



# **Epping Forest District Council**

## ***APPOINTMENTS PANEL Tuesday, 17th May, 2011***

**Place:** Committee Room 2, Civic Offices, High Street, Epping

**Time:** 7.00 pm

**Democratic Services Officer** Simon Hill Tel: 01992 564249  
Democraticservices@eppingforestdc.gov.uk

**Members:**

Councillors K Angold-Stephens, D Jacobs, J Philip, Mrs C Pond, Mrs L Wagland and J M Whitehouse

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### **1. CHAIRMAN**

To elect a Chairman for the meeting.

### **2. APOLOGIES FOR ABSENCE**

### **3. TERMS OF REFERENCE (Pages 5 - 6)**

To note the Terms of Reference (as attached).

### **4. GROUP LEADERS, DEPUTY GROUP LEADERS AND GROUPS 2011/12**

#### **(a) Group Leaders and Deputies**

To receive the appointments from groups.

#### **(b) Constitution of Political Groups**

To receive the position regarding submission of completed forms.

### **5. CHAIRMAN AND VICE-CHAIRMAN OF COUNCIL 2011/12 (Pages 7 - 8)**

The nominations process approved at the Council meeting in April 2007 provides:

#### **(a) Chairman of the Council**

The councillor nominated and appointed by the Council as Vice-Chairman of the Council shall normally become the Chairman of the following Council year (assuming

he/she is still a member of the Council).

**(b) Vice-Chairman of the Council**

Nominees for Vice-Chairman shall submit a nomination form signed by not less than 12 District Councillors drawn from at least two political groups. Nominees may be drawn from any political group or any independent member serving on the Council. The process of agreeing a nomination shall be co-ordinated by the Leader of the Council in consultation with the Leaders of all political groups and independent members.

One nomination has been received and is attached.

**6. POLITICAL GROUP ALLOCATIONS (Pages 9 - 24)**

To note Counsel's advice and procedural note on Pro Rata and allocations schedule.

The pro rata allocations sheet is also attached – (Amended to show additional appointments)

**7. LEADER AND CABINET (Pages 25 - 26)**

To report on the current position:

- (a) Cabinet Appointments;
- (b) Cabinet Portfolios and responsibilities
- (c) Cabinet Subcommittees and Appointments

Received information attached.

**8. COMMITTEES ETC - NOMINATIONS (Pages 27 - 40)**

**(a) Nominations**

To discuss and agree nominations to Committees, Sub-Committees and Panels.

**(b) Area Plans Sub-Committee South**

To receive a report on the current position regarding members who wish to opt in to this Sub-Committee under the arrangements approved by the Council on 20 February 2007.

**(c) Additional Committee Appointments**

To receive further nominations to those Committees missed off the original schedule for the following Committees:

- Standards Committee
- Committee for the Appointment of the Chief Executive
- Electoral and Community Governance Review

**(d) Overview and Scrutiny**

Nominations to the Overview and Scrutiny Standing and Task and Finish Panels are not required for the Annual Council Meeting. Nominations will be considered at the Overview and Scrutiny Committee meeting in June 2011. Received nominations are attached.

**9. REPRESENTATIVES ON OUTSIDE ORGANISATIONS (Pages 41 - 48)**

Appointments to the Outside Organisations carrying out

- (i) Executive Functions; and
- (ii) Non Executive functions

are attached – those where members agreement is required are shown as bold.

**10. COUNCIL MEETING - SEATING PLAN 2011/12 (Pages 49 - 50)**

To consider a draft Council seating plan.

**11. ANY OTHER BUSINESS**

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## **APPOINTMENTS PANEL TERMS OF REFERENCE**

### **1. Title**

The Panel shall be known as the "Appointments Panel".

### **2. Terms of Reference**

(a) To receive and make recommendations to the Annual Council on nominations for the following appointments from political groups and non-affiliated members:

(i) Chairman and Vice Chairman of Council;

(ii) Leader; Deputy Leader and Cabinet members;

(iii) Chairmen; Vice-Chairmen and membership of Cabinet Subcommittees;

(iv) Chairmen; Vice-Chairmen and members of Committees and Sub-Committees (excluding Scrutiny Panels); Panels; Boards Working Groups and similar bodies;

(v) Outside body appointments falling to the Council to fill;

(b) In recommending appointments to the Council, the Panel will:

(i) Propose nominations based on the entitlement of each political group in accordance with the statutory pro rata;

(ii) Ensure that consideration is given to any nominations made by non-affiliated members for any position or appointment;

(iii) Ensure, so as far is practicable, an equitable allocation of Chairmanships and Vice Chairmanships across the political groups or to non-affiliated members having majority support that is not inconsistent with the provisions of the Council's Protocol; and

(iii) Permit schedules of recommended appointments to be circulated to all members prior to the date of the Council meeting.

(c) The Panel shall, in recommending outside body appointments to the Council, do so as to give precedence to local ward members for those that have a 'local' designation and an equitable allocation of places across the political groups of the Council;

### **3. Membership**

- (a) Each statutory Political Group on the Council shall appoint two members from to form the Panel;
- (b) Where an appointed member ceases to be a member of the Council, the appropriate Political Group Leader may nominate a substitute from within their membership;
- (c) All unaffiliated members of the Council shall have the right to attend the Panel meetings and/or submit nominations in accordance with statutory provision.

### **4. Chairman**

- (a) The Chairman of the Panel shall normally be the Leader of the Council but if the Leader is not a member or present, the Chairman shall be determined by the Panel; and
- (b) The Chairman shall be responsible for reporting the recommendations of the Panel to full Council.

### **5. Meetings**

- (a) Meetings of the Panel shall be held as required following elections each Council year at the Civic Offices, Epping at the date and time indicated on the agenda timed so as to enable the prior circulation of their recommendations for nominations to the Council.
- (b) Minutes and agenda of the Panel meetings shall be circulated to the following:
  - Panel Members
  - Group Leaders or Deputy Group Leader not members of the Panel
  - Unaffiliated Members of the Council

### **6. Effect of Nominations**

Nothing in these Terms of Reference precludes any Political Group or non-affiliated member of the Authority from making nominations directly at full Council or from any group or non-affiliated members changing or withdrawing previously made nominations.

### **7. Officers**

The Panel will be supported by the attendance of relevant officers from the Office of the Chief Executive and such other officers as may, from time to time, be required.

