
APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2005/06

1 SUMMARY

- 1.1 Members are invited to appoint representatives to serve on outside bodies for the 2005/06 Municipal Year and to endorse attendance at the County Council's South Essex Area Forum, the Rochford Local Strategic Partnership, the Thames Gateway South Essex Board, the Fourth Option Special Interest Group and the East of England Children's Services Member Network.

2 POLICY

- 2.1 Current Council policy relating to outside bodies includes the following: -

- Officer appointments to specific seats.
- Wherever possible, appointments to be from the membership of an appropriate Policy Committee or Overview and Scrutiny Committee.
- All appointees to have a substitute and to receive initial briefings on the work of the body by an appropriate officer or a body representative.
- Member and officer 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 the appointing Committee should not be discounted as an alternative in appropriate circumstances.

3 DISCUSSION

Outside Bodies

- 3.1 The bodies that are subject to officer appointment are set out at Appendix 1. Proposed appointees are also set out at Appendix 1 for endorsement.
- 3.2 Set out at Appendix 2 is a list of those bodies requiring Member nominations for the next year, along with information on the timing, frequency and location of meetings.
- 3.3 Each Group Leader and non-Group Member has been asked to provide a list of nominees to serve on outside bodies with the aim, wherever possible, of these corresponding with nominees proposed for membership of the appropriate Policy Committee or Overview and Scrutiny Committee. Details of nominations will follow.
- 3.4 For the East of England Regional Assembly appointment, the Authority has been asked to have regard to the following guidance: -
- Wherever possible, a representative should be a senior member of the Council.

- Where a Council is in the control of a single recognised group, the representative of that Council should normally be a member of that controlling group.
- All representatives should endeavour to take a whole region, strategic perspective in their role. They will be required to be bound by the Assembly's Code of Conduct and to declare any appropriate interests at meetings.

In view of the above parameters, the Leader of the Conservative Group has been asked to nominate to the Assembly.

- 3.5 In appointing to Outside Bodies 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 would be as follows: -

Conservative	38
Liberal Democrat	5
Independent	1
Labour	1
Rochford District Residents	1
Vacancy	1

- 3.6 Attached for information at Appendix 3 is a guide produced by the Head of Legal Services relating to Members responsibilities and liabilities when representing the Authority on an Outside Body. The Protocol for Outside Bodies will be revised to take into account the changes to indemnity arrangements agreed by Council at its meeting on 28 April 2005.

Area Forum/Local Strategic Partnership/Thames Gateway South Essex Board/Fourth Option Special Interest Group/East of England Children's Services Member Network

- 3.7 Traditionally, the Leader of the Council (or their nominee) would attend meetings of the County Council's South Essex Area Forum, the Rochford Local Strategic Partnership, the Thames Gateway South Essex Board and the Fourth Option Special Interest Group. It would be appropriate for Council to endorse this aspect of the Leader's activity.
- 3.8 At its meeting on 5 April 2005, the Community Services Committee agreed that Councillors R A Amner and S P Smith be nominated to attend the East of England Children's Services Member Network (minute 133/05 refers). Again, it would be appropriate to endorse attendance at meetings of the Network.

4 LEGAL IMPLICATIONS

- 4.1 As outlined in Appendix 3.

5 RESOURCE IMPLICATIONS

- 5.1 Members who attend outside body 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.

6 RECOMMENDATION6.1 It is proposed that Council **RESOLVES**

- (1) The appointment of officers to outside bodies for the 2005/06 Municipal Year on the basis set out at Appendix 1 of this report.
- (2) The Member representatives (including substitutes) to be appointed for the 2005/06 Municipal Year to the outside bodies set out at Appendix 2 of this report.
- (3) To endorse the attendance of the Leader of the Council (or their nominee) as the Council's representative at meetings of the County Council's South Essex Forum, the Rochford Local Strategic Partnership, the Thames Gateway South Essex Board and the Fourth Option Special Interest Group.
- (4) To endorse the attendance of Councillors R A Amner and S P Smith at meetings of the East of England Children's Services Member Network (HAMS).

