
APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES AND OTHER FORUMS 2020/21

1 SUMMARY

- 1.1 Members are invited to appoint representatives to serve on outside bodies and other forums for the 2020/21 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 Given that the political structure includes Portfolios, it would be appropriate to ally representation on some bodies with the Portfolio Holder whose remit relates to body activity.

3 DISCUSSION

- 3.1 The body that is subject to officer appointment and the proposed appointee is set out at Appendix 1 for endorsement. The 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 current position.
- 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 or Rayleigh Grange Community Associations.
- 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 would be as follows:

Conservative	7
Rochford District Residents	1
Green	1
Liberal Democrat	1
Independent	1
Non-Group Members	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 Future of Essex Partnership, 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 and the SITA Partnership Board. 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.

Citizens Advice

- 3.5 The body has advised that Rochford District Council representation is no longer required on Citizens Advice for the 2020/21 municipal year

Sanctuary in Rochford Committee

- 3.6 The Council has the right to appoint to three seats on the Sanctuary in Rochford Committee for the 2020/21 Municipal Year.

Essex Police, Fire and Crime Panel

- 3.7 The nominee to this Panel has been the Portfolio Holder for Community. The Portfolio Holder nominates a substitute.

Essex Countywide Traveller Unit

- 3.8 It would be appropriate for the Portfolio Holder for Community to continue to attend Joint Steering Group meetings. The Portfolio Holder nominates a substitute.

Local Highways Panel

- 3.9 In accordance with the Essex County Council terms of reference for Local Highways Panels, the District Council has the right to appoint four District Councillors to the Rochford District Local Highways Panel for 2020/21. In line with previous arrangements, it would be appropriate to appoint the Portfolio Holder with involvement in this area and three other Members. The Panel meets approximately quarterly.

River Crouch Coastal Community Team

- 3.10 At Council on 16 July 2019 Rochford District Council (RDC) assumed 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.

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 they nominate, to outside bodies for the 2020/21 Municipal Year be on the basis set out at Appendix 1 of this report.
- (2) That Member representatives (including substitutes) be appointed for the 2020/21 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 2020/21 Municipal Year.
- (5) That the appointment of the Portfolio Holder for Community to the Essex Police, Fire and Crime Panel and the nomination by the Portfolio Holder of a substitute be endorsed.
- (6) That the appointment of the Portfolio Holder for Community to the Essex Countywide Traveller Unit and the nomination by the Portfolio Holder of a substitute be endorsed.
- (7) That appointments be made to the four seats on the Local Highways Panel.
- (8) That two Members and two substitutes be appointed to the River Crouch Coastal Community Team Steering Group.



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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 318111.

Proposed Officer Appointment

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

Portfolio Holder Appointments

Body	Appointee
Community Safety Partnership (CSP) Steering Group	Portfolio Holder for Community
Crouch Harbour Authority	Portfolio Holder for Enterprise
Essex Heritage Trust	Portfolio Holder for Community
Essex Waste Partnership Board	Portfolio Holder for Environment
Local Government Association (LGA) General Assembly	Leader of the Council
Rayleigh and Rochford Association of Voluntary Services	Portfolio Holder for Community
South Essex Children's Partnership Board	Portfolio Holder for Community
South Essex Parking Partnership	Deputy Leader
Mid and South Essex NHS Foundation Trust (Board of Governors)	Portfolio Holder for Community

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:	2 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:	No set time – advised accordingly
Frequency:	Quarterly
Location:	County Hall, Chelmsford (or remotely)
Nominees:	1 plus 1 substitute

Hockley Community Centre Association	
Purpose:	Provision of leisure facility to the local community.
Time:	Evening
Frequency:	3 times per annum plus Annual General Meeting
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:	2.00 pm
Frequency:	4 per annum (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:	Evening
Frequency:	Quarterly
Location:	The Community Centre
Nominees:	2

Rayleigh Mount Local Committee	
Purpose:	Conservation of Rayleigh Mount
Time:	7.00 pm
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:	7.30 pm
Frequency:	4 per annum (approx.) every January, April, July and October
Location:	Anywhere within the District
Nominees:	1 plus 1 substitute