



Epping Forest District Council

APPOINTMENTS PANEL **Thursday, 11th May, 2017**

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 Thursday, 11th May, 2017
at 7.00 pm .

Glen Chipp
Chief Executive

**Democratic Services
Officer**

S. Tautz Tel: (01992) 564180
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors C Whitbread (Chairman), R Butler, D Dorrell, S Heap, R Morgan, S Murray, S Neville, C P Pond, S Stavrou, S Watson, J H Whitehouse, J M Whitehouse and D Wixley

1. ELECTION OF CHAIRMAN

To elect a chairman for the meeting. The Chairman of the Appointments Panel should normally be the Leader of the Council.

2. APOLOGIES FOR ABSENCE

3. TERMS OF REFERENCE (Pages 5 - 6)

To note the terms of reference of the Appointments Panel.

4. APPOINTMENT OF GROUP LEADERS, DEPUTY GROUP LEADERS & POLITICAL GROUPS 2017/18 (Pages 7 - 8)

To receive notification of the appointment of Group Leaders, Deputy Group Leaders and the constitution of Political Groups for the next municipal year.

(a) Group Leaders and Deputies

To receive notification of the appointment of Group Leaders and Deputy Group Leaders of the Political Groups.

(b) Constitution of Political Groups

To receive notification of the constitution of Political Groups.

The relevant notification form is attached.

5. CHAIRMAN & VICE-CHAIRMAN OF COUNCIL 2017/18 (Pages 9 - 10)

To receive nominations for the positions of Chairman and Vice-Chairman of the Council for the next municipal year. The nominations process approved by the Council in February 2014 is set out below, which incorporates a revision to Section (f) of the procedure for the appointment of the Vice-Chairman of the Council, as a result of the review of the Constitution undertaken in March 2016.

(a) 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 (see also provision (iv) below).

(b) 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:

- (i) 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;
- (ii) nominees for Vice-Chairman of the Council may be a Councillor from any political group on the Council or any independent or unaffiliated Councillor;
- (iii) 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;
- (iv) all nominations shall be considered by the Appointments Panel for onward recommendation to the annual Council meeting;
- (v) 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;
- (vi) 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. If it is not possible to submit a supported and signed nomination form by the date on which the Appointments Panel holds its first meeting in any municipal year, nominees for the office of Chairman of the Council are required to submit to the Proper Officer, a nomination form supported and signed by no fewer than 15 serving Councillors, by the date of the Annual Council meeting; and
- (vii) 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.

The relevant notification form is attached.

6. APPOINTMENT OF LEADER & CABINET 2017/18 (Pages 11 - 14)

To consider the appointment of the Leader of the Council (if required) and the Cabinet for the next municipal year.

(a) Leader of the Council

The Council's Constitution provides that at the annual meeting after the current Leader completes his/her term of office, the Council must reappoint a Leader for a four-year term (or to the annual Council meeting after their normal retirement date). This appointment can only be made by the Council and was last made on 28 May 2015. Nominations for the position of Leader are not therefore required this year (Local Government and Public Involvement in Health Act 2007 (Section 67)).

(b) Leader Appointments

The Leader to report on the current position with regard to:

- (i) Cabinet appointments;
- (ii) Cabinet portfolios and responsibilities; and
- (iii) Cabinet committees and appointments.

A schedule showing the appointments of the Leader for the current municipal year is attached, together with a separate schedule of any nominations so far received for the next year. The Leader will report separately with regard to further appointments for the next year.

7. POLITICAL GROUP ALLOCATIONS 2017/18 (Pages 15 - 30)

To note the Council's adopted procedure relating to pro rata allocations to committees and the advice in this regard previously issued by Counsel.

The pro rata allocations schedule showing the current position is also attached.

8. APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES & PANELS 2017/18 (Pages 31 - 50)

To consider nominations for membership of Committees, Sub-Committees and Panels for the next municipal year.

(a) Nominations

A schedule showing the membership of Committees, Sub-Committees and Panels for the current municipal year is attached, together with a separate schedule of any nominations so far received for the next year. Group Leaders will report separately with regard to further nominations for membership of Committees, Sub-Committees and Panels for the next year.

(b) Area Plans Sub-Committee South

The attached nominations schedule for the next year includes details of those members that have so far opted-in to membership of Area Plans Sub-Committee South, in accordance with the arrangements approved by the Council on 20 February 2007. The Director of Governance will report separately with regard to any further members who wish to opt-in to membership of the Sub-Committee.

(c) Overview and Scrutiny - Select Committees & Task and Finish Panels

Nominations to the Select Committees and any ongoing Task and Finish Panels are not required for the Annual Council Meeting. Nominations will be considered at the first meeting of the Overview and Scrutiny Committee in the new municipal year.

9. APPOINTMENTS TO OUTSIDE ORGANISATIONS 2017/18 (Pages 51 - 66)

To consider member appointments to outside organisations (including appointments of the Leader of the Council), carrying out:

- (a) Executive Functions; and
- (b) Non-Executive functions

A schedule detailing appointments for the current municipal year is attached. Details of any nominations received for the coming year will be circulated separately.

In making four-year appointments to the Lea Valley Regional Park Authority (LVRPA) from 1 July 2017, the Council has been asked by LVRPA to give consideration to the attached Member Job Description.

10. SUBSTITUTE MEMBERS - NOTIFICATION ARRANGEMENTS 2017/18

Political Groups to report the names of those councillors appointed for the purposes of notifying substitute members for meetings.

11. COUNCIL MEETINGS - SEATING PLAN 2017/18 (Pages 67 - 68)

To consider a draft seating plan for Council meetings for the next municipal year. The current seating plan is attached for information.

12. ANY OTHER BUSINESS

(Director of Governance) To consider any additional items of business for the meeting.

13. DATE OF NEXT MEETING

To note that, if required, a further meeting of the Panel will be held at 7.00pm on 18 May 2017.

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 of the Governance Directorate and such other officers as may, from time to time, be required.

