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## **APPOINTMENT OF EXECUTIVE BOARD, COMMITTEES AND SUB-COMMITTEES 2007/08**

### **1 SUMMARY**

- 1.1 This report sets out proposals for the discharge of business during the 2007/08 Municipal Year.

### **2 INTRODUCTION**

- 2.1 The Council is invited:-

- (1) To agree the allocation of seats to the Executive Board.
- (2) To agree the allocation of seats to Committees and Sub-Committees (in proportion to the number of seats that each political group holds on the Council where appropriate).
- (3) To appoint the membership in accordance with the wishes of political group leaders.
- (4) To appoint Chairmen and Vice-Chairmen of Committees, Chairmen of Area Committees and Chairmen of Sub-Committees.
- (5) To appoint Member Champions.

### **3 EXECUTIVE BOARD**

- 3.1 Council determined at its meeting on 26 April 2007 that the Leader of the Council, the Deputy Leader of the Council and the Chairmen of the 3 Area Committees would hold 5 of the 9 available seats on the Executive Board. Nominations have been sought to the remaining 4 seats on the Executive Board. Details will follow.
- 3.2 Members of the Executive Board will have specific responsibilities for overall strategy and partnerships; resources and service development; environment; community; planning policy and transportation and leisure, tourism and heritage; and in addition there will be the three Area Committee Chairmen.

### **4 COMMITTEES**

- 4.1 Details of the Committees for 2007/08 and the Scheme of Delegation are set out in Part 3 of the Constitution. The Constitution requires that the Council appoint at least one Overview and Scrutiny Committee, namely the Review Committee, a Standards Committee and such other Committees as considered appropriate to deal with matters which are neither reserved to Council nor are executive functions. 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. If a Member is appointed to the Executive Board that same Member cannot be appointed to the Review Committee.

- 4.2 The Corporate Director (Internal 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 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.
  - (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 EXECUTIVE BOARD AND COMMITTEES (INCLUDING AREA COMMITTEES)**

- 5.1 The current membership of the Council is as follows:-

Conservative Group	31
Liberal Democrat Group	5
Rochford District Residents	1
Independent	1
Vacancy	1

- 5.2 The proposed allocation of seats is as indicated at Appendix 1 of this report.
- 5.3 Each Group Leader and non-Group Member 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 Groups.
- 5.4 It was determined by Council on 26 April 2007 that the 16 Ward Councillors in the Rayleigh and Rawreth Wards become Members of the West Area Committee, that the 14 Ward Councillors of the Hullbridge, Hockley and Hawkwell Wards become Members of the Central Area Committee and that the 9 Ward Councillors of the Rochford, Ashingdon, Canewdon, Foulness, Stambridge, Paglesham, Barling, Sutton and Great Wakering Wards become Members of the East Area Committee.

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**6 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN**

- 6.1 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 follow.
- 6.2 Council determined at its meeting on 26 April 2007 that the Leader of the Council and Deputy Leader of the Council be appointed Chairman and Vice-Chairman respectively of the Executive Board.
- 6.3 The Chairmen of the 3 Area Committees will be elected by ballot at this Annual Meeting of the Council. Nominations have been previously invited, with Members of each of the Area Committees able to nominate themselves or permit their names to be put forward by other Members of the relevant Area Committees. Only Members of the appropriate Area Committee may vote for the selection of a Member to be Chairman of their particular Committee for the forthcoming year. Proxy votes will not be accepted. The Vice-Chairmen of Area Committees will be appointed at the first meetings.
- 6.4 Council determined at its meeting on 26 April 2007 that the Chairman of the Review Committee should be a Member of the opposition party. 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 MEMBER CHAMPIONS**

- 7.1 The Council is also invited to appoint Member Champions for:-
- Benefits
  - Historic Environment
  - Housing Issues
  - Local Business community
  - Recycling
  - The Elderly
  - Web Development and E Government Applications
  - Young Persons
- 7.2 Each Group Leader has been asked to submit nominations for Members to serve as Member Champions. Details of these will follow.

**8 SUB-COMMITTEES**

- 8.1 The activity of the Waste Management and Recycling Sub-Committee in overseeing the progress and development of the contract procurement process for refuse collection, recycling, street cleansing and grounds maintenance at the conclusion of the 2006/07 Municipal Year points to it being

appropriate for Annual Council to constitute a Sub-Committee to conduct this important task.

- 8.2 At its meeting on 26 April 2007 the Council deferred consideration of the revised Local Development Scheme. This had been under review by a Sub-Committee and the need for further work points to it being appropriate for Annual Council to constitute a Local Development Framework Sub-Committee for the purpose of reviewing and reporting on the contents of Development Plan documents.
- 8.3 As with Committees, the allocation of seats to Sub-Committees 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. Each Group Leader has been asked to submit nominations for Members to serve on a Contracts Sub-Committee and a Local Development Framework Sub-Committee, together with nominations for Chairmen. Details of these will follow.

## **9 RESOURCE IMPLICATIONS**

- 9.1 Provision is made within the 2007/08 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 the Council **RESOLVES**

- (1) To constitute the Executive Board, Committees (including Area Committees) and Sub-Committees as shown at Appendix 1 of this report.
- (2) To appoint Members to serve on the Executive Board, Committees (including Area Committees) and Sub-Committees for the 2007/08 Municipal Year.
- (3) To appoint Chairmen and Vice-Chairmen of Committees, Chairmen of Area Committees and Chairmen of Sub-Committees.
- (4) To appoint Member Champions for:-
  - Benefits
  - Historic Environment
  - Housing Issues
  - Local Business community
  - Recycling
  - The Elderly

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- Web Development and E Government Applications
  - Young Persons

Paul Warren

Chief Executive

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**Background Papers:-**

None

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