



Epping Forest District Council

APPOINTMENTS PANEL **Monday, 2nd June, 2014**

You are invited to attend the next meeting of **Appointments Panel**, which will be held at:

Committee Room 1, Civic Offices, High Street, Epping
on Monday, 2nd June, 2014
at 7.00 pm .

Glen Chipp
Chief Executive

Democratic Services
Officer

Simon Hill Tel: 01992 564249
Democraticservices@eppingforestdc.gov.uk

Members:

Councillors K Angold-Stephens, Mrs C Pond, Ms S Stavrou, C Whitbread and
J M Whitehouse

Non Affiliated Councillors: R Butler, P Gode, R Morgan, S Murray,

1. ELECTION OF CHAIRMAN

To determine the Chairman for the duration of 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 2014/15 (Pages 7 - 8)

(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.

A blank form is attached for use by Groups

5. CHAIRMAN AND VICE-CHAIRMAN OF COUNCIL 2014/15 (Pages 9 - 10)

The nominations process approved at the Council meeting in February 2014 now provides:

Election of Chairman of the Council

The individual elected to the office of Chairman of Epping Forest District Council shall be elected on merit by the Council at its Annual meeting.

Appointment of Vice Chairman of Council

The appointment of the Vice Chairman of the Council shall be undertaken by the Council on the basis of merit in accordance with the following provisions:

- (a) nominees for the office of Vice-Chairman of the Council are required to submit a nomination form supported and signed by no fewer than 15 serving District Councillors on the date when the Appointments Panel holds its first meeting in any municipal year;
- (b) nominees for Vice Chairman of the Council may be a Councillor from any political group on the Council or any independent or unaffiliated Councillor;
- (c) the nomination of candidates for the position of Vice-Chairman and the expression of support for any nomination may be notified to the co-ordinating member by electronic mail;
- (d) all nominations shall be considered by the Appointments Panel for onward recommendation to the Annual Council meeting;
- (e) it is expected that the person appointed by the Council as Vice Chairman of the Council shall normally be elected as the Chairman of the Council for the following Council year;
- (f) If for any reason, a Vice Chairman is unable to be elected as Chairman of the Council following their year as Vice Chairman, the procedure outlined in (a) to (c) above shall also apply to the election of a new Chairman;
- (g) the Council may suspend the operation of the appointment process set out above at an Annual Council meeting. A motion to that effect and giving reasons as to why this would be in the best interests of the Council may only be adopted if the equivalent of 65% of Council members present at the meeting vote in favour.

A Blank form is attached.

6. LEADER AND CABINET

To report on the current position:

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

(c) Cabinet Subcommittees and Appointments

7. APPOINTED MEMBERS FOR SUBSTITUTIONS NOTIFICATIONS

Groups to supply names of Councillors that are appointed for the purposes of notifying substitutes for meetings.

8. POLITICAL GROUP ALLOCATIONS (Pages 11 - 26)

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

The pro rata allocations sheet showing the current position is also attached. A revised allocations sheet will be circulated immediately after the elections.

9. COMMITTEES ETC - NOMINATIONS (Pages 27 - 52)

(a) Nominations

To discuss and agree nominations to Committees, Sub-Committees and Panels. Schedules showing last years memberships and a blank version for completion of the required appointments is attached. A combined schedule will follow after the election.

(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) 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 on 1 July.

A Blank nomination form is attached.

Received nominations will be circulated separately.

10. REPRESENTATIVES ON OUTSIDE ORGANISATIONS (Pages 53 - 58)

Appointments to the Outside Organisations carrying out

(i) Executive Functions; and

(ii) Non Executive functions

A blank schedule is attached for information – a combined schedule will be circulated after the elections.

11. COUNCIL MEETING - SEATING PLAN 2012/13 (Pages 59 - 60)

To consider a draft Council seating plan. A new proposed layout will be circulated after

the elections. Last years plan is attached for information.

12. ANY OTHER BUSINESS

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.