Agenda Item 4

**LOCAL GOVERNMENT AND HOUSING ACT 1989
LOCAL GOVERNMENT (COMMITTEES AND POLITICAL GROUPS)
REGULATIONS 1990**

**Notice Pursuant To Regulation 8
NOTICE OF CONSTITUTION OF A POLITICAL GROUP**

To: CHIEF EXECUTIVE, EPPING FOREST DISTRICT COUNCIL

We, the undersigned, being members of the Council of the EPPING FOREST DISTRICT HEREBY GIVE YOU NOTICE that we wish to be treated as a political group, for the purposes of the Local Government and Housing Act 1989.

The name of the political group shall be :

The member of the group who is to act as its leader is:

--

The member of the group who is authorised to act on behalf of the leader ("the Deputy Leader") is:

--

Dated

Name	Signed

NOMINATION FORM FOR VICE-CHAIRMAN OF THE COUNCIL 2017/18

Nominee: Councillor _____

We the undersigned hereby nominate the above named councillor for the position of Vice-Chairman of the Council for 2017/18.

Councillor/Group	Signature

The nomination form must be signed by not less than 15 District Councillors.

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APPENDIX 2

CABINET & CABINET COMMITTEES - LEADER APPOINTMENTS 2016/17

(a) Deputy Leader

	2016/17
Deputy Leader	S. Stavrou

(b) Other Cabinet Members/Allocation of Portfolios

Portfolio	Portfolio Holder 2016/17
Leader	C. Whitbread
Asset Management and Economic Development	A. Grigg
Environment	W. Breare-Hall
Finance	G. Mohindra
Governance and Development Management	R. Bassett
Housing	S. Stavrou
Leisure and Community Services	H. Kane
Safer, Greener and Transport	G. Waller
Planning Policy	J. Philip
Technology and Support Services	A. Lion

(c) Cabinet Committee Memberships (not part of pro rata allocations)

(i) Finance and Performance Management Cabinet Committee

Leader

Finance Portfolio Holder (Chairman)

Housing Portfolio Holder

Governance and Development Management Portfolio Holder

Technology and Support Services Portfolio Holder

(ii) Asset Management and Economic Development Cabinet Committee

Asset Management and Economic Development Portfolio Holder (Chairman)

Environment Portfolio Holder

Finance Portfolio Holder

Leisure and Community Services Portfolio Holder

Safer, Greener and Transport Portfolio Holder

(iii) Local Plan Cabinet Committee

Leader

Asset Management and Economic Development Portfolio Holder

Governance and Development Management Portfolio Holder

Technology and Support Services Portfolio Holder

Planning Policy Portfolio Holder (Chairman)

(iv) Council Housebuilding Cabinet Committee

Housing Portfolio Holder (Chairman)
Planning Policy Portfolio Holder
Environment Portfolio Holder
Finance Portfolio Holder
Safer, Greener and Transport Portfolio Holder

APPENDIX 2

CABINET & CABINET COMMITTEES - LEADER NOMINATIONS 2017/18

(a) Deputy Leader

	2017/18
Deputy Leader	

(b) Other Cabinet Members/Allocation of Portfolios

Portfolio	Portfolio Holder 2017/18
Leader	
Asset Management & Economic Development	
Environment	
Finance	
Governance & Development Management	
Housing	
Leisure & Community Services	
Safer, Greener & Transport	
Planning Policy	
Technology & Support Services	

(c) Cabinet Committee Memberships (not part of pro rata allocations)

(i) Finance and Performance Management Cabinet Committee

Leader

Finance Portfolio Holder (Chairman)

Housing Portfolio Holder

Governance and Development Management Portfolio Holder

Technology and Support Services Portfolio Holder

(ii) Asset Management and Economic Development Cabinet Committee

Asset Management and Economic Development Portfolio Holder (Chairman)

Environment Portfolio Holder

Finance Portfolio Holder

Leisure and Community Services Portfolio Holder

Safer, Greener and Transport Portfolio Holder

(iii) Local Plan Cabinet Committee

Leader

Asset Management and Economic Development Portfolio Holder

Governance and Development Management Portfolio Holder

Technology and Support Services Portfolio Holder

Planning Policy Portfolio Holder (Chairman)

(iv) Council Housebuilding Cabinet Committee

Housing Portfolio Holder (Chairman)
Planning Policy Portfolio Holder
Environment Portfolio Holder
Finance Portfolio Holder
Safer, Greener and Transport Portfolio Holder

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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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.

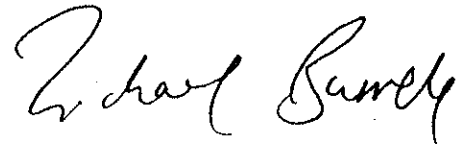
APPOINTMENT OF THE COMMITTEES, SUB-COMMITTEES, WORKING GROUPS, PANELS AND BOARDS

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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Gray's Inn
London WC1R 5AY
mb\eppling

25 March 1996

Epping Forest District Council - Pro Rata Memberships

Political Affiliation	Places	Watson	Rounded %	Cons	Rounded %	Lib Dem	Rounded %	LRA	Rounded %	Morgan	Rounded %	Murray	Rounded %	UKIP	Rounded %	Green	Rounded %	Totals	Comments	notes
No of Councillors		1		35		3		13		1		1		2		2		58		
Percentage		1.724		60.345		5.172		22.414		1.724		1.724		3.448		3.448		100		
Overall % places		0.603		21.121		1.810		7.845		0.603		0.603		1.207		1.207				

Cttees:

Licensing Committee	15	0.259	0	9.052	9	0.776	1	3.362	3	0.259	0	0.259	0	0.517	1	0.517	1	15		
Staff Appeals Panel**	5	0.086	0	3.017	3	0.259	0	1.121	1	0.086	0	0.086	0	0.172	0	0.172	0	4	check allocation	
District Development Management	15	0.259	0	9.052	9	0.776	1	3.362	3	0.259	0	0.259	0	0.517	1	0.517	1	15		
Total Seats	35		0		21		2		7		0		0		2		2	34	check allocation	
Aggregated Entitlement		0.603		21.121		1.810		7.845		0.603		0.603		1.207		1.207				
rounded aggregated entitlements		1		21		2		8		1		1		1		1		36	check allocation	
Changes Required		1		0		0		1		1		1		-1		1	rounded all.	4		
Overview & Scrutiny Committee	15	0.259	0	9.052	9	0.776	1	3.362	3	0.259	0	0.259	0	0.517	1	0.517	1	15		
Joint Consultative Committee	9	0.155	0	5.431	5	0.466	0	2.017	2	0.155	0	0.155	0	0.310	0	0.310	0	7	check allocation	Council side chairman 16/17
Standards Committee	9	0.155	0	5.431	5	0.466	0	2.017	2	0.155	0	0.155	0	0.310	0	0.310	0	7	check allocation	
Constitution Working Group	11	0.190	0	6.638	7	0.569	1	2.466	2	0.190	0	0.190	0	0.379	0	0.379	0	10	check allocation	
Total Seats	44																	39	check allocation	