Sarah Fowler

Head of Administrative and Member Services

Background Papers:

None

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APPENDIX 1

Body	Associated Committee (see key below)	Officer Appointee (Division)
NCE (Shape) Ltd	C	Alex Coulson (HHCC)
Springboard Home Improvement Service Support Group	C	Steve Neville (HHCC)
Youth Arts Partnership	C	Caroline Coates (CS)

Key

Committee	Abbreviation
Policy and Finance/Finance and Procedures Overview and Scrutiny	P
Community Services/Community Overview and Scrutiny	C
Environmental Services/Environment Overview and Scrutiny	E

APPENDIX 2

Note: The key for associated Committees can be found at the base of Appendix 1

Bradwell Site Stakeholder Group	
Purpose:	To liaise with local organisations on matters arising from the operation/management of Bradwell Power Station.
Time:	10.00 am - 2.00 pm (approx.)
Frequency:	2 PA (some adhoc if necessary)
Location:	Maldon District
Nominees:	1 plus 1 substitute
Associated Committee:	E

Campaign to Protect Rural Essex	
Purpose:	To make any necessary representations where a planning application threatens countryside interests. To join with others in highlighting dangers to the local countryside. To provide two-way communication on relevant issues.
Time:	10.30 am
Frequency:	Bi monthly every 3rd Tuesday
Location:	Essex Record Office, Chelmsford
Nominees:	1 plus 1 substitute
Associated Committee:	E

Castle Point and Rochford Drug and Alcohol Reference Group (DRAG)	
Purpose:	To raise awareness of drug and alcohol issues throughout the area, including monitoring of prevention activities and initiating own projects.
Time:	9.30 am - 12.00 pm or 2.00 pm - 4.00 pm
Frequency:	6 times per year (alternate months)
Location:	Rayleigh Civic Suite or Castle Point Offices
Nominees:	1 plus 1 substitute
Associated Committee:	C

Castle Point and Rochford Police Community Consultative Group	
Purpose:	Consultation between the Police Authority, Police and members of the public
Time:	7.30 pm - 9.00 pm
Frequency:	5 PA
Location:	Fitzwimarc School/Canvey Junior School/Kingston Primary School/Civic Suite/Freight House
Nominees:	1 plus 1 substitute
Associated Committee:	C

Community Transport Trust Board	
Purpose:	Monitoring the Community Transport Scheme
Time:	Usually afternoons
Frequency:	Quarterly
Location:	Civic Suite
Nominees:	1 plus 1 substitute
Associated Committee:	C

Cory Environmental Trust in Rochford	
Purpose:	To distribute monies derived from landfill tax credits (for conservation projects, promoting sustainable waste management, provision of recreational facilities and other defined purposes).
Time:	6.00 pm - 8.00 pm
Frequency:	2/3 months approx. (Tuesdays and Wednesdays)
Location:	Rayleigh Civic Suite
Nominees:	1 plus 1 substitute
Associated Committee:	E

Crouch Harbour Authority	
Purpose:	To administer the River Crouch and Roach for the enjoyment of members of the public participating in any lawful water sports or leisure activities.
Time:	7.30 pm - 10.00 pm (approx.)
Frequency:	Advisory Group 3 PA - Harbour Authority 3 PA
Location:	Burnham on Crouch
Nominees:	1 plus 1 substitute
Associated Committee:	C

Crouch Valley Scout District Executive Committee	
Purpose:	To support Scouting in the District
Time:	8.00 pm (Approx.)
Frequency:	3 - 4 PA
Location:	Varies within area
Nominees:	1 plus 1 substitute
Associated Committee:	C

District Youth Strategy Group	
Purpose:	To provide a multi-agency forum on a District basis, tying in with the Local Children and Young People Strategic Partnership. To ensure an integrated approach to the development and delivery of quality services for young people aged 13 to 19 supporting national and local strategies and meeting local needs.
Time:	4.30 pm
Frequency:	Minimum of 4 times PA. (February, March, June and November)
Location:	Rayleigh Youth Centre; Fitzwimarc School
Nominees:	2 plus 2 substitutes
Associated Committee:	C

East of England Regional Assembly	
(Note: Please see Paragraph 3.4 of report for appointment parameters)	
Purpose:	<ol style="list-style-type: none"> (1) To promote the social, economic and environmental wellbeing of the Region in accordance with the principles of sustainable development in the interests of all those who live, work and visit the Region through a partnership of elected representatives drawn from the principal local authorities in the region and representatives of other regional stakeholder interests. (2) To undertake the function of designated Regional Planning Body for the Region, as determined in the Planning and Compensation Act 2003. (3) To exercise the scrutiny functions remitted to the Assembly in relation to the strategies and business planning processes undertaken by the East of England Development Agency. (4) To act as a strategic focus for integrated regional strategy development and alignment, and joint partnership working in the Region.
Time:	During daytime
Frequency:	Twice per year, plus ad hoc special meetings.
Location:	Various locations within East of England
Nominees:	1 plus 1 substitute
Associated Committee:	P