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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 be 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

EPPING 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

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mb\lepping

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 Counsels 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 %	Butler	Rounded %	Vacancy	Rounded %	Totals	Comments
No of Councillors		1		38		4		10		1		1		1		2		58	
Percentage		1.724		65.517		6.897		17.241		1.724		1.724		1.724		3.448		100	
Overall % places		0.879		33.414		3.517		8.793		0.879		0.879		0.879		1.759			

Cttees:

Licensing Committee	15	0.259	0	9.828	10	1.034	1	2.586	3	0.259	0	0.259	0	0.259	0	0.517	1	15		
Housing Appeals and Review Panel	5	0.086	0	3.276	3	0.345	0	0.862	1	0.086	0	0.086	0	0.086	0	0.172	0	4	check allocation	
Staff Appeals Panel**	5	0.086	0	3.276	3	0.345	0	0.862	1	0.086	0	0.086	0	0.086	0	0.172	0	4	check allocation	
Complaints Panel: (pool)*	11	0.190	0	7.207	7	0.759	1	1.897	2	0.190	0	0.190	0	0.190	0	0.379	0	10	check allocation	
District Development Control	15	0.259	0	9.828	10	1.034	1	2.586	3	0.259	0	0.259	0	0.259	0	0.517	1	15		
Total Seats	51		0		33		3		10		0		0		0		2		48	check allocation
Aggregated Entitlement		0.879		33.414		3.517		8.793		0.879		0.879		0.879		1.759				
Rounded aggregated entitlements		1		33		4		9		1		1		1		2		52	check allocation	
Changes Required		1		0		1		-1		1		1		1		0 rounded all.		3		
Overview & Scrutiny Committee	11	0.190	0	7.207	7	0.759	1	1.897	2	0.190	0	0.190	0	0.190	0	0.379	0	10	check allocation	
Joint Consultative Committee	9	0.155	0	5.897	6	0.621	1	1.552	2	0.155	0	0.155	0	0.155	0	0.310	0	9		
Standards Committee	9	0.155	0	5.897	6	0.621	1	1.552	2	0.155	0	0.155	0	0.155	0	0.310	0	9		
Total Seats	29																	28	check allocation	

* Membership will be five drawn from the pool of eleven

** Five Deputies also need appointment

Chairmanships	17	0.293	0	11.138	11	1.172	1	2.931	3	0.293	0	0.293	0	0.293	0	0.586	1	16	check allocation
Vice-Chairmanships	9	0.155	0	5.897	6	0.621	1	1.552	2	0.155	0	0.155	0	0.155	0	0.310	0	9	

Membership of Planning Subcommittees

Political Affiliation	Places	Gode	Cons	Lib Dem	LRA	Morgan	Murray	Butler	Vacancy	Totals
Cttees:										
Area Plans Subcommittee South**	25	0	11	1	10	0	1	0	2	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	1	0	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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Committee Appointments 2013-14

Area Plans Sub-Committee East (19 Members)

		Conservatives	Liberal Democrats	LRA	Non Affiliated
MEMBERSHIP 2013/14	Chairman/Vice Chair	S Jones (Chairman) * P Keska (V/C)			
		K Avey	D Jacobs *		P Gode (Lab)
		W Breare-Hall	J H Whitehouse		R Morgan (ind)
		H Brady	J M Whitehouse		
		A Boyce			
		T Church			
		A Grigg			
		M McEwen			
		J Philip			
		B Rolfe			
		D Stallan			
		C Whitbread			
		G Waller			

* Nominated Group Representative

Area Plans Sub-Committee West (14 Members)

		Conservatives	Liberal Democrats	LRA	Non Affiliated
MEMBERSHIP 2013/14	Chairman/Vice Chair	Y Knight (Chairman)* A Mitchell (V/C)			
		R Bassett			R Butler (UKIP)
		R Gadsby			
		H Kane			
		J Lea			
		M Sartin			
		G Shiell			
		P Smith			
		S Stavrou			
		A Watts			
		J Wyatt			
		E Webster			

* Nominated Group Representative

Area Plans Sub-Committee South (23 Members - subject to opt in)