** Five Deputies also need appointment

Chairmanships	18	0.310	0	10.862	11	0.931	1	4.034	4	0.310	0	0.310	0	0.621	1	0.621	1	18		
Vice-Chairmanships	10	0.172	0	6.034	6	0.517	1	2.241	2	0.172	0	0.172	0	0.345	0	0.345	0	9	check allocation	

Membership of Planning Subcommittees

Political Affiliation	Places	Watson	Cons	Lib Dem	LRA	Morgan	Murray	UKIP	Green	Totals
Cttees:										
Area Plans Subcommittee South	25	1	8	0	13	0	1	0	2	25
Area Plans Subcommittee East	19	0	15	3	0	1	0	0	0	19
Area Plans Subcommittee West	14	0	12	0	0	0	0	2	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.

Epping Forest District Council - Scrutiny Memberships

Political Affiliation	Places	Cons	Lib Dem		LRA		Morgan		Green		Murray		UKIP		Totals	
No of Councillors		35		3		13		1		2		1		2		58
Percentage		60.345		5.172		22.414		1.724		3.448		1.724		3.448		100.000
Overall % places		0.000		0.000		0.000		0.000		0.000		0.000		0.000		
Overview & Scrutiny Committee	15	9.052	9	0.776	1	3.362	3	0.259	0	0.517	1	0.259	0	0.517	1	15
Select Committees:																
Governance	11	6.638	7	0.569	1	2.466	2	0.190	0	0.379	0	0.190	0	0.379	0	10
Resources	11	6.638	7	0.569	1	2.466	2	0.190	0	0.379	0	0.190	0	0.379	0	10
Communities	11	6.638	7	0.569	1	2.466	2	0.190	0	0.379	0	0.190	0	0.379	0	10
Neighbourhoods	11	6.638	7	0.569	1	2.466	2	0.190	0	0.379	0	0.190	0	0.379	0	10

APPENDIX 3

COMMITTEE ETC. APPOINTMENTS 2016/17

AREA PLANS SUB-COMMITTEE EAST (19 MEMBERS) (NOT PRO RATA)*							
		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP Group	Independent Members
LC 060 Page 31 MEMBERSHIP 2016/17	Chairman	S. Jones					
	Vice-Chairman	P. Keska					
		N. Avey		B. Surtees			R. Morgan
		N. Bedford		J.H. Whitehouse			
		T. Boyce		J.M. Whitehouse			
		H. Brady					
		W. Breare-Hall					
		A. Grigg					
		S. Jones					
		P. Keska					
		M. McEwen					
		J. Philip					
		B. Rolfe					
		D. Stallan					
		G. Waller					
		C. Whitbread					
		H. Whitbread					

*Membership of Area Plans Sub-Committee East comprises all members of the relevant wards.

AREA PLANS SUB-COMMITTEE WEST (14 MEMBERS) (NOT PRO RATA)*

		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP Group	Independent Members
MEMBERSHIP 2016/17	Chairman	A. Mitchell					
	Vice-Chairman	G. Shiell					
		R. Bassett				R. Butler	
		R. Gadsby				D. Dorrell	
		L. Hughes					
		H. Kane					
		S. Kane					
		Y. Knight					
		J. Lea					
		A. Mitchell					
		M. Sartin					
		G. Shiell					
		S. Stavrou					
		E. Webster					

*Membership of Area Plans Sub-Committee West comprises all members of the relevant wards.

AREA PLANS SUB-COMMITTEE SOUTH (25 MEMBERS - SUBJECT TO 'OPT IN') (NOT PRO RATA)*

		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP Group	Independent Members
MEMBERSHIP 2016/17	Chairman	G. Chambers					
	Vice-Chairman	A. Patel					
		G. Chambers	S. Heap		R. Baldwin		S. Murray
		K. Chana			A. Beales		S. Watson
		J. Knapman			R. Brookes		
		A. Lion			L. Girling		
		G. Mohindra			J. Jennings		
		A. Patel			R. Jennings		
		B. Sandler			H. Kauffman		
		L. Wagland			L. Mead		
					C.C. Pond		
					C.P. Pond		
					C. Roberts		
					D. Roberts		
					D. Wixley		

*Membership of Area Plans Sub-Committee South comprises all members of the relevant wards, subject to opt-in. Each member above has opted-in for 2016/17. Only Councillor S. Neville has opted-out for 2016/17.

AUDIT AND GOVERNANCE COMMITTEE (5 MEMBERS PLUS 2 CO-OPTED PERSONS)*

MEMBERSHIP 2016/17		Conservative Group (3)	Green Party Group (0)	Liberal Democrat Group (1)	LRA Group (1)	UKIP Group (0)	Independent Members (0)
	Chairman	The chairman of the Committee is appointed at first meeting in each municipal year					
		J. Knapman		J.M. Whitehouse	R. Jennings		
		L. Hughes					
		A Patel					

*The vice-chairmanship of the Audit and Governance Committee is assumed by a co-opted person.

