

EAST HERTS COUNCIL

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

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REPORT BY HEAD OF LEGAL AND DEMOCRATIC SERVICES

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

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WARD(S) AFFECTED: All

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**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>	
	<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>Local Joint Panel (4 Members of the Council and 4 representatives of employees drawn from UNISON with substitutes)</b>	<b>8</b>
	<b>District Planning Executive</b>	<b>3</b>

	Panel	
(B)	<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;</b>	
(C)	<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' (<i>to follow</i>);</b>	
(D)	<b>The Members detailed at Essential Reference Paper 'C' (<i>to follow</i>) be appointed as Chairmen of the bodies detailed;</b>	
(E)	<b>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</b>	
(F)	<b>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.</b>	

## 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

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