## NOMINATION FORM FOR VICE-CHAIRMAN OF THE COUNCIL 2011/2012

Nominee: Councillor Brian Rolfe

We the undersigned hereby nominate the above named councillor for the position of Vice-Chairman of the Council for 2011/2012 –

Councillor/Group	Signature
DAVID STALLAN	
C. WHITBREAD	
DI COLLINS	
K. ANSOLO - STEPHENS	
GAROLINE POND	
PENNY SMITH	
RODNEY BARRETT	
JAMES HART	
ANTHONY BOUCE	
SUE JONES	
WILL BREARE-HALL	
Maggie McEwen	
John Knapman	
Ricki Gadsby	
SONN PHILIP	
ANNE GRIGG	
MARY SARTIN	
RICHARD BASSETT	

The nomination form must be signed by not less than 12 District Councillors drawn from at least two political groups.

# NOMINATION FORM FOR VICE-CHAIRMAN OF THE COUNCIL 2011/2012

**Nominee: Councillor** BRIAN RULFE

We the undersigned hereby nominate the above named councillor  
for the position of Vice-Chairman of the Council for 2011/2012 –

Councillor/Group	Signature
Molanda Knight	
KEA AVEY	
SUD STAVRON	
NZ. WEBSTER.	

The nomination form must be signed by not less than 12 District  
Councillors drawn from at least two political groups.

## ORDINARY COMMITTEES

**Council Decisions:** 23 April 1996 (Minute 94(7))

### RESOLVED:

- (1) That the refinements suggested by Counsel in tabulation, calculation method and advice to Group Leaders in connection with proportionality be adopted;
- (2) That the following supplementary rules suggested by Counsel for achieving proportionality be adopted:

#### Ordinary Committees – Individual Entitlements

- (a) that all political groups be allowed to take up the seats on individual committees (including small panels and boards) to which they are entitled, subject to any adjustment to the aggregate entitlement;
- (b) that, if there is no agreement under (a), the Council stipulates that relevant seats should be taken from any group with more seats than its entitlement but having the lowest proportion on the Council overall;

#### Ordinary Committees – Aggregate Adjustment

- (c) That, if there is disagreement over the aggregate reallocations between groups on ordinary committees, the following procedure shall apply:
  - (i) the seats to be reallocated shall comprise initially seats on committees where representation is greater than entitlement, then if necessary seats on committees where representation matches entitlement and finally, where necessary, from Committees where representation is less than entitlement;
  - (ii) reallocation of seats under (i) above be to groups due to gain seats in descending order of priority according to their proportion of seats on the Council; and
- (3) That, as advised by Counsel, no changes be made to the listing of Committees under the "ordinary" and "advisory" lists or to the procedure for appointing Sub-Committees by the full Council at its annual meeting.

**Statutory Sources:** Sections 15-17 Local Government Act 1989

**Other Sources:** Counsel's opinion dated 25 March 1996



EPHING FOREST DISTRICT COUNCIL  
LOCAL GOVERNMENT AND HOUSING ACT 1989  
PROPORTIONALITY RULES FOR COMMITTEE MEMBERSHIP

ADVICE

1. I am asked to advise on various questions relating to proportional representation on ordinary committees of the Council. They were discussed in conference on 18 March 1996.

LOCAL GOVERNMENT AND HOUSING ACT 1989

2. The 1989 Act in s.15(5) lays down four principles that are to be followed in making allocations to committees and sub-committees under the scheme in the Act. This applies when political groups have been formed (s.15(1) and (2)) and there is no unanimous agreement to do something else (s.17(1)). The Department of the Environment letter dated 5 June 1991 helpfully sets out the four principles and gives an illustration how the principles operate in practice.
3. The first principle is that not all the seats on the committee or sub-committee are allocated to the same group.
4. The second principle is that the majority of the seats on a committee or sub-committee is allocated to a particular group if that group holds a majority of seats on the Council as a whole. This principle does not, of course, apply when the Council is hung.

5. The third principle is that, subject to the above two principles, the number of seats on the total of all the ordinary committees of the Council are to be allocated in proportion to the membership of the Council. This is the aggregate entitlement. "Ordinary committee" is a decision-making committee appointed to discharge the Council's functions under s.102(1)(a) of the Local Government Act 1972 (Sch.1, para.4(1)), as opposed to an "advisory committee" appointed to advise under s.102(4) of the 1972 Act (Sch.1, 4(1)).
6. The fourth principle is that, subject to the above three principles, membership of each committee and sub-committee is to be in proportion to the membership of the Council.

#### Method

7. The method of calculating the proportional representation on the Council's committees and sub-committees is set out in Appendix 2, Paper No.4, entitled Pro-Rata Committee Membership, Exemplification Only.
8. I consider the method complies with s.15 of the 1989 Act.
9. I suggest the following refinements.
10. The requirements of the 1989 Act (at present set out at the end of the second page) should include the third principle in s.15(5)(c) (para.5 above).

11. It would be helpful to explain "ordinary committee". See para.5 above.
12. I suggest the fourth principle is set out as in para.6 above. The principle is subject to the previous three principles. It applies to all committees and sub-committees. In the case of committees, it applies subject to adjustments to reflect aggregate entitlement.
13. I suggest it is stated that it is for the Council by majority to decide on which ordinary committees adjustments are to be made to reflect aggregate entitlement under the third principle (see the DoE letter, para.17).
14. The requirements of the Act should be set out at the start, because they govern what follows. In para.2(a), which works out the aggregate entitlement to ordinary committee seats, the reference to "sub-committees" should be deleted.
15. I understand that the Council has decided to calculate proportions to one decimal place. I consider proportions should be calculated, where necessary, to three decimal places, as in the DoE letter, to give precise proportions, where one decimal place would show equal proportions. I give an example below.
16. As regards a schedule of pro rata entitlement on ordinary committees, I find it helpful to have entries against the headings "Total of Individual Entitlements, with actual number of Seats Held in brackets" and "Changes Necessary". I prefer "Aggregate

Entitlement" as a heading, rather than "Adjusted Aggregate Entitlement" as the adjustments are made under "Changes Necessary". See Appendices 3 and 4.

17. In the schedule of pro rata entitlement I suggest the groups are listed in order of proportion, so "LD" should be switched with "LRA".

