



# Epping Forest District Council

## **APPOINTMENT PANEL** **Tuesday, 17th May, 2022**

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

**Virtual Meeting on Zoom**  
on **Tuesday, 17th May, 2022**  
at **7.00 pm** .

**Georgina Blakemore**  
Chief Executive

**Democratic Services  
Officer**

Gary Woodhall      01992 564470  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

### **Members:**

Councillors C Whitbread (Chairman), N Bedford, Caroline Pond, D Wixley, J M Whitehouse, J H Whitehouse, S Heap, E Gabbett, D Barlow, J Leppert and S Murray

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### **1. ELECTION OF CHAIRMAN**

To note that the Chairman of the Appointments Panel should normally be the Leader of the Council. If the Leader of the Council is not present then the Panel may elect a Chairman.

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

To be announced at the meeting.

### **3. TERMS OF REFERENCE (Pages 7 - 8)**

To note the terms of reference of the Appointments Panel.

### **4. REPORT OF THE APPOINTMENTS PANEL 2021 (Pages 9 - 12)**

To note last year's report of the Appointments Panel to the Annual Council meeting (attached).

### **5. APPOINTMENT OF GROUP LEADERS, DEPUTY GROUP LEADERS & POLITICAL GROUPS 2022/23 (Pages 13 - 14)**

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.

**6. CHAIRMAN & VICE-CHAIRMAN OF COUNCIL 2022/23 (Pages 15 - 16)**

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 (vi) 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 convention of the Council is to elect the Vice-Chairman to the office of Chairman of Epping Forest District Council in the year following immediately their term as Vice-Chairman. However, 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) 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 (i) to (iii) 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

- (vi) the Council may suspend the operation of the appointment process set out above at an annual Council meeting.

The relevant notification form is attached.

**7. APPOINTMENT OF LEADER & CABINET 2022/23 (Pages 17 - 20)**

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 20 May 2019. 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 (Appendix 1), together with details of any nominations so far received for the next year (Appendix 2). The Leader will report separately with regard to further appointments for the next year.

**8. POLITICAL GROUP ALLOCATIONS 2022/23 (Pages 21 - 36)**

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, following the results of the recent local elections.

**9. APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES & SELECT COMMITTEES 2022/23 (Pages 37 - 60)**

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

**(a) Nominations**

A schedule showing the membership of Committees and Sub-Committees etc. for the current municipal year is attached (Appendix 3), together with details of any nominations so far received for the next year (Appendix 4). Group Leaders will report separately with regard to further nominations for membership of Committees, Sub-Committees and Panels for the next year.

The Panel should be aware that the Constitution (Article 11, Paragraph 8 (Eligibility for Membership - Councillor Members)), provides that councillors appointed to the Audit and Governance Committee may not also be members of any select committee appointed by the Overview and Scrutiny Committee with responsibility for reviewing the Council's finances or financial procedures.

**(b) Area Plans Sub-Committees**

Members appointed to the Area Plans Sub-Committees are drawn from those councillors representing wards within the area for which each Sub-Committee is responsible. Seats on each Sub-Committee are allocated to all Councillors representing electoral wards in the areas concerned and the requirement for the appointment of Sub-Committees from all members of the Council does not apply to the Sub-Committees.

Newly elected members may be appointed to the relevant Area Plans Sub-Committee at the next ordinary meeting of the full Council. There is no longer any requirement for members to 'opt-in' to membership of Area Plans Sub-Committee South.

**(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.

A schedule showing the membership of the select committees for the current municipal year is attached (Appendix 5), together with details of any nominations so far received for the next year (Appendix 6). Group Leaders will report separately with regard to further nominations for membership of the select committees for the next year.

For the purposes of the Council's current Overview and Scrutiny framework, the provision of the Constitution reflected at (a) above in relation to membership of the Audit and Governance Committee, relates directly to the Stronger Council Select Committee.

**10. APPOINTMENTS TO OUTSIDE ORGANISATIONS 2022/23 (Pages 61 - 72)**

To consider member appointments to outside organisations.

**(a) Non-Executive Functions**

A schedule of appointments for the current municipal year is attached (Appendix 7), together with separate details of any nominations so far received for the next year

(Appendix 8). Group Leaders will report separately with regard to further nominations for appointments to outside organisations for the next year.

**(b) Executive Functions**

A schedule of appointments for the current municipal year is attached (Appendix 9), together with details of any appointments of the Leader of the Council so far received for the next year (Appendix 10). The Leader will report separately with regard to further appointments to outside organisations for the next year.

**11. SUBSTITUTE MEMBERS - NOTIFICATION ARRANGEMENTS 2022/23**

Group Leaders to report the details of those councillors appointed for the purposes of the notification of substitute members for meetings of the Council's committees etc.

**12. APPOINTMENT OF MEMBER CHAMPIONS 2022/23**

To consider the appointment (or re-appointment) of Member Champions for the next municipal year, in accordance with the protocol agreed by the Council on 30 July 2019.

**13. CO-OPTION OF MEMBERS TO OVERVIEW & SCRUTINY COMMITTEES 2022/23**

To consider the appointment (or re-appointment) of co-opted members to the Council's overview and scrutiny committees for the next municipal year, in accordance with the protocol agreed by the Overview and Scrutiny Committees on 28 January 2020.

