
APPOINTMENT OF THE EXECUTIVE, COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS 2014/15

1 SUMMARY

- 1.1 This report sets out proposals for the discharge of business during the 2014/15 Municipal Year.

2 INTRODUCTION

- 2.1 The Council is invited:-

- (1) To note the appointees to the Executive (including associated portfolios) and the development of Advisory Group arrangements.
- (2) To constitute and agree the allocation of seats to Committees and a Sub-Committee.
- (3) To appoint the membership of Committees and a Sub-Committee.
- (4) To appoint the Chairmen and Vice-Chairmen of Committees and a Sub-Committee Chairman.
- (5) To constitute and appoint to a Working Group.

3 THE EXECUTIVE

- 3.1 The Leader of the Council has responsibility for appointments to an Executive that comprises the Leader and up to nine other Members. For 2014/15 the Leader's portfolio remit will include National and Regional Issues; the Local Enterprise Partnership; the Corporate Plan; the Local Strategic Partnership; outside bodies such as the Local Government Association; the budget and policy framework; joint working; Executive issues and elections. The Leader's portfolio appointments, including Deputy Leader, are as follows:-

- Deputy Leader – Cllr K H Hudson (covering strategic direction and partnerships, such as with the Parish/Town Councils; the South Essex Parking Partnership and performance management).
- Finance – Cllr S P Smith (covering financial resources; audit; procurement; risk management; payroll and creditors and debtors).
- Enterprise – Cllr M J Steptoe (covering asset management; economic development; employment; the Town Teams; parking; commercial activities and tourism).
- People & Technology – Cllr Mrs G A Lucas-Gill (covering customer services; human resources; ICT and communications).

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- Planning – Cllr K J Gordon (covering planning policy; development control; planning enforcement and building control).
 - Environment – Cllr I H Ward (covering recycling; open spaces; waste management; street scene; pollution control; flood prevention; emergency planning and the Tree Preservation Order Service – hedgerows).
 - Community – Cllr Mrs J E McPherson (covering young people; community safety; safeguarding; public health; housing; grants and voluntary sector support; leisure centres; arts, culture and heritage and cemetery services).
 - Governance – Cllr Mrs C E Roe (covering legal services; revenues and benefits; licensing; RIPA; data protection; Member support and fraud).
- 3.2 For the 2014/15 Municipal Year, the Leader is looking to utilise the knowledge and skill base of the wider membership in the remit of the Portfolio Holders. The value of Portfolio Holder Advisory Groups to the Council's business process has already been recognised. To further harness this value it is hoped that each Portfolio Holder will have the facility to be able to consult and work with Members interested in their Portfolio in the development of Key Decisions (decisions that appear on the Key Decisions Document). As a general rule, and to accord with the size of the Council, a group of three Members could be usefully allied to each Portfolio in an advisory capacity (as an Advisory Group).
- 3.3 In terms of mechanics, it is intended that the largest opposition Group will be invited to appoint Members to the Portfolios of most interest first, followed by the other Groups in descending order according to size and the independent Members. So as to achieve an appropriate spread, each non majority Group will be able to appoint one Member to a Portfolio Holder Advisory Group. The majority Group would appoint to remaining seats. Whilst a Member may only be on one Advisory Group, there is no reason why they cannot consult, or be consulted, by colleagues on other Groups as felt appropriate. Nominations will be sought following the Annual Council meeting.
- 3.4 Once in place a Portfolio Holder will consult his/her Advisory Group on the making of Key Decisions. Whilst consultation will frequently be via electronic means, there may be occasions when either the Portfolio Holder or an Advisory Group Member will suggest that a meeting of the Advisory Group would be appropriate. The Lead Officer for the subject area would co-ordinate meeting arrangements.
- 3.5 Notwithstanding the above, there will continue to be times when it will be appropriate for separate Advisory Groups to be appointed. In addition to involvement with Key Decisions, Advisory Group Members will be able to

make suggestions on aspects of the Council's activities or policies to the Portfolio Holder as felt necessary.

- 3.6 Key Decisions have been identified for the purpose of this arrangement in view of their significance to the business of the Council and built in production lead times which should, on most occasions, afford time for Advisory Group Members to comment on proposals to a Portfolio Holder in advance of the Portfolio Holder's pre decision report being published.

4 COMMITTEES

- 4.1 Details of the Committees for 2014/15 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	27
Green and Rochford District	
Residents	4
Liberal Democrat	3

UKIP	3
Independent Conservative	1
Labour	1

5.2 The proposed allocation of seats is as indicated in the appendix to this report.

5.3 Each Group Leader 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 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES

6.1 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 Chairmen and Vice-Chairmen. Details of these will follow.

6.2 Council has previously determined that the Chairman of the Review Committee should be a Member of the main 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 SUB-COMMITTEE

7.1 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.

7.2 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 in the appendix to this report.

8 WORKING GROUP

8.1 In the last Municipal Year the Council constituted and appointed an Electoral Review Working Group for the purpose of formulating recommendations to Full Council in relation to the Electoral Review of the District Council. The Group comprised six members of the Conservative Group and one member from each of the other Groups.

- 8.2 In view of remaining work on this subject it would be appropriate to re-constitute the Working Group on the same basis.

9 RESOURCE IMPLICATIONS

- 9.1 Provision is made within the 2014/15 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 the development of Advisory Group arrangements be noted.
- (2) That Committees and a Sub-Committee be constituted as shown in the appendix to this report.
- (3) That Members be appointed to serve on Committees and a Sub-Committee for the 2014/15 Municipal Year.
- (4) That the Chairmen and Vice-Chairmen of Committees and a Sub-Committee Chairman be appointed.
- (5) That an Electoral Review Working Group be constituted and appointed to on the basis of six members of the Conservative Group and one member from each of the other Groups.



Amar Dave

Chief Executive

Background Papers:

None.

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COMMITTEE ALLOCATIONS – 2014/15

Committee	No. of Seats	Conservative (69.24%)	Green and Rochford District Residents (10.26%)	Liberal Democrat (7.69%)	UKIP (7.69%)	Independent Conservative (2.56.%)	Labour (2.56%)
Appeals	6	4	1	1		0	0
Audit	11	8	1	1	1	0	0
Development	39	27	4	3	3	1	1
Licensing	15	11	2	1	1	0	0
Review	15	11	2	1	1	0	0
Standards	8	5	1	1	1	0	0
Total No. of Seats	94	66	11	7.5	7.5	1	1

SUB-COMMITTEE ALLOCATIONS – 2014/15

Sub-Committee	No. of Seats	Conservative (69.24%)	Green and Rochford District Residents (10,26%)	Liberal Democrat (7.69%)	UKIP (7.69%)	Independent Conservative (2.56.%)	Labour (2.56%)
Local Development Framework Sub-Committee	6	4	1	1		0	0
Total Number of Seats	6	4	1	0.5	0.5	0	0

WORKING GROUP ALLOCATIONS – 2014/15

Working Group	No. of Seats	Conservative	Green and Rochford District Residents	Liberal Democrat	UKIP	Independent Conservative	Labour
Electoral Review Working Group	9	6	1	1	1	0	0
Total Number of Seats	9	6	1	1	1	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.
Electoral Review Working Group	To formulate recommendations to Council in relation to the Electoral Review of the District Council.