
APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES AND OTHER FORUMS 2021/22

1 SUMMARY

- 1.1 Members are invited to appoint representatives to serve on outside bodies and other forums for the 2021/22 Municipal Year.
- 1.2 Outside bodies are organisations that have asked the Council for appointees over the next Municipal Year, the Council having previously agreed that appointments would be appropriate. The other forums are partnerships and organisations with which the Council has more direct working involvement as part of its own remit and a right to nominate representatives.

2 POLICY

- 2.1 Council policy relating to outside bodies includes the following:
 - Officer appointments to specific seats;
 - Appointees to have an interest in the aims of the body and be able to add value;
 - Appointees to have a substitute and to receive initial briefings on the work of the body by an appropriate officer or a body representative; and
 - Appointees to be asked to report back on the work of bodies to which they are appointed via the Members' Bulletin twice per year. The possibility of an appointee reporting into a meeting should not be discounted as an alternative in appropriate circumstances.
- 2.2 Given that the political structure includes Portfolios, it would be appropriate to ally representation on some bodies with the Portfolio Holder whose remit relates to body activity.

3 DISCUSSION

- 3.1 The body that is subject to officer appointment and the proposed appointee is set out at Appendix 1 for endorsement. The bodies for which it would continue to be appropriate for the appointee to be a Portfolio Holder, or a Councillor they nominate, or the Leader of the Council are also set out at Appendix 1. Portfolios identified are based on the current position.
- 3.2 Set out at Appendix 2 is a list of outside bodies requiring Member nominations for the next municipal year, along with information on the timing, frequency and location of meetings. Substitutes are not required for the Hockley or Raleigh Grange Community Associations.
- 3.3 Group Leaders have been asked to provide a list of nominees to serve on outside bodies. Details of nominations will follow.

In appointing to outside bodies and other forums there is no legal requirement to take account of the number of seats each political group holds on the Council as a whole. Should the pro-rata rules be applied, the allocation of places for the seats identified at Appendix 2 would be as follows:

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| Conservative | 8 |
| Rochford District Residents | 2 |
| Liberal Democrat | 1 |
| Independent | 1 |
| Non-Group Members | 0 |

3.4 External Partnerships

The Leader of the Council (or their nominee) attends meetings or is involved with a number of external partnerships on behalf of the Council. These currently include the East of England Local Government Association, the Future of Essex Partnership, the Association of South Essex Local Authorities, the Thames Estuary Growth Board and the Essex Leaders and Chief Executives Group. Portfolio Holders have involvement in a number of partnership groups, including the Rochford Youth Strategy Group and the Suez Partnership Board. As regional, sub-regional, and local partnership arrangements continue to evolve and change in the light of a changing environment, it would be appropriate for the continued attendance by the Leader/Portfolio Holders on these and any related bodies.

Sanctuary in Rochford Committee

- 3.5 The Council has the right to appoint to three seats on the Sanctuary in Rochford Committee for the 2021/22 Municipal Year.

Essex Police, Fire and Crime Panel

- 3.6 The nominee to this Panel has previously been the Portfolio Holder for Community. The Portfolio Holder nominates a substitute.

Essex Countywide Traveller Unit

- 3.7 It would be appropriate for the Portfolio Holder for Community to continue to attend Joint Steering Group meetings. The Portfolio Holder nominates a substitute.

Local Highways Panel

- 3.8 In accordance with the Essex County Council terms of reference for Local Highways Panels, the District Council has the right to appoint four District Councillors to the Rochford District Local Highways Panel for 2021/22. In line with previous arrangements, it would be appropriate to appoint the Portfolio Holder with involvement in this area and three other Members. The Panel meets approximately quarterly.

River Crouch Coastal Community Team

- 3.9 Rochford District Council carries out the secretariat role for the River Crouch Coastal Community Team (RCCCT) and is the Accountable Body for the RCCCT. RDC is required to appoint two Members to the RCCCT Steering Group, one of whom will be appointed by the RCCCT as Chairman. Although the RCCCT Vice-Chairman is not a Member of this Council, RDC is also asked to appoint two substitutes as this will ensure that there are always two RDC Members on the Steering Group. It is proposed that one of the appointees be the Portfolio Holder for Environment and Place and that the substitute for this appointee should be the Portfolio Holder for Commercial, Business, Local Economy & Leisure.

Partnership Panel

- 3.10 At a meeting of Extraordinary Council it was resolved to set up a Partnership Panel comprised of 7 Members of the Council on a pro rata basis to provide input and feedback directly to the Partnership Board from elected Members of the Council to support the delivery of the Asset Delivery Programme. The Panel meets on a monthly basis. Annual Council is therefore asked to appoint 7 Members to the Partnership Panel according to pro rata rules.

4 RESOURCE IMPLICATIONS

- 4.1 Members who attend outside body and other forum meetings are entitled to claim travel and subsistence allowances. Members should, however, only make these claims where there has been no support from the outside body concerned towards travel and subsistence.

5 LEGAL IMPLICATIONS

- 5.1 There are no legal implications.

6 EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1 An Equality Impact Assessment has been completed and found there to be no impacts (either positive or negative) on protected groups as defined under the Equality Act 2010.

