose/Summary of Report

- **To 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>Standards Sub-Committee</td><td>4</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>District Planning Executive Panel</td><td>3</td></tr></tbody></table>	<u>Sub-Committee/Panel</u>	<u>No. of Members</u>	Licensing Sub-Committee	3	Standards Sub-Committee	4	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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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 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
(E)	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 sub-committees and panels.

2.0 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 2018/19 with 3 Members.
- 3.6 Each Standards Sub-Committee comprises 4 Members drawn from the Performance, Audit and Governance Committee membership. The rules of proportionality do not apply and all Members must have completed the necessary training in standards matters.

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, Licensing Sub-Committee or Standards 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: Alison Stuart, Head of Legal and Democratic Services, Ext 2170
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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. Members are 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

Equality Implications Assessment required?	No

Essential Reference Paper 'B'

**Local Joint Panel
4 seats**

4 Conservative			
1	Buckmaster	3	Goodeve
2	Haysey	4	Radford

Subs: Alder
Hollebon

**Standards Sub-Committee
4 seats**

To be drawn from the Members of the Performance, Audit and Governance Committee. Rules of proportionality do not apply.

**District Planning Executive Panel
3 seats**

3 Conservative			
1	Goodeve	3	G Jones
2	Haysey (Chairman)		

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. Rules of proportionality do not apply.

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