#### Allocations

18. Appendix 3 dated 12 December 1995 shows the May 1995 allocations to ordinary committees taking into account the transfer of an Independent to Labour in December 1995.
19. Appendix 4 dated 16 January 1996 shows the position after ERA had been given one seat on the Development Committee, to which they were entitled; and had given up one seat on the Staff Appeals Panel, to which they were not entitled.
20. I believe the January 1996 allocations were fair, as they were agreed by the Council.
21. I suggest the following refinements. I stress that these are suggestions, as it is for the Council to decide on its own rules.

#### Aggregate Entitlement

22. Appendix 3 sets out the Aggregate Entitlement and Changes Necessary. The Aggregate Entitlement totals on rounding up 174 seats, as compared with the actual

number of 173 ordinary committee seats. CON and LRA are each shown to be due another seat. CON's entitlement was 61.6, rounded up to 62. LRA's was 20.6, rounded up to 21. I understand it was agreed that CON and LRA should draw lots as to which should have the extra seat, leaving the total number of seats at 173.

23. The alternative would be to allocate the extra seat to the group with the largest aggregate over the break point of .5, calculated to three decimal points.
24. On this basis CON's aggregate is 61.575, while LRA's is 21.52. So CON gets the extra seat.
25. It could be made a rule that calculations are made to one decimal point, except when it is necessary to establish more precise proportions, in which case calculations should be made to three decimal points (as in the DoE letter).

#### Individual Committee entitlement

- × 26. I consider a group should be entitled to take up the seats to which it is entitled on an individual Committee (fourth principle), subject to adjustment for aggregate entitlement (third principle).
27. So, as was accepted in January 1996, ERA were entitled to their seat on the Development Committee.

28. The Council could make a rule to the effect of para.26 above.
29. In passing, I understand it was agreed that LAB should give up a seat on the Development Committee to ERA.
- X 30. In the absence of agreement, a possible solution would have been to take the seat from the group with more seats on the Committee than its entitlement, but having the lowest proportion on the Council. In which case, the seat would have come from LRA.

Panel entitlement

- X 31. I consider that, subject to agreement, on Panels (5 and 11 seats) a group should be required to take up its entitlement, rather than forego its entitlement, thereby requiring another group with no entitlement to take a seat. In effect, the larger groups should play their part on the Panels.
32. So, subject to agreement, I consider LD should take up its seat on Housing Management Appeals (5 seats), rather than ERA with no entitlement having a seat. Subject to agreement, I think the same should have applied to Staff Appeals (5 seats). In fact, by agreement in January ERA's seat went to LAB.
33. On the Licensing Panel (11 seats) CON have one seat more than their entitlement and LD one seat less, presumably by agreement.

34. A rule could be made to the effect of para.31 above.

Changes necessary to reflect aggregate entitlement

35. Where changes are necessary to reflect aggregate entitlement, I understand Mr Willett informs group leaders of the necessary adjustment. They notify him which seats they wish to gain and which lose. The Council then decides. So far there has not been disagreement.
- X 36. If there were disagreement, I consider that priority should go in turn to groups entitled to gain seats, in descending order of proportion of seats on the Council. The seats would be available from groups due to lose seats. I suggest the pool of available seats should start with seats on Committees where representation is greater than entitlement, then seats on Committees where representation equals entitlement, and so on as necessary.

Rules

37. It is a matter for the Council whether they wish to resolve to turn into rules any of these suggestions or other suggestions which Officers may make.
38. If the Council do so wish, I leave detailed drafting of my suggestions to Officers. They may well have amendments to meet the situations which I have not considered.

### LIST OF ORDINARY COMMITTEES

39. I do not consider that the Housing Management Appeals and Staff Appeals Panels should be transferred from the list of ordinary committees to the list of advisory committees.
40. It is clear from the terms of reference for the two Panels in Appendices 6 and 7 that they have decision-making powers for the purpose of discharging functions of the Council. This is not altered by the fact that they also have advisory powers.
41. Plans Sub-Committees A and B should not be transferred from the advisory list to the ordinary list. Although their terms of references in Appendix 8 show that they have substantial delegated decision-making powers and do not routinely need to submit their decisions to their parent Development Committee, nevertheless they are sub-committees in the hierarchy. Therefore s.15(5)(c) of the 1989 Act in respect of ordinary committees does not apply to them. They should not be listed with ordinary committees to which the third principle of aggregate entitlement in s.15(5)(c) applies.

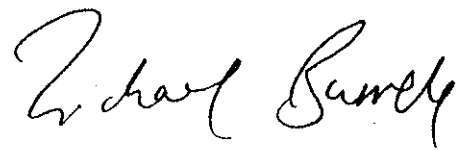
### APPOINTMENT OF THE COMMITTEES, SUB-COMMITTEES, WORKING GROUPS, PANELS AND BOARDS

42. The Standing Orders in Appendix 9 comply with s.102 of the 1972 Act. Since the 1989 Act the Council has had power to appoint ordinary sub-committees as well as committees (s.102(1)(a)) and advisory sub-committees as well as committees (s.102(4A)).

43. The Council has power to appoint Chairmen and Vice-Chairmen of Committees and Sub-Committees. See Knowles, The Law & Practice of Local Authority Meetings, 2nd ed, 1993, para.11.9, which includes a draft standing order.

GENERALLY

44. If there are queries on this advice, please do not hesitate to raise them.



MICHAEL BURRELL

4-5 Gray's Inn Square  
Gray's Inn  
London WC1R 5AY  
mb\epping

25 March 1996



## **Appointments for Annual Meeting of Council**

### **Pro rata explained:**

1. The statutory basis for pro rata memberships comes from the Local Government and Housing Act 1989 (LGHA). In essence there are four main principles for appointments to 'ordinary committees':
  - (a) not all seats to be allocated to the same group;
  - (b) if a group has a majority on the Council, it must have a majority of seats on Committees;
  - (c) subject to (a) and (b) above, the total number of seats on Committees must be allocated in the same proportions as the group memberships bear to the Council's membership;
  - (d) subject to (a) and (c) above, the number of seats on each Committee must be proportional to each group's membership of the Council;

The method by which the Council elects to Ordinary Committees was subject to report on 23 April 1996. A copy of that minute together with the Council's opinion is attached:

2. The Council agreed:

### **Ordinary Committees - Individual Entitlements**

- "(a) That all political groups be allowed to take up the seats on individual committees (including small panels and boards) to which they are entitled, subject to any adjustment to the aggregate entitlement;
- (b) That, if there is no agreement under (a), the Council stipulates that relevant seats should be taken from any group with more seats than its entitlement but having the lowest proportion on the Council overall;

### **Ordinary Committees - Aggregate Adjustment**

- (c) That, if there is disagreement over the aggregate reallocations between groups on ordinary committees, the following procedure shall apply:
  - (i) The seats to be reallocated shall comprise initially seats on committees where representation is greater than entitlement, then if necessary seats on committees where representation matches entitlement and finally, where necessary, from Committees where representation is less than entitlement;
  - (ii) Reallocation of seats under (c) (i) above be to groups due to gain seats in descending order of priority according to their proportion of seats on the Council; ...."

