



Rochford District
Council

REPORT TITLE:	Appointment of Representatives to Outside Bodies and Other Forums 2023/24
REPORT OF:	The Monitoring Officer

REPORT SUMMARY

Members are invited to appoint representatives to serve on outside bodies and other forums for the 2023/24 Municipal Year.

Outside bodies are organisations that have asked the Council for appointees over the next Municipal Year, the Council having previously agreed that appointments would be appropriate. The other forums are partnerships and organisations with which the Council has more direct working involvement as part of its own remit and a right to nominate representatives.

RECOMMENDATIONS

- R1 - That the appointment of an officer and Executive Lead Members, or a Councillor nominated by the Leader, to outside bodies for the 2023/24 Municipal Year be on the basis set out at Appendix 1 of this report.**
- R2 - That Member representatives (including substitutes) be appointed for the 2023/24 Municipal Year to the outside bodies set out at Appendix 2 of this report.**
- R3 - That the attendance of the Leader of the Council (or their nominee) and Executive Lead Members as the Council's representatives at a number of external partnerships be noted.**
- R4 - That appointments be made to the three seats on the Sanctuary in Rochford Committee for the 2023/24 Municipal Year.**
- R5 - That the appointment of the Executive Lead Member for Communities & Health or equivalent Leader nominee to the Essex Police, Fire and Crime Panel and the nomination by the Leader of a substitute be endorsed.**
- R6 - That the appointment of the Executive Lead Member for Communities & Health or equivalent Leader nominee to the Essex Countywide Traveller Unit and the nomination by the Leader of a substitute be endorsed.**

- R7 - That the Executive Lead Member for Environmental Services or equivalent Leader nominee be appointed to the River Crouch Coastal Community Team Steering Group and the Executive Lead Member for Leisure, Tourism & Wellbeing or equivalent Leader nominee be appointed as their substitute and that one other Member and one other substitute also be appointed to the Steering Group.**
- R8 - That appointments be made on a pro rata basis to the 7 seats on the Partnership Panel.**

SUPPORTING INFORMATION

1.0 POLICY

1.1 Council policy relating to outside bodies includes the following:-

- Officer appointments to specific seats;
- Appointees to have an interest in the aims of the body and be able to add value;
- Appointees to have a substitute and to receive initial briefings on the work of the body by an appropriate officer or a body representative; and
- Appointees to be asked to report back on the work of bodies to which they are appointed via the Members' Bulletin twice per year. The possibility of an appointee reporting into a meeting should not be discounted as an alternative in appropriate circumstances.

1.2 Where appropriate representation on some bodies has been aligned with the Executive Lead Member whose remit relates to the activity of those organisations.

2.0 BACKGROUND INFORMATION

2.1 The outside body that is subject to officer appointment and the proposed appointee is set out at Appendix 1 for endorsement. The outside bodies for which it would continue to be appropriate for the appointee to be an Executive Lead Member, or a Councillor they nominate, or the Leader of the Council, are also set out at Appendix 1.

2.2 Set out at Appendix 2 is a list of outside bodies requiring Member nominations for the next municipal year, along with information on the timing, frequency and location of meetings. Substitutes are not required for the Hockley Community Association or Rayleigh Grange Community Association.

2.3 Group Leaders have been asked to provide a list of nominees to serve on outside bodies and these are set out in the addendums to this report.

In appointing to outside bodies and other forums there is no legal requirement to take account of the number of seats each political group holds on the

Council as a whole. Should the pro-rata rules be applied, the allocation of places for the seats identified at Appendix 2 is as follows:-

Conservative	4
Liberal Democrat	3
Rochford District Residents	2
Independent & Green	1
Rochford District Independents	1
Independent Conservatives	1
Non Group	0

2.4 External Partnerships

The Leader of the Council (or their nominee) attends meetings or is involved with a number of external partnerships on behalf of the Council. These currently include the East of England Local Government Association, the Association of South Essex Local Authorities, the Thames Estuary Growth Board and the Essex Leaders and Chief Executives Group. Portfolio Holders have involvement in a number of partnership groups, including the Rochford Youth Strategy Group. As regional, sub-regional, and local partnership arrangements continue to evolve and change in the light of a changing environment, it would be appropriate for the continued attendance by the Leader/Executive Lead Members on these and any related bodies.

