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James Ellis
Head of Legal and Democratic Services

- MEETING** : JOINT MEETING OF EXECUTIVE, COMMITTEES, SUB-COMMITTEES AND PANELS
- VENUE** : ONLINE MEETING - LIVESTREAMED
- DATE** : THURSDAY 29 APRIL 2021
- TIME** : 8.00 PM (OR WHENEVER ANNUAL COUNCIL FINISHES)

MEMBERSHIP – All Members of the Council

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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 - 15 May 2019 (Pages 5 - 10)

To approve as a correct record the Minutes of the joint meeting held on 15 May 2019.

3. Declarations of Interest

To receive any Members' declarations of interest.

4. Appointment of Chairman and Establishment of Sub Committees and Panels (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 MEETING OF THE
JOINT MEETING OF EXECUTIVE,
COMMITTEES, SUB-COMMITTEES AND
PANELS HELD IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON WEDNESDAY
15 MAY 2019, AT 7.30 PM

PRESENT:

Councillor J Kaye (Chairman)
Councillors A Alder, D Andrews, T Beckett,
S Bell, R Bolton, P Boylan, M Brady,
E Buckmaster, R Buckmaster, S Bull,
J Burmicz, L Corpe, K Crofton, B Crystall,
G Cutting, B Deering, I Devonshire,
H Drake, J Dumont, R Fernando, J Frecknall,
M Goldspink, J Goodeve, A Hall, L Haysey,
D Hollebon, A Huggins, J Jones, I Kemp,
G McAndrew, M McMullen, S Newton,
T Page, J Ranger, C Redfern, S Reed,
P Ruffles, S Rutland-Barsby, M Stevenson,
T Stowe, N Symonds, A Ward-Booth,
G Williamson, C Wilson and J Wyllie

ALSO PRESENT:

Mr R Cassidy

OFFICERS IN ATTENDANCE:

Ben Wood	- Head of Communication s, Strategy and Policy
Rebecca Dobson	- Democratic Services

Jonathan Geall	-	Manager Head of Housing and Health
Peter Mannings	-	Democratic Services Officer
Simon O'Hear	-	Head of Human Resources and Organisational Development
Helen Standen	-	Deputy Chief Executive
Alison Stuart	-	Head of Legal and Democratic Services

20 APPOINTMENT OF CHAIRMAN

Councillor L Haysey moved, and Councillor G McAndrew seconded, a motion that Councillor J Kaye be appointed Chairman for the joint meeting. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

RESOLVED – that Councillor J Kaye be appointed Chairman for the joint meeting.

21 MINUTES - 16 MAY 2018

Councillor J Kaye moved, and Councillor E Buckmaster seconded, a motion that the Minutes of the joint meeting held on 16 May 2018 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 16 May 2018, be agreed and signed by the Chairman as a correct record.

22 APPOINTMENT OF CHAIRMAN AND ESTABLISHMENT OF SUB COMMITTEES AND PANELS

The Democratic Services Manager submitted a report seeking approval for the establishment of sub-committees and panels, and the allocation of seats to such sub-committees and panels in accordance with the political balance of the Council, where relevant. She said that Members of the Green and Labour political groups had signified their intention to form a single political group, (Green / Labour).

The Democratic Services Manager said the report also sought approval of the membership of sub-committees and panels, and the nomination of Chairman of Committees, as detailed in the report. The report had not at the time of publication of the agenda papers, included the nomination to the role of Chairman of the Overview and Scrutiny Committee, therefore an additional recommendation was sought to seek nominations to that role.

Councillor J Kaye moved, and Councillor M Goldspink seconded, a motion that Councillor J Wyllie be appointed Chairman of the Overview and Scrutiny Committee. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

RESOLVED – that Councillor J Wyllie be appointed Chairman of the Overview and Scrutiny Committee for the civic year 2019/20.

Councillor T Beckett proposed, and Councillor J Wyllie seconded, a motion that Councillor M Goldspink be appointed Vice Chairman of the Overview and Scrutiny Committee for the civic year 2019/20. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

RESOLVED – that Councillor M Goldspink be appointed Vice Chairman of the Overview and Scrutiny Committee for the civic year 2019/20.

Councillor L Haysey moved, and Councillor D Hollebon 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:

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) seats on sub-committees and panels, where relevant, be allocated to the political groups in accordance with the political balance of the Council, as set out in Essential Reference Paper 'B', other than where agreed between the political groups;

(C) as a consequence of the decisions at (A) and (B) above, the membership of the Sub-Committees and Panels be as set out in Essential Reference Paper 'D';

(D) the Members detailed at Essential Reference Paper 'C' be appointed as Chairmen of the bodies detailed (see also resolution above);

(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 which seats on these bodies have been allocated;

(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.

The Chairman concluded the meeting with a welcome to Richard Cassidy, the Council's newly appointed Chief Executive.

The meeting closed at 8.30 pm

Chairman
Date

East Herts Council

Meeting **Joint Meeting of Executive, Committees, Sub-Committees, Panels**

Date **29 April 2021**

Report By **Head of Legal And Democratic Services**

Report title **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.

RECOMMENDATIONS 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	3
Local Joint Panel (4 Members of the Council and 4 representatives of employees drawn from UNISON with substitutes)	8

- (B) The allocation of seats on Sub-Committees and Panels to the political groups be as set out in Appendix 'A' (*to follow*) 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 Appendix 'C' (*to follow*);**
- (D) The Members detailed at Appendix 'B' be appointed as Chairmen of the bodies detailed; and**
- (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.**

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 Appendix 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 2021/22 with 3 Members. Membership will be drawn from the Executive only.
- 3.6 Each Standards Sub-Committee comprises 3 Members drawn

from the 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 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 Appendix C (*to follow*).

6.0 Implications/Consultations

Community Safety

No

Data Protection

No

Equalities

No

Environmental Sustainability

No

Financial

No

Health and Safety

No

Human Resources

No

Human Rights

No

Legal

No

Specific Wards

No

Background Papers

None

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APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN

	<u>Chairman</u>	<u>Vice-Chairman</u>
Overview and Scrutiny Committee	John Wyllie	To be determined at first meeting
Audit and Governance Committee	Mark Pope	
Development Management Committee	Bob Deering	
Licensing Committee	David Andrews	
Human Resources Committee	Rosemary Bolton	
Chief Officer Recruitment Committee	To be determined at first meeting	
Joint Revenue and Benefits		
Joint CCTV Executive		

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