At its meeting on 25 February 2021, the Council appointed Mr Wyn Marshall as a non-voting, co-opted member of the Stronger Communities Select Committee until the end of the 2021/22 municipal year. The Panel is requested to consider the re-appointment of Mr Marshall to the Select Committee for the 2022/23 municipal year.

**14. COUNCIL MEETINGS - SEATING PLAN 2022/23**

A proposed seating layout for Council meetings in the Council Chamber for the new municipal year will be circulated before the agenda is published for the meeting of the Council scheduled for 28 July 2022.

**15. ANY OTHER BUSINESS**

To consider any additional items of business for the meeting.

**16. DATE OF NEXT MEETING**

To note that, if required, a further meeting of the Appointments Panel can be scheduled prior to the Annual Council meeting.

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## **APPOINTMENTS PANEL TERMS OF REFERENCE**

### **1. Title**

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

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

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

- (i) Chairman and Vice Chairman of Council;
- (ii) Leader; Deputy Leader and Cabinet members;
- (iii) Chairmen; Vice-Chairmen and membership of Cabinet Subcommittees;
- (iv) Chairmen; Vice-Chairmen and members of Committees and Sub-Committees (excluding Scrutiny Panels); Panels; Boards Working Groups and similar bodies;
- (v) Outside body appointments falling to the Council to fill;

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

- (i) Propose nominations based on the entitlement of each political group in accordance with the statutory pro rata;
- (ii) Ensure that consideration is given to any nominations made by non-affiliated members for any position or appointment;
- (iii) Ensure, so as far is practicable, an equitable allocation of Chairmanships and Vice Chairmanships across the political groups or to non-affiliated members having majority support that is not inconsistent with the provisions of the Council's Protocol; and
- (iv) 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.



## ***Report to the Council***

**Committee:** Appointments Panel

**Date:** 20 May 2021

**Chairman:** Cllr C Whitbread

**Subject:** Annual Council Appointments 2021/22

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### **Recommending:**

- (1) That, in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the constitution of the political groups be agreed as set out in Appendix 1;**
- (2) That details of appointments made by the Leader of the Council for Cabinet members and Cabinet Committees carrying out Executive functions as set out in Appendix 2 to this report be received;**
- (3) That the Membership, Chairmanship and Vice-Chairmanship of Committees, Sub-Committees and Panels (non-Executive bodies) be approved as set out at Appendix 3 to this report with any outstanding nominations reported at the meeting;**
- (4) That the group representatives for the purposes of notifying substitute members for meetings be confirmed as follows:**
  - (a) Conservative Group:**
    - Councillor C. Whitbread (Group Leader);
    - Councillor N Bedford (Deputy Group Leader);
    - Councillor S. Kane; and
    - Councillor M. Sartin;
  - (b) Green Party Group:**
    - Councillor S. Neville (Group Leader); and
    - Councillor S. Heap (Deputy Group Leader);
  - (c) Liberal Democrat Group:**
    - Councillor J. M. Whitehouse (Group Leader); and
    - Councillor J. H. Whitehouse (Deputy Group Leader); and
  - (d) Loughton Residents Association Group:**
    - Councillor C. P. Pond (Group Leader); and
    - Councillor D. Wixley (Deputy Group Leader);
- (5) That the appointments of the Overview and Scrutiny Select Committees for 2021/22 be determined at the first municipal meeting of the Overview and Scrutiny Committee;**

- (6) That appointments to outside organisations carrying out Council regulatory or non-Cabinet functions, as set out at Appendix 4 to this report be approved; and**
  - (7) That the appointments to be made by the Leader of the Council to outside organisations carrying out Executive functions, as set out at Appendix 5 be received.**
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1. The Appointments Panel met on 20 May 2021 to consider nominations made by political groups and un-affiliated members for appointments to a range of member positions and other associated matters.

2. The Panel agreed that, due to the unusual nature of the municipal year just ended due to the Covid-19 pandemic, it would be appropriate for the current Chairman and Vice-Chairman of the Council to continue for a second year in their roles. These nominations are dealt with elsewhere on the agenda.

3. In accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, notices of the constitution of political groups received have been attached at Appendix 1 of this report. Any further changes will be reported at the meeting by the Proper Officer.

4. The Panel was advised that proposals were being finalised for the revision of the roles and responsibilities of the Cabinet by the Leader of the Council for the 2021/22 municipal year. The appointments made by the Leader of Cabinet members and the membership of Cabinet Committees, are set out in Appendix 2 to this report, alongside the responsibilities of the Cabinet Portfolios for the coming year.

5. The Panel has been able to bring forward some agreed nominations in respect of Committees, Sub-Committees and Panels, which are set out at Appendix 3 to this report. However, we have not received all of the proposals of the political groups for appointments to such Committees, Sub-Committees and Panels. All nominations remaining outstanding are highlighted in the schedule and will be reported at the meeting. Where the number of nominations exceeds the available places, the Council will be required to vote on appointments.

6. The Panel proposes that membership of the Overview and Scrutiny Committee be extended to seventeen members for 2021/22, in order to provide a seat on the Committee for an un-affiliated member. Membership of the Committee normally comprises fifteen members but, as a result of the current political composition of the Council, this arrangement will not secure a seat for an un-affiliated member for 2021/22. The extension of membership to seventeen members for the next year will provide an additional seat on the Committee for both the Conservative Group and the Loughton Residents Association Group. In order to accommodate a request for un-affiliated member representation on the Committee for the next year, the Loughton Residents Association Group is willing to relinquish its additional seat arising from the extension of membership, in order that this position may be filled by an un-affiliated member. Membership of the Committee is required to be appointed on a pro rata basis and such deviation requires that no member of the Council vote against this arrangement.