### **Ordinary Committees – Non affiliated members**

3. Regulations made in 1990, (The Local Government (Committees and Political Groups ) Regulations 1990) inserted an additional section into the LGHA as follows:

"S 16 (2A) Where appointments fail to be made to seats on body to which [pro rata] applies otherwise than in accordance with a determination under [those rules] it shall be the duty of the authority or the committee, as the case may be, so as to exercise their power to make appointments as to secure that the persons appointed to those seats are not members of any political group"

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# Epping Forest District Council - Pro Rata Memberships

Political Affiliation	Places	Gode	Rounded %	Cons	Rounded %	Lib Dem	Rounded %	LRA	Rounded %	Morgan	Rounded %	Murray	Rounded %	Richardson	Rounded %	Collier	Rounded %	Totals	Comments
No of Councillors		1		37		6		10		1		1		1		1		58	
Percentage		1.724		63.793		10.345		17.241		1.724		1.724		1.724		1.724		100	
Overall % places		0.879		32.534		5.276		8.793		0.879		0.879		0.879		0.879			
<b>Cttees:</b>																			
Licensing Committee	15	0.259	0	9.569	10	1.552	2	2.586	3	0.259	0	0.259	0	0.259	0	0.259	0	15	
Housing Appeals and Review Panel	5	0.086	0	3.190	3	0.517	1	0.862	1	0.086	0	0.086	0	0.086	0	0.086	0	5	
Staff Appeals Panel**	5	0.086	0	3.190	3	0.517	1	0.862	1	0.086	0	0.086	0	0.086	0	0.086	0	5	
Complaints Panel: (pool)*	11	0.190	0	7.017	7	1.138	1	1.897	2	0.190	0	0.190	0	0.190	0	0.190	0	10	check allocation
District Development Control	15	0.259	0	9.569	10	1.552	2	2.586	3	0.259	0	0.259	0	0.259	0	0.259	0	15	
Total Seats	51		0		33		7		10		0		0		0		0	50	check allocation
Aggregated Entitlement		0.879		32.534		5.276		8.793		0.879		0.879		0.879		0.879			
rounded aggregated entitlements			1		33		5		9		1		1		1		1	52	check allocation
Changes Required			1		0		-2		-1		1		1		1		-1	0	rounded all.
Overview & Scrutiny Committee	11	0.190	0	7.017	7	1.138	1	1.897	2	0.190	0	0.190	0	0.190	0	0.190	0	10	check allocation
Joint Consultative Committee	9	0.155	0	5.741	6	0.931	1	1.552	2	0.155	0	0.155	0	0.155	0	0.155	0	9	
Elections and Com Gov	5	0.086	0	3.190	3	0.517	1	0.862	1	0.086	0	0.086	0	0.086	0	0.086	0	5	
Chief Exec Appointment	7	0.121	0	4.466	4	0.724	1	1.207	1	0.121	0	0.121	0	0.121	0	0.121	0	6	check allocation
Essex Localism Init- Local Highways Panel	14	0.241	0	8.931	9	1.448	1	2.414	2	0.241	0	0.241	0	0.241	0	0.241	0	12	check allocation
Total Seats	46																	42	check allocation
* Membership will be five drawn from the pool of eleven																			
** Five Deputies also need appointment																			
Chairmanships	19	0.328	0	12.121	12	1.966	2	3.276	3	0.328	0	0.328	0	0.328	0	0.328	0	17	check allocation
Vice-Chairmanships	13	0.224	0	8.293	8	1.345	1	2.241	2	0.224	0	0.224	0	0.224	0	0.224	0	11	check allocation

## Membership of Planning Subcommittees

Political Affiliation	Places	Gode	Cons	Lib Dem	LRA	Morgan	Murray	Richardson	Collier	Totals
<b>Cttees:</b>										
Area Plans Subcommittee South**	25	0	10	3	10	0	1	1	0	25
Area Plans Subcommittee East	19	1	14	3	0	1	0	0	0	19
Area Plans Subcommittee West	14	0	13	0	0	0	0	0	1	14

\* in the last column indicates either over or under allocation

\*\* Subject to Councillors opting in at Annual meeting.

Please note that a separate pro rata table has been produced for the Overview and Scrutiny Committee in relation to Standing Panels.

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## Council Appointments

### (a) Leader Nominations

	<b>2011/12</b>
<b>Leader</b>	Mrs L Wagland

## Leader Appointments:

### (b) Deputy Leader

	<b>2011/12</b>
<b>Deputy Leader</b>	John Philip

### (c) Other Cabinet Members/Allocation of Portfolios

<b>Portfolio Title</b>	<b>Portfolio Holder 2011/12</b>	<b>Deputy PH</b>
<b>Leader + Legal</b>	Lesley Wagland	
<b>Finance and Economic Development</b>	Gagan Mohindra	D Johnson (Estates) A Lion (Perf. Mgt)
<b>Leisure and Wellbeing</b>	Ricki Gadsby	J Lea
<b>Operational Planning and Transport</b>	Deleted	
<b>Performance Management</b>	Deleted	
<b>Environment</b>	John Knapman	
<b>Housing</b>	Maggie McEwen	S Watson
<b>Legal and Estates</b>	Deleted	
<b>Safer and Greener</b>	Penny Smith	K Chana
<b>Planning</b>	John Philip	S Jones
<b>Support Services</b>	John Wyatt	B Sandler

## **Existing Cabinet Committee Memberships (not part of pro rata allocations)**

### **(a) Finance and Performance Management Cabinet Committee**

Leader

Finance and Economic Development Portfolio Holder (Chairman)