CONSTITUTION WORKING GROUP (11 MEMBERS)

		Conservative Group (7)	Green Party Group (0)	Liberal Democrat Group (1)	LRA Group (2)	UKIP Group (1)	Independent Members (0)
MEMBERSHIP 2016/17	Chairman	M. McEwen					
	Vice-Chairman	M. Sartin					
		M. McEwen		J.H. Whitehouse	C.C. Pond	D. Dorrell	
		J. Philip			C.P. Pond		
		A. Mitchell					
		M. Sartin					
		D. Stallan					
		G. Waller					
		H Whitbread					

DISTRICT DEVELOPMENT MANAGEMENT COMMITTEE (15 MEMBERS)*

		Conservative Group (9)	Green Party Group (1)	Liberal Democrat Group (1)	LRA Group (3)	UKIP Group (1)	Independent Members (0)
MEMBERSHIP 2016/17	Chairman	B. Sandler					
	Vice-Chairman	B. Rolfe					
		A. Boyce	S. Heap	J.M. Whitehouse	R. Jennings	R. Butler	
		H. Brady			H. Kauffman		
		G. Chambers			C.C. Pond		
		S. Jones					
		S. Kane					
		J. Knapman					
		A. Mitchell					
		B. Rolfe					
		B. Sandler					

Joint Consultative Committee (9 members plus 9 staff side representatives)*							
		Conservative Group (6)	Green Party Group (0)	Liberal Democrat Group (1)	LRA Group (2)	UKIP Group (0)	Independent Members (0)
MEMBERSHIP 2016/17	Chairman*	A. Lion					
		S. Kane		B. Surtees	R. Baldwin		
		J. Knapman			C. Roberts		
		A. Lion					
		G. Shiell					
		D. Stallan					
		G. Waller					

*The chairmanship of the Joint Consultative Committee is to be assumed by a councillor for 2016/17.

Licensing Committee (and Sub-Committee) (15 members*)

		Conservative Group (9)	Green Party Group (0)	Liberal Democrat Group (1)	LRA Group (3)	UKIP Group (1)	Independent Members (1)
MEMBERSHIP 2016/17	Chairman			B. Surtees			
	Vice-Chairman						R. Morgan
		N. Bedford		B. Surtees	J. Jennings	D. Dorrell	R. Morgan
		A. Boyce			L. Mead		
		K. Chana			C.P. Pond		
		R. Gadsby					
		P. Keska					
		A. Lion					
		B. Rolfe					
		M. Sartin					
		G. Shiell					
Licensing Sub-Cttee Chairmen (6)		A. Boyce P. Keska M. Sartin		B. Surtees		D. Dorrell	R. Morgan

*The Licensing Act 2003 requires that the Licensing Committee comprise no more than 15 members. Licensing Sub-Committees should comprise no more than 3 members. The Council agreed for the pro-rotas of this Committee to be set aside for 2016/17.

Overview and Scrutiny Committee (17 Members)*

		Conservative Group (10)	Green Party Group (1)	Liberal Democrat Group (1)	LRA Group (4)	UKIP Group (1)	Independent Members (0)
MEMBERSHIP 2016/17	Chairman	M. Sartin					
	Vice-Chairman				L. Girling		
		N. Avey	S. Neville	B. Surtees	R. Brookes	D. Dorrell	
		N. Bedford			L. Girling		
		S. Kane			D. Wixley		
		A. Mitchell			+S. Murray (IND)		
		A. Patel					
		B. Rolfe					
		M. Sartin					
		G. Shiell					
		D. Stallan					
		Y Knight					

The Appointments Panel wishes membership of the Overview and Scrutiny Committee (normally 15 members) to comprise 17 members (pro rata) for 2016/17. An additional seat accruing to the LRA Group under this arrangement has been allocated to Councillor S. Murray (IND).

Standards Committee (9 Members)

		Conservative Group (6)	Green Party Group (0)	Liberal Democrat Group (1)	LRA Group (2)	UKIP Group (0)	Independent Members (0)
MEMBERSHIP 2016/17	Chairman	G. Chambers					
	Vice-Chairman				C.P. Pond		
		G. Chambers		J.H. Whitehouse	C.P. Pond		
		S. Kane			C. Roberts		
		M. McEwen					
		A. Mitchell					
		B. Rolfe					
		D. Stallan					

Staff Appeals Panel (5 members and 5 deputies)

		Conservative Group (3)	Green Party Group (1)	Liberal Democrat Group (0)	LRA Group (2)	UKIP Group (0)	Independent Members (0)
MEMBERSHIP 2016/17	Chairman	To be decided when the committee meets					
	Vice-Chairman						
		G. Chambers	S. Neville		L. Mead		
		B. Rolfe	S. Heap (Dep)		C.P. Pond (Dep)		
		B. Sandler					
		L. Hughes (Dep)					
		Y. Knight (Dep)					
		A. Mitchell (Dep)					

OTHER BODIES (NOT PRO-RATA)

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Leisure Management Contract Monitoring Board (6 members)*							
		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP Group	Independent Members
MEMBERSHIP 2016/17		G. Chambers		J.M. Whitehouse	R. Brookes		R. Morgan
		H. Kane					
		P. Keska					

Portfolio Holder Advisory Group - Leisure Management

		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP Group	Independent Members
MEMBERSHIP 2016/17		G. Chambers		J.M. Whitehouse	R. Jennings		R. Morgan
		H. Kane					
		P. Keska					
		G. Shiell					
		E. Webster					

Portfolio Holder Advisory Group – Car Parking Strategy

		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP Group	Independent Members
MEMBERSHIP 2016/17		A. Patel		J.H. Whitehouse	L. Girling	D. Dorrell	R. Morgan
		G. Waller					
		E. Webster					

Waste Management Partnership Board

(2 Members plus 2 Officers and 4 representatives of the Council's waste management contractor)

		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP Group	Independent Members
MEMBERSHIP 2016/17		Environment Portfolio Holder					
		Finance Portfolio Holder					

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APPENDIX 3

COMMITTEE ETC. NOMINATIONS 2017/18

AREA PLANS SUB-COMMITTEE EAST (19 MEMBERS) (NOT PRO RATA)*							
		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP Group	Independent Members
MEMBERSHIP 2017/18	Chairman						
	Vice-Chairman						
		N. Avey		B. Surtees			R. Morgan
		N. Bedford		J.H. Whitehouse			
		T. Boyce		J.M. Whitehouse			
		H. Brady					
		W. Breare-Hall					
		A. Grigg					
		S. Jones					
		P. Keska					
		M. McEwen					
		J. Philip					
		B. Rolfe					
		D. Stallan					
		G. Waller					
		C. Whitbread					
		H. Whitbread					

*Membership of Area Plans Sub-Committee East comprises all members of the relevant wards.