7. The Panel recommends that group representatives should provide nominations for membership of the three new select committees for 2021/22, for consideration by the Overview and Scrutiny Committee at its meeting on 3 June 2021 which will then make formal

appointments to each Select Committee. These nominations should be received by the Proper Officer by 31 May 2021.

8. The Panel have been able to consider some nominations to outside bodies carrying out Council regulatory or non-Cabinet functions as detailed in Appendix 4 to this report and request the Council to confirm these appointments. Any nominations remaining outstanding are highlighted in the schedule and will be reported at the meeting. Where the number of nominations exceeds the available places, the Council will be required to vote on appointments.

9. The proposals of the Leader of the Council for appointments to outside organisations carrying out Executive functions are set out at Appendix 5 to this report.

10. The Panel recommends as set out at the commencement of this report.

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# Agenda Item 5

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:

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

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Dated

Name	Signed



## NOMINATION FORM FOR VICE-CHAIRMAN OF THE COUNCIL 2022/23

**Nominee:** Councillor .....

We the undersigned hereby nominate the above named councillor for the position of Vice-Chairman of the Council for 2022/23.

Councillor/Group	Signature

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

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## CABINET & CABINET COMMITTEES - LEADER APPOINTMENTS

(a) Deputy Leader

Deputy Leader	N Bedford
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(b) Other Cabinet Members/Allocation of Portfolios

Portfolio	Portfolio Holder
Leader	C Whitbread
Customer & Partnerships	S Kane
Community & Regulatory Services	A Patel
Environmental & Technical Services	N Avey
Finance, Qualis Client & Economic Development	J Philip
Housing Services	H Whitbread
Planning & Sustainability	N Bedford
Programmes & Projects	L Burrows
Corporate Services	D Sunger

(c) Cabinet Committees (not part of pro rata allocations)

Asset Management & Economic Development Cabinet Committee
A Patel (Chairman)
N Avey
J Philip
C Whitbread
H Whitbread

Council Housebuilding Cabinet Committee
H Whitbread (Chairman)
N Avey
N Bedford
A Patel
J Philip

Local Plan Cabinet Committee
N Bedford (Chairman)
N Avey
J Philip
C Whitbread
H Whitbread

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**CABINET & CABINET COMMITTEES - LEADER APPOINTMENTS**

**(a) Deputy Leader**

Deputy Leader	

**(b) Other Cabinet Members/Allocation of Portfolios**

Portfolio	Portfolio Holder
Leader	
Customer & Corporate Support Services	
Commercial & Regulatory Services	
Environmental & Technical Services	
Finance & Economic Development	
Housing & Community	
Planning & Sustainability	

**(c) Cabinet Committees (not part of pro rata allocations)**

<b>Asset Management &amp; Economic Development Cabinet Committee</b>
(Chairman)

<b>Council Housebuilding Cabinet Committee</b>
(Chairman)

<b>Local Plan Cabinet Committee</b>
(Chairman)

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## **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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## 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

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

25 March 1996



# Epping Forest District Council - Pro Rata Memberships

Political Affiliation	Places	Cons	Rounded %	Lib Dem	Rounded %	LRA	Rounded %	Leppert	Rounded %	Murray	Rounded %	Green	Rounded %	Barlow	Rounded %	Totals	Comments	notes
No of Councillors		35		4		13		1		1		3		1		58		
Percentage		60.345		6.897		22.414		1.724		1.724		5.172		1.724		101.7241		
<b>Overall % places</b>		<b>56.121</b>		<b>6.414</b>		<b>20.845</b>		<b>1.603</b>		<b>1.603</b>		<b>4.810</b>		<b>1.603</b>				
<b>Cabinet</b>	<b>9</b>	<b>5.431</b>	<b>9</b>	<b>0.621</b>	<b>0</b>	<b>2.017</b>	<b>0</b>	<b>0.155</b>	<b>0</b>	<b>0.155</b>	<b>0</b>	<b>0.466</b>	<b>0</b>	<b>0.155</b>	<b>0</b>	<b>9</b>		
<b>Committees:</b>																		
Overview & Scrutiny Committee	15	9.052	9	1.034	1	3.362	3	0.259	0	0.259	0	0.776	1	0.259	0	14	check allocation	
Licensing Committee	15	9.052	9	1.034	1	3.362	3	0.259	0	0.259	0	0.776	1	0.259	0	14	check allocation	
District Development Management Committee	15	9.052	9	1.034	1	3.362	3	0.259	0	0.259	0	0.776	1	0.259	0	14	check allocation	
Audit & Governance Committee	5	3.017	3	0.345	0	1.121	1	0.086	0	0.086	0	0.259	0	0.259	0	4	check allocation	
Standards Committee	9	5.431	5	0.621	1	2.017	2	0.155	0	0.155	0	0.466	0	0.155	0	8	check allocation	
Constitution Working Group	11	6.638	7	0.759	1	2.466	2	0.190	0	0.190	0	0.569	1	0.190	0	11		
Joint Consultative Committee	9	5.431	5	0.621	1	2.017	2	0.155	0	0.155	0	0.466	0	0.155	0	8	check allocation	Staff-Side Chairman 2019/20
Senior Mgmt Selection Panel	7	4.224	4	0.483	0	1.569	2	0.121	0	0.121	0	0.362	0	0.362	0	6	check allocation	
Senior Mgmt Appeals Panel	7	4.224	4	0.483	0	1.569	2	0.121	0	0.121	0	0.362	0	0.362	0	6	check allocation	
Total Seats	93		55		6		20		0		0		4		0	85	check allocation	
Aggregated % Entitlement		56.121		6.414		20.845		1.603		1.603		4.810		1.603				
Rounded Aggregated Entitlements			56		6		21		2		2		5		2	96	check allocation	
Changes Required			1		0		1		2		2		1		2	9	rounded all.	
Overview & Scrutiny Committee II	17	10.259	10	1.172	1	3.810	4	0.293	0	0.293	0	0.879	1	0.293	0	16	check allocation	
Chairmanships	18	10.862	11	1.241	1	4.034	4	0.310	0	0.310	0	0.931	1	0.310	0	17	check allocation	
Vice-Chairmanships	10	6.034	6	0.690	1	2.241	2	0.172	0	0.172	0	0.517	1	0.172	0	10		
Outside Bodies																		
Representatives	56	33.793	34	3.862	4	12.552	13	0.966	1	0.966	1	2.897	3	0.966	1	57	check allocation	
Deputy Representatives	17	10.259	10	1.172	1	3.810	4	0.293	0	0.293	0	0.879	1	0.293	0	16	check allocation	
<b>Membership of Area Plans Sub-Committees</b>																		
Political Affiliation	Places	Cons		Lib Dem		LRA		Leppert		Murray		Green		Barlow		Totals		
<b>Ctees:</b>																		
Area Plans Sub-Committee South	25	8		0		13		0		1		2		1		25		
Area Plans Sub-Committee East	18	15		3		0		0		0		0		0		18		
Area Plans Sub-Committee West	14	12		0		0		1		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 the Select Committees