		Conservatives	Liberal Democrats	LRA	Non Affiliated
MEMBERSHIP 2013/14	Chairman/Vice Chair	J Hart (Chairman)* N Wright (V/C)			
		G Chambers		K Angold-Stephens	
		K Chana		T Cochrane	
		J Knapman		R Cohen	
		A Lion		L Girling	
		G Mohindra		Jennie Hart	
		B Sandler		L Leonard	
		H Ulkun		H Mann	
		L Wagland		J Markham	
		S Watson		C Pond	
				T Thomas	
				D Wixley	
				1 Vacancy	

*Nominated Group Representative

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

		Conservatives	Liberal Democrats	LRA	Non Affiliated
MEM 2013	Chairman/Vice Chair	To be decided by the Committee in accordance with the Constitution			
		H Kane A Watts		L Leonard	

Complaints Panel (Pool of 11 members)

		Conservatives	Liberal Democrats	LRA	Non Affiliated
MEMBERSHIP 2013/14	Chairman/Vice Chair		P Spencer (V/C)	R Cohen (Chairman)	
		G Chambers		H Mann	
		K Chana			
		P Keska			
		Y Knight			
		A Mitchell			
		B Sandler			
		G Shiell			
		P Smith			

Directorate Restructuring Panel (7 members)

		Conservatives	Liberal Democrats	LRA	Non Affiliated
MEMBERSHIP 2013/14	Chairman/Vice Chair	C Whitbread (Chairman) S Stavrou (V/C)			
		J Hart	J M Whitehouse	K Angold-Stephens	
		J Knapman			
		G Waller			

District Development Control Committee (15 members)

		Conservatives	Liberal Democrats	LRA	Non Affiliated
MEMBERSHIP 2013/14	Chairman/Vice Chair	B Sandler (Chairman)* J Wyatt (V/C)			
		A Boyce	J M Whitehouse*	J Hart	R Morgan (Ind)
		J Hart		J Markham	
		S Jones		C Pond*	
		H Kane			
		B Rolfe			
		J Knapman			
		Y Knight			
		J Philip			

* Nominated Group Representative

Housing Appeals and Review Panel (5 members and 5 substitutes)

		Conservatives	Liberal Democrats	LRA	Non Affiliated
MEMBERSHIP 2013/14	Chairman/Vice Chair	B Rolfe (Chairman) J Lea (V/C)			
		K Avey	J H Whitehouse	Jennie Hart	
		P Keska (substitute)	P Spencer (substitute)	L Leonard (substitute)	
		G Shiell (substitute)			
		P Smith (substitute)			

03-06-14

Joint Consultative Committee (9 members plus 9 staff side representatives)

		Conservatives	Liberal Democrats	LRA	Non Affiliated
MEMBERSHIP 2013/14	Chairman/Vice Chair	R Bassett (V/C)			
		G Chambers	J H Whitehouse	T Cochrane	
		A Lion		L Leonard	
		G Shiell			
		D Stallan			
		G Waller			

Licensing Committee (15 members)

		Conservatives	Liberal Democrats	LRA	Non Affiliated
MEMBERSHIP 2013/14	Chairman/Vice Chair		P Spencer (V/C)	K Angold-Stephens (Chairman)	
		A Boyce			R Morgan (Ind)
		K Chana		L Leonard	
		R Gadsby		H Mann	
		P Keska		T Thomas	
		A Mitchell			
		M Sartin			
		P Smith			
		S Watson			
		B Rolfe			
Sub-Committee Chairs	A Boyce P Smith	P Spencer	K Angold-Stephens L Leonard	R Morgan (Ind)	

Overview and Scrutiny (15 Members)

		Conservatives	Liberal Democrats	LRA	Non Affiliated
MEMBERSHIP 2013/14	Chairman/Vice Chair			K Angold Stephens (V/C)	R Morgan (Ind)(Chairman)
		G Chambers	D Jacobs	L Girling	S Murray
		K Chana		D Wixley	
		T Church			
		H Kane			
		P Keska			
		A Lion			
		A Mitchell			
		J Philip			
	B Rolfe				

Staff Appeals Panel (5 members and 5 substitutes)