Housing Portfolio Holder

**Operational Planning and Transport Portfolio Holder**

Performance Management Portfolio Holder

Safer and Greener Portfolio Holder

### **(b) North Weald Airfield and Asset Management Cabinet Committee**

Leader

Environment Portfolio Holder

Finance and Economic Development Portfolio Holder (Chairman)

Housing Portfolio Holder

**Legal and Estates Portfolio Holder**

Leisure and Wellbeing Portfolio Holder

### **(c) LDF Cabinet Committee**

Leader

(Chairman)

Environment Portfolio Holder

Leisure and Wellbeing Portfolio Holder

**Legal and Estates Portfolio Holder**

**Operational Planning and Transport Portfolio Holder**

**Performance Management Portfolio Holder**

NB Those PFH positions marked as bold have been deleted

## Combined Committee Places Nominations Form 2011-12

Licensing Committee (15 members)					
		Conservatives	Liberal Democrats	LRA	Independent
NOMINATIONS 2011/12	Chairman/Vice Chair	A Lion (V/C)			
		T Boyce	D Dodeja	K Angold-Stephens	R Morgan
		K Chana	J Sutcliffe	L Leonard	
		R Gadsby		D Wixley	
		A Lion			
		M McEwen			
		W Pryor			
		B Rolfe			
		M Sartin			
		G Waller			
		P Smith			
	Sub-Committee Chairs	M McEwen, P Smith, B Rolfe		K Angold-Stephens D Wixley	R Morgan

Note: 1 too many nominations, Chairman nomination required

Housing Appeals and Review Panel (5 members and 5 substitutes)					
		Conservatives	Liberal Democrats	LRA	Independent
NOMINATIONS 2011/12	Chairman/Vice Chair	R Gadsby (Chair)	J Sutcliffe		
		Y Knight	J Sutcliffe	Jennie Hart	
		A Mitchell	J H Whitehouse (substitute)	T Cochrane (substitute)	
		J Lea (substitute)			
		P Keska (substitute)			
		K Avey (substitute)			

Note: Lib dems to confirm J Sutcliffe nom for V/C

Staff Appeals Panel (5 members and 5 substitutes)					
NOMINATIONS 2011/12		Conservatives	Liberal Democrats	LRA	Independent
	Chairman/Vice Chair	B Sandler (V/C)			
		A Boyce	J M Whitehouse	T Cochrane	
		Y Knight	P Spencer (substitute)	L Leonard (substitute)	
		B Sandler			
		A Grigg (substitute)			
		G Waller (substitute)			
		W Breare-Hall (substitute)			

Note: Chairman Nomination required

Complaints Panel (Pool of 11 members)					
NOMINATIONS 2011/12		Conservatives	Liberal Democrats	LRA	Independent
	Chairman/Vice Chair	H Ulkun (V/C)		R Cohen (Chair)	
		K Avey		R Cohen	
		P Keska		D Wixley	
		Y Knight			
		B Rolfe			
		B Sandler			
		H Ulkun			
		L Webster			

Note: 2 further nominations required

## District Development Control Committee (15 members)

		Conservatives	Liberal Democrats	LRA	Independent
NOMINATIONS 2011/12	Chairman/Vice Chair	B Sandler (Chair) R Bassett (V/C)		C Pond (V/C)	
		R Bassett	D Dodeja	C Finn	
		A Boyce	J M Whitehouse	J Markham	
		K Chana		C Pond	
		J Hart			
		S Jones			
		J Philip			
		B Sandler			
		H Ulkun			
		S Watson			
		J Wyatt			

Note: two nominations for V/C NB: all Sub chairs on DDCC

Total Seats taken	33	6	10	1
Aggregated target	33	5	9	4*

\* See Counsels opinion and pro rata advice sheet

Total seats taken = 50

Total available seats = 51

## Non Aggregated Committees

Overview and Scrutiny Committee (11 members)					
		Conservatives	Liberal Democrats	LRA	Independent
NOMINATIONS 2011/12	Chairman/Vice Chair			D Wixley (V/C)	
		R Bassett	D Jacobs	R Brookes	
		K Chana		D Wixley	
		D Johnson			
		S Jones			
		M Sartin			
		D Stallan			
		G Waller			

Note: One further nomination required – Chairman nomination required.

Page 30

Joint Consultative Committee (9 members plus 9 staff side representatives)					
		Conservatives	Liberal Democrats	LRA	Independent
NOMINATIONS 2011/12	Chairman/Vice Chair	G Mohindra (V/C)			
		G Waller	J H Whitehouse	T Cochrane	
		J Wyatt		C Pond	
		D Johnson			
		J Philip			
		A Lion			
		G Mohindra			

Note: OK Chairman: Staff side nomination this year.

### Essex Localism Initiative – Local Highways Panel (14 members)

		Conservatives	Liberal Democrats	LRA	Independent
NOMINATIONS 2011/12	Chairman/Vice Chair	P Smith (Chair) S Stavrou (V/C)			
		J Lea	J Sutcliffe	C Finn	
		B Rolfe		L Leonard	
		A Lion		D Wixley	
		P Keska			
		W Breare-Hall			
		H Ulkun			
		R Barrett			
		P Smith			
		S Stavrou			

Note: one too few nominations

### Area Plans Sub-Committee South (Max 25 Subject to opt in)

		Conservatives	Liberal Democrats	LRA	Independent
NOMINATIONS 2011/12	Chairman/Vice Chair	J Hart (Chair) S Watson (V/C)		L Leonard (V/C)	
		R Barrett	D Dodeja	K Angold-Stephens	P Richardson (BNP)
		H Ulkun*	P Spencer	T Cochrane	
		J Knapman	J Sutcliffe	R Cohen*	
		A Lion		C Finn*	
		G Mohindra*		Jennie Hart	
		B Sandler		J Markham*	
		L Wagland		C Pond	
		K Chana*		L Leonard*	
		J Hart		D Wixley	
		S Watson*			

Note: Two nominations for V/C    \*=yet to opt in

## Area Plans Sub-Committee East (19 Members)

		Conservatives	Liberal Democrats	LRA	Independent
NOMINATIONS 2011/12	Chairman/Vice Chair	A Boyce (Chair) S Jones (V/C)			
		K Avey	D Jacobs		R Morgan
		W Breare-Hall	J H Whitehouse		P Gode
		D Collins	J M Whitehouse		
		A Grigg			
		P Keska			
		M McEwen			
		S Packford			
		J Philip			
		B Rolfe			
		D Stallan			
		C Whitbread			
		G Waller			
		A Boyce			
		S Jones			

