

EAST HERTS COUNCIL

JOINT MEETING OF EXECUTIVE, COMMITTEES, SUB-COMMITTEES,  
PANELS – 14 MAY 2014

REPORT BY HEAD OF DEMOCRATIC AND LEGAL SUPPORT 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.

| <b><u>RECOMMENDATIONS FOR DECISION:</u> that:</b>   |   |                                   |                              |                                |          |                                |          |                                   |          |   |          |  |          |                                   |          |
|---|---|-----------------------------------|------------------------------|--------------------------------|----------|--------------------------------|----------|-----------------------------------|----------|---|----------|--|----------|-----------------------------------|----------|
| <b>(A)</b>  | <b>the following Sub-Committees and Panels be appointed, with the number of voting Members stated:</b>  |                                   |                              |                                |          |                                |          |                                   |          |   |          |  |          |                                   |          |
|   | <table border="1"><thead><tr><th><b><u>Sub-Committee/Panel</u></b></th><th><b><u>No. of Members</u></b></th></tr></thead><tbody><tr><td><b>Licensing Sub-Committee</b></td><td><b>3</b></td></tr><tr><td><b>Standards Sub-Committee</b></td><td><b>3</b></td></tr><tr><td><b>Director Recruitment Panel</b></td><td><b>5</b></td></tr><tr><td><b>Local Joint Panel<br/>(4 Members of the Council and 4 representatives of employees drawn from UNISON with substitutes)</b></td><td><b>8</b></td></tr><tr><td><b>District Planning Executive Panel</b></td><td><b>3</b></td></tr><tr><td><b>Health and Wellbeing Panel</b></td><td><b>6</b></td></tr></tbody></table> | <b><u>Sub-Committee/Panel</u></b> | <b><u>No. of Members</u></b> | <b>Licensing Sub-Committee</b> | <b>3</b> | <b>Standards Sub-Committee</b> | <b>3</b> | <b>Director Recruitment Panel</b> | <b>5</b> | <b>Local Joint Panel<br/>(4 Members of the Council and 4 representatives of employees drawn from UNISON with substitutes)</b> | <b>8</b> | <b>District Planning Executive Panel</b> | <b>3</b> | <b>Health and Wellbeing Panel</b> | <b>6</b> |
| <b><u>Sub-Committee/Panel</u></b>   | <b><u>No. of Members</u></b>  |                                   |                              |                                |          |                                |          |                                   |          |   |          |  |          |                                   |          |
| <b>Licensing Sub-Committee</b>  | <b>3</b>  |                                   |                              |                                |          |                                |          |                                   |          |   |          |  |          |                                   |          |
| <b>Standards Sub-Committee</b>  | <b>3</b>  |                                   |                              |                                |          |                                |          |                                   |          |   |          |  |          |                                   |          |
| <b>Director Recruitment Panel</b>   | <b>5</b>  |                                   |                              |                                |          |                                |          |                                   |          |   |          |  |          |                                   |          |
| <b>Local Joint Panel<br/>(4 Members of the Council and 4 representatives of employees drawn from UNISON with substitutes)</b> | <b>8</b>  |                                   |                              |                                |          |                                |          |                                   |          |   |          |  |          |                                   |          |
| <b>District Planning Executive Panel</b>  | <b>3</b>  |                                   |                              |                                |          |                                |          |                                   |          |   |          |  |          |                                   |          |
| <b>Health and Wellbeing Panel</b>   | <b>6</b>  |                                   |                              |                                |          |                                |          |                                   |          |   |          |  |          |                                   |          |
| <b>(B)</b>  | <b>the allocation of seats on Sub-Committees and Panels, where relevant, to political groups be as detailed in Essential Reference Paper 'B' of the report now</b>  |                                   |                              |                                |          |                                |          |                                   |          |   |          |  |          |                                   |          |

|            |  |
|------------|--|
|            | <b>submitted;</b>  |
| <b>(C)</b> | <b>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;</b> |
| <b>(D)</b> | <b>the Members detailed at Essential Reference Paper ‘C’, be appointed as Chairmen (and where specified, Vice-Chairmen) of the bodies detailed:</b>  |
| <b>(E)</b> | <b>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 groups to whom seats on these bodies have been allocated.</b>   |

## 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’ (to follow)**), 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 The Human Resources Committee has also previously established a Director Recruitment Panel to make appointments to Director-level posts as and when vacancies arise.
- 3.6 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 2014/15 with 3 Members.
- 3.7 The Health and Wellbeing Panel, as with the three scrutiny committees, cannot include any member of the Executive in its 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 (**Essential Reference 'B'**). The rules of proportionality do not apply to the District Planning Executive Panel or the Licensing Sub-Committee. However, there is a need to allocate seats on the Director Recruitment Panel and the Local Joint Panel to political groups as required by legislation.

Nominations of political groups are detailed at **Essential Reference Paper 'D'** (*to follow*).

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 Implications/Consultations

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

#### Background Papers

None

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