

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES AND OTHER FORUMS 2023/24

1 SUMMARY

- 1.1 Members are invited to appoint representatives to serve on outside bodies and other forums for the 2023/24 Municipal Year.
- 1.2 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.

2 POLICY

- 2.1 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.
- 2.2 Where appropriate representation on some bodies has been aligned with the Portfolio Holder whose remit relates to the activity of those organisations.

3 DISCUSSION

- 3.1 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 a Portfolio Holder, or a Councillor they nominate, or the Leader of the Council, are also set out at Appendix 1. Portfolios identified are based on the 2022/23 position and accordingly may be subject to change this year.
- 3.2 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.
- 3.3 Group Leaders have been asked to provide a list of nominees to serve on outside bodies. Details of nominations will follow.

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

3.4 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/Portfolio Holders on these and any related bodies.

Sanctuary in Rochford Committee

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

Essex Police, Fire and Crime Panel

- 3.6 The nominee to this Panel has previously been the Portfolio Holder for Community, Housing & Health. The Portfolio Holder nominates a substitute.

Essex Countywide Traveller Unit

- 3.7 It would be appropriate for the Portfolio Holder for Community, Housing & Health or equivalent Leader appointee to continue to attend Joint Steering Group meetings. The Portfolio Holder nominates a substitute.

Local Highways Panel

- 3.8 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.

River Crouch Coastal Community Team

- 3.9 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 Portfolio Holder for Environment/equivalent Leader appointee and that the substitute for this appointee should be the Portfolio Holder for Customer Services, Legal & Leisure/equivalent Leader appointee.

3.10 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

4 RESOURCE IMPLICATIONS

- 4.1 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 LEGAL IMPLICATIONS

- 5.1 There are no legal implications.

6 EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1 An Equality Impact Assessment has been completed and found there to be no impacts (either positive or negative) on protected groups as defined under the Equality Act 2010.

7 RECOMMENDATION**7.1 It is proposed that Council RESOLVES**

- (1) That the appointment of an officer and Portfolio Holders, 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.
- (2) 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.
- (3) That the attendance of the Leader of the Council (or their nominee) and Portfolio Holders as the Council's representatives at a number of external partnerships be noted.
- (4) That appointments be made to the three seats on the Sanctuary in Rochford Committee for the 2023/24 Municipal Year.
- (5) That the appointment of the Portfolio Holder for Communities, Housing & Health or equivalent Leader nominee to the Essex Police, Fire and Crime Panel and the nomination by the Leader of a substitute be endorsed.
- (6) That the appointment of the Portfolio Holder for Communities, Housing & Health or equivalent Leader nominee to the Essex Countywide Traveller Unit and the nomination by the Leader of a substitute be endorsed.
- (7) That the Portfolio Holder for Environment or equivalent Leader nominee be appointed to the River Crouch Coastal Community Team Steering Group and the Portfolio Holder for Customer Services, Legal & Leisure 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.
- (8) That appointments be made on a pro rata basis to the 7 seats on the Partnership Panel.



Andrew Hunkin

Interim Director of People & Governance

Background Papers:-

None.

For further information please contact Sonia Worthington on:-

Phone: 01702 318141

Email: Sonia.worthington@rochford.gov.uk

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