
APPOINTMENT OF THE EXECUTIVE, COMMITTEES, SUB-COMMITTEES AND COMMUNITY FORUMS 2012/13

1 SUMMARY

- 1.1 This report sets out proposals for the discharge of business during the 2012/13 Municipal Year.

2 INTRODUCTION

- 2.1 The Council is invited:-

- (1) To note the appointees to the Executive (including associated portfolios) and any Member Champions nominated by the Leader of the Council.
- (2) To agree the allocation of seats to Committees and a Sub-Committee.
- (3) To appoint the membership of Committees, a Sub-Committee and Community Forums.
- (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, Deputy Leader and six other Members. The Leader can also appoint Member Champions for a specific area/s of the Council's business. Details of the Leader's appointees, including Deputy Leader, will be provided at the Annual Meeting. It is anticipated that the portfolios will be as follows:-

- Leader (and Chairman of the Executive) – Overall Strategy and Policy Direction.
- Portfolio Holder for Service Development, Improvement and Performance Management.
- Portfolio Holder for the Environment.
- Portfolio Holder for Finance and Resources.
- Portfolio Holder for Leisure, Tourism, Heritage, the Arts, Culture and Business.
- Portfolio Holder for Planning and Transportation.
- Portfolio Holder for Council Tax Collection, Benefits and Strategic Housing Services.

- Portfolio Holder for Young Persons, Adult Services, Community Care and Well-being.

4 COMMITTEES

- 4.1 Details of the Committees for 2012/13 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. If a Member is appointed to the Executive that same Member cannot be appointed to the Review Committee.
- 4.2 The Head of Legal, Estates and Member 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	31
Liberal Democrat	4
Rochford District Residents	2
Green	2

- 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 COMMUNITY FORUMS

- 6.1 Separately to Committees, Council has determined that appointments be made to the East and West Community Forums. The East Forum comprises the Members of the Ashingdon and Canewdon; Barling and Sutton; Foulness and Great Wakering; Hawkwell North; Hawkwell South; Hawkwell West; Rochford; Hockley Central; Hockley North and Hockley West Wards. The West Forum comprises the Members of the Downhall and Rawreth; Grange; Lodge; Rayleigh Central; Sweyne Park; Trinity; Wheatley; Whitehouse and Hullbridge Wards.

7 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES

- 7.1 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 Chairman and Vice-Chairman. Details of these will follow.
- 7.2 Council has previously determined that the Chairman of the Review Committee should be a Member of the opposition party. 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.
- 7.3 It is a requirement that the Chairman of the Standards Committee is an Independent Member. This appointment is made at the first meeting of the Committee, although it should be noted that this is subject to change in July 2012 when the new standards regime introduced under the Localism Act comes into effect.

8 SUB-COMMITTEE

- 8.1 The Local Development Scheme has been under review by a Local Development Framework Sub-Committee (a Sub-Committee of Council) and the need for further work points to it being appropriate for Annual Council to re-constitute the Sub-Committee for the purpose of reviewing and reporting on the contents of Development Plan documents.
- 8.2 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 Local Development Framework 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.

9 RESOURCE IMPLICATIONS

9.1 Provision is made within the 2012/13 estimates for the anticipated costs that will arise from the proposals contained within this report.

10 LEGAL IMPLICATIONS

10.1 None other than set out in the report.

11 RECOMMENDATION

11.1 It is proposed that Council **RESOLVES**

- (1) That the appointees to the Executive (including associated portfolios) and any Member Champions nominated by the Leader of the Council be noted.
- (2) That Committees and a Sub-Committee be constituted as shown in the appendix to this report.
- (3) That Members be appointed to serve on the Committees, Sub-Committees and Community Forums for the 2012/13 Municipal Year.
- (4) That the Chairmen and Vice-Chairmen of Committees and Sub-Committee Chairman be appointed.

Paul Warren
Chief Executive

Background Papers:

None.

For further information please contact John Bostock (Member Services Manager) or Sonia Worthington (Committee Administrator) on:-

Phone: 01702 318140 01702 318141
Email: john.bostock@rochford.gov.uk sonia.worthington@rochford.gov.uk

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

COMMITTEE ALLOCATIONS – 2012/13

Committee	No. of Seats	Conservative (79.49%)	Liberal Democrat (10.25%)	Rochford District Residents (5.13%)	Green (5.13%)
Appeals	6	5	1	0	0
Audit	11	9	1	1	
Development	39	31	4	2	2
Licensing	15	12	1	1	1
Review	8	6	1	1	
Standards	5	4	1	0	0
Total No. of Seats	84	67	9	4	4

SUB-COMMITTEE ALLOCATIONS – 2010/11

Sub-Committee	No. of Seats	Conservative (79.49%)	Liberal Democrat (10.25%)	Rochford District Residents (5.13%)	Green (5.13%)
Local Development Framework Sub-Committee (a Sub-Committee of Council)	6	5	1	0	0
Total Number of Seats	6	5	1	0	0

Note - Terms of reference are as follows:-

Local Development Framework Sub-Committee	To review and report on the contents of Development Plan Documents.
---	---