
APPOINTMENT OF STANDING COMMITTEES 2003/04

1 SUMMARY

- 1.1 This report sets out proposals for the discharge of business during the Municipal Year 2003/04.

2 INTRODUCTION

- 2.1 The Council is invited:-

- (1) to agree the allocation of seats to 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

3 COMMITTEES

- 3.1 Details of the Committees for 2003/04 and Scheme of Delegation are set out in Part 3 of the Constitution. The Constitution requires that the Council appoint at least one Overview & 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 addition, if a Member is nominated to sit on a Policy Committee it is not practicable for that same Member to sit on the corresponding Overview & 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 which 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; and

- (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

- 4.1 The current Group membership of the Council is as follows:

Conservative Group	30
Labour Group	3
Liberal Democrat Group	4
Independent/Hawkwell Residents Association	2

- 4.2 The proposed allocation of seats is as indicated at Appendix 1 of this report.
- 4.3 Each Group Leader has been asked to provide a list of Members to serve on Committees and details received of proposed Membership will be laid on the table at the Council meeting. 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 be laid on the table at the Council meeting.

6 SUB-COMMITTEES

- 6.1 During the Municipal Year 2002/03 Civic Year, the Standing Committees appointed some Sub-Committees to consider and report back on time limited projects. The work of a number of these Sub-Committees needs to continue into the Municipal Year 2003/04 and, to facilitate work throughput, it would be appropriate to re-appoint at Annual Council. 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.
- 6.2 The Sub-Committees to which pro-rata allocation has been applied are set out at Appendix 2 of this report. As with Committees, each Group Leader has been asked to provide a list of Members to serve on the Sub-Committees, together with nominations for Chairmen. Details of these will be laid on the table at the Council Meeting. Although not a

legal requirement, Members serving on a Sub-Committee would normally be appointees to the corresponding Parent Committee.

- 6.3 At its meeting on 29 April 2003, the Council agreed to establish 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 and 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 2003/04 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 the 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 6.3 above.
- (2) to appoint the Members nominated by the Group Leaders to serve on these Committees and Sub-Committees for the Municipal Year 2003/04.
- (3) to appoint Chairmen and Vice-Chairmen of Committees and Chairmen of Sub-Committees. (HAMS)

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Chief Executive

Background Papers:

None

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APPENDIX 1

COMMITTEE ALLOCATIONS - 2003/04

Committee	No. of seats	Conservative	Labour	Liberal Democrat	Independent/ HRA
Appeals & Licensing	6	5	0	1	0
Community Services	13	10	1	1	1
Environmental Services	13	10	1	1	1
Policy & Finance	13	10	1	1	1
Planning Services	39	30	3	4	2
Standards	5	4	0	1	0
Community Overview & Scrutiny	9	7	1	1	0
Environment Overview & Scrutiny	9	7	1	1	0
Finance & Procedures Overview & Scrutiny	9	6	1	1	1
Total No. of Seats	116	89	9	12	6

APPENDIX 2

SUB-COMMITTEE ALLOCATIONS - 2003/04

Sub-Committee (Parent Committee)	No. of seats	Conservative	Labour	Liberal Democrat	Independent/HRA
Animal Welfare Charter (Community Overview and Scrutiny)	6	5	0	0	1
Housing Best Value (Community Overview and Scrutiny)	5	4	1	0	0
Hullbridge (Environment Overview and Scrutiny)	5	4	0	1	0
Rayleigh Traffic Study (Environment Overview and Scrutiny)	9	6	1	1	1
Taxi Licensing (Environmental Services)	4	3	1	0	0
Windmill (Community Services)	4	3	0	1	0
Total number of seats: 33	33	25	3	3	2

Note: Terms of Reference are as follows:	
Animal Charter Welfare Sub-Committee	To consider the issues and oversee the drafting of the Council's Animal Welfare Charter
Housing Best Value Sub-Committee	To consider in detail the homelessness, housing strategy and housing management action plans.
Hullbridge Sub-Committee	To oversee the final stages of the Town Centre Enhancement Scheme
Rayleigh Traffic Study Sub-Committee	To consider options for improvements in traffic flow within Rayleigh Town Centre and to report to Council in July 2003 with its recommendations.
Taxi Licensing Sub-Committee	To consider and report on tariff charges and licensing fees and charges associated with the trade.
Windmill Sub-Committee	To consider the options available and to come forward with a recommended plan of action for securing the future of the Windmill and the adjoining area.