Essex Heritage Trust	
Purpose:	To help safeguard or preserve for the benefit of the public such land, buildings, objects or records that may be illustrative of, or significant to the history of the County, or which enhance an understanding of the characteristics of the County.
Time:	10.00 am - 12.00 pm
Frequency:	3 PA (March, July and November)
Location:	County Hall
Nominees:	1 plus 1 substitute
Associated Committee:	C

Essex Local Government Association	
Purpose:	To provide a strong voice for Local Government in Essex, Southend and Thurrock through co-operation amongst councils and authorities, and to represent agreed views at regional, national and European levels.
Time:	11.00 am Thursdays
Frequency:	5 times PA
Location:	Various locations
Nominees:	1 plus 1 substitute
Associated Committee:	P

Essex Strategic Rail Group	
Purpose:	Liaison and provision of interface between service provider, regulator and Local Authority.
Time:	Daytime
Frequency:	1 PA
Location:	County Hall, Chelmsford
Nominees:	1 plus 1 substitute
Associated Committee:	E

Hockley Community Centre Association	
Purpose:	Provision of leisure facility to the local community.
Time:	Evening
Frequency:	Monthly
Location:	Hockley Community Centre, Westminster Drive, Hockley
Nominees:	2 plus 2 substitutes
Associated Committee:	C

Joint Health Partnership Board with Castle Point	
Purpose:	Liaison body between the Council, Primary Care Trust, Essex County Council and others.
Time:	11.30 am
Frequency:	6 PA
Location:	12 Castle Road, Rayleigh
Nominees:	3 plus 3 substitutes
Associated Committee:	C

Local Government Association (LGA) General Assembly	
Purpose:	Acts as the Forum for Local Government
Time:	Afternoons into early evenings
Frequency:	2 PA
Location:	Summer (outside London); winter (London)
Nominees:	1 plus 1 substitute
Associated Committee:	P

Local Government Association Rural Commission	
Purpose:	Provides a forum for the consideration of rural matters and assists the LGA in formulating policy.
Time:	10.00 am
Frequency:	2 PA (March and September)
Location:	March - London / September - location varies
Nominees:	1 plus 1 substitute
Associated Committee:	P

Local Government Association Urban Commission	
Purpose:	Provides a forum for the consideration of urban matters and assists the LGA in formulating policy.
Time:	10.00 pm
Frequency:	2 PA (July and January)
Location:	July - London / January - location varies
Nominees:	1 plus 1 substitute
Associated Committee:	P

London Southend Airport Consultative Committee

Purpose:	Acting as a means of consultation in accordance with the Civic Aviation Act 1982.
Time:	2.30 pm
Frequency:	4 PA (approx.)
Location:	Southend Airport
Nominees:	3 plus 3 substitutes
Associated Committee:	E

Museums in Essex Committee

Purpose:	To act in an advisory capacity within the County of Essex including the areas which formed part of the historic County of Essex by encouraging and assisting in promoting co-operation between museum interests and co-ordinating of museum activities throughout the County and the co-ordination of museum resources and keep under review the museum needs of the County.
Time:	10.00 am
Frequency:	3 per annum
Location:	Various: hosted by member Authorities around the county.
Nominees:	1 plus 1 substitute
Associated Committee:	C

National Parking Adjudication Service (NPAS)

Purpose:	To agree the administrative role of the NPAS in the adjudication service. Membership of NPAS is compulsory for Authorities assuming Decriminalised Parking Enforcement powers.
Time:	During day
Frequency:	2 PA
Location:	London
Nominees:	1 plus 1 substitute
Associated Committee:	E

Rayleigh Mount Local Committee

Purpose:	Conservation of Rayleigh Mount
Time:	7.00 pm
Frequency:	2 PA
Location:	Parish Rooms, Rayleigh
Nominees:	1 plus 1 substitute
Associated Committee:	C

Relate South Essex	
Purpose:	To enhance the quality of couple, parental and family relationships, to help relationships and marriages withstand the pressures leading to breakdown; to limit the damage that accompanies failing relationships and increase the prospect of subsequent relationships succeeding.
Time:	7.00 pm
Frequency:	4 PA and Annual Meeting
Location:	Southend or Basildon
Nominees:	1 plus 1 substitute
Associated Committee:	C

