
APPOINTMENT OF THE EXECUTIVE, COMMITTEES, SUB-COMMITTEES AND COMMUNITY FORUMS 2011/12

1 SUMMARY

- 1.1 This report sets out proposals for the discharge of business during the 2011/12 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 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, 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 2011/12 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	1
Vacancy	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.

6 COMMUNITY FORUMS

- 6.1 Separately to Committees, it has been determined by Council that East and West Community Forums be appointed. The East Forum to comprise 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 to comprise 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.

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 at appendix 1 of this report.

9 RESOURCE IMPLICATIONS

- 9.1 Provision is made within the 2011/12 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 at appendix 1 of this report.
- (3) That Members be appointed to serve on the Committees, Sub-Committees and Community Forums for the 2011/12 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:-

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

COMMITTEE ALLOCATIONS – 2011/12

Committee	No. of Seats	Conservative (79.49%)	Liberal Democrat (10.26%)	Rochford District Residents (5.13%)	Green (2.56%)	Vacancy (2.56%)
Appeals	6	5	1	0	0	0
Audit	11	9	1	1	0	0
Development	39	31	4	2	1	1
Licensing	15	12	1	0	1	1
Review	8	6	1	1	0	0
Standards	5	4	1	0	0	0
Total No. of Seats	84	67	9	4	2	2

SUB-COMMITTEE ALLOCATIONS – 2010/11

Sub-Committee	No. of Seats	Conservative (79.49%)	Liberal Democrat (10.26%)	Rochford District Residents (5.13%)	Green (2.56%)	Vacancy (2.56%)
Local Development Framework Sub-Committee (a Sub-Committee of Council)	6	5	1	0	0	0
Total Number of Seats	6	5	1	0	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.
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Addendum 1

EXECUTIVE APPOINTMENTS – 2011/12

PORTFOLIOS	APPOINTEE
Planning and Transportation (Deputy Leader)	Cllr K H Hudson
Council Tax Collection, Benefits and Strategic Housing Functions	Cllr M Maddocks
Environment	Cllr M J Steptoe
Finance and Resources	Cllr C G Seagers
Leisure, Tourism, Heritage, the Arts, Culture and Business	Cllr K J Gordon
Service Development/Improvement & Performance Management	Cllr Mrs G A Lucas-Gill
Young Persons, Adult Services, Community Care and Well-Being, Health and Community Safety	Cllr Mrs J E McPherson

Addendum 1

MEMBER CHAMPION APPOINTMENTS – 2011/12

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

Addendum 2

MEMBERSHIP NOMINATIONS FOR COMMITTEES AND SUB-COMMITTEES

COMMITTEES

COMMITTEE	NOMINATION
Appeals (6)	Cllr Mrs H L A Glynn Cllr J E Grey Cllr K H Hudson Cllr M Maddocks Cllr Mrs B J Wilkins Cllr R A Oatham
Audit (11)	Cllr J P Cottis Cllr K A Gibbs Cllr Mrs A V Hale Cllr Mrs J A Mockford Cllr T E Mountain Cllr R D Pointer Cllr J Thomass Cllr I H Ward Cllr Mrs B J Wilkins Cllr C I Black Cllr Mrs C M Mason
Licensing (15) (Note: There is 1 vacant seat. According to the pro rata rules, this should be for the outstanding vacancy)	Cllr Mrs P Aves Cllr M R Carter Cllr J P Cottis Cllr T G Cutmore Cllr K A Gibbs Cllr K H Hudson Cllr M Maddocks Cllr T E Mountain Cllr M J Steptoe Cllr I H Ward Cllr Mrs C A Weston Cllr Mrs B J Wilkins Cllr R A Oatham Cllr M Hoy

Addendum 2

COMMITTEE	NOMINATION
Review (8)	Cllr Mrs P Aves Cllr K A Gibbs Cllr Mrs H L A Glynn Cllr Mrs A V Hale Cllr R D Pointer Cllr I H Ward Cllr Mrs J R Lumley Cllr J R F Mason
Standards (5)	Cllr Mrs H L A Glynn Cllr D Merrick Cllr Mrs M J Webster Cllr Mrs C A Weston Cllr C I Black

SUB-COMMITTEES

SUB-COMMITTEE	NOMINATION
Local Development Framework Sub-Committee (6)	Cllr K H Hudson 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 B J Wilkins
Audit	Cllr Mrs J A Mockford	Cllr J P Cottis
Development	Cllr P A Capon	Cllr D Merrick
Licensing	Cllr K A Gibbs	Cllr Mrs P Aves
Review	Cllr Mrs J R Lumley	Cllr Mrs H L A Glynn
Standards	To be independently chaired	Cllr C I Black Cllr Mrs C A Weston

SUB-COMMITTEES

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