AREA PLANS SUB-COMMITTEE WEST (14 MEMBERS) (NOT PRO RATA)*

		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP Group	Independent Members
MEMBERSHIP 2017/18	Chairman						
	Vice-Chairman						
		R. Bassett				R. Butler	
		R. Gadsby				D. Dorrell	
		L. Hughes					
		H. Kane					
		S. Kane					
		Y. Knight					
		J. Lea					
		A. Mitchell					
		M. Sartin					
		G. Shiell					
		S. Stavrou					
		E. Webster					

*Membership of Area Plans Sub-Committee West comprises all members of the relevant wards.

AREA PLANS SUB-COMMITTEE SOUTH (25 MEMBERS - SUBJECT TO 'OPT IN') (NOT PRO RATA)*

		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP Group	Independent Members
MEMBERSHIP 2017/18	Chairman						
	Vice-Chairman						
		G. Chambers	S. Heap		R. Baldwin		
		K. Chana			A. Beales		
		J. Knapman			B. Jennings		
		A. Lion			J. Jennings		
		B. Sandler			H. Kauffman		
		D. Sunger			C.C. Pond		
					C.P. Pond		
					C. Roberts		
					D. Roberts		
					D. Wixley		

*Membership of Area Plans Sub-Committee South comprises all members of the relevant wards, subject to opt-in. Each member above has opted-in for 2017/18. Councillor S. Murray has opted-out for 2017/18.

AUDIT AND GOVERNANCE COMMITTEE (5 MEMBERS PLUS 2 CO-OPTED PERSONS)*

MEMBERSHIP 2017/18		Conservative Group (3)	Green Party Group (0)	Liberal Democrat Group (1)	LRA Group (1)	UKIP Group (0)	Independent Members (0)
	Chairman	The chairman of the Committee is appointed at first meeting in each municipal year					

*The vice-chairmanship of the Audit and Governance Committee is assumed by a co-opted person.

CONSTITUTION WORKING GROUP (11 MEMBERS)

		Conservative Group (7)	Green Party Group (0)	Liberal Democrat Group (1)	LRA Group (2)	UKIP Group (1)	Independent Members (0)
MEMBERSHIP 2017/18	Chairman						
	Vice-Chairman						

DISTRICT DEVELOPMENT MANAGEMENT COMMITTEE (15 MEMBERS)*

		Conservative Group (9)	Green Party Group (1)	Liberal Democrat Group (1)	LRA Group (3)	UKIP Group (1)	Independent Members (0)
MEMBERSHIP 2017/18	Chairman						
	Vice-Chairman						

JOINT CONSULTATIVE COMMITTEE (9 MEMBERS PLUS 9 STAFF SIDE REPRESENTATIVES)*							
		Conservative Group (6)	Green Party Group (0)	Liberal Democrat Group (1)	LRA Group (2)	UKIP Group (0)	Independent Members (0)
MEMBERSHIP 2017/18	Chairman*						

*The chairmanship of the Joint Consultative Committee is to be assumed by a Staff-Side representative for 2017/18.

LICENSING COMMITTEE (AND SUB-COMMITTEE) (15 MEMBERS*)							
		Conservative Group (9)	Green Party Group (0)	Liberal Democrat Group (1)	LRA Group (3)	UKIP Group (1)	Independent Members (1)
MEMBERSHIP 2017/18	Chairman						
	Vice-Chairman						
Licensing Sub-Cttee Chairmen (6)							

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The Licensing Act 2003 requires that the Licensing Committee comprise no more than 15 members. Licensing Sub-Committees should comprise no more than 3 members.

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STAFF APPEALS PANEL (5 MEMBERS AND 5 DEPUTIES)							
		Conservative Group (3)	Green Party Group (1)	Liberal Democrat Group (0)	LRA Group (2)	UKIP Group (0)	Independent Members (0)
MEMBERSHIP 2017/18	Chairman	To be determined at each meeting of the Panel					
	Vice-Chairman						

OTHER BODIES (NOT PRO-RATA)

LEISURE MANAGEMENT CONTRACT MONITORING BOARD (6 MEMBERS)*							
		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP Group	Independent Members
MEMBERSHIP 2017/18							

*Director of Neighbourhoods to advise whether the Leisure Management Contract Monitoring Board is required to be re-appointed for 2017/18

PORTFOLIO HOLDER ADVISORY GROUP - LEISURE MANAGEMENT*

		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP Group	Independent Members
MEMBERSHIP 2016/18							

*Director of Neighbourhoods to advise whether the Leisure Management Portfolio Holder Advisory Group is required to be re-appointed for 2017/18

PORTFOLIO HOLDER ADVISORY GROUP – CAR PARKING STRATEGY

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		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP Group	Independent Members
MEMBERSHIP 2017/18							

*Director of Neighbourhoods to advise whether the Car Parking Strategy Portfolio Holder Advisory Group is required to be re-appointed for 2017/18

WASTE MANAGEMENT PARTNERSHIP BOARD

(2 MEMBERS PLUS 2 OFFICERS AND 4 REPRESENTATIVES OF THE COUNCIL'S WASTE MANAGEMENT CONTRACTOR)

		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP Group	Independent Members
MEMBERSHIP							

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APPENDIX 4

REPRESENTATION ON OUTSIDE ORGANISATIONS

1. Leader Appointments - Organisations Carrying Out Executive Functions

Organisation and Allocation Category		Appointments for 2016/17
1.	Association of Retained Council Housing (ARCH) – Executive Board	Housing Portfolio Holder *See also officer appointment
2.	Civil Enforcement of Parking and Traffic Regulations Outside London (PATROL) – Adjudication Joint Committee	Safer, Greener & Transport Portfolio Holder
3.	Crime and Disorder Strategy Panel Epping Forest District Community Safety Partnership	Safer, Greener & Transport Portfolio Holder Environment Portfolio Holder (Deputy)
4.	East of England Local Government Association	Leader
5.	Enfield Essex Herts Border Liaison Group	R Bassett M Sartin L Webster Y Knight (Deputy) J Lea (Deputy) G Shiell (Deputy)
6.	Epping Forest District Local Strategic Partnership (LSP): (a) LSP Board; (b) Health Equalities Group; (c) Safer Communities Partnership; (d) Sustainable Communities Group; (e) Epping Forest Children's Partnership	 Leader and Assets & Economic Development Portfolio Holder Finance Portfolio Holder and B Sandler Safer, Greener & Transport Portfolio Holder Assets & Economic Development Portfolio Holder E Webster
7.	Essex Community Wide Traveller Unit	Planning Policy Portfolio Holder
8.	Essex Waste Partnership - Inter-Authority Member Working Group	Environment Portfolio Holder Safer, Greener & Transport Portfolio Holder (Deputy)
9.	Harlow Stansted Gateway Transportation Board (HSGTB)	Safer, Greener & Transport Portfolio Holder Assets & Economic Development Portfolio Holder (Deputy)
10.	Local Government Association - General Assembly	Leader Deputy Leader

