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*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 15 MAY 2019

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

MEMBERSHIP – All Members of the Council

CONTACT OFFICER: REBECCA DOBSON
Tel: (01279) 502082 Email:
rebecca.dobson@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.)

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 - 16 May 2018 (Pages 5 - 8)

To approve as a correct record the Minutes of the joint meeting held on 16 May 2018.

3. Declarations of Interest

To receive any Members' declarations of interest.

4. Appointment of Chairman and Establishment of Sub Committees and Panels (Pages 9 - 20)

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 16 MAY 2018,
AT 8.51PM

PRESENT: Councillor K Warnell (Chairman)
Councillors D Abbott, A Alder, M Allen,
D Andrews, R Brunton, E Buckmaster,
S Bull, M Casey, Mrs R Cheswright,
K Crofton, G Cutting, B Deering,
I Devonshire, H Drake, J Goodeve,
L Haysey, Mrs D Hollebon, G Jones, J Jones,
P Kenealy, G McAndrew, M McMullen,
P Moore, D Oldridge, T Page, M Pope,
L Radford, P Ruffles, S Rutland-Barsby,
C Snowdon, M Stevenson, T Stowe,
N Symonds, G Williamson, C Woodward
and J Wyllie.

ALSO PRESENT:

Councillors B Harris-Quinney and J Taylor.

OFFICERS IN ATTENDANCE:

Simon Aley	-	Interim Legal Services Manager
Martin Ibrahim	-	Democratic Services Team Leader
Liz Watts	-	Chief Executive

The Democratic Services Team Leader sought nominations to appoint a Chairman for the joint meeting.

Councillor L Haysey moved, and Councillor D Abbott seconded, a motion that Councillor K Warnell be appointed Chairman for this joint meeting. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

RESOLVED - that Councillor K Warnell be appointed Chairman for this joint meeting.

At this point, Councillor K Warnell assumed the chair for the rest of the joint meeting.

26 MINUTES

Councillor K Warnell moved, and Councillor G Jones seconded, a motion that the Minutes of the joint meeting held on 10 May 2017 be approved as a correct record and signed by the Chairman. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Minutes of the joint meeting of the Executive, committees, sub-committees and panels held on 10 May 2017, be agreed and signed by the Chairman as a correct record.

27 ESTABLISHMENT OF SUB-COMMITTEES AND PANELS

The Head of Legal and Democratic Services submitted a report seeking approval for the establishment of sub-committees and panels.

Councillor L Haysey moved, and Councillor D Andrews seconded, a motion that the recommendations as detailed in the report submitted be approved. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

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:

<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

(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' 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 Head of Legal and Democratic 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 group to whom seats on these bodies have been allocated; and
- (E) 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, be approved by the Executive.

The meeting closed at 8.52 pm

Chairman

Date

EAST HERTS COUNCIL

JOINT MEETING OF EXECUTIVE, COMMITTEES, SUB-COMMITTEES, PANELS – 15 MAY 2019

REPORT BY 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)	<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	3

	Panel	
(B)	The allocation of seats on Sub-Committees and Panels to the political groups be as set out in Essential Reference Paper 'B' of this report;	
(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' (<i>to follow</i>);	
(D)	The Members detailed at Essential Reference Paper 'C' (<i>to follow</i>) be appointed as 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 the Council at its annual meeting (preceding this meeting) and appoint membership of Sub-Committees and Panels.

2.0 Appointment of Chairmen of Committees, Sub-Committees and 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 in **Essential Reference Paper 'C' (to follow)** be made.
- 2.2 Chairmen of Licensing Sub-Committees and Standards Sub-Committees will be appointed at each meeting.
- 2.3 Chairmen of the District Planning Executive Panel and of the Local Joint Panel will be determined at the first meeting of those Panels.

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 Council 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 2019/20 with 3 Members. Membership will be drawn from the Executive only.

- 3.6 Each Standards Sub-Committee comprises 3 Members drawn from the Performance, Audit, Governance and Oversight 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 bodies reflects the composition of the Council.
- 4.2 Details of the legal provisions relating to political groups are set out in the report on political balance submitted to the annual meeting of the Council at (see separate agenda).
- 4.3 The rules of proportionality do not apply to the District Planning Executive Panel, Licensing Sub-Committees or Standards Sub-Committees. The rules of political balance therefore apply to the Member appointments to the Local Joint Panel.
- 4.4 The political groups' nominations for membership of the Sub-Committees and Panels referred to in this report are detailed at **Essential Reference Paper 'D' (to follow)**.

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
alison.stuart@eastherts.gov.uk

Report Author: Rebecca Dobson, Democratic Services Manager
Rebecca.dobson@eastherts.gov.uk

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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 political group Leaders is taking 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 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.
Health and wellbeing – issues and impacts:	None

Equality Implications Assessment required?	No
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ESSENTIAL REFERENCE PAPER 'B'

Political Balance

GROUP	NO OF CLLRS	% OF COUNCIL
Conservative (Con)	40	80
Liberal Democrat (LD)	6	12
Labour (Lab)	2	4
Greens (Gr)	2	4

Local Joint Panel (4 Members of the Council and 4 representatives of employees drawn from UNISON with substitutes)	Conservative : 4 seats
District Planning Executive Panel	Conservative: 3 seats

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Essential Reference Paper 'D'

Local Joint Panel 4 seats

4 Members			
1		3	
2		4	

Rules of proportionality apply.

Subs:

District Planning Executive Panel 3 seats

3 Members			
1		3	
2			

This is a Panel of the Executive.

Licensing Sub-Committee 3 seats

To be drawn from the 12 Members of the Licensing Committee. Rules of proportionality do not apply.

Standards Sub-Committee 4 seats

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

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