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## COMMITTEE ETC. NOMINATIONS 2021/22

AREA PLANS SUB-COMMITTEE EAST (19 MEMBERS) (NOT PRO RATA) *						
		Conservative Group	Green Party Group	Liberal Democrat Group	Loughton Residents Association Group	Independent Members
Chairman	Chairman	P Keska				
	Vice-Chairman	H Brady				
		R Balcombe		C McCredie		
		N Bedford		J H Whitehouse		
		P Bolton		J M Whitehouse		
		H Brady				
		L Burrows				
		I Hadley				
		S Jones				
		P Keska				
		J Mclvor				
		R Morgan				
		J Philip				
		B Rolfe				
		P Stalker				
		B Vaz				
		C Whitbread				
	H Whitbread					

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

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

		Conservative Group	Green Party Group	Liberal Democrat Group	Loughton Residents Association Group	Independent Members	
Page 38	Chairman	S Heather					
	Vice-Chairman	D Dorrell					
		N Avey	D Plummer			J Leppert	
		R Bassett					
		D Dorrell					
		S Heather					
		H Kane					
		S Kane					
		Y Knight					
		J Lea					
		T Matthews					
		A Mitchell					
		M Sartin					
		D Stocker					

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

<b>AREA PLANS SUB-COMMITTEE SOUTH (25 MEMBERS) (NOT PRO RATA) *</b>						
	Conservative Group	Green Party Group	Liberal Democrat Group	Loughton Residents Association Group	Independent Members	
Chairman	J Share-Bernia			J Jennings		
Vice-Chairman	K Williamson					
	D Barlow	S Heap		R Baldwin	S Murray	
	P Bhanot	S Neville		R Brookes		
	A Lion			J Jennings		
	A Patel			R Jennings		
	S Rackham			J Jogia		
	K Rizvi			H Kauffman		
	J Share-Bernia			L Mead		
	D Sunger			C Nweke		
	K Williamson			M Owen		
				C C Pond		
				C P Pond		
				C Roberts		
				D Wixley		

\*Membership of Area Plans Sub-Committee South comprises all members for the relevant wards.

<b>AUDIT AND GOVERNANCE COMMITTEE (5 MEMBERS PLUS 2 CO-OPTED PERSONS) *</b>						
	Conservative Group (3)	Green Party Group (1)	Liberal Democrat Group (0)	Loughton Residents Association Group (1)	Independent Members	
Chairman	The Chairman of the Committee is appointed at first meeting in each municipal year.					
	I Hadley	S Heap		M Owen		
	B Vaz					
	T Matthews					

\*The Vice-Chairmanship of the Audit and Governance Committee is assumed by a co-opted person if the Chairman is a Member, and vice versa.