		Conservatives	Liberal Democrats	LRA	Non Affiliated
MEMBERSHIP 2013/14	Chairman/Vice Chair	B Sandler (Chairman) B Rolfe (V/C)			
		G Chambers	P Spencer	T Cochrane	
		P Smith (substitute)	J H Whitehouse (substitute)	R Cohen (substitute)	
		A Mitchell (substitute)			
		J Wyatt (substitute)			

Standards Committee (9 Members)

		Conservatives	Liberal Democrats	LRA	Non Affiliated
MEMBERSHIP 2013/14	Chairman/Vice Chair	P Smith (Chairman)	J H Whitehouse	R Cohen	
		G Chambers (Vice Chairman)			
		H Kane		C Pond	
		J Lea			
		B Rolfe			
	D Stallan				

Other Bodies

Local Highways Panel (7 District, 7 County members – ECC Chair)					
		Conservatives	Liberal Democrats	LRA	Non Affiliated
MEMBERSHIP 2013/14		R Bassett		L Leonard	
		K Chana			
		T Church			
		P Keska			
		J Lea			
		S Watson			

Leisure Management – Contract Monitoring Board (6 members)

		Conservatives	Liberal Democrats	LRA	Non Affiliated
MEMBERSHIP IP 2013/14		W Breare Hall	J M Whitehouse	H Mann	
		G Chambers			
		E Webster			
		N Wright			

Portfolio Holder Advisory Group on the Procurement of the Waste Management Contract (7 members)

		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2013/14		W Breare Hall (Chairman)	D Jacobs	C Pond	R Morgan
		A Boyce			
		J Lea			
		G Mohindra			

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

		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2013/14		W Breare Hall			
		S Stavrou			

Committee Appointments 2014-15

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Area Plans Sub-Committee East (19 Members)					
		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2014/15	Chairman/Vice Chair	(Chair) (V/C)			
		K Avey			P Gode (Lab)
		H Brady			Morgan (ind)
		T Church	J M Whitehouse		
		A Grigg			
		P Keska			
		M McEwen			
		J Philip			
		B Rolfe			
		G Waller			
		C Whitbread			

Area Plans Sub-Committee West (14 Members)					
		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2014/15	Chairman/Vice Chair	(Chair) (V/C)			
		R Bassett			
		R Gadsby			
		H Kane			
		J Lea			
		A Mitchell			
		M Sartin			
		G Shiell			
		P Smith			
		S Stavrou			
		A Watts			
		E Webster			

Area Plans Sub-Committee South (24 Members - subject to opt in)

		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2014/15	Chairman/Vice Chair	(Chair) (V/C)			
		G Chambers		K Angold-Stephens	
		K Chana			
		J Knapman			
		J Hart		L Girling	
		A Lion			
		B Sandler			
		H Ulkun			
				H Mann	
		N Wright			
				C Pond	
				T Thomas	
				D Wixley	

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

		Conservatives	Liberal Democrats	LRA	Independent
MEM 2014/15	Chairman/Vice Chair				

Complaints Panel (Pool of 11 members)					
		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2014/15	Chairman/Vice Chair				

District Development Control Committee (15 members)					
		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2014/15	Chairman/Vice Chair	(Chair) (VC)			

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Staff Appeals Panel (5 members and 5 substitutes)

		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2014/15	Chairman/Vice Chair				

Portfolio Holder Advisory Group on the Development of a Leisure and Cultural Strategy for the District (7 members)

		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2014/15					

Portfolio Holder Advisory Group on the Procurement of the Waste Management Contract (7 members)

		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2014/15	(Chairman)				

Standards Committee (9 Members)

		Conservatives	Liberal Democrats	LRA	Independent
MEM 2014/15					

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

		Conservatives	Liberal Democrats	LRA	Independent
MEM 2014/15					

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Agreed Scrutiny Panels Membership for 2014/15

Standing Panels

Constitution and Member Services Panel

2013-14

Chairman: J Philip

Vice Chairman: A Watts

Conservative Group:

R Gadsby, M McEwen, J Philip, M Sartin, D Stallan, G Waller and A Watts

Liberal Democrats Group:

J H Whitehouse

LRA Group:

R Cohen; C Pond

Other Nominations:

R Morgan

2014-15

Chairman:

Vice Chairman:

Conservative Group:

Liberal Democrats Group:

LRA Group:

Other Nominations:

Finance and Performance Management

2013-14

Chairman – A Lion
Vice Chairman: R Gadsby
Conservative Group: T Church, R Gadsby, J Knapman, A Lion, G Mohindra, S Watson and J Wyatt
Liberal Democrats Group: D Jacobs
LRA Group: K Angold-Stephens, H Mann

2014-15

Chairman:
Vice Chairman:
Conservative Group:
Liberal Democrats Group:
LRA Group:
Other Nominations:

Housing

2013-14

<p>Chairman: S Murray</p> <p>Vice Chairman: G Shiell</p>
<p>Conservative Group: K Avey, K Chana, R Gadsby, J Lea, S Jones, B Rolfe and G Shiell</p> <p>Liberal Democrats Group: J H Whitehouse</p> <p>LRA Group: Jennie Hart, L Leonard</p> <p>Other Nominations: S Murray</p>

2014-15

<p>Chairman:</p> <p>Vice Chairman:</p>
<p>Conservative Group:</p> <p>Liberal Democrats Group:</p> <p>LRA Group:</p> <p>Other Nominations:</p>

Safer, Cleaner, Greener

2013-14

Chairman: J Lea

Vice Chairman: H Brady

Conservative Group:

K Avey, H Brady, G Chambers, Y Knight, J Lea, Mrs M Sartin and P Smith

Liberal Democrats Group:

P Spencer

LRA Group:

T Cochrane, L Girling

Other Nomination:

S Murray, R Butler

2014-15

Chairman:

Vice Chairman:

Conservative Group:

Liberal Democrats Group:

LRA Group:

Other Nominations:

Planning Services

2013-14

Chairman: J Wyatt

Vice-Chairman: G Chambers

Conservative Group:

A Boyce, G Chambers, K Chana, J Hart, P Keska, B Sandler and J Wyatt

Liberal Democrats Group:

J M Whitehouse

LRA Group:

T Thomas, D Wixley

2014-15

Chairman:

Vice Chairman:

Conservative Group:

Liberal Democrats Group:

LRA Group:

Other Nominations:

Overview Review Task and Finish Panel

2013-14

Membership 2014/15
Chairman: K Angold-Stephens Vice Chairman: R Gadsby
K Angold-Stephens (LRA) R Gadsby (Con) A Grigg (Con) M Sartin (Con) D Stallan (Con) JH Whitehouse (LibDem)

2014-15

Chairman: Vice Chairman:
Conservative Group: Liberal Democrats Group: LRA Group: Other Nominations:

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APPENDIX

Leader Appointments

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

Organisation and Allocation Category		Representation for 2013/14	Representation for 2014/15
1.	Association of Retained Council Housing (ARCH) – Executive Board	D Stallan *See also officer appointment	
2.	Civil Enforcement of Parking and Traffic Regulations Outside London (PATROL) – Adjudication Joint Committee	G Waller	
3.	Crime and Disorder Strategy Panel	G Waller W Breare-Hall (Deputy)	
4.	East of England Local Government Association	C Whitbread	
5.	Enfield Essex Herts Border Liaison Group	R Bassett, Mrs M Sartin, E Webster (J Lea, G Shiell, P Smith deputies)	
6.	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) C Whitbread/ A Grigg (b) B Sandler (c) G Waller (d) A Grigg (e) E Webster	
7.	Essex Community Wide Traveller Unit	R Bassett (non voting member)	
8.	Harlow Stansted Gateway Transportation Board (HSGTB)	G Waller A Grigg (deputy)	
9.	Housing Repairs Advisory Group	Housing Portfolio Holder Chairman Housing Scrutiny Panel Vice Chairman Housing Scrutiny Panel	

Organisation and Allocation Category		Representation for 2013/14	Representation for 2014/15
10.	Local Government Association - General Assembly	C Whitbread S Stavrou (deputy)	
11.	Northern Essex Parking Partnership	G Waller W Breare-Hall (deputy)	
12.	South East Local Enterprise Partnership	C Whitbread A Grigg (deputy)	
13.	Waste Partnership Member Board	W Breare-Hall G Waller (deputy)	
14.	Waste Partnership - Inter-Authority Member Working Group	W Breare-Hall G Waller (deputy)	
15.	West Essex Alliance	C Whitbread A Grigg (deputy)	

