

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES 2007/08

1 SUMMARY

- 1.1 Members are invited to appoint representatives to serve on outside bodies for the 2007/08 Municipal Year and to endorse attendance at the County Council's South Essex Area Forum, the Rochford Local Strategic Partnership and the Thames Gateway South Essex Board.

2 POLICY

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

- Officer appointments to specific seats.
- 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 meeting should not be discounted as an alternative in appropriate circumstances.

- 2.2 Given that the new political structure includes the identification of individual areas of responsibility for Executive Board Members, it would be appropriate to ally representation on some bodies with the Executive Board Member whose responsibilities relate to body activity.

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. The bodies for which it would be appropriate for the appointee to be an Executive Board Member (including the Leader of the Council) 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. 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 It may be considered appropriate to appoint Member Champions to four of the bodies as follows:-
- Business Advice Centre – Champion for Local Business Community
 - East of England Children's Services Member Network – Champion for Young Persons.
 - Essex Heritage Trust – Champion for the Historic Environment
 - Museums in Essex Committee – Champion for the Historic Environment
- 3.7 With regard to the 57 South Street Management Committee, one final meeting is scheduled for Monday 11 June 2007.
- 3.8 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 | 30 |
| Liberal Democrat | 5 |
| Rochford District Residents | 1 |
| Independent | 1 |
| Vacancy | 1 |
- 3.9 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

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

Rochford and Southend Action Area Plan Committee/Rochford Housing Transfer Members' PanelRochford and Southend Action Area Plan Committee

- 3.11 At a meeting on 15 February 2007, the former Planning Policy and Transportation Committee agreed to the formation of a Member level Committee to make recommendations to each Council on the preparation and adoption of a Joint Area Action Plan. It would be appropriate for this Council's four representatives on the Area Plan Committee to be appointed at Annual Council. It is suggested that one of the appointees be the Executive Board Member with responsibility for Planning Policy and Transportation.

Rochford Housing Transfer Member's Panel

- 3.12 For the 2007/08 municipal year membership of the Rochford Housing Transfer Member's Panel comprised the Leader of the Council, the Chairman of the Community Services Committee and one other appointee. Given the new political structure, it is now suggested that the position of 'Executive Board Member for the Community' replace 'Chairman of Community Services' on this Panel.

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 Executive Board Members to outside bodies for the 2007/08 Municipal Year on the basis set out at Appendix 1 of this report.

- (2) The Member representatives (including substitutes) to be appointed for the 2007/08 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 and the Thames Gateway South Essex Board.
- (4) The appointment of the Executive Board Member with responsibility for Planning Policy and Transportation and three further representatives to the Rochford and Southend Action Area Plan Committee.
- (5) That the position of 'Executive Board Member for the Community' replace 'Chairman of Community Services' on the Rochford Housing Transfer Member's Panel. (HICS)

Sarah Fowler

Head of Customer and Information Services

Background Papers:-

None

For further information please contact John Bostock on:-

Tel: - 01702 546336 Ext. 3900

E-Mail: - john.bostock@Rochford.gov.uk

If you would like this report in large print, braille or another language please contact 01702 546366.

APPENDIX 1

Proposed Officer Appointments

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

Proposed Executive Board Member Appointments

Body	Appointee
Essex Local Government Association	Leader of the Council
Local Children and Young People Strategic Partnership	Executive Board Member for the Community
Local Government Association (LGA) General Assembly	Leader of the Council
Rochford Crime & Disorder Reduction Partnership	Executive Board Member for the Community
Supporting People Commissioning Body	Executive Board Member for the Community
Waste Management Advisory Board	Executive Board Member for the Environment
Thames Gateway South Essex Housing Strategy Group	Executive Board Member for the Community
Thames Gateway South Essex Economy and Inward Investment Board	Executive Board Member for Planning Policy and Transportation
Thames Gateway South Essex Quality of Life Board	Executive Board Member for Leisure, Tourism and Heritage

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

Business Advice Centre	
Note: Could be appropriate to appoint Champion for Local Business Community	
Purpose:	Provision of free advice and information for small businesses and persons wishing to set up small business.
Time:	Normally mornings
Frequency:	AGM plus quarterly board meetings
Location:	Business Advise Centre, Weston Road, Southend-on-Sea
Nominees:	1 plus 1 substitute

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 3 rd Tuesday
Location:	Essex Record Office, Chelmsford
Nominees:	1 plus 1 substitute

Castle Point and 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:	10.00 am – 12.00 pm
Frequency:	Every 8 weeks
Location:	Rayleigh Civic Suite
Nominees:	1 plus 1 substitute

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

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

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

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

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

East of England Children's Services Member Network

Note: Could be appropriate to appoint Champion for Young Persons

Purpose:	To address the Every Child Matters Agenda and Children Service Plans.
Time:	11.00 am – 1.00 pm
Frequency:	4 times PA
Location:	Various
Nominees:	1 plus 1 substitute

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

Essex Heritage Trust

Note: Could be appropriate to appoint Champion for the Historic Environment

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

Essex Rail Seminar

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

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

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

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

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:	3 PA (approx.)
Location:	Southend Airport
Nominees:	3 plus 3 substitutes

Museums in Essex Committee

Note: Could be appropriate to appoint Champion for the Historic Environment

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. Next meeting 20 June at East Anglia Railway
Nominees:	1 plus 1 substitute

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. Main meeting in June
Location:	Solihull
Nominees:	1 plus 1 substitute

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

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

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

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

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:	The Cedar Centre, 90 Castle Road, Rayleigh
Nominees:	1 plus 1 substitute

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

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

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:	One Final Meeting – 11 June 2007
Location:	57 South Street, Rochford
Nominees:	2 plus 2 substitutes

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

Warehouse Centre, Active Christian Trust

Purpose:	To promote and direct the work of the above youth facility.
Time:	Mostly evenings
Frequency:	Every 5 or 6 weeks
Location:	Warehouse Centre, Brook Road, Rayleigh
Nominees:	1 plus 1 substitute

Wyvern Community Transport Trust

Purpose:	Monitoring the Community Transport Scheme
Time:	Morning or afternoons
Frequency:	Usually quarterly but can be every eight weeks
Location:	Civic Suite
Nominees:	1 plus 1 substitute