**CONSTITUTION WORKING GROUP (11 MEMBERS)**

		Conservative Group (7)	Green Party Group (1)	Liberal Democrat Group (1)	Loughton Residents Association Group (2)	Independent Members	
	Chairman	S Rackham					
	Vice-Chairman	M Sartin					
		S Jones	S Heap	J H Whitehouse	C C Pond		
		D Dorrell			H Kauffman		
		J Philip					
		J Share-Bernia					
		J Mclvor					
		S Rackham					
		M Sartin					



**DISTRICT DEVELOPMENT MANAGEMENT COMMITTEE (15 MEMBERS) \***

		Conservative Group (10)	Green Party Group (1)	Liberal Democrat Group (1)	Loughton Residents Association Group (3)	Independent Members	
	Chairman	S Jones					
	Vice-Chairman	B Rolfe					
		P Keska	S Heap	J M Whitehouse	C C Pond		
		S Heather			H Kauffman		
		I Hadley			R Baldwin		
		R Morgan					
		H Brady					
		K Williamson					
		J Lea					
		S Rackham					
		S Jones					
		B Rolfe					

<b>JOINT CONSULTATIVE COMMITTEE (9 MEMBERS PLUS 9 STAFF SIDE REPRESENTATIVES) *</b>						
	Conservative Group (6)	Green Party Group (0)	Liberal Democrat Group (1)	Loughton Residents Association Group (2)	Independent Members	
Chairman*	Staff representative for 2021/22					
	D Sunger		J H Whitehouse	R Brookes		
	J Philip			L Mead		
	A Patel					
	S Kane					
	R Bassett					
	P Stalker					

\*The Chairmanship of the Joint Consultative Committee is rotated between the Staff and Council side each year: if the municipal year ends in an odd number then the Chairman is a Member representative; if the municipal year ends in an even number then the Chairman is a staff representative.

<b>LICENSING COMMITTEE (&amp; LICENSING SUB-COMMITTEE) (15 MEMBERS*)</b>						
	Conservative Group (10)	Green Party Group (1)	Liberal Democrat Group (1)	Loughton Residents Association Group (3)	Independent Members	
Chairman	R Morgan					
	Vice-Chairman			J Jennings		
	M Sartin	S Neville	J M Whitehouse	J Jennings		
	S Heather			L Mead		
	I Hadley			C P Pond		
	P Keska					
	B Rolfe					
	P Stalker					
	A Lion					
	K Williamson					
	R Morgan					
	D Stocker					
Licensing Sub-Committee Chairmen (6)	P Keska M Sartin R Morgan	S Neville	J M Whitehouse	J Jennings C P Pond		

\*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.

<b>OVERVIEW AND SCRUTINY COMMITTEE (17 MEMBERS*)</b>							
		Conservative Group (11)	Green Party Group (1)	Liberal Democrat Group (1)	Loughton Residents Association Group (3)	Independent Members (1)	
	Chairman	M Sartin					
	Vice-Chairman				R Jennings		
		P Bolton	D Plummer	J H Whitehouse	R Baldwin	S Murray	
		S Heather			R Jennings		
		I Hadley			D Wixley		
		A Lion					
		J Lea					
		P Pranot					
		T Matthews					
		S Rackham					
		K Williamson					
		P Stalker					
	M Sartin						

***\*Membership of the Overview and Scrutiny Committee to be extended to seventeen members for 2021/22, providing an additional seat on the Committee for the Conservative Group and the Loughton Residents Association Group. In order to accommodate a request for independent member representation on the Committee for the year, the Loughton Residents Association Group intends to relinquish its additional seat arising from the extension of membership, in order that this position may be filled by Councillor S. Murray. Membership of the Committee is required to be appointed on a pro rata basis and such deviation requires that no member of the Council voted against this arrangement.***

**STANDARDS COMMITTEE (9 MEMBERS)**

		Conservative Group (6)	Green Party Group (1)	Liberal Democrat Group (0)	Loughton Residents Association Group (2)	Independent Members	
	Chairman	B Rolfe					
	Vice-Chairman				C P Pond		
		N Avey	S Neville		R Jennings		
		R Morgan			C P Pond		
		H Kane					
		J Share-Bernia					
		K Williamson					
		B Rolfe					

**SENIOR MANAGEMENT SELECTION PANEL (7 MEMBERS)**

		Conservative Group (4)	Green Party Group (0)	Liberal Democrat Group (1)	Loughton Residents Association Group (2)	Independent Members	
	Chairman	C Whitbread					
	Vice-Chairman	M Sartin					
		C Whitbread		J M Whitehouse	R Jennings		
		M Sartin			C P Pond		
		N Bedford					
		J Philip					

<b>SENIOR MANAGEMENT APPEALS PANEL (7 MEMBERS)</b>							
		Conservative Group (4)	Green Party Group (1)	Liberal Democrat Group (0)	Loughton Residents Association Group (2)	Independent Members	
	Chairman	S Kane					
	Vice-Chairman						
		P Bolton	S Neville		J Jennings		
		S Kane			C C Pond		
		P Stalker					
		H Whitbread					

COMMITTEE ETC. NOMINATIONS 2022/23

AREA PLANS SUB-COMMITTEE EAST (19 MEMBERS) (NOT PRO RATA) *							
		Conservative Group	Green Party Group	Liberal Democrat Group	Loughton Residents Association Group	Independent Members	
Page 47	Chairman						
	Vice-Chairman						

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

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

		Conservative Group	Green Party Group	Liberal Democrat Group	Loughton Residents Association Group	Independent Members	
Page 48	Chairman						
	Vice-Chairman						

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



<b>AREA PLANS SUB-COMMITTEE SOUTH (25 MEMBERS) (NOT PRO RATA) *</b>							
		Conservative Group	Green Party Group	Liberal Democrat Group	Loughton Residents Association Group	Independent Members	
	Chairman						
	Vice-Chairman						

\*Membership of Area Plans Sub-Committee South comprises all members for the relevant wards.