Organisation and Allocation Category		Appointments for 2016/17
12.	North Essex Parking Partnership	Safer, Greener & Transport Portfolio Holder Environment Portfolio Holder (Deputy)
13.	South East Local Enterprise Partnership	Leader Assets & Economic Development Portfolio Holder
14.	Waste Partnership Member Board	Environment Portfolio Holder Safer, Greener & Transport Portfolio Holder (Deputy)
15.	West Essex Alliance	Leader Assets & Economic Development Portfolio Holder (Deputy)

APPENDIX 5

1. Council Appointments - Organisations Carrying Out Council Regulatory or Non-Cabinet Functions

Organisation and Allocation Category		Appointments for 2016/17
1.	Epping Forest Care and Repair Management Committee	A Grigg A Mitchell G Shiell
2.	Epping Forest Citizens' Advice Bureau	K Chana J Knapman (Appointed voting Member) J. Jennings
3.	Campaign to Protect Rural England (Essex Branch)	A Boyce Y Knight (Deputy)
4.	Epping Forest Community Transport Steering Group Epping Forest Community Transport Board of Trustees	G Waller
5.	Epping Forest Housing Aid Committee	G Shiell
6.	Epping Forest Local Highways Panel	N Avey R Bassett G Chambers K Chana P Keska C. Roberts E Webster
7.	Essex Police and Crime Panel	G Waller
8.	Essex Health Overview and Scrutiny Committee	Not required for 2016/17. Councillor R. Gadsby has been appointed by Essex County Council.
9.	Grange Farm Managing Trustees (Term to 31.5.19)	Not required for 2016/17
10.	Lee Valley Regional Park Authority (Term to 30.6.17)	Not required for 2016/17

Organisation and Allocation Category		Appointments for 2016/17
11.	Leisure Centres Liaison Groups: (a) Epping Sports Centre (b) Ongar Leisure Centre (c) Loughton Leisure Centre (d) Waltham Abbey Swimming Pool	 W Breare-Hall H Whitbread N Bedford P Keska R. Brookes G Chambers A Patel J Lea G Shiell
12.	Local Councils Liaison Committee	A Boyce J Lea M Sartin B Rolfe E Webster J H Whitehouse
13	Outer North-East London Joint Health Overview and Scrutiny Committee	G Mohindra
14.	Princess Alexandra Hospital - Partnership Governor	G Mohindra
16.	Roding Valley Meadows Local Nature Reserve: (a) Management Committee (b) Working Group	 (a) S Murray (IND) (b) Officer representative see officer schedule*
17.	Stansted Airport Consultative Committee	M Sartin G Waller (Deputy)
18.	Stansted Airport Community Trust Fund	R Morgan

Organisation and Allocation Category		Appointments for 2016/17
19.	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 A Patel N Avey H Whitbread C. Roberts D. Roberts A. Beales J. Jennings N Bedford P Keska H Kane G Mohindra
20.	Voluntary Action Epping Forest	G Shiell
21.	Waltham Abbey Royal Gunpowder Mills Ltd	H Kane
22.	Waltham Abbey Tourist Information Centre (Joint Management Committee)	A Mitchell E Webster J Lea
23.	West Essex Wellbeing Joint Committee	G Mohindra A Patel

2. Appointments Held by Officers – Organisations Carrying Out Executive Functions (Appointments by the Leader)

	Organisation and Committee Responsible	Appointments for 2016/17
1.	Association of Retained Council Housing (ARCH)	Director of Communities (or representative)
2.	National Society for Clean Air (SE Division)	Director of Neighbourhoods (or representative)
3.	Standing Conference – Investigation of Air Pollution	Director of Neighbourhoods (or representative)
4.	Roding Valley Meadow Local Nature Reserve Working Group	Director of Neighbourhoods (or representative)

3. Appointments Held by Officers – 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.

	Organisation and Committee Responsible	Appointments for 2016/17
1.	Essex Water Safety Liaison Committee	Director of Neighbourhoods (or representative)
2.	Voluntary Action Epping Forest (see also member appointments schedule)	Grants Officer (+G Shiell)

APPENDIX 5

REPRESENTATION ON OUTSIDE ORGANISATIONS 2017/18

1. Council Appointments - Organisations Carrying Out Council Regulatory or Non-Cabinet Functions

Organisation and Allocation Category		Nominations for 2017/18
1.	Epping Forest Care and Repair Management Committee	
2.	Epping Forest Citizens' Advice Bureau	
3.	Campaign to Protect Rural England (Essex Branch)	
4.	Epping Forest Community Transport Board of Trustees	
5.	Epping Forest Housing Aid Committee	
6.	Epping Forest Local Highways Panel	
7.	Epping Forest Local Liaison Group	Member for Broadley Common, Epping Upland and Nazeing (Councillor L. Hughes); One member from Buckhurst Hill West; One member from Epping Lindsay and Thornwood Common; One member from Epping Hemnall; One member from Loughton St. John's; One member from Loughton St. Mary's; One member from Loughton Forest; One member from Theydon Bois; and Member for Waltham Abbey High Beach (Councillor S. Stavrou).
8.	Essex Police and Crime Panel	
9.	Essex Health Overview and Scrutiny Committee	Not required for 2017/18. Check appointment of Essex County Council.
10.	Grange Farm Managing Trustees (Term to 31.5.19)	Not required for 2016/17
11.	Lee Valley Regional Park Authority (Term to 30.6.17)	Two four-year appointments from 1/7/17.