Note: ok

### Area Plans Sub-Committee West (14 Members)

		Conservatives	Liberal Democrats	LRA	Independent
NOMINATIONS 2011/12	Chairman/Vice Chair	J Wyatt (Chair) L Webster (V/C)			
		R Bassett			J Collier
		R Gadsby			
		D Johnson			
		Y Knight			
		J Lea			
		A Mitchell			
		W Pryor			
		M Sartin			
		P Smith			
		S Stavrou			
		A Watts			
		L Webster			
		J Wyatt			

Note: ok

### Audit and Governance Committee (3 members plus 2 co-opted persons)

		Conservatives	Liberal Democrats	LRA	Independent
NOMINATIONS 2011/12	Chairman/Vice Chair	A Watts (Chair)			
		S Watson	tbc	C Finn	

Note: One too many nominations

# Waste Management Partnership Board

(2 Members plus 2 Officers and 4 representatives of the Council's Waste Management Contractor)

		Conservatives	Liberal Democrats	LRA	Independent
NOMINATIONS 2011/12	Chairman/Vice Chair	J Knapman (Chair)			
		J Knapman			
		G Waller			

Page 34

# Leisure Management – Contract Monitoring Board (6 members)

		Conservatives	Liberal Democrats	LRA	Independent
NOMINATIONS 2011/12	Chairman/Vice Chair				
		G Mohindra	J M Whitehouse	R Brookes	
		R Gadsby			
		J Knapman			
		S Packford			

# “Olympic Champion”

		Conservatives	Liberal Democrats	LRA	Independent
NOM. 2011/12		E Webster			

**Additional Committees:**

Standards Committee (3 members)					
NOMINATIONS 2011/12		Conservatives	Liberal Democrats	LRA	Independent
	Chairman/Vice Chair				
				none	

Committee for the Appointment of the Chief Executive (7 members cross party)					
NOMINATIONS 2011/12		Conservatives	Liberal Democrats	LRA	Independent
	Chairman/Vice Chair				
				C Pond	

Electoral and Community Governance Review (5 members and five deputies)					
NOMINATIONS 2011/12		Conservatives	Liberal Democrats	LRA	Independent
	Chairman/Vice Chair				
				TBA	

### Chairman/Vice Chairman Allocations

Conservatives	Liberal Democrats	LRA	Independent
10 Chair 8 Vice Chair + 1 Contested	? Cllr Sutcliffe on HARP Ch or V/C?	3 Chair 1 Vice Chair + 1 contested	1 Chair (Morgan Licensing Sub)

### Chair Vacancies not yet allocated

**5 Chairs**

**3 Vice Chairs**

## Overview and Scrutiny Standing Panels

Constitution and Member Services Panel					
NOMINATIONS 2011/12		Conservatives	Liberal Democrats	LRA	Independent
	Chairman/Vice Chair				
			J H Whitehouse	R Cohen	
				J Markham	

Finance and Performance Management					
NOMINATIONS 2011/12		Conservatives	Liberal Democrats	LRA	Independent
	Chairman/Vice Chair		D Jacobs (Chair)		
			D Jacobs	K Angold-Stephens	
				R Cohen	

Housing					
NOMINATIONS 2011/12		Conservatives	Liberal Democrats	LRA	Independent
	Chairman/Vice Chair				S Murray (Chair)
			J H Whitehouse	Jennie Hart	S Murray
				R Brookes	

Safer, Cleaner, Greener					
NOMINATIONS 2011/12		Conservatives	Liberal Democrats	LRA	Independent
	Chairman/Vice Chair				
			P Spencer	T Cochrane	
				C Pond	

## Planning Services

NOMINATIONS 2011/12		Conservatives	Liberal Democrats	LRA	Independent
	Chairman/Vice Chair				
			J M Whitehouse	C Finn	
				J Markham	

## Task and Finish Panels

### Children Services Task and Finish Panel

NOMINATIONS 2011/12		Conservatives	Liberal Democrats	LRA	Independent
	Chairman/Vice Chair				
				R Brookes	
				T Cochrane	

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**Representation on Outside Organisations – Appointments by Leader  
Organisations Carrying Out Executive Functions**

<b>Organisation and Allocation Category</b>		<b>2010/11 Appointments</b>	<b>Nominations for 2011/12</b>
1.	Civil Enforcement of Parking and Traffic Regulations Outside London (PATROL) – Adjudication Joint Committee (Executive)	Ms S-A Stavrou	Mrs P Smith (CON)
2.	Crime and Disorder Strategy Panel (Executive)	Mrs P Smith Ms S-A Stavrou (Deputy)	Mrs P Smith (CON) J Knapman (CON) (deputy)
3.	East of England Local Government Association (Executive)	Mrs D Collins	Mrs L Wagland (CON)
4.	Enfield Essex Herts Border Liaison Group (Executive/Local)	R Bassett Mrs P Smith J Wyatt (Mrs J Lea, W Pryor, Mrs M Sartin, as Deputies)	R Bassett (CON) Mrs P Smith (CON) Mrs M Sartin (CON) (Mrs J Lea (CON), W Pryor (CON), J Wyatt (CON) as deputies)
5.	Epping Forest District Local Strategic Partnership (Executive) (a) LSP Board (b) Health Equalities Group (c) Safer Communities Partnership (d) Sustainable Communities Group (e) Epping Forest Children's Partnership	(a) Mrs D Collins, Mrs A Grigg (b) B Rolfe (c) Ms S-A Stavrou (d) Mrs A Grigg (e) Mrs L Wagland	(a) Mrs L Wagland (CON), J Philip (CON) (b) B Sandler (CON) (c) Mrs P Smith (CON) (d) Mrs S Jones (CON) (e) R Barrett (CON)
6.	Epping Forest Local Strategic Partnership – Homes and Neighbourhoods Action Group (Executive)	D Stallan	Disbanded – no nomination required.