<b>AUDIT AND GOVERNANCE COMMITTEE (5 MEMBERS PLUS 2 CO-OPTED PERSONS) *</b>							
<b>1 outstanding place</b>							
		Conservative Group (3)	Green Party Group (0*)	Liberal Democrat Group (0*)	Loughton Residents Association Group (1)	Independent Members	
	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 if the Chairman is a Member, and vice versa.

**CONSTITUTION WORKING GROUP (11 MEMBERS)**

		Conservative Group (7)	Green Party Group (1)	Liberal Democrat Group (1)	Loughton Residents Association Group (2)	Independent Members	
	Chairman						
	Vice-Chairman						

**DISTRICT DEVELOPMENT MANAGEMENT COMMITTEE (15 MEMBERS) \***

**1 outstanding place**

		Conservative Group (9)	Green Party Group (1)	Liberal Democrat Group (1)	Loughton Residents Association Group (3)	Independent Members	
	Chairman						
	Vice-Chairman						

**JOINT CONSULTATIVE COMMITTEE (9 MEMBERS PLUS 9 STAFF SIDE REPRESENTATIVES) \***

**1 outstanding place**

		Conservative Group (5)	Green Party Group (0)	Liberal Democrat Group (1)	Loughton Residents Association Group (2)	Independent Members	
	Chairman*						

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The Chairmanship of the Joint Consultative Committee is rotated between the Staff and Council side each year: if the municipal year ends in an odd number then the Chairman is a Member representative; if the municipal year ends in an even number then the Chairman is a staff representative.

**LICENSING COMMITTEE (& LICENSING SUB-COMMITTEE) (15 MEMBERS\*)**

**1 outstanding place**

		Conservative Group (9)	Green Party Group (1)	Liberal Democrat Group (1)	Loughton Residents Association Group (3)	Independent Members	
Chairman	Vice-Chairman						
Licensing Sub-Committee 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.

**OVERVIEW AND SCRUTINY COMMITTEE (15 MEMBERS\*)**

**1 outstanding place**

		Conservative Group (9)	Green Party Group (1)	Liberal Democrat Group (1)	Loughton Residents Association Group (3)	Independent Members (0)	
Page 54	Chairman						
	Vice-Chairman						

*\*Membership of the Overview and Scrutiny Committee was extended to seventeen members for 2021/22, providing an additional seat on the Committee for the Conservative Group and the Loughton Residents Association Group. In order to accommodate a request for independent member representation on the Committee for the year, the Loughton Residents Association Group intends to relinquish its additional seat arising from the extension of membership, in order that this position may be filled by Councillor S. Murray. Membership of the Committee is required to be appointed on a pro rata basis and such deviation requires that no member of the Council voted against this arrangement.*

**STANDARDS COMMITTEE (9 MEMBERS)**

**1 outstanding place**

		Conservative Group (5)	Green Party Group (0)	Liberal Democrat Group (1)	Loughton Residents Association Group (2)	Independent Members	
	Chairman						
	Vice-Chairman						

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**SENIOR MANAGEMENT SELECTION PANEL (7 MEMBERS)**

**1 outstanding place**

		Conservative Group (4)	Green Party Group (0)	Liberal Democrat Group (0)	Loughton Residents Association Group (2)	Independent Members	
	Chairman						
	Vice-Chairman						

**SENIOR MANAGEMENT APPEALS PANEL (7 MEMBERS)**

**1 outstanding place**

		Conservative Group (4)	Green Party Group (0)	Liberal Democrat Group (0)	Loughton Residents Association Group (2)	Independent Members	
	Chairman						
	Vice-Chairman						



## OVERVIEW & SCRUTINY SELECT COMMITTEES

### APPOINTMENTS 2021/22

<b>Stronger Communities Select Committee (11)</b>
<b>Chairman:</b> J Lea <b>Vice-Chairman:</b> R Balcombe
<b>Conservative Group:</b> R Balcombe, H Brady, I Hadley, J Lea, S Rackham, K Williamson <b>Green Party Group:</b> D Plummer <b>Liberal Democrat Group:</b> J H Whitehouse <b>Loughton Residents Association Group:</b> D Wixley, C Nweke <b>Independent Members:</b> S Murray

<b>Stronger Council Select Committee (11) *</b>
<b>Chairman:</b> P Bolton <b>Vice-Chairman:</b> T Matthews
<b>Conservative Group:</b> R Bassett, P Bhanot, P Bolton, H Brady, H Kane, T Matthews, R Morgan. <b>Green Party Group:</b> S Neville <b>Liberal Democrat Group:</b> J M Whitehouse <b>Loughton Residents Association Group:</b> R Brookes, J Jogia <b>Independent Members:</b> -

**Stronger Place Select Committee (11)**

**Chairman:** A Lion

**Vice-Chairman:** R Morgan

**Conservative Group:** R Balcombe, R Bassett, J Share-Bernia, I Hadley, S Heather, A Lion, R Morgan

**Green Party Group:** S Heap

**Liberal Democrat Group:** C McCredie

**Loughton Residents Association Group:** M Owen, J Jennings

**Independent Members:** -

## OVERVIEW & SCRUTINY SELECT COMMITTEES

### APPOINTMENTS 2022/23

<b>Stronger Communities Select Committee (11)</b>
<b>Chairman:</b> <b>Vice-Chairman:</b>
<b>Conservative Group:</b> <b>Green Party Group:</b> <b>Liberal Democrat Group:</b> <b>Loughton Residents Association Group:</b> <b>Independent Members:</b>