APPENDIX

Council Appointments

Representation on Outside Organisations

Organisations Carrying Out Council Regulatory or Non-Cabinet Functions

Organisation and Allocation Category		Representation for 2013/14	Representation for 2014/15
1.	Care and Repair - Management Committee	A Grigg A Mitchell J H Whitehouse	
2.	Epping Forest Citizens' Advice Bureau	K Chana G Shiell (K Angold Stephens and T Church deputies)	
3.	Campaign to Protect Rural England (Essex Branch)	A Boyce Y Knight (deputy)	
4.	Epping Forest Community Transport Steering Group	G Waller	
5.	Epping Forest Housing Aid Committee	J Wyatt	
6.	Essex Health Overview and Scrutiny Committee Must not be a member with executive responsibilities	Nomination to this Committee is decided by ECC at their Annual meeting. EFDC will only be offered a place if those County Councillors nominated do not include a local ECC member.	
7.	Grange Farm Managing Trustees (Term to 31.05.15)	Not required this year	
8.	Lee Valley Regional Park Authority (Term to 30/6/2017)	M Sartin S Stavrou (J Wyatt and E Webster deputies)	

Organisation and Allocation Category	Representation for 2013/14	Representation for 2014/15
9. Leisure Centres Liaison Groups - Ongar Leisure Centre - Epping Sports Centre - Loughton Leisure Centre - Waltham Abbey Swimming Pool	D Jacobs P Keska W Breare-Hall T Church T Cochrane Jennie Hart J Lea G Shiell	
10. Local Councils' Liaison Committee	K Angold Stephens A Boyce M Sartin B Rolfe J H Whitehouse	
11. Local Government Association - Rural Commission	A Boyce	defunct
12. Police and Crime Panel	G Waller M Sartin (deputy)	
13. Princess Alexandra Hospital - Partnership Governor	G Waller	
14. Roding Valley Meadows Local Nature Reserve (a) Management Committee (b) Working Group	(a) S Murray (b) Officer representative see officer schedule *	
15. Stansted Airport Consultative Committee	M Sartin G Waller (deputy)	
16. Stansted Airport Community Trust Fund	R Morgan	

Organisation and Allocation Category		Representation for 2013/14	Representation for 2014/15
17.	Town Centre Partnerships (a) Buckhurst Hill Town Centre Partnership (b) Epping Town Centre Partnership (c) Loughton Broadway Town Centre Partnership (d) Loughton High Road Town Centre Partnership (e) Ongar Town Forum - Steering Group (f) Waltham Abbey Town Partnership	 G Chambers N Wright T Church J M Whitehouse Jennie Hart J Knapman James Hart J Markham D Jacobs P Keska H Kane J Lea	
18.	Voluntary Action Epping Forest	G Shiell	
19.	Waltham Abbey Royal Gunpowder Mills Ltd	H Kane	
20.	Waltham Abbey Tourist Information Centre - Joint Management Committee	J Lea A Mitchell J Wyatt	
21.	Waste Management and Street Cleansing – Loughton Stakeholders' Group	L Girling James Hart T Thomas	
22.	West Essex Wellbeing Joint Committee	A Boyce G Chambers	

