
APPOINTMENT OF THE EXECUTIVE, COMMITTEES AND SUB-COMMITTEES 2016/17

1 SUMMARY

- 1.1 This report sets out proposals for the discharge of business during the 2016/17 Municipal Year.

2 INTRODUCTION

- 2.1 The Council is invited:-

- (1) To note the appointees to the Executive (including associated portfolios).
- (2) To constitute and agree the allocation of seats to Committees and a Sub-Committee.
- (3) To appoint the membership of Committees and a Sub-Committee.
- (4) To appoint the Chairmen and Vice-Chairmen of Committees and a Sub-Committee Chairman.

3 THE EXECUTIVE

- 3.1 The Leader of the Council has responsibility for appointments to an Executive that comprises the Leader and up to nine other Members. For 2016/17 the Leader's portfolio remit will include overall strategy and policy direction, including corporate policy development; national and regional issues; community leadership; partnership and joint working development; elections; the Local Enterprise Partnership; Chairmanship of the Local Strategic Partnership; outside bodies such as the Local Government Association; the budget and policy framework; and all residual functions of the Executive. The Leader's portfolio appointments, including Deputy Leader, will be announced at the meeting.

4 COMMITTEES

- 4.1 Details of standing Committees for 2016/17 and the delegations to them are set out in Part 3A of the Constitution. The Constitution requires that the Council appoints an Overview and Scrutiny Committee, namely the Review Committee, a Standards Committee and other Committees to discharge functions that are neither reserved to Council or the Executive. The Council has a statutory duty to ensure that appointments to Committees reflect the proportion of the total number of seats on the Council held by each political group, unless otherwise agreed. Only one Member appointed to the Executive may also be appointed to the Standards Committee. If a Member is appointed to the Executive that same Member cannot be appointed to the Review Committee.

- 4.2 An Extraordinary Council meeting has been scheduled on the rising of Annual Council to consider arrangements in relation to the departure of the Chief Executive. Constitutionally, any decision in respect of the Head of Paid Service role has to be approved by Full Council on the recommendations of a Committee or Sub-Committee of the Council. Separately, there is currently a vacancy for an Assistant Director, Planning and Economic Development. Constitutionally, the filling of a Chief Officer appointment is the responsibility of a Committee of Full Council. It would be appropriate for Annual Council to constitute a Chief Officer Appointments Committee to deal with both these matters. The Committee could, additionally, determine any further Chief Officer appointment matters, should any arise during the Municipal Year. Previous workable arrangements point to a Committee of nine Members being of a size suited to the terms of reference.
- 4.3 The Assistant Director, Democratic Services has calculated the allocation of seats on Committees in accordance with the Local Government and Housing Act 1989. This sets down the following criteria that must be followed when appointing Members to Committees:-
- (1) That not all the seats are held by Members of the same political group.
 - (2) That, if a political group has a majority of the membership of the Council, then that group has the majority of the seats.
 - (3) That, subject to principles (1) and (2) above, the total number of seats each political group has on all ordinary Committees is in proportion to that group's share of the total Council elected membership.
 - (4) That, subject to principles (1) (2) and (3) above, each political group has the same proportion of seats as it holds on the Council as a whole.

The only exceptions to these criteria are Committees that the Council unanimously agrees may be constituted in some other manner.

5 MEMBERSHIP OF COMMITTEES

- 5.1 The current membership of the Council is as follows:-

Conservative	21
Green and Rochford District Residents	9
Liberal Democrat	4
UKIP	4
Rayleigh Independents	1

- 5.2 The proposed allocation of seats is as indicated in the appendix to this report.
- 5.3 Each Group Leader has been asked to provide a list of Members to serve on Committees and details received of proposed membership will follow. The

Council is reminded that, in appointing Members to Committees, it is obliged to give effect to the wishes of the political groups.

6 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES

- 6.1 The Council is invited to appoint the Chairmen and Vice-Chairmen of Committees. Group Leaders have been asked to submit nominations for Members to serve as Chairmen and Vice-Chairmen. Details of these will follow.
- 6.2 Council has previously determined that any Member of the Council who is not a member of the majority Group can be nominated for the position of Chairman of the Review Committee. Political Group Leaders have been asked to submit nominations for Members to serve as Chairman and Vice-Chairman of the Review Committee. Details of these will follow.

7 SUB-COMMITTEE

- 7.1 The work around review of the Local Development Scheme has been superseded by work on the new Local Plan. There will be further ongoing work in this area and it would therefore be appropriate for Annual Council to constitute a Planning Policy Sub-Committee of similar size to the previous year's Local Development Framework Sub-Committee, for the purpose of reviewing and reporting on the contents of evidence base documents, supplementary planning documents and the new Local Plan.
- 7.2 As with Committees, the allocation of seats to a Sub-Committee should accord with the pro-rata criteria set out in the Local Government and Housing Act 1989, unless Council agrees unanimously that they may be constituted in some other manner. Group Leaders have been asked to submit nominations for Members to serve on a Planning Policy Sub-Committee, together with nominations for Chairman. Details of these will follow. The proposed allocation of Sub-Committee seats is as indicated in the appendix to this report.

8 RESOURCE IMPLICATIONS

- 8.1 Provision is made within the 2016/17 estimates for the anticipated costs that will arise from the proposals contained within this report.

9 LEGAL IMPLICATIONS

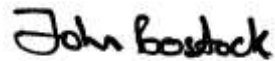
- 9.1 None other than set out in the report.

10 RECOMMENDATION

- 10.1 It is proposed that Council **RESOLVES**

(1) That the appointees to the Executive (including associated portfolios) be noted.

- (2) That Committees, including a Chief Officer Appointments Committee and a Sub-Committee, be constituted as shown in the appendix to this report.
- (3) That Members be appointed to serve on Committees and a Sub-Committee for the 2016/17 Municipal Year.
- (4) That the Chairmen and Vice-Chairmen of Committees and a Sub-Committee Chairman be appointed.



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Background Papers:

None.

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COMMITTEE ALLOCATIONS – 2016/17

Committee	No. of Seats	Conservative (53.8462%)	Green and Rochford District Residents (23.0769%)	Liberal Democrat (10.2564%)	UKIP (10.2564%)	Rayleigh Independents (2.5641%)
Appeals	6	3	1	1	1	0
Audit	11	6	3	1	1	0
Chief Officer Appointments	9	5	2	1	1	0
Development	13	7	3	3		0
Investment Board	13	7	3	3		0
Licensing	15	8	3	2	2	0
Review	15	8	3	2	2	0
Standards	8	4	2	1	1	0
Total No. of Seats	90	48	20	11	11	0

SUB-COMMITTEE ALLOCATIONS – 2016/17

Sub-Committee	No. of Seats	Conservative (53.8462%)	Green and Rochford District Residents (23.0769%)	Liberal Democrat (10.2564%)	UKIP (10.2564%)	Rayleigh Independents (2.5641%)
Planning Policy Sub-Committee	6	3	1	1	1	0
Total Number of Seats	6	3	1	1	1	0

Note - Terms of reference are as follows:-	
Planning Policy Sub-Committee	To review and report on the contents of evidence base documents, supplementary planning documents and the new Local Plan.