Organisation and Allocation Category		2010/11 Appointments	Nominations for 2011/12
7.	Essex On-Line Partnership (Executive)	Mrs D Collins	J Philip (CON)
8.	Harlow Stansted Gateway Transportation Board (HSGTB) (Executive)	New appointment – previously officers only	G Mohindra (CON) J Knapman (CON) (deputy)
9.	Highways Panel (West Area) (Executive)	Ms S-A Stavrou Mrs P Smith (Deputy)	Mrs P Smith (CON) K Chana (CON) (deputy)
10.	Local Government Association - General Assembly (Executive)	Mrs D Collins C Whitbread (Deputy)	Mrs L Wagland (CON) J Philip (CON) (Deputy)
11.	Local Government Information Unit Management Committee (Executive)	Mrs D Collins C Whitbread (Deputy)	Mrs L Wagland (CON) J Philip (CON)
12.	Waste Partnership Member Board (Executive)	Mrs M Sartin Mrs D Collins (Deputy)	J Knapman (CON) P Smith (CON) (deputy)
13.	Waste Partnership - Inter-Authority Member Working Group (Executive)	Mrs M Sartin Mrs D Collins (Deputy)	J Knapman (CON) P Smith (CON) (deputy)

# Council Appointments

## Representation on Outside Organisations

### Organisations Carrying Out Council Regulatory or Non-Cabinet Functions

Organisation and Allocation Category		2010/11 Appointments	Nominations for 2011/12
1.	Care and Repair - Management Committee	P Brooks (LD) A Grigg (CON) J Hedges (CON)	J H Whitehouse (LD) K Avey (Con) S Watson (CON)
2.	Epping Forest Citizens' Advice Bureau	K Chana (CON) R Gadsby (CON)  (J Hedges (CON), J Lea (CON) Deputies)	R Cohen (LRA) W Pryor (CON) S Packford (CON) (3 Nominations for two places) (A Mitchell (CON) deputy)
3.	Campaign to Protect Rural England (Essex Branch)	W Breare-Hall (CON) (B Rolfe (CON) Deputy)	A Boyce (CON) (Deputy required)
4.	Epping Forest College – Corporation Board	Mrs D Collins (CON)	<b>Nomination not required. Term of office expires on ceasing to be a member of the Council.</b>
5.	Epping Forest Community Transport Steering Group	S Stavrou (CON)	A Lion (CON)
6.	Epping Forest Housing Aid Committee	J Wyatt (CON)	S Watson (CON)

Organisation and Allocation Category		2010/11 Appointments	Nominations for 2011/12
7.	Grange Farm Managing Trustees (Optional)	C Huckle Mrs P Smith (CON) R Church	<b>Nominations due for appointment for the period 1 June 2011 for four years Need not be Councillors</b> P Smith (CON) D Johnson (CON) B Scrutton (CON)
8.	Lee Valley Regional Park Authority	M Sartin (CON) Ms S A Stavrou (CON) (J Wyatt (CON) and R Bassett (CON) deputies)	<b>Nomination not required until 30.06.13</b>
9.	<b>Leisure Centres Liaison Groups (Local)</b>  -Ongar Leisure Centre  - Epping Sports Centre  - Loughton Leisure Centre  - Waltham Abbey Swimming Pool	  A Grigg (CON) B Judd (CON)   W Breare-Hall (CON) B Rolfe (CON)   R Barrett (CON) S Watson (CON)   D Johnson (CON) W Pryor (CON)	  <b>P Keska (CON) (One further nomination required)</b>   W Breare-Hall (CON) K Avey (CON)   R Brookes (LRA) <b>(One further nomination required)</b>   D Johnson (CON) W Pryor (CON)

Organisation and Allocation Category		2010/11 Appointments	Nominations for 2011/12
10.	Local Councils' Liaison Committee	A Grigg (CON) K Angold-Stephens (LRA) R Morgan (IND) B Sandler (CON) J M Whitehouse (LD)	K Angold-Stephens (LRA) B Rolfe (CON) P Smith (CON) B Sandler (CON) (Chairman and Vice Chairman plus three other member – one further nomination required)
11.	Local Government Association - Rural Commission	A Boyce (CON) (Voting Member) Mrs M McEwen (CON)	A Boyce (CON) (voting member) M McEwen (CON)
12.	Museums in Essex Committee	Mrs R Gadsby (CON)	R Gadsby (CON)
13.	Police and Community Consultative Group – Epping Forest	R Bassett (CON) H Ulkun (CON)	K Chana (CON) H Ulkun (CON)
14.	Princess Alexandra Hospital - Partnership Governor	R Gadsby (CON)	G Waller (CON)
15.	<b>Roding Valley Meadows Local Nature Reserve</b> <b>(a) Management Committee</b>	D Dodeja (LD) S Murray (IND) M Sartin (CON)  (K Angold-Stephens (LRA), P Spencer (LD) Deputies, and 1 Deputy vacancy)	P Spencer (LD) K Angold-Stephens (LRA), S Murray (LAB)  (Three nomination for 1 position)
	<b>(b) Working Group</b>	N/A	K Angold-Stephens (LRA)

Organisation and Allocation Category		2010/11 Appointments	Nominations for 2011/12
16.	Stansted Airport Consultative Committee	Mrs M Sartin (CON) W Pryor (CON) (Deputy)	M Sartin (CON) G Waller (CON)
17	Stansted Airport Community Trust Fund	R Morgan (IND)	R Morgan (IND)
18.	Town Centre Partnerships (Local)		
	(a) Buckhurst Hill Town Centre Partnership	H Ulkun (CON) S Watson (CON)	H Ulkun (CON) S Watson (CON)
	<b>(b) Epping Town Centre Partnership</b>	W Breare-Hall (CON) J Hedges (CON)	<b>J M Whitehouse (LD)</b> <b>S Packford (CON)</b> <b>W Breare-Hall (CON)</b> <b>(three nominations for two places)</b>
	(c) Loughton Broadway Town Centre Partnership	Jennie Hart (LRA) J Knapman (CON)	Jennie Hart (LRA) J Knapman (CON)
	<b>(d) Loughton High Road Town Centre Partnership</b>	R Barrett (CON) J Hart (CON)	<b>D Wixley (LRA)</b> <b>C Finn (LRA)</b> <b>R Barrett (CON)</b> <b>(three nominations for two places)</b>
	(e) Ongar Town Forum - Steering Group	D Jacobs (LD) B Judd (CON)	D Jacobs (LD) P Keska (CON)
	(f) Waltham Abbey Town	R Gadsby (CON)	R Gadsby (CON)

