
APPOINTMENT OF THE EXECUTIVE, COMMITTEES AND SUB-COMMITTEES 2013/14

1 SUMMARY

- 1.1 This report sets out proposals for the discharge of business during the 2013/14 Municipal Year.

2 INTRODUCTION

- 2.1 The Council is invited:-

- (1) To note the appointees to the Executive (including associated portfolios).
- (2) To 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.

3 THE EXECUTIVE

- 3.1 The Leader of the Council has responsibility for appointments to an Executive that comprises the Leader, Deputy Leader and six other Members. Details of the Leader's appointees, including Deputy Leader, will be provided at the Annual Meeting. It is anticipated that the portfolios will be as follows:-

- Leader (and Chairman of the Executive) – Overall Strategy and Policy Direction.
- Portfolio Holder for Service Development, Improvement and Performance Management.
- Portfolio Holder for the Environment, Leisure, Arts and Culture.
- Portfolio Holder for Finance and Resources.
- Portfolio Holder for Economic Development, Regeneration, Business Liaison and Tourism.
- Portfolio Holder for Planning, Transport and Heritage.
- Portfolio Holder for Council Tax Collection, Benefits and Strategic Housing Services.
- Portfolio Holder for Young Persons, Adult Services, Community Care and Well-being.

- 3.2 The Leader of the Council also has responsibility to appoint other Members (one per Portfolio Holder) to work shadow the 7 Portfolio Holders as appropriate.

4 COMMITTEES

- 4.1 Details of the Committees for 2013/14 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	31
Liberal Democrat	4
Rochford District Residents	2
Green	2

- 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 RESOURCE IMPLICATIONS

- 8.1 Provision is made within the 2013/14 estimates for the anticipated costs that will arise from the proposals contained within this report.

9 LEGAL IMPLICATIONS

- 9.1 None other than set out in the report.

10 RECOMMENDATION

- 10.1 It is proposed that Council **RESOLVES**

(1) That the appointees to the Executive (including associated portfolios) 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 the Committees and the Sub-Committee for the 2013/14 Municipal Year.
- (4) That the Chairmen and Vice-Chairmen of Committees and a Sub-Committee Chairman be appointed.

Paul Warren
Chief Executive

Background Papers:

None.

For further information please contact Sonia Worthington (Committee Administrator) or John Bostock (Member Services Manager) on:-

Phone: 01702 318141

Email: sonia.worthington@rochford.gov.uk

01402 318140

john.bostock@rochford.gov.uk

If you would like this report in large print, Braille or another language please contact 01702 318111.

COMMITTEE ALLOCATIONS – 2013/14

Committee	No. of Seats	Conservative (79.49%)	Liberal Democrat (10.25%)	Rochford District Residents (5.13%)	Green (5.13%)
Appeals	6	5	1	0	0
Audit	11	9	1	1	
Development	39	31	4	2	2
Licensing	15	12	1	1	1
Review	15	12	1	1	1
Standards	8	6	1	1	
Total No. of Seats	94	75	9	5	5

SUB-COMMITTEE ALLOCATIONS – 2013/14

Sub-Committee	No. of Seats	Conservative (79.49%)	Liberal Democrat (10.25%)	Rochford District Residents (5.13%)	Green (5.13%)
Local Development Framework Sub-Committee (a Sub-Committee of Council)	6	5	1	0	0
Total Number of Seats	6	5	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.

Addendum 1

EXECUTIVE APPOINTMENTS – 2013/14

PORTFOLIOS	APPOINTEE
Planning, Transport and Heritage (Deputy Leader)	Cllr K H Hudson
Council Tax Collection, Benefits and Strategic Housing Functions	Cllr M Maddocks
Environment, Leisure, Arts and Culture	Cllr K J Gordon
Finance and Resources	Cllr S P Smith
Economic Development, Regeneration, Business Liaison and Tourism	Cllr M J Steptoe
Service Development/Improvement & Performance Management	Cllr Mrs G A Lucas-Gill
Young Persons, Adult Services, Community Care and Well-Being, Health and Community Safety	Cllr Mrs J E McPherson

Addendum 2

MEMBERSHIP NOMINATIONS FOR COMMITTEES

COMMITTEE	NOMINATION
Appeals (6)	Cllr Mrs H L A Glynn Cllr J E Grey Cllr K H Hudson Cllr M Maddocks Cllr Mrs C A Weston Cllr R A Oatham
Audit (11)	Cllr Mrs L A Butcher Cllr J D Griffin Cllr Mrs A V Hale Cllr B T Hazlewood Cllr Mrs J A Mockford Cllr T E Mountain Cllr Mrs C E Roe Cllr D J Sperring Cllr I H Ward Cllr C I Black Cllr Mrs D Hoy
Licensing (15) (Note: There is 1 vacant seat. Although, according to the pro rata rules, there should be 1 Rochford District Residents nomination, this Group has indicated that it does not wish to nominate to the vacancy and therefore, with Council's agreement, other Groups may appoint to this vacant seat).	Cllr M R Carter Cllr Mrs H L A Glynn Cllr Mrs A V Hale Cllr K H Hudson Cllr Mrs G A Lucas-Gill Cllr M Maddocks Cllr Mrs J E McPherson Cllr D Merrick Cllr D J Sperring Cllr M J Steptoe Cllr I H Ward Cllr Mrs C A Weston Cllr R A Oatham Cllr Mrs D Hoy

Addendum 2

COMMITTEE	NOMINATION
Review (15)	Cllr Mrs L A Butcher Cllr Mrs T J Capon Cllr R R Dray Cllr J D Griffin Cllr Mrs A V Hale Cllr B T Hazlewood Cllr T E Mountain Cllr Mrs C E Roe Cllr C G Seagers Cllr D J Sperring Cllr I H Ward Cllr Mrs M J Webster Cllr C J Lumley Cllr M Hoy Cllr J R F Mason
Standards (8)	Cllr R R Dray Cllr Mrs H L A Glynn Cllr Mrs G A Lucas-Gill Cllr D Merrick Cllr M J Steptoe Cllr Mrs M J Webster Cllr C I Black Cllr Mrs C M Mason

Addendum 3

CHAIRMAN AND VICE-CHAIRMAN NOMINATIONS FOR COMMITTEES

COMMITTEE	NOMINATIONS FOR CHAIRMAN	NOMINATIONS FOR VICE-CHAIRMAN
Appeals	Cllr J E Grey	Cllr Mrs H L A Glynn
Audit	Cllr T E Mountain	Cllr Mrs J A Mockford
Development	Cllr P A Capon	Cllr Mrs C E Roe
Licensing	Cllr Mrs C A Weston	Cllr I H Ward
Review	Cllr C J Lumley	Cllr D J Sperring
Standards	Cllr Mrs M J Webster	Cllr D Merrick