Representation on Outside Organisations - Appointments Held by Officers

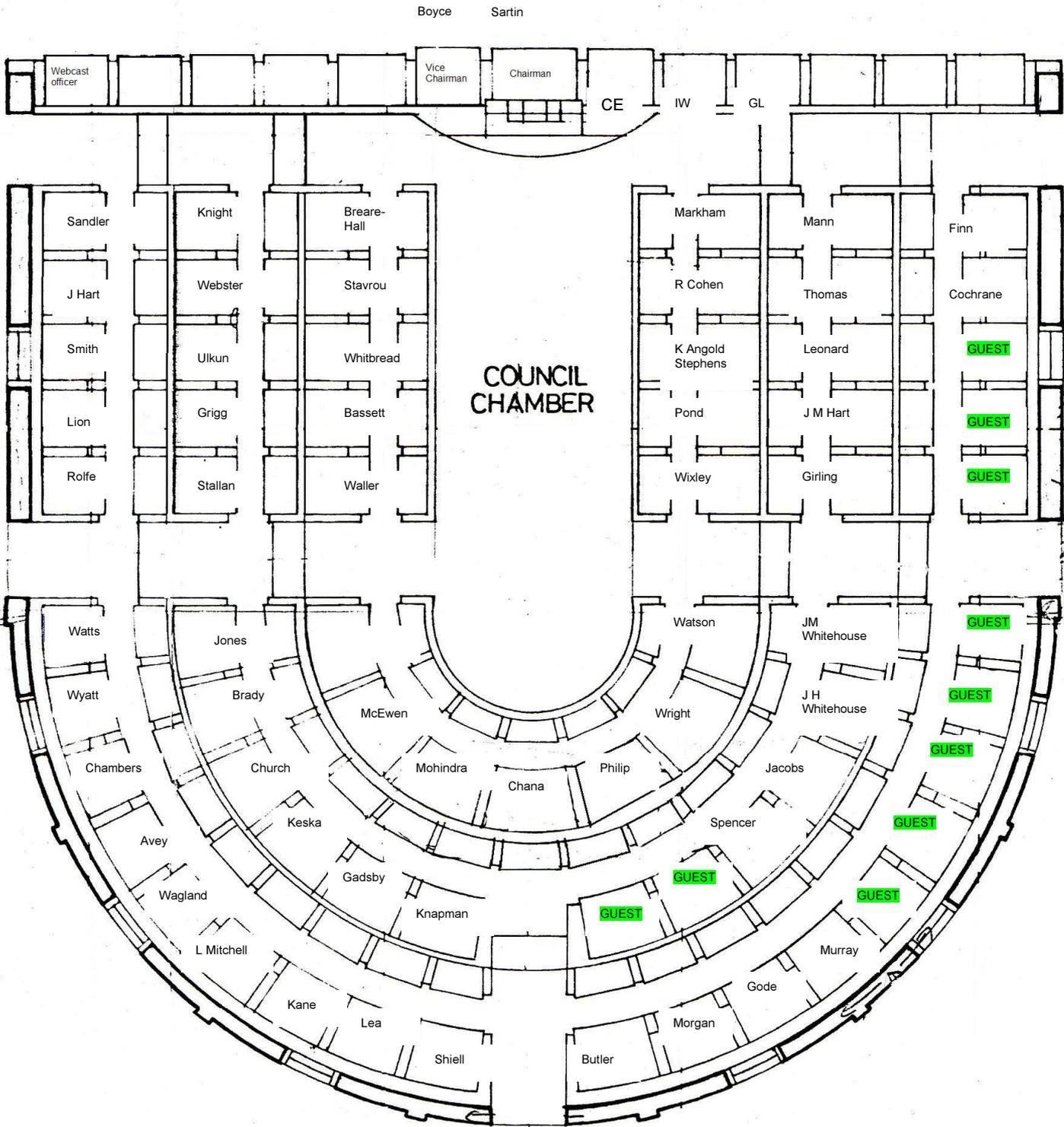
Appointments by Leader – Organisations Carrying Out Executive Functions

Number:	Organisation and Committee Responsible	Representative 2012-13
1	Access Group – Joint Management Team	Special Needs Manager
2	Association of Retained Council Housing (ARCH)	A Hall – Director of Housing
3	Essex Archaeological and Historical Congress	Epping Forest District Museum Officer
4	Museum Service (South Eastern)	Epping Forest District Museum Officer
5	National Society for Clean Air (SE Division)	Director of Environment and Street Scene (or representative)
6	Standing Conference – Investigation of Air Pollution	Director of Environment and Street Scene (or representative)
7	Roding Valley Meadow Local Nature Reserve Working 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)



**MEMBERS PLEASE NOTE
REVISED SEATING PLAN**

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