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## APPOINTMENT OF COMMITTEES AND SUB-COMMITTEES 2005/06

### 1 SUMMARY

- 1.1 This report sets out proposals for the discharge of business during the 2005/06 Municipal Year.

### 2 INTRODUCTION

- 2.1 The Council is invited:-

- (1) 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.
- (2) To appoint the membership in accordance with the wishes of political group leaders.
- (3) To appoint Chairmen and Vice-Chairmen.
- (4) To appoint a lead Councillor and Spokesperson for E-Government and Champions for both Business and Benefits, for Procurement and for the Historic Environment.

### 3 COMMITTEES

- 3.1 Details of the Committees for 2005/06 and the Scheme of Delegation are set out in Part 3 of the Constitution. The Constitution requires that the Council appoint at least one Overview and Scrutiny Committee, a Standards Committee and such other Committees as considered appropriate. The Council has a statutory duty to ensure that the appointments to Committees reflect the proportion of the total number of seats on the Council held by each political group, unless otherwise agreed. In accordance with previously issued guidance it is usual practice that, if a Member is appointed to a Policy Committee, that same Member is not appointed to the corresponding Overview and Scrutiny Committee.
- 3.2 The Corporate Director (Law, Planning and Administration) 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 group;
  - (2) That if a 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 any Committees that the Council agrees may be constituted in some other manner.

#### **4 MEMBERSHIP OF COMMITTEES**

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

|                             |    |
|-----------------------------|----|
| Conservative Group          | 31 |
| Independent                 | 1  |
| Labour                      | 1  |
| Liberal Democrat Group      | 4  |
| Rochford District Residents | 1  |
| Vacancy                     | 1  |

- 5.1 The proposed allocation of seats is as indicated at Appendix 1 of this report.
- 5.2 Each Group Leader and 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 Groups.

#### **5 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN**

- 5.1 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.
- 5.2 In accordance with previous Committee decisions, the Chairman of the Finance and Procedures Overview and Scrutiny Committee (or their nominee/s) will be lead Councillor and Spokesperson for E-Government and the Council's Champion for both Business and Benefits and for Procurement.
- 5.3 In accordance with the decision of the Environmental Services Committee at its meeting on 12 October 2004 (Minute 431/04), the Council is obliged to nominate a Champion for the Historic Environment. During the 2004/05 Municipal Year Cllr Mrs M J Webster was the Council's Historic Environment Champion.

## 6 SUB-COMMITTEES

- 6.1 During the 2004/05 Municipal Year some Sub-Committees were appointed to consider and report back on time limited projects. The work of a number of these Sub-Committees needs to continue into the 2005/06 Municipal Year and, to facilitate work throughput, it would be appropriate to re-appoint at Annual Council.
- 6.2 As with Committees, the allocation of seats to Sub-Committees should accord with the pro-rata criteria set out in the Local Government Housing Act 1989, unless Council agrees they may be constituted in some other manner. It should be noted that the Community Overview and Scrutiny Committee at its meeting on 15 July 2004 (Minute 320/04) agreed that the Gypsy/Traveller Sub-Committee should comprise of 3 Conservative Members, 1 Liberal Democrat Member and 1 non-Group Member. Similarly, Council agreed at its meeting on 28 October 2004 (Minute 458/04) that the St George's Day Sub-Committee should comprise of 3 Conservative Members, 1 Liberal Democrat Member and 1 non-Group Member.
- 6.3 The Sub-Committees are set out at Appendix 2 of this report. The appendix includes a St George's Day Sub-Committee on the basis that Members of the Sub-Committee feel it would be of value to receive feedback on the 2005 celebrations and to consider possibilities for 2006 in line with the Council's decision to consider earmarking an appropriate sum for 2006 within budget discussions. As with Committees, each Group Leader and non-Group Member has been asked to provide a list of Members to serve on the Sub-Committees, together with nominations for Chairmen. Details of these will follow. Although not a legal requirement, Members serving on a Sub-Committee would normally be appointees to the corresponding parent Committee.
- 6.4 Annual Council is also asked to agree to the re-establishment of an Emergency Planning Sub-Committee with a standing membership of the Leader of the Council and the Chairmen of the Community Services, Environmental Services, Policy & Finance and Planning Services Committees. The terms of reference of the Sub-Committee are "to convene at the request of the Chief Executive or Leader of the Council at short notice when a major incident affecting the District, or part of the District, has been declared by the Emergency Services, or when a catastrophic incident has been declared by Central Government, with delegated authority to deal with all matters requiring:-
- The urgent commitment of significant human, financial and/or other resources.

- Any related issues due to the profound nature of the incident.”

## **7 RESOURCE IMPLICATIONS**

- 7.1 Provision is made within the 2005/06 estimates for the anticipated costs that will arise from the proposals contained within this report.

## **8 LEGAL IMPLICATIONS**

- 8.1 None other than set out in the report.

## **9 RECOMMENDATION**

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

- (1) To constitute Committees and Sub-Committees as shown at Appendices 1 and 2 of this report, together with an Emergency Planning Sub-Committee on the basis set out at paragraph 6.4 above.
- (2) To appoint Members to serve on these Committees and Sub-Committees for the 2005/06 Municipal Year.
- (3) To appoint Chairmen and Vice-Chairmen of Committees and Chairmen of Sub-Committees.
- (4) To appoint Members as the Council's lead Councillor and Spokesperson for E-Government, and as the Council's Business and Benefits Champion, Procurement Champion and Historic Environment Champion. (HAMS)

Paul Warren

Chief Executive

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### **Background Papers:**

None

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