2.5 Sanctuary In Rochford Committee

The Council has the right to appoint to three seats on the Sanctuary in Rochford Committee for the 2023/24 Municipal Year.

2.6 Essex Police, Fire and Crime Panel

It would be appropriate for the Executive Lead Member for Communities & Health or equivalent Leader appointee to attend Essex Police, Fire & Crime Panel meetings. The Executive Lead Member nominates a substitute.

2.7 Essex Countywide Traveller Unit

It would be appropriate for the Executive Lead Member for Communities & Health or equivalent Leader appointee to continue to attend Joint Steering Group meetings. The Executive Lead Member nominates a substitute.

2.8 Local Highways Panel

Essex County Council has advised that with effect from the 2023/24 municipal year there will no longer be District Council representation on local highways panels, which will be comprised solely of County Members.

2.9 River Crouch Coastal Community Team

Rochford District Council (RDC) carries out the secretariat role for the River Crouch Coastal Community Team (RCCCT) and is the Accountable Body for the RCCCT. RDC is required to appoint two Members to the RCCCT Steering Group, one of whom will be appointed by the RCCCT as Chairman. Although the RCCCT Vice-Chairman is not a Member of this Council, RDC is also asked to appoint two substitutes as this will ensure that there are always two RDC Members on the Steering Group. It is proposed that one of the appointees be the Executive Lead Member for Environmental Services/equivalent Leader appointee and that the substitute for this appointee should be the Executive Lead Member for Leisure, Tourism & Wellbeing/equivalent Leader appointee.

2.10 Partnership Panel

The Partnership Panel was set up by Council comprising of 7 Members of the Council on a pro rata basis to provide input and feedback directly to the Partnership Board from elected Members of the Council to support the delivery of the Asset Delivery Programme. The Panel meets on a fortnightly basis. Annual Council is therefore asked to appoint 7 Members to the Partnership Panel according to pro rata rules. The allocation of places for seats on the Partnership Panel is as follows:-

Conservative	2
Liberal Democrat	2
Rochford District Residents	1
Independent & Green	1
Rochford District Independents	1
Independent Conservatives	0
Non-Group	0

3.0 FINANCIAL IMPLICATIONS

- 3.1 Members who attend outside body and other forum meetings are entitled to claim travel and subsistence allowances. Members should, however, only make these claims where there has been no support from the outside body concerned towards travel and subsistence.

5.0 LEGAL IMPLICATIONS

- 5.1 There are no legal implications.

6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS

- 6.1 There are none.

7.0 RELEVANT RISKS

- 7.1 The principal risk related to this report is that if the Council fails to appoint Members to serve on outside bodies the Council's interests will not be represented at meetings of those organisations.

8.0 ENGAGEMENT/CONSULTATION

- 8.1 No formal public consultation is required in respect of the Council's appointments to outside bodies.

9.0 EQUALITY IMPLICATIONS

- 9.1 There are no equality impacts associated with appointing to outside bodies.

10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS

- 10.1 There are no environment and climate impacts associated with appointing to outside bodies.

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APPENDICES

Attached.

BACKGROUND PAPERS

None.

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Annual Council - Appointment of Representatives to Outside Bodies and Other Forums 2022/23	17 May 2022
Annual Council - Appointment of Representatives to Outside Bodies and Other Forums 2021/22	18 May 2021
Annual Council - Appointment of Representatives to Outside Bodies and Other Forums 2020/21	9 July 2020

Proposed Officer Appointment

Body	Officer Appointee
NACRO N.C.E Ltd (the crime and reoffending reduction charity)	Jeanette Hurrell, Housing Options Team Leader

Executive Lead Member Appointments

Body	Officer Appointee
Community Safety Partnership (CSP) Steering Group	Executive Lead Member for Communities & Health or equivalent Leader nominee
Crouch Harbour Authority	Executive Lead Member for Leisure, Tourism & Wellbeing or equivalent Leader nominee
Essex Countywide Traveller Unit	Executive Lead Member for Communities & Health or equivalent Leader nominee
Essex Police, Fire and Crime Panel	Executive Lead Member for Communities & Health or equivalent Leader nominee
Essex Heritage Trust	Executive Lead Member for Leisure, Tourism & Wellbeing or equivalent Leader nominee
Essex Waste Partnership Board	Executive Lead Member for Environmental Services or equivalent Leader nominee
Local Government Association (LGA) General Assembly	Leader of the Council or equivalent Leader nominee
Rayleigh and Rochford Association of Voluntary Services	Executive Lead Member for Leisure, Tourism & Wellbeing or equivalent Leader nominee or equivalent Leader nominee
River Crouch Coastal Community Team Steering Group	Executive Lead Member for Environmental Services or equivalent Leader nominee