Rochford Crime and Disorder Reduction Partnership	
Purpose:	To work with key partners in implementing the Crime and Disorder Reduction Strategy for the Rochford District and associated Action Plans.
Time:	9.30 am - 12.00 pm (approximately)
Frequency:	Bi-monthly
Location:	Rayleigh Civic Suite and other locations.
Nominees:	1 plus 1 substitute
Associated Committee:	C

Rochford Domestic Violence Panel	
Purpose:	A multi-agency Panel working towards raising awareness, increasing confidence in victims to come forward and assisting them to address the issues.
Time:	12.30am – 2.30pm
Frequency:	Every 6 weeks
Location:	Rayleigh Social Services
Nominees:	1 plus 1 substitute
Associated Committee:	C

Rochford Hundred Association of Local Councils	
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 relationships.
Time:	7.30 pm
Frequency:	4 PA (approx.) every January, April, July and October
Location:	Anywhere within the District
Nominees:	1 plus 1 substitute
Associated Committee:	P

Rochford and Rayleigh Citizens Advice Bureau Management Committee	
Purpose:	The provision of free, confidential, impartial advice.
Time:	7.30 pm
Frequency:	4 PA and AGM
Location:	Holy Trinity Centre, Rayleigh
Nominees:	1 plus 1 substitute
Associated Committee:	C

Rochford Sports Council	
Purpose:	The promotion of sports for all in the Rochford District.
Time:	7.30 pm
Frequency:	6 weekly intervals (not August)
Location:	The Cedars Centre, Rayleigh
Nominees:	1 plus 1 substitute
Associated Committee:	C

Southend District Mental Health Association	
Purpose:	The provision of support services, welfare benefits and advice, 3 group homes and a drop in service.
Time:	Mornings
Frequency:	Bi-monthly
Location:	Southend District Mental Health Offices, (AGM at Balmoral Community Centre)
Nominees:	1 plus 1 substitute
Associated Committee:	C

Southend University Hospital NHS Foundation Trust (Note: this body is operating a Shadow Board pending full Foundation Trust authorisation)	
Purpose:	The provision of goods and services for the purposes of the health service in England.
Time:	10.00 am
Frequency:	To be determined. Next meeting on 23 June.
Location:	Southend Area
Nominees:	1 plus 1 substitute
Associated Committee:	C

South Essex Environmental Protection Advisory Group (SEEPAG)	
Purpose:	To continually monitor and review the prevention, minimisation and control of pollution in South Essex and to work towards the maintenance of a sustainable environment in South Essex (including air, land and water, and noise and contaminated land).
Time:	10.30 am
Frequency:	6 PA (approx.)
Location:	Constituent Councils and premises of participation industries
Nominees:	3 plus 3 substitutes
Associated Committee:	E

57 South Street Management Committee	
Purpose:	To manage the 57 South Street Youth Service Project with Rochford Parish Council.
Time:	6.00 pm to 7.00 pm
Frequency:	4 PA
Location:	57 South Street, Rochford
Nominees:	2 plus 2 substitutes
Associated Committee:	C

Stambridge Sewage Treatment Works Liaison Committee	
Purpose:	Liaison Body between Stambridge Parish Council, local people, District and County Councillors, Environment Agency and Anglian Water Services concerning Stambridge Sewage Treatment works.
Time:	Afternoons and evenings
Frequency:	3 - 4 PA
Location:	Stambridge Memorial Hall
Nominees:	3 plus 3 substitutes
Associated Committee:	E

Supporting People Commissioning Body	
Purpose:	Countrywide body which determines funding for housing support services.
Time:	2.00 pm
Frequency:	Every 4 months:
Location:	County Hall, Chelmsford
Nominees:	1 plus 1 substitute
Associated Committee:	C

Warehouse Centre, Active Christian Trust	
Purpose:	To promote and direct the work of the above youth facility.
Time:	Evenings
Frequency:	Every 5 or 6 weeks
Location:	Warehouse Centre, Brook Road, Rayleigh
Nominees:	1 plus 1 substitute
Associated Committee:	C

Waste Management Advisory Board	
Purpose:	Develop an agreed countywide strategy for the future management of municipal solid waste.
Time:	2.30 pm to 5.00 pm
Frequency:	4 per year
Location:	County Hall, Chelmsford
Nominees:	1 plus 1 substitute
Associated Committee:	E