<b>Stronger Council Select Committee (11) *</b>
<b>Chairman:</b> <b>Vice-Chairman:</b>
<b>Conservative Group:</b> <b>Green Party Group:</b> <b>Liberal Democrat Group:</b> <b>Loughton Residents Association Group:</b> <b>Independent Members: -</b>

<b>Stronger Place Select Committee (11)</b>
<b>Chairman:</b>
<b>Vice-Chairman:</b>
<b>Conservative Group:</b>
<b>Green Party Group:</b>
<b>Liberal Democrat Group:</b>
<b>Loughton Residents Association Group:</b>
<b>Independent Members: -</b>

### REPRESENTATION ON OUTSIDE ORGANISATIONS 2021/22

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

Organisation and Allocation Category		Nominees
1.	Epping Forest Care and Repair Management Committee (3)	This Committee has been disbanded, therefore no need to appoint in future.
2.	Epping Forest Citizens' Advice Bureau (3 including 1 voting member)	R Bassett (Voting) S Heather R Brookes
3.	Campaign to Protect Rural England (Essex Branch) (1 + deputy)	S Heather N Bedford (Dep)
4.	Epping Forest Community Transport Board of Trustees (1)	S Kane
5.	Epping Forest Housing Aid Committee (1)	J Lea
6.	Epping Forest Local Highways Panel (4)	Cllr Wixley A Lion I Hadley H Kane
7.	Epping Forest Local Liaison Group (specific ward representation only)	(BCEUN) (1) N Avey (BHW) (1) K Williamson (ELTC) (1) L Burrows (EH) (1) J M Whitehouse (LSJ) (1) C P Pond (LSM) (1) J Jennings (LF) (1) R Baldwin (TB) (1) J Philip (WAHB) (1) T Matthews
8.	Essex Police, Fire and Crime Panel (1)	One plus (Deputy)
9.	Health Overview, Policy and Scrutiny Committee (1)	Not required for 2020/21. Local member to be appointed by Essex County Council.
10.	Grange Farm Managing Trustees (Term to 31.5.23)	R Morgan M Sartin C Scrutton
11.	Lee Valley Regional Park Authority (2) (Ongoing term to 30.6.21)	M Sartin S Heather <b>(Deputy)</b>

Organisation and Allocation Category	Nominees
12.	<p>Leisure Centre Liaison Groups (Leisure Centre Customer Forums)</p> <p>The Leisure Contract Manager has advised that two members should be appointed to each Liaison Group/Customer Forum for 2021/22.</p>
(a)	<p>Epping Sports Centre (2)</p> <p><b>J M Whitehouse</b> <b>L Burrows</b> <b>H Whitbread</b></p>
(b)	<p>Ongar Leisure Centre (2)</p> <p>N Bedford P Keska</p>
(c)	<p>Loughton Leisure Centre (2)</p> <p>R Brookes J Share-Bernia</p>
(d)	<p>Waltham Abbey Swimming Pool (2)</p> <p>J Lea T Matthews</p>
13.	<p>Epping Forest Local Councils Liaison Committee (no restriction)</p> <p>J H Whitehouse R Bassett H Kane J Lea R Morgan B Rolfe M Sartin J Share-Bernia</p>
14	<p>Outer North-East London Joint Health Overview and Scrutiny Committee (1)</p> <p>A Lion</p>
15.	<p>Princess Alexandra Hospital - Partnership Governor (1)</p> <p>P Bolton</p>
16.	<p>Roding Valley Meadows Local Nature Reserve:</p>
(a)	<p>Management Committee (1)</p> <p>S Murray</p>
(b)	<p>Working Group (1)</p> <p>Not required - officer appointment</p>
17.	<p>Stansted Airport Consultative Committee (1 + deputy)</p> <p>P Stalker M Sartin (Deputy)</p>
18.	<p>Stansted Airport Community Trust Fund (1)</p> <p>This organisation has been disbanded.</p>
19.	<p>Town Centre Partnerships</p>
	<p>The Service Director (Community &amp; Partnerships) has advised as follows with regard to the appointment of members to each Town Centre Partnership for 2021/22.</p>
(a)	<p>Buckhurst Hill Village Forum (0)</p> <p>No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.</p>
(b)	<p>Epping Town Centre Partnership (2)</p> <p>N Avey H Whitbread</p>
(c)	<p>Loughton Broadway Town Centre Partnership (0)</p> <p>No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.</p>

Organisation and Allocation Category		Nominees
	(d) Loughton High Road Town Centre Partnership (2)	No member appointment required. The Town Centre Partnership was not currently operating.
	(e) Ongar Town Forum Steering Group (0)	No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.
	(f) Waltham Abbey Town Partnership (2)	H Kane J Lea
20.	Voluntary Action Epping Forest (1)	B Rolfe
21.	Waltham Abbey Royal Gunpowder Mills Ltd (1)	H Kane
22.	Waltham Abbey Tourist Information Centre (Joint Management Committee) (3)	J Lea D Stocker T Matthews
23.	Leisure Management Contract Monitoring Board (6)	<b>J M Whitehouse</b> <b>R Brookes</b> <b>N Avey</b> <b>H Kane</b> <b>P Keska</b> <b>R Morgan</b> <b>P Pranot</b>
24.	Epping Forest College (Board of Governors of New City College and local advisory body for the Epping Forest Campus College) (NEW)	R Bassett
25.	EFDC Armed Forces Champion	S Murray B Rolfe J Lea

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

	Organisation and Committee Responsible	Representative 2020/21
1.	Association of Retained Council Housing (ARCH)	Service Director (Housing & Property Services) (or representative)
2.	National Society for Clean Air (SE Division)	Service Director (Commercial & Regulatory Services) (or representative)
3.	Standing Conference – Investigation of Air Pollution	Service Director (Commercial & Regulatory Services) (or representative)
4.	Roding Valley Meadow Local Nature Reserve Working Group	Service Director (Environmental & Technical Services) (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.