Organisation and Allocation Category		2010/11 Appointments	Nominations for 2011/12
	Partnership	J Lea (CON)	A Mitchell (CON)
19.	Voluntary Action Epping Forest	C Pond (LRA)	C Pond (LRA)
20.	Waltham Abbey Royal Gunpowder Mills Ltd	W Pryor (CON)	W Pryor (CON)
21.	Waltham Abbey Tourist Information Centre - Joint Management Committee (Local)	R Gadsby (CON) J Lea (CON) J Wyatt (CON)	E Webster (CON) A Mitchell (CON) A Watts (CON)
22.	Waste Management and Street Cleansing – Loughton Stakeholders' Group (Local)	R Barrett (CON) J Hart (CON) C Finn (LRA)	L Leonard (LRA) J Knapman (CON) R Barrett (CON)
23.	West Essex Area Forum	Mrs D Collins (CON)	N/A
24.	West Essex Children's Trust Board	Mrs L Wagland (CON)	N/A

## Representation on Outside Organisations - Appointments Held by Officers

### Appointments by Leader – Organisations Carrying Out Executive Functions

The following appointments have been made by the Leader of the Council in accordance with Council minute 121 – 17 February 2009 as they fall within the 'Executive' category.

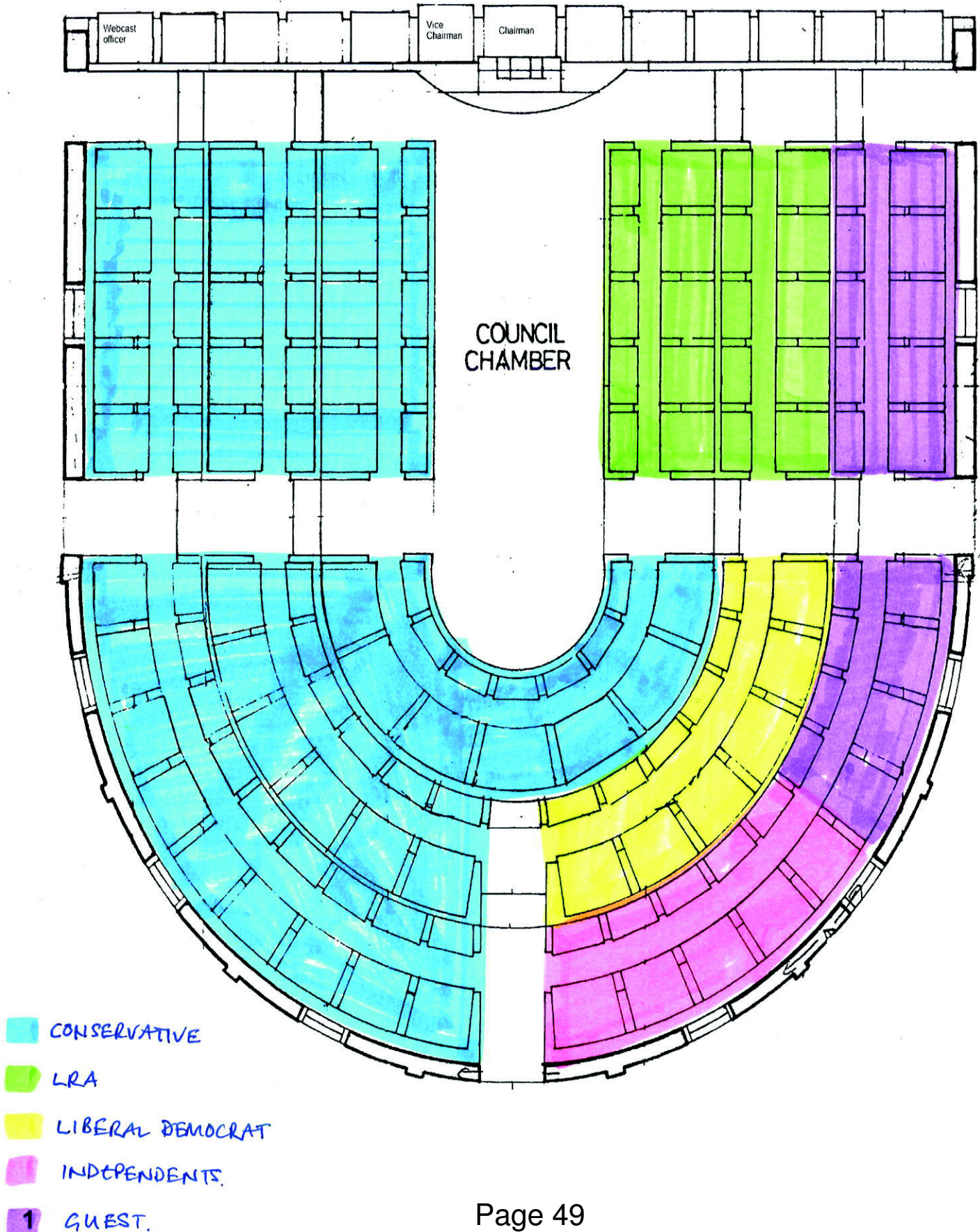
Number:	Organisation and Committee Responsible	Representative
1	Access Group – Joint Management Team	Special Needs Manager
2	Essex Archaeological and Historical Congress	Epping Forest District Museum Officer
3	Museum Service (South Eastern)	Epping Forest District Museum Officer
4	National Society for Clean Air (SE Division)	Director of Environment and Street Scene (or representative)
5	Standing Conference – Investigation of Air Pollution	Director of Environment and Street Scene (or representative)
6	Roding Valley Meadow Local Nature Reserve Consultative Group	Director of Planning and Economic Development (or representative)

### Organisations Carrying Out Council Regulatory or Non-Executive Functions

This Appendix indicates those organisations where the Council determined on 25 April 1995 that the representatives should be officers.

Number:	Organisation and Committee Responsible	Representative
1	East Anglian Home Safety Committee	Director of Environment and Street Scene (or representative)
2	Essex Water Safety Liaison Committee	Director of Environment and Street Scene (or representative)
3	Victoria County History Association	Epping Forest District Museum Officer
4	Voluntary Action Epping Forest (see also member appointments schedule)	Policy Officer (+ 1 member delegate)

## Layout – Council Meetings



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