Organisation and Allocation Category		Nominations for 2017/18
12.	Leisure Centres Liaison Groups: (a) Epping Sports Centre (b) Ongar Leisure Centre (c) Loughton Leisure Centre (d) Waltham Abbey Swimming Pool	
13.	Local Councils Liaison Committee	
14.	Outer North-East London Joint Health Overview and Scrutiny Committee	
15.	Princess Alexandra Hospital - Partnership Governor	
16.	Roding Valley Meadows Local Nature Reserve: (a) Management Committee (b) Working Group	
17.	Stansted Airport Consultative Committee	
18.	Stansted Airport Community Trust Fund	
19.	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	

Organisation and Allocation Category		Nominations for 2017/18
20.	Voluntary Action Epping Forest	
21.	Waltham Abbey Royal Gunpowder Mills Ltd	
22.	Waltham Abbey Tourist Information Centre (Joint Management Committee)	
23.	West Essex Wellbeing Joint Committee	

2. Appointments Held by Officers – Organisations Carrying Out Executive Functions (Appointments by the Leader)

	Organisation and Committee Responsible	Representative 2017/18
1.	Association of Retained Council Housing (ARCH)	Director of Communities (or representative)
2.	National Society for Clean Air (SE Division)	Director of Neighbourhoods (or representative)
3.	Standing Conference – Investigation of Air Pollution	Director of Neighbourhoods (or representative)
4.	Roding Valley Meadow Local Nature Reserve Working Group	Director of Neighbourhoods (or representative)

3. Appointments Held by Officers – 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.

	Organisation and Committee Responsible	Representative
1.	Essex Water Safety Liaison Committee	Director of Neighbourhoods (or representative)
2.	Voluntary Action Epping Forest (see also member appointments schedule)	Grants Officer (+one member)

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APPENDIX 4

REPRESENTATION ON OUTSIDE ORGANISATIONS 2017/18

1. Leader Appointments - Organisations Carrying Out Executive Functions

Organisation and Allocation Category		Nominations for 2017/18
1.	Association of Retained Council Housing - Executive Board	One member and one officer representative (see also officer appointment)
2.	Civil Enforcement of Parking and Traffic Regulations Outside London - Adjudication Joint Committee	One member representative
3.	Epping Forest District Community Safety Partnership	One member representative (and deputy)
4.	East of England Local Government Association	
5.	Enfield, Essex and Hertfordshire Border Liaison Group	3 appointments (+3 deputies)
6.	Epping Forest District Local Strategic Partnership (LSP): (a) LSP Board; (b) Health Equalities Group; (c) Safer Communities Partnership; (d) Sustainable Communities Group; (e) Epping Forest Children's Partnership	
7.	Essex Community Wide Traveller Unit	
8.	Essex Waste Partnership - Inter-Authority Member Working Group	
9.	Harlow Stansted Gateway Transportation Board	
10.	Local Government Association - General Assembly	

Organisation and Allocation Category		Nominations for 2017/18
12.	North Essex Parking Partnership	
13.	South East Local Enterprise Partnership	
14.	Waste Management Partnership Board	
15.	West Essex Alliance	
16.	Co-operation for Sustainable Development Board (New for 2017/18)	

3 April 2017

Mr G Chip
Chief Executive
Epping Forest District Council
Civic Offices
High Street
Epping
CM16 4BZ

Dear Mr Chip

Lee Valley Regional Park Act 1966 – Appointment of Members

Under the provisions of Section 2(4)(a) of the Local Government Reorganisation (Miscellaneous Provision) Order (S.I. 1986 No. 1) which further amended Section 5 of the Lee Valley Regional Park Act 1966, the two members (Cllrs Mary Sartin and Syd Stavrou) of your Council currently appointed to the Park Authority will cease to hold office on 30 June 2017.

It will be necessary for your Council to appoint two Members to serve on the Park Authority for a term of four years with effect from 1 July 2017. Section 8 (1) of the Park Act also allows for the appointment of Deputies to act for any Member in instances when they cannot attend.

In order to assist you with the appointment process please find enclosed a Park Authority Member Job Description. Our website, www.leevalleypark.org.uk, will also provide you with an insight into the Park Authority.

We would be grateful if you could let us have the name and contact details of your new representatives (together with the name and address of any Deputies, if appointed) by 23 June 2017. Appointments must be formally notified in writing to the Authority before the Member can formally attend meetings of the Authority.

The new representatives' first meeting will be the Annual General Meeting on Thursday 6 July 2017 at 2.00pm at Myddelton House, Enfield, Middlesex.

Members of the Park Authority meet through a series of committees and full Authority meetings which are generally held on a Thursday during the day. These meetings are open to the public for non-confidential items.

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Sandra Bertschin
Committee & Members Services Manager
Direct Dial: 01992 709806



Copy to: Leader of the Council - Cllr Chris Whitbread
Head of Democratic Services

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Green Heritage Site

Member Job Description

Vision for the Lee Valley Regional Park 2010-20

A world class leisure destination.

The Authority's Mission

The Lee Valley Regional Park Authority will, through a range of private and public partnerships, lead the delivery of a world class leisure destination, whilst maximising value for money for the taxpayers of London, Essex and Herts.

Purpose of the role

The overall purpose of the Chairman and Members is to ensure the efficient, effective and accountable governance of the Authority and to provide leadership and direction for the organisation as a whole. The primary purpose of the role of the Member is to work with the Chairman, Chief Executive and other Members to discharge the functions of the Authority and to steer and champion the management of the Authority so that it delivers benefits to the taxpayers of London, Essex and Herts.

The Authority can only achieve its aims effectively if the decisions it takes balance local and regional needs across the regional park as a whole, take full account of the statutory purpose of the Authority and lead to realistic actions. As a Member of the Authority you will be expected to tackle a wide range of demanding responsibilities, balancing national policies, service requirements and local expectations.