	<b>Organisation and Committee Responsible</b>	<b>Representative</b>
1.	Essex Water Safety Liaison Committee	Service Director (Commercial & Regulatory Services) (or representative)
2.	Voluntary Action Epping Forest (see also member appointments schedule)	Service Director (Community & Partnership Services) (or representative)



## REPRESENTATION ON OUTSIDE ORGANISATIONS 2021/22

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

Organisation and Allocation Category		Nominees
1.	Epping Forest Care and Repair Management Committee (3)	This Committee has been disbanded, therefore no need to appoint in future.
2.	Epping Forest Citizens' Advice Bureau (3 including 1 voting member)	
3.	Campaign to Protect Rural England (Essex Branch) (1 + deputy)	
4.	Epping Forest Community Transport Board of Trustees (1)	
5.	Epping Forest Housing Aid Committee (1)	
6.	Epping Forest Local Highways Panel (4)	
7.	Epping Forest Local Liaison Group (specific ward representation only)	(BCEUN) (1) (BHW) (1) (ELTC) (1) (EH) (1) (LSJ) (1) (LSM) (1) (LF) (1) (TB) (1) (WAHB) (1)
8.	Essex Police, Fire and Crime Panel (1)	One plus (Deputy)
9.	Health Overview, Policy and Scrutiny Committee (1)	Not required for 2022/23. Local member to be appointed by Essex County Council.
10.	Grange Farm Managing Trustees (Term to 31.5.23)	R Morgan M Sartin R Holden (CPC)
11.	Lee Valley Regional Park Authority (2)	
12.	Leisure Centre Liaison Groups (Leisure Centre Customer Forums)	
	The Leisure Contract Manager has advised that two members should be appointed to each Liaison Group/Customer Forum for 2021/22.	

Organisation and Allocation Category		Nominees
	(a) Epping Sports Centre (2)	
	(b) Ongar Leisure Centre (2)	
	(c) Loughton Leisure Centre (2)	
	(d) Waltham Abbey Swimming Pool (2)	
13.	Epping Forest Local Councils Liaison Committee (no restriction)	
14.	Outer North-East London Joint Health Overview and Scrutiny Committee (1)	
15.	Princess Alexandra Hospital - Partnership Governor (1)	
16.	Roding Valley Meadows Local Nature Reserve:	
	(a) Management Committee (1)	
	(b) Working Group (1)	Not required - officer appointment
17.	Stansted Airport Consultative Committee (1 + deputy)	
18.	Stansted Airport Community Trust Fund (1)	This organisation has been disbanded.
19.	Town Centre Partnerships	
	The Service Director (Community & Partnerships) has advised as follows with regard to the appointment of members to each Town Centre Partnership for 2021/22.	
	(a) Buckhurst Hill Village Forum (0)	No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.
	(b) Epping Town Centre Partnership (2)	
	(c) Loughton Broadway Town Centre Partnership (0)	No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.
	(d) Loughton High Road Town Centre Partnership (2)	No member appointment required. The Town Centre Partnership was not currently operating.
	(e) Ongar Town Forum Steering Group (0)	No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.
	(f) Waltham Abbey Town Partnership (2)	
20.	Voluntary Action Epping Forest (1)	
21.	Waltham Abbey Royal Gunpowder Mills Ltd (1)	

Organisation and Allocation Category		Nominees
22.	Waltham Abbey Tourist Information Centre (Joint Management Committee) (3)	
23.	Leisure Management Contract Monitoring Board (6)	
24.	Epping Forest College (Board of Governors of New City College and local advisory body for the Epping Forest Campus College) (NEW)	
25.	EFDC Armed Forces Champion	

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

	Organisation and Committee Responsible	Representative 2020/21
1.	Association of Retained Council Housing (ARCH)	Service Director (Housing & Property Services) (or representative)
2.	National Society for Clean Air (SE Division)	Service Director (Commercial & Regulatory Services) (or representative)
3.	Standing Conference – Investigation of Air Pollution	Service Director (Commercial & Regulatory Services) (or representative)
4.	Roding Valley Meadow Local Nature Reserve Working Group	Service Director (Environmental & Technical Services) (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	Service Director (Commercial & Regulatory Services) (or representative)
2.	Voluntary Action Epping Forest (see also member appointments schedule)	Service Director (Community & Partnership Services) (or representative)

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## REPRESENTATION ON OUTSIDE ORGANISATIONS 2021/22

## 1. Leader Appointments - Organisations Carrying Out Executive Functions

Organisation and Allocation Category		Appointee
1.	Association of Retained Council Housing - Executive Board (1 + Deputy)	Housing Services Portfolio Holder Leader of the Council (Deputