
APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2006/07

1 SUMMARY

- 1.1 Members are invited to appoint representatives to serve on outside bodies for the 2006/07 Municipal Year and to endorse attendance at the County Council's South Essex Area Forum, the Rochford Local Strategic Partnership, the Thames Gateway South Essex Board and the Fourth Option Special Interest Group.

2 POLICY

- 2.1 Current Council policy relating to outside bodies includes the following:-

- Officer appointments to specific seats.
- Wherever possible, appointments to be from the membership of an appropriate Committee.
- All appointees to have a substitute and to receive initial briefings on the work of the body by an appropriate officer or a body representative.
- Member and officer 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 Committee should not be discounted as an alternative in appropriate circumstances.

3 DISCUSSION

Outside Bodies

- 3.1 The bodies that are subject to officer appointment and proposed appointees are set out at Appendix 1 for endorsement. For a number of bodies it would be appropriate to recommend that the Chairman of a specific Committee (Vice-Chairman to substitute) should be the appointee. This includes subsidiary bodies recently established by the Thames Gateway South Essex Board. The bodies for which this is the case are also set out at Appendix 1.
- 3.2 Set out at Appendix 2 is a list of those bodies requiring Member nominations for the next year, along with information on the timing, frequency and location of meetings.
- 3.3 Each Group Leader and non-Group Member has been asked to provide a list of nominees to serve on outside bodies with the aim, wherever possible, of these corresponding with nominees proposed for membership of the appropriate Policy Committee. Details of nominations will follow.

- 3.4 For the East of England Regional Assembly appointment, the Authority has been asked to have regard to the following guidance: -
- Wherever possible, a representative should be a Senior Member of the Council.
 - Where a Council is in the control of a single recognised group, the representative of that Council should normally be a member of that controlling group.
 - All representatives should endeavour to take a whole region, strategic perspective in their role. They will be required to be bound by the Assembly's Code of Conduct and to declare any appropriate interests at meetings.
- 3.5 In view of the above parameters, the Leader of the Conservative Group has been asked to nominate to the Assembly.
- 3.6 With regard to the Essex Heritage Trust, it may be considered appropriate for the appointee to be the Champion for the Historic Environment.
- 3.7 In appointing to Outside Bodies 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	35
Liberal Democrat	4
Rochford District Residents	1

- 3.8 Attached for information at Appendix 3 is a guide produced by the Head of Legal Services relating to Members responsibilities and liabilities when representing the Authority on an Outside Body.

Area Forum/Local Strategic Partnership/Thames Gateway South Essex Board/Fourth Option Special Interest Group

- 3.9 The Leader of the Council (or their nominee) attends meetings of the County Council's South Essex Area Forum, the Rochford Local Strategic Partnership, the Thames Gateway South Essex Board and the Fourth Option Special Interest Group. It would be appropriate for Council to continue to endorse this aspect of the Leader's activity.

Joint Transfer Steering Group/Rochford Housing Association Shadow Board

Joint Transfer Steering Group

- 3.10 The Joint Transfer Steering Group originally set up to oversee the implementation of the Council's pre-ballot project plan for transfer of the Council's housing stock to a registered social landlord is expected to continue to meet during the 2006/07 Municipal Year.

- 3.11 Four nominations are required for this Group, which generally meets at the Freight House, Rochford during late afternoon/early evening on a monthly basis. The appointees to the Group cannot also serve on the Rochford Housing Association Shadow Board (see below). Substitutes can be appointed, although this has not been the practice to date.

Rochford Housing Association Shadow Board

- 3.12 As the ballot of tenants in connection with housing stock transfer nears, a Shadow Board is being established for the new Rochford Housing Association.
- 3.13 Four nominations are required for the Shadow Board, meetings of which are likely to be in the evenings on a monthly basis at a location within the District to be determined. Substitutes cannot be appointed and appointees cannot also serve on the Joint Transfer Steering Group (see above). It is likely that the Shadow Board will appoint sub-groups from the main Board membership.
- 3.14 The Council's housing stock transfer legal consultant has identified factors that should inform nominations to the Shadow Board, which include:-
- Those appointed to the Shadow Board should be prepared to remain as Members for around two years.
 - The Housing Corporation will wish to see as much continuity as possible, particularly with regard to those who have played a key role in the option appraisal and transfer process.
 - As detailed negotiations will take place between the Council and the Rochford Housing Association, Members should be mindful of the potential for conflicts of interest to arise, particularly for the Leader of the Council, the Chairman of the Council and Chairmen of Committees.
 - The Council does not have to nominate Council Members as its representatives, but care needs to be taken with nominations as those disqualified from holding company directorship cannot be a Board member.
 - If Members are nominated, it is good practice to have a mix of political persuasions.

4 LEGAL IMPLICATIONS

- 4.1 As outlined in Appendix 3.

5 RESOURCE IMPLICATIONS

- 5.1 Members who attend outside body 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.

6 RECOMMENDATION

6.1 It is proposed that the Council **RESOLVES**

- (1) The appointment of officers and Committee Chairmen (Vice-Chairmen to substitute) to outside bodies for the 2006/07 Municipal Year on the basis set out at Appendix 1 of this report.
- (2) The Member representatives (including substitutes) to be appointed for the 2006/07 Municipal Year to the outside bodies set out at Appendix 2 of this report.
- (3) To endorse the attendance of the Leader of the Council (or their nominee) as the Council's representative at meetings of the County Council's South Essex Forum, the Rochford Local Strategic Partnership, the Thames Gateway South Essex Board and the Fourth Option Special Interest Group. (HAMS)
- (4) The appointment of four representatives to the Joint Transfer Steering Group and four representatives to the Rochford Housing Association Shadow Board.

Sarah Fowler

Head of Administrative and Member Services

Background Papers:

None

For further information please contact John Bostock on:-

Tel: - 01702 546336 Ext. 3900
E-Mail: - john.bostock@Rochford.gov.uk

APPENDIX 1

Proposed Officer Appointments

Body	Officer Appointee (Division)
NACRO N.C.E. Ltd	Alison Nicholls (HHCC)
Springboard Home Improvement Service Support Group	Steve Neville (HHCC)
Youth Arts Partnership	Caroline Coates (CS)

Proposed Committee Chairman Appointments (Vice-Chairman to substitute)

Body	Appointee
Essex Local Government Association	Chairman of Policy, Finance and Strategic Performance Committee
County-Wide Local Children and Young People Strategic Partnership	Chairman of Community Services Committee
Local Government Association (LGA) General Assembly	Chairman of Policy, Finance and Strategic Performance Committee
Rochford Crime & Disorder Reduction Partnership	Chairman of Community Services Committee
Supporting People Commissioning Body	Chairman of Community Services Committee
Waste Management Advisory Board	Chairman of Environmental Services Committee
Thames Gateway South Essex Housing Strategy Group	Chairman of Community Services Committee
Thames Gateway South Essex Economy and Inward Investment Board	Chairman of Planning Policy and Transportation Committee
Thames Gateway South Essex Quality of Life Board	Chairman of Leisure, Tourism and Heritage Committee

APPENDIX 2

Bradwell Local Community Liaison Council	
Purpose:	To liaise with local organisations on matters arising from the operation/management of Bradwell Power Station.
Time:	10.00 am - 2.00 pm (approx.)
Frequency:	2 PA (some adhoc if necessary)
Location:	Maldon District
Nominees:	1 plus 1 substitute
Associated Committee:	Environmental Services

Business Advice Centre	
Purpose:	Provision of free advice and information for small businesses and persons wishing to set up small business.
Time:	Normally afternoon
Frequency:	1 PA (AGM)
Location:	Business Advise Centre, Weston Road, Southend-On-Sea.
Nominees:	1 plus 1 substitute
Associated Committee:	Community Services

Campaign to Protect Rural Essex	
Purpose:	To make any necessary representations where a planning application threatens countryside interests. To join with others in highlighting dangers to the local countryside. To provide two-way communication on relevant issues.
Time:	10.30 am
Frequency:	Bi monthly every 3rd Tuesday
Location:	Essex Record Office, Chelmsford
Nominees:	1 plus 1 substitute
Associated Committee:	Environmental Services

Castle Point and Rochford Drug and Alcohol Reference Group (DARG)	
Purpose:	To raise awareness of drug and alcohol issues throughout the area, including monitoring of prevention activities and initiating own projects.
Time:	9.30 am - 12.00 pm or 2.00 pm - 4.00 pm
Frequency:	6 times per year (alternate months)
Location:	Rayleigh Civic Suite or Castle Point Offices
Nominees:	1 plus 1 substitute
Associated Committee:	Community Services

Castle Point and Rochford Police Community Consultative Group

Purpose:	Consultation between the Police Authority, Police and members of the public
Time:	7.30 pm - 9.00 pm
Frequency:	5 PA
Location:	Fitzwimarc School/Canvey Junior School/Kingston Primary School, Rayleigh/Civic Suite, Rayleigh/Freight House, Rochford
Nominees:	1 plus 1 substitute
Associated Committee:	Community Services

Cory Environmental Trust in Rochford

Purpose:	To distribute monies derived from landfill tax credits (for conservation projects, promoting sustainable waste management, provision of recreational facilities and other defined purposes).
Time:	6.00 pm - 8.00 pm
Frequency:	2/3 months approx. (Thursday)
Location:	Hockley Community Centre, Hockley
Nominees:	1 plus 1 substitute
Associated Committee:	Environmental Services

Crouch Harbour Authority

Purpose:	To administer the River Crouch and Roach for the enjoyment of members of the public participating in any lawful water sports or leisure activities.
Time:	7.30 pm - 10.00 pm (approx.)
Frequency:	3 Per Annum
Location:	Burnham on Crouch
Nominees:	1 plus 1 substitute
Associated Committee:	Leisure, Tourism & Heritage

Crouch Valley Scout District Executive Committee

Purpose:	To support Scouting in the District
Time:	8.00 pm (Approx.)
Frequency:	3 - 4 PA
Location:	Varies within area
Nominees:	1 plus 1 substitute
Associated Committee:	Community Services

District Youth Strategy Group	
Purpose:	To provide a multi-agency forum on a District basis, tying in with the Local Children and Young People Strategic Partnership. To ensure an integrated approach to the development and delivery of quality services for young people aged 13 to 19 supporting national and local strategies and meeting local needs.
Time:	4.30 pm
Frequency:	Minimum of 4 times PA. (February, March, June and November)
Location:	Rayleigh Youth Centre; Fitzwimarc School
Nominees:	2 plus 2 substitutes
Associated Committee:	Community Services

East of England Children's Services Member Network	
Purpose:	To address the Every Child Matters Agenda and Children Service Plans.
Time:	11.00am – 1.00pm
Frequency:	Minimum of 4 times PA.
Location:	76 – 86, Turnmill Street, London, EC1M 5LG
Nominees:	1 plus 1 substitute
Associated Committee:	Community Services

East of England Regional Assembly (Note: Please see Paragraph 3.4 of report for appointment parameters).	
Purpose:	<p>(1) To promote the social, economic and environmental wellbeing of the Region in accordance with the principles of sustainable development in the interests of all those who live, work and visit the Region through a partnership of elected representatives drawn from the principal local authorities in the region and representatives of other regional stakeholder interests.</p> <p>(2) To undertake the function of designated Regional Planning Body for the Region, as determined in the Planning and Compulsory Purchase Act 2003.</p> <p>(3) To exercise the scrutiny functions remitted to the Assembly in relation to the strategies and business planning processes undertaken by the East of England Development Agency.</p> <p>(4) To act as a strategic focus for integrated regional strategy development and alignment, and joint partnership working in the Region.</p>

Time:	During daytime
Frequency:	Twice per year, plus ad hoc special meetings.
Location:	Various locations within East of England
Nominees:	1 plus 1 substitute
Associated Committee:	Policy, Finance and Strategic Performance

Essex Heritage Trust	
Purpose:	To help safeguard or preserve for the benefit of the public such land, buildings, objects or records that may be illustrative of, or significant to the history of the County, or which enhance an understanding of the characteristics of the County.
Time:	10.30 am - 12.00 pm
Frequency:	3 PA (March, July and November)
Location:	Various locations
Nominees:	1 plus 1 substitute
Associated Committee:	Leisure, Tourism & Heritage

Essex Strategic Rail Group	
Purpose:	Liaison and provision of interface between service provider, regulator and Local Authority.
Time:	Daytime
Frequency:	1 PA
Location:	County Hall, Chelmsford
Nominees:	1 plus 1 substitute
Associated Committee:	Planning Policy & Transportation

Hockley Community Centre Association	
Purpose:	Provision of leisure facility to the local community.
Time:	Evening
Frequency:	Monthly
Location:	Hockley Community Centre, Westminster Drive, Hockley
Nominees:	2 plus 2 substitutes
Associated Committee:	Leisure, Tourism & Heritage

Local Government Association Rural Commission

Purpose:	Provides a forum for the consideration of rural matters and assists the LGA in formulating policy.
Time:	10.00 am
Frequency:	2 PA (March and September)
Location:	March - London / September - location varies
Nominees:	1 plus 1 substitute
Associated Committee:	Planning Policy & Transportation

Local Government Association Urban Commission

Purpose:	Provides a forum for the consideration of urban matters and assists the LGA in formulating policy.
Time:	10.00 pm
Frequency:	2 PA (July and January)
Location:	July - London / January – location varies
Nominees:	1 plus 1 substitute
Associated Committee:	Planning Policy & Transportation

London Southend Airport Consultative Committee

Purpose:	Acting as a means of consultation in accordance with the Civic Aviation Act 1982.
Time:	2.30 pm
Frequency:	3 PA (approx.)
Location:	Southend Airport
Nominees:	3 plus 3 substitutes
Associated Committee:	Planning Policy & Transportation

Museums in Essex Committee

Purpose:	To act in an advisory capacity within the County of Essex and the areas which formed part of the historic County of Essex by encouraging and assisting co-operation between museum interests and co-ordinating museum activities and resources throughout the County, seeking funds and liaising with London Boroughs.
Time:	10.00 am
Frequency:	3 per annum
Location:	Various: hosted by member Authorities around the county. Next meeting 28 June at North Weald Airfield Museum.
Nominees:	1 plus 1 substitute
Associated Committee:	Leisure, Tourism & Heritage

National Parking Adjudication Service (NPAS)

Purpose:	To agree the administrative role of the NPAS in the adjudication service. Membership of NPAS is compulsory for Authorities assuming Decriminalised Parking Enforcement powers.
Time:	During day
Frequency:	2 PA
Location:	London
Nominees:	1 plus 1 substitute
Associated Committee:	Planning Policy & Transportation

Rayleigh Mount Local Committee

Purpose:	Conservation of Rayleigh Mount
Time:	7.00 pm
Frequency:	3 PA
Location:	Parish Rooms, Rayleigh
Nominees:	1 plus 1 substitute
Associated Committee:	Leisure, Tourism & Heritage

Relate South Essex

Purpose:	To enhance the quality of couple, parental and family relationships, to help relationships and marriages withstand the pressures leading to breakdown; to limit the damage that accompanies failing relationships and increase the prospect of subsequent relationships succeeding.
Time:	6.00 pm
Frequency:	4 PA and Annual Meeting
Location:	Southend or Basildon
Nominees:	1 plus 1 substitute
Associated Committee:	Community Services

Rochford Domestic Violence Panel

Purpose:	A multi-agency Panel working towards raising awareness, increasing confidence in victims to come forward and assisting them to address the issues.
Time:	12.30am – 2.30pm
Frequency:	Every 6 weeks
Location:	Rayleigh Social Services
Nominees:	1 plus 1 substitute
Associated Committee:	Community Services

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 relationships.
Time:	7.30 pm
Frequency:	4 PA (approx.) every January, April, July and October
Location:	Anywhere within the District
Nominees:	1 plus 1 substitute
Associated Committee:	Policy, Finance and Strategic Performance

Rochford and Rayleigh Citizens Advice Bureau Management Committee	
Purpose:	The provision of free, confidential, impartial advice.
Time:	7.30 pm
Frequency:	4 PA and AGM
Location:	Holy Trinity Centre, Rayleigh
Nominees:	1 plus 1 substitute
Associated Committee:	Community Services

Rochford Sports Council	
Purpose:	The promotion of sports for all in the Rochford District.
Time:	7.30 pm on Wednesdays
Frequency:	6 weekly intervals (not August)
Location:	Hockley Community Centre, Westminster Drive, Off Buckingham Road, Betts Farm Estate, Hockley
Nominees:	1 plus 1 substitute
Associated Committee:	Leisure, Tourism & Heritage

South Essex Environmental Protection Advisory Group (SEEPAG)	
Purpose:	To continually monitor and review the prevention, minimisation and control of pollution in South Essex and to work towards the maintenance of a sustainable environment in South Essex (including air, land and water, and noise and contaminated land).
Time:	10.30 am
Frequency:	4-6 PA (approx.)
Location:	Constituent Councils and premises of participating industries
Nominees:	3 plus 3 substitutes
Associated Committee:	Environmental Services

Southend University Hospital - NHS Foundation Trust	
Purpose:	The provision of goods and services for the purposes of the health service in England.
Time:	Usually mornings
Frequency:	3 – 4 PA
Location:	Southend Area
Nominees:	1 plus 1 substitute
Associated Committee:	Community Services

57 South Street Management Committee	
Purpose:	To manage the 57 South Street Youth Service Project with Rochford Parish Council.
Time:	6.00 pm to 7.00 pm
Frequency:	4 PA
Location:	57 South Street, Rochford
Nominees:	2 plus 2 substitutes
Associated Committee:	Community Services

Stambridge Sewage Treatment Works Liaison Committee	
Purpose:	Liaison Body between Stambridge Parish Council, local people, District and County Councillors, Environment Agency and Anglian Water Services concerning Stambridge Sewage Treatment works.
Time:	Afternoons and evenings
Frequency:	3 - 4 PA
Location:	Stambridge Memorial Hall
Nominees:	3 plus 3 substitutes
Associated Committee:	Environmental Services

Warehouse Centre, Active Christian Trust	
Purpose:	To promote and direct the work of the above youth facility.
Time:	Evenings
Frequency:	Every 5 or 6 weeks
Location:	Warehouse Centre, Brook Road, Rayleigh
Nominees:	1 plus 1 substitute
Associated Committee:	Community Services

Wyvern Community Transport Trust	
Purpose:	Monitoring the Community Transport Scheme
Time:	Usually afternoons
Frequency:	Quarterly
Location:	Civic Suite
Nominees:	1 plus 1 substitute
Associated Committee :	Planning, Policy & Transportation