Objectives of the role

- Use your skills, experience, local, regional and national knowledge for the benefit of the Authority;
- Act with independent and objective judgement;
- To participate collectively in the development of policy direction, strategic thinking and innovation within the Authority, through the development of management policy, business plans and participation in the activities of the Authority's committee structure;
- To scrutinise objectively the workings and policies of the Authority;
- Be committed to working in the best interests of the Authority;
- Influence the Authority to help it come to informed and balanced decisions;
- Seek clarification of policy and action proposals if appropriate;
- Challenge proposals that exceed or go against the statutory purposes of the Authority;
- Accept collective responsibility for the decisions of the Authority;
- Approve and monitor programmes to implement the Authority's policies;

- Be an ambassador for the Authority promoting its activities and ambition in your own borough and beyond.

Key functions of the role

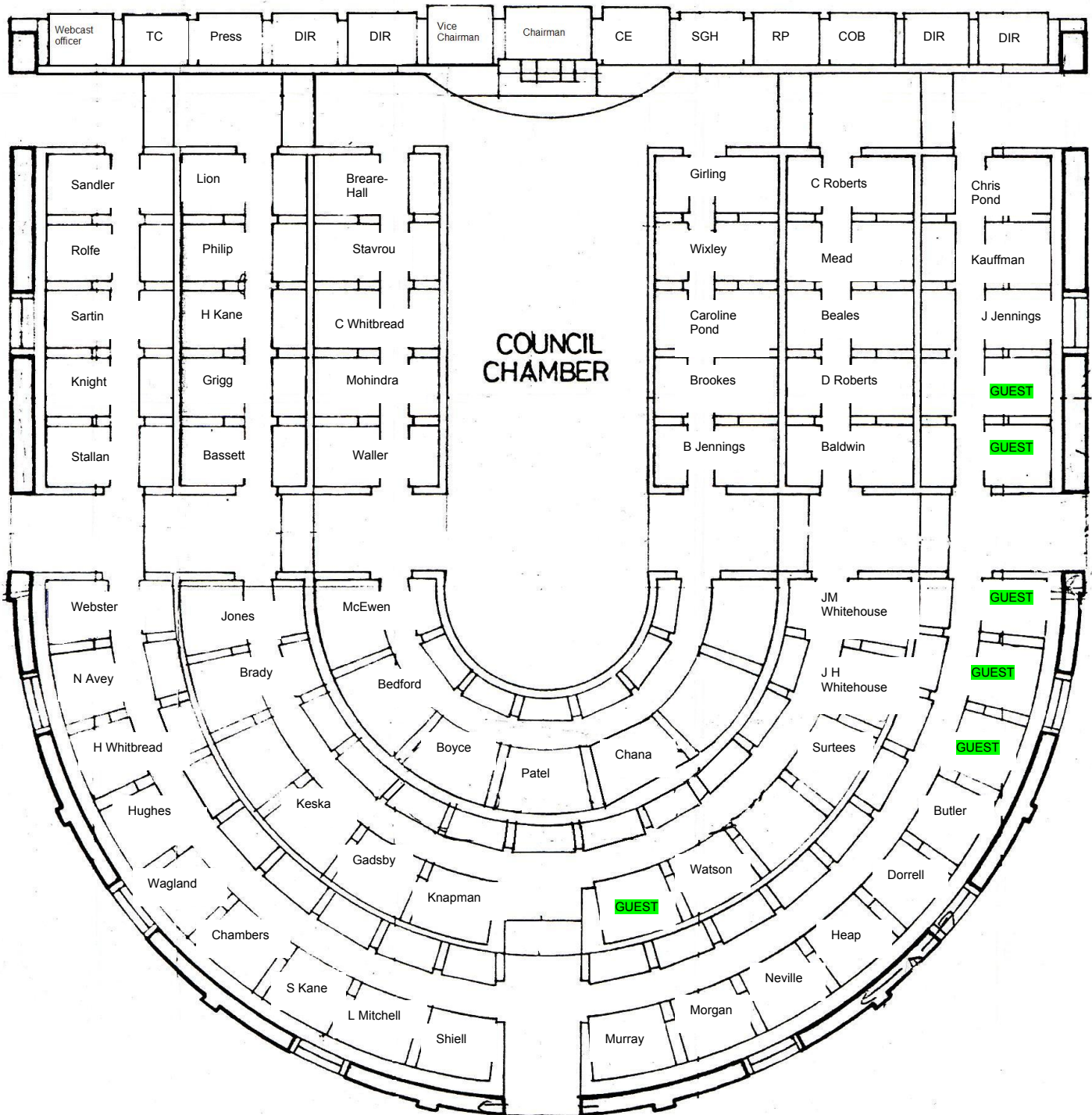
- Attend and contribute to regular meetings of the Authority, and where appointed to, its committees and task & finish groups and raise issues of concern through the established procedures and mechanisms adopted by the Authority;
- Read, understand and seek clarification where necessary of briefing material provided for meetings so that you will be properly prepared for any debate on various issues;
- Champion and represent the Authority, increasing public understanding and enjoyment of its special qualities;
- Attend briefing sessions and events arranged by the Authority.

General information on the role

- Meetings are usually held on the third Thursday per month during the day – it is aimed to hold all necessary meetings on the same day. The day can be rather long but we believe it is best to make the most of Members time, especially as some Members have to travel some distance, so having all meetings on one day allows diaries to be planned.
- Task & Finish Groups/Panels sometimes meet out of this time but only if necessary and relevant Members are consulted before the meeting date and time is set.
- Appointments to committees, panels and task & finish groups are made by the full Authority at the Annual General Meeting which is held in July. Appointments are also made during the year when vacancies arise. The Authority tries where possible to adhere to the political makeup of the Authority when appointing to committees etc.
- The period of office lasts for 4 years, all members starting and ending at the same time – current term of office is 1 July 2013 to 30 June 2017. The next term of office will commence on 1 July 2017 to 30 June 2021. Membership ceases immediately on resignation or if a Member ceases to be an elected member of their council.
- All meetings are held at Myddelton House, Bulls Cross, Enfield, Middlesex, unless otherwise agreed. The meetings of the Authority are regulated by Standing Orders agreed by the Authority and a copy is given to every Member of the Authority.
- Members of the Authority need to claim from their own council for any expenses (travel and subsistence) incurred in attending meetings.

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Webster/Lea



**MEMBERS PLEASE NOTE
REVISED SEATING PLAN**

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