7 RECOMMENDATION

- 7.1 It is proposed that Council **RESOLVES**
- (1) That the appointment of an officer and Portfolio Holders, or a Councillor they nominate, to outside bodies for the 2021/22 Municipal Year be on the basis set out at Appendix 1 of this report.
 - (2) That Member representatives (including substitutes) be appointed for the 2021/22 Municipal Year to the outside bodies set out at Appendix 2 of this report.

- (3) That the attendance of the Leader of the Council (or their nominee) and Portfolio Holders as the Council's representatives at a number of external partnerships be noted.
- (4) That appointments be made to the three seats on the Sanctuary in Rochford Committee for the 2021/22 Municipal Year.
- (5) That the appointment of the Portfolio Holder for Community to the Essex Police, Fire and Crime Panel and the nomination by the Portfolio Holder of a substitute be endorsed.
- (6) That the appointment of the Portfolio Holder for Community to the Essex Countywide Traveller Unit and the nomination by the Portfolio Holder of a substitute be endorsed.
- (7) That appointments be made to the four seats on the Local Highways Panel.
- (8) That the Portfolio Holder for Environment and Place be appointed to the River Crouch Coastal Community Team Steering Group and the Portfolio Holder for Commercial, Business, Local Economy & Leisure be appointed as their substitute and that one other Member and one other substitute also be appointed to the Steering Group.
- (9) That appointments be made on a pro rata basis to the 7 seats on the Partnership Panel.



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Background Papers:-

None.

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If you would like this report in large print, Braille or another language please contact 01702 318111.

Proposed Officer Appointment

| Body | Officer Appointee |
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| NACRO N.C.E. Ltd (the crime and reoffending reduction charity) | Jeanette Hurrell, Housing Options Team Leader |

Portfolio Holder Appointments

| Body | Appointee |
|---|---|
| Community Safety Partnership (CSP) Steering Group | Portfolio Holder for Community |
| Crouch Harbour Authority | Portfolio Holder for Environment and Place |
| Essex Countywide Traveller Unit | Portfolio Holder for Community |
| Essex Fire, Police and Crime Panel | Portfolio Holder for Community |
| Essex Heritage Trust | Portfolio Holder for Community |
| Essex Waste Partnership Board | Portfolio Holder for Environment and Place |
| Local Government Association (LGA) General Assembly | Leader of the Council |
| Rayleigh and Rochford Association of Voluntary Services | Portfolio Holder for Community |
| River Crouch Coastal Steering Group | Portfolio Holder for Environment & Place |
| South Essex Children's Partnership Board | Portfolio Holder for Community |
| South Essex Parking Partnership | Portfolio Holder for IT, Tourism, Housing & Parking |
| Mid and South Essex NHS Foundation Trust (Board of Governors) | Portfolio Holder for Community |

| Bradwell B Community Forum | |
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| Purpose: | To engage with the community and key organisations on matters relating to the build of a new nuclear power station at Bradwell-on-Sea. |
| Time: | Daytime |
| Frequency: | Quarterly |
| Location: | Maldon District |
| Nominees: | 1 plus 1 substitute |

| Bradwell Local Community Liaison Council | |
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| Purpose: | To liaise with local organisations on matters arising from the decommissioning/management of Bradwell Reactor Site. |
| Time: | 10.00 am – 2.00 pm (approx.) |
| Frequency: | 2 per annum (some ad hoc if necessary) |
| Location: | Maldon District |
| Nominees: | 1 plus 1 substitute |

| Essex Flood Partnership Board | |
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| Purpose: | To bring Risk Management Authorities together to manage flooding and drought. |
| Time: | No set time – advised accordingly |
| Frequency: | Quarterly |
| Location: | County Hall, Chelmsford (or remotely) |
| Nominees: | 1 plus 1 substitute |

| Hockley Community Centre Association | |
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| Purpose: | Provision of leisure facility to the local community. |
| Time: | Evening |
| Frequency: | 3 times per annum plus Annual General Meeting |
| Location: | Hockley Community Centre, Westminster Drive, Hockley |
| Nominees: | 2 |

| London Southend Airport Consultative Committee | |
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| Purpose: | Acting as a means of consultation in accordance with the Civil Aviation Act 1982. |
| Time: | 2.00 pm |
| Frequency: | 4 per annum (approx.) |
| Location: | Southend Airport Hotel |
| Nominees: | 3 plus 3 substitutes |

| Rayleigh Grange Community Association Governing Body | |
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| Purpose: | Management of the Rayleigh Grange Community Centre |
| Time: | Evening |
| Frequency: | Quarterly |
| Location: | The Community Centre |
| Nominees: | 2 |

| Rayleigh Mount Local Committee | |
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| Purpose: | Conservation of Rayleigh Mount |
| Time: | 7.00 pm |
| Frequency: | 3 per annum |
| Location: | Rayleigh Town Museum, Rayleigh |
| Nominees: | 1 plus 1 substitute |

| Rochford Hundred Association of Local Councils | |
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| Purpose: | To establish a two-way communication between Member Councils and Rochford District Council in order that both parties obtain a better understanding and working relationship. |
| Time: | 7.30 pm |
| Frequency: | 4 per annum (approx.) every January, April, July and October |
| Location: | Anywhere within the District |
| Nominees: | 1 plus 1 substitute |