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## **APPOINTMENT OF EXECUTIVE BOARD, COMMITTEES AND SUB-COMMITTEES 2008/09**

### **1 SUMMARY**

- 1.1 This report sets out proposals for the discharge of business during the 2008/09 Municipal Year.

### **2 INTRODUCTION**

- 2.1 The Council is invited:-

- (1) To note the appointees to the Executive Board nominated by the Leader of the Council and the associated portfolios.
- (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 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.
- (5) To appoint Member Champions.

### **3 EXECUTIVE BOARD**

- 3.1 Council determined at its meeting on 24 April 2008 to move to the stronger leadership model of governance whereby the Leader of the Council has responsibility for appointments to an Executive Board that comprises the Leader, Deputy Leader and six other Members. 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 Board) – Overall strategy and policy direction.
  - Board Member for Service Development/Improvement & Performance Management (Deputy Leader).
  - Board Member for Environment including Parks, Open Spaces and Woodlands, Recycling, Street Scene and the new contracts.
  - Board Member for Finance and Resources.

- Board Member for Leisure, Tourism, Heritage, the Arts, Culture and Business.
- Board Member for Planning and Transportation.
- Board Member for Council Tax Collection, Benefits and Strategic Housing Functions.
- Board Member for Young Persons, Adult Services, Community Care and Well-being, Health and Community Safety.

#### **4 COMMITTEES**

4.1 Details of the Committees for 2008/09 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, namely the Review Committee, a Standards Committee and such other Committees as considered appropriate to deal with matters which are neither reserved to Council nor are executive functions. 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. If a Member is appointed to the Executive Board 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 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 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 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.

5.4 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. 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 MEMBER CHAMPIONS**

7.1 The Council is invited to appoint Member Champions for:-

- Risk and Business Continuity
- E-Government and website development

7.2 Each Group Leader has been asked to submit nominations for Members to serve as Member Champions. Details of these will follow.

**8 SUB-COMMITTEES**

8.1 The Local Development Scheme has been under review by a Sub-Committee and the need for further work points to it being appropriate for Annual Council to constitute a Local Development Framework 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. Each 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.

**9 RESOURCE IMPLICATIONS**

9.1 Provision is made within the 2008/09 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 the Council **RESOLVES**

- (1) To note the appointees to the Executive Board nominated by the Leader of the Council and the associated portfolios.
- (2) To constitute Committees (including Area Committees) and Sub-Committees as shown at Appendix 1 of this report.
- (3) To appoint Members to serve on the Committees (including Area Committees) and Sub-Committees for the 2008/09 Municipal Year.

- (4) To appoint Chairmen and Vice-Chairmen of Committees, Chairmen of Area Committees and Chairmen of Sub-Committees.
- (5) To appoint Member Champions for:-
  - Risk and Business Continuity
  - E-Government and Website Development

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 – 2008/09**

<b>Committee</b>	<b>No. of Seats</b>	<b>Conservative (85%)</b>	<b>Liberal Democrat (13%)</b>	<b>Non Group (2%)</b>
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><i>Total No. of Seats</i></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.

**SUB-COMMITTEE ALLOCATIONS – 2008/09**

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

**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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