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## **APPOINTMENT OF THE EXECUTIVE, COMMITTEES AND SUB-COMMITTEES 2009/10**

### **1 SUMMARY**

- 1.1 This report sets out proposals for the discharge of business during the 2009/10 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 Sub-Committees (in proportion to the number of seats that each political group holds on the Council where appropriate).
- (3) To appoint the membership of Committees and Sub-Committees in accordance with the wishes of political group leaders.
- (4) To appoint Chairmen and Vice-Chairmen of Committees, Chairmen of Area Committees and Chairmen of Sub-Committees.

### **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 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 (Deputy Leader).
- Portfolio Holder for the Environment.
- Portfolio Holder for Finance and Resources.
- Portfolio Holder for Leisure, Tourism, Heritage, 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, Health and Community Safety.

#### **4 COMMITTEES**

- 4.1 Details of the Committees for 2009/10 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 Corporate Director (Internal 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 (INCLUDING AREA COMMITTEES)**

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

Conservative Group	33
Liberal Democrat Group	5
Non Group	1

- 5.2 The proposed allocation of seats is as indicated at appendix 1 of this report.

- 5.3 Each Group Leader and the Non-Group Member 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.
- 5.4 It has previously been determined by Council that the 16 Ward Councillors in the Rayleigh and Rawreth Wards become Members of the West Area Committee, that the 14 Ward Councillors of the Hullbridge, Hockley and Hawkwell Wards become Members of the Central Area Committee and that the 9 Ward Councillors of the Rochford, Ashingdon, Canewdon, Foulness, Stambridge, Paglesham, Barling, Sutton and Great Wakering Wards become Members of the East Area Committee.

## **6 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES (INCLUDING AREA COMMITTEES)**

- 6.1 The Council is invited to appoint the Chairmen and Vice-Chairmen of Committees. Each Group Leader has been asked to submit nominations for Members to serve as Chairman and Vice-Chairman. Details of these will follow.
- 6.2 The Chairmen of the three Area Committees will be elected by ballot at the Annual Meeting. Nominations have been previously invited, with Members of each of the Area Committees able to nominate themselves or permit their names to be put forward by other Members of the relevant Area Committees. Only Members of the appropriate Area Committee may vote for the selection of a Member to be Chairman of their particular Committee for the forthcoming year. Proxy votes will not be accepted. The Vice-Chairmen of Area Committees will be appointed at the first meetings.
- 6.3 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 SUB-COMMITTEES**

- 7.1 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.
- 7.2 The Charter Implementation Group is a Sub-Committee of the Standards Committee set up to oversee and lead on the process of applying for Elected Member Development Charter accreditation. The Sub-Committee comprises the Vice-Chairman of the Standards Committee (Chairman of the Sub-

Committee), the Leaders of the Conservative and the Liberal Democrat Group, two other identified elected Members and two Independent Members of the Standards Committee. In view of its work, it would be appropriate for it to be reconstituted.

- 7.3 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. Each Political Group Leader has 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. In view of appointment parameters, it would be appropriate to reconstitute the Charter Implementation Group in the existing format. The proposed allocation of Sub-Committee seats is as indicated at appendix 1 of this report.

## **8 RESOURCE IMPLICATIONS**

- 8.1 Provision is made within the 2009/10 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) and any Member Champions nominated by the Leader of the Council be noted.
  - (2) That Committees (including Area Committees) and Sub-Committees be constituted as shown at appendix 1 of this report.
  - (3) That Members be appointed to serve on the Committees (including Area Committees) and Sub-Committees for the 2009/10 Municipal Year.
  - (4) That the Chairmen and Vice-Chairmen of Committees, Chairmen of Area Committees and Chairmen of Sub-Committees be appointed.

Paul Warren

Chief Executive

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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 546366.

## COMMITTEE ALLOCATIONS – 2009/10

Committee	No. of Seats	Conservative (85%)	Liberal Democrat (13%)	Non Group (2%)
Appeals	6	5	1	0
Audit	11	9	2	0
Development Control	39	33	5	1
Licensing	15	13	1	1
Review	8	7	1	0
Standards	5	4	1	0
<b>Total No. of Seats</b>	<b>84</b>	<b>71</b>	<b>11</b>	<b>2</b>

The Central, East and West Area Committees will comprise the Councillors whose Wards are within their area.

Appendix 1

SUB-COMMITTEE ALLOCATIONS – 2009/10

Sub-Committee	No. of Seats	Conservative (85%)	Liberal Democrat (13%)	Non Group (2%)
Local Development Framework Sub-Committee (a Sub-Committee of Council)	6	5	1	0
<b>Total Number of Seats</b>	<b>6</b>	<b>5</b>	<b>1</b>	<b>0</b>

<b>Note - Terms of reference are as follows:-</b>	
Local Development Framework Sub-Committee	To review and report on the contents of Development Plan Documents.

<p><b>The Charter Implementation Group (a Sub-Committee of the Standards Committee) to comprise:-</b></p> <ul style="list-style-type: none"> <li>• The Vice-Chairman of the Standards Committee (Chairman)</li> <li>• The Leader of the Conservative Group</li> <li>• The Leader of the Liberal Democrat Group</li> <li>• Two other identified elected Members (Cllrs Mrs G A Lucas-Gill and Mrs C A Weston)</li> <li>• Two Independent Members of the Standards Committee (Mr D J Cottis and Mrs L Walker)</li> </ul>
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<b>Note - Terms of reference are as follows:-</b>	
Charter Implementation Group	To oversee and lead on the process of applying for Elected Member Development Charter accreditation.

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**Addendum 1**

**SELECTION OF AREA COMMITTEE CHAIRMEN**

1. On arrival in the Council Chamber, each Member will be given an envelope containing a ballot paper and pencil.
2. The Chairman, at an appropriate point at item 9 of the Agenda, will ask Members to confirm that they all have ballot papers.
3. The Chairman will announce that Members of the East Area Committee should vote on their ballot papers for the Chairman of that Committee. Officers will collect these completed papers and hand them to the Chief Executive.
4. The Chief Executive and Monitoring Officer will adjudicate on the ballot for Chairman of the East Area Committee.
5. Once East Area Committee ballot papers have been collected, the Chairman will announce that Members of the Central Area Committee should vote on their ballot papers for Chairman of that Committee. Officers will collect these completed papers and hand them to the Chief Executive.
6. The Chief Executive and Monitoring Officer will adjudicate on the ballot for Chairman of the Central Area Committee.
7. Once Central Area Committee ballot papers have been collected, the Chairman will announce that Members of the West Area Committee should vote on their ballot papers for Chairman of that Committee. Officers will collect these completed papers and hand them to the Head of Paid Service.
8. The Chief Executive and Monitoring Officer will adjudicate on the ballot for Chairman of the West Area Committee.
9. The Chairman of the Council will announce the result of the 3 ballots.
10. In the event of there being 2 or more candidates remaining for any of the 3 Area Committees, further ballot papers will be distributed to Members of that Committee and Members will vote again. Officers will collect these completed papers and hand them to the Chief Executive.
11. The Chief Executive and Monitoring Officer will adjudicate.
12. The Chairman of the Council will announce the result of the ballot.



**EXECUTIVE APPOINTMENTS – 2009/10**

PORTFOLIOS	APPOINTEE
Service Development/Improvement & Performance Management (Deputy Leader)	Cllr Mrs M J Webster
Environment	Cllr M G B Starke
Finance and Resources	Cllr P F A Webster
Leisure, Tourism, Heritage, the Arts, Culture and Business	Cllr K J Gordon
Planning and Transportation	Cllr K H Hudson
Council Tax Collection, Benefits and Strategic Housing Functions	Cllr Mrs T J Capon
Young Persons, Adult Services, Community Care and Well-Being, Health and Community Safety	Cllr Mrs L A Butcher

**MEMBER CHAMPION APPOINTMENTS – 2009/10**

CHAMPION	APPOINTEE
Risk and Business Continuity	Cllr K A Gibbs
E Government and Website Development	Cllr P R Robinson
Animal Welfare	Cllr Mrs M J Webster

## Addendum 3

**MEMBERSHIP NOMINATIONS FOR COMMITTEES AND  
SUB-COMMITTEES****COMMITTEES**

<b>COMMITTEE</b>	<b>NOMINATION</b>
Appeals (6)	Cllr Mrs L M Cox Cllr J E Grey Cllr K H Hudson Cllr T Livings Cllr Mrs B J Wilkins  Cllr R A Oatham
Audit (11)  (Note: There is 1 vacant seat. According to the pro rata rules, there should be 1 nomination from the Liberal Democrat Group)	Cllr Mrs L A Butcher Cllr J P Cottis Cllr K A Gibbs Cllr T Livings Cllr Mrs J A Mockford Cllr S P Smith Cllr D G Stansby Cllr M J Steptoe Cllr J Thomass  Cllr Mrs J Dillnutt
Licensing (15)  (Note: There are 2 vacant seats. According to the pro rata rules, there should be 1 nomination from the Conservative Group and 1 nomination from the non-Group Member)	Cllr Mrs P Aves Cllr M R Carter Cllr J P Cottis Cllr Mrs L M Cox Cllr T G Cutmore Cllr K A Gibbs Cllr T E Goodwin Cllr K H Hudson Cllr A J Humphries Cllr T Livings Cllr M Maddocks Cllr Mrs B J Wilkins  Cllr R A Oatham

## Addendum 3

COMMITTEE	NOMINATION
Review (8)  (Note: There is 1 vacant seat. According to the pro rata rules, there should be 1 nomination from the Conservative Group)	Cllr K A Gibbs Cllr T Livings Cllr Mrs G A Lucas-Gill Cllr M Maddocks Cllr P R Robinson Cllr M J Steptoe  Cllr Mrs J R Lumley
Standards (5)	Cllr Mrs H L A Glynn Cllr D Merrick Cllr M J Steptoe Cllr J Thomass  Cllr C I Black

## SUB-COMMITTEES

SUB-COMMITTEE	NOMINATION
Local Development Framework Sub-Committee (6)	Cllr T E Goodwin Cllr K J Gordon Cllr K H Hudson Cllr J M Pullen Cllr Mrs C A Weston  Cllr C I Black

**CHAIRMAN AND VICE-CHAIRMAN NOMINATIONS FOR COMMITTEES AND SUB-COMMITTEES**

**COMMITTEES**

COMMITTEE	NOMINATIONS FOR CHAIRMAN	NOMINATIONS FOR VICE-CHAIRMAN
Appeals	Cllr J E Grey	Cllr Mrs L M Cox
Audit	Cllr Mrs J A Mockford	Cllr J P Cottis
Development Control	Cllr S P Smith	Cllr P A Capon
Licensing	Cllr K A Gibbs	Cllr Mrs P Aves
Review	Cllr Mrs J R Lumley	Cllr M Maddocks
Standards	To be independently chaired	Cllr D Merrick

**SUB-COMMITTEES**

SUB-COMMITTEE	NOMINATIONS FOR CHAIRMAN
Local Development Framework Sub-Committee	Cllr K H Hudson