South Essex Children's Partnership Board	Executive Lead Member for Leisure, Tourism & Wellbeing or equivalent Leader nominee
South Essex Parking Partnership	Executive Lead Member for Public Spaces & Assets or equivalent Leader nominee
Mid and South Essex NHS Foundation Trust (Board of Governors)	Executive Lead Member for Communities & Health or equivalent Leader nominee

Bradwell B Community Forum	
Purpose:	To engage with the community and key organisations on matters relating to the build of a new nuclear power station at Bradwell-on-Sea.
Time:	Early Evening (6pm-8pm)
Frequency:	2-4 meetings a year dependent on project activity
Location:	Online or Maldon District
Nominees:	1 plus 1 substitute

The Bradwell Local Community Liaison Council	
Purpose:	To liaise with local organisations on matters arising from the decommissioning/management of Bradwell Reactor Site.
Time:	10.00 am – 2.00 pm (approx).
Frequency:	Two per annum (some ad hoc if necessary).
Location:	Maldon District
Nominees:	1 plus 1 substitute

Essex Flood Partnership Board	
Purpose:	To bring Risk Management Authorities together to manage flooding and drought.
Time:	
Frequency:	Quarterly
Location:	County Hall or online
Nominees:	1 plus 1 substitute

Hockley Community Centre Association	
Purpose:	Provision of leisure facility to the local community.
Time:	Evening
Frequency:	Monthly
Location:	Hockley Community Centre, Westminster Drive, Hockley
Nominees:	2

London Southend Airport Consultative Committee	
Purpose:	Acting as a means of consultation in accordance with the Civil Aviation Act 1982.
Time:	2.00pm
Frequency:	Quarterly (approx.)
Location:	Southend Airport Hotel
Nominees:	3 plus 3 substitutes

Rayleigh Grange Community Association Governing Body	
Purpose:	Management of the Rayleigh Grange Community Centre.
Time:	Tuesday Evenings
Frequency:	Quarterly
Location:	The Community Centre
Nominees:	2

Rayleigh Mount Local Committee	
Purpose:	Conservation of Rayleigh Mount.
Time:	7.00pm
Frequency:	3 per annum
Location:	Rayleigh Town Museum, Rayleigh
Nominees:	1 plus 1 substitute

Rochford Hundred Association of Local Councils	
Purpose:	To establish a two-way communication between Member Councils and Rochford District Council in order that both parties obtain a better understanding and working relationship.
Time:	7.30pm
Frequency:	4 per annum (approx.) every January, April, July and October
Location:	Anywhere in the District
Nominees:	1 plus 1 substitute

OUTSIDE BODY NOMINATIONS 2023/24 - RECOMMENDATION (1) RELATING TO OFFICER APPOINTMENTS AND EXECUTIVE LEAD MEMBER/LEADER NOMINEE APPOINTMENTS

Body	Officer Appointee for 2022/23
NACRO N.C.E. Ltd (the crime and reoffending reduction charity)	Jeanette Hurrell, Housing Options Team Leader

Outside Body	Nominee(s) for 2023/24
Community Safety Partnership (CSP) Steering Group	Executive Lead Member for Communities & Health or equivalent Leader nominee
Crouch Harbour Authority	Executive Lead Member for Leisure, Tourism & Wellbeing or equivalent Leader nominee
Essex Heritage Trust	Executive Lead Member for Leisure, Tourism & Wellbeing or equivalent Leader nominee
Essex Waste Partnership Board	Executive Lead Member for Environmental Services or equivalent Leader nominee
Local Government Association (LGA) General Assembly	Leader of the Council or equivalent Leader nominee

Outside Body	Nominee(s) for 2023/24
Mid and South Essex NHS Foundation Trust (Board of Governors)	Executive Lead Member for Communities & Health or equivalent Leader nominee
Rayleigh and Rochford Association of Voluntary Services	Executive Lead Member for Leisure, Tourism & Wellbeing or equivalent Leader nominee
South Essex Children's Partnership Board	Executive Lead Member for Leisure, Tourism & Wellbeing or equivalent Leader nominee
South Essex Parking Partnership	Executive Lead Member for Public Spaces & Assets or equivalent Leader nominee

OUTSIDE BODY NOMINATIONS 2023/24 – RECOMMENDATION (2) RELATING TO MEMBER APPOINTMENTS TO OUTSIDE BODIES SET OUT IN APPENDIX 2 TO THE REPORT

Outside Body	No. of Appointees	Nominee(s) for 2023/24	No. of Substitutes	Nominee(s) for 2023/24
Bradwell B Community Forum	1	Cllr A L Williams	1	Cllr Mrs J E McPherson
Bradwell Local Community Liaison Council	1	Cllr A L Williams	1	Cllr Mrs J E McPherson
Essex Flood Partnership Board	1	Cllr C M Stanley	1	Cllr J E Cripps
Hockley Community Centre Association Note: 3 nominations for 2 appointments	2	Cllr M R Carter Cllr A H Eves Cllr Mrs E P Gadsdon	Not applicable	

Outside Body	No. of Appointees	Nominee(s) for 2023/24	No. of Substitutes	Nominee(s) for 2023/24
London Southend Airport Consultative Committee Note: 5 nominations for 3 appointments Note: 5 nominations for 3 Substitutes	3	Cllr J N Gooding Cllr M Hoy Cllr R C D Linden Cllr I H Ward Cllr S E Wootton	3	Cllr Mrs J R Gooding Cllr S A Wilson Cllr A G Cross Cllr S E Wootton Cllr I H Ward
Rayleigh Grange Community Association Governing Body Note: 4 nominations for 2 appointments	2	Cllr Mrs D L Belton Cllr Mrs E L Brewer Cllr L J Newport Cllr D J Sperring	Not applicable	
Rayleigh Mount Local Committee Note: 2 nominations for 1 appointment	1	Cllr R C D Linden Cllr I H Ward	1	Cllr Mrs S J Page
Rochford Hundred Association of Local Councils	1	Cllr Mrs J R Gooding	1	Cllr T D Knight

**OUTSIDE BODY NOMINATIONS 2023/24 – RECOMMENDATION (4)
RELATING TO SANCTUARY IN ROCHFORD COMMITTEE****Sanctuary in Rochford Committee**

No. of Appointees	Nominee(s) for 2023/24
<p>3</p> <p>Note: 4 nominations for 3 appointments</p>	<p>Cllr Mrs C M Mason Cllr L J Newport Cllr Mrs L Shaw Cllr S A Wilson</p>

**OUTSIDE BODY NOMINATIONS 2023/24 – RECOMMENDATION (5) –
RELATING TO ESSEX POLICE, FIRE AND CRIME PANEL**

Outside Body	Nominee(s) for 2023/24	Substitute(s) for 2023/24
Essex Police, Fire and Crime Panel	Executive Lead Member for Communities & Health/Leader equivalent nominee	Leader nominee

**OUTSIDE BODY NOMINATIONS 2023/24 – RECOMMENDATION (6)
– RELATING TO THE ESSEX COUNTYWIDE TRAVELLER UNIT**

Outside Body	No. of Appointees	Nominee(s) for 2023/24	No. of Substitutes	Nominee(s) for 2023/24
Essex Countywide Traveller Unit	1	Executive Lead Member for Communities & Health/Leader equivalent nominee	1	Leader Nominee

**OUTSIDE BODY NOMINATIONS 2023/24 – RECOMMENDATION (7)
– RELATING TO THE RIVER CROUCH COASTAL COMMUNITY TEAM STEERING GROUP****River Crouch Coastal Community Team Steering Group**

Outside Body	No. of Appointees	Nominee(s) for 2023/24	No of Substitutes	Nominee(s) for 2023/24
River Crouch Coastal Community Team Steering Group	2	Cllr M Hoy Cllr Mrs J E McPherson	2	

**OUTSIDE BODY NOMINATIONS 2023/24 – RECOMMENDATION (8)
– RELATING TO THE PARTNERSHIP PANEL****Partnership Panel**

Outside Body	No. of Appointees	Nominee(s) for 2023/24
Partnership Panel	7	Cllr D J Sperring Cllr M J Steptoe Cllr J E Cripps Cllr A G Cross Cllr A H Eves Cllr M Hoy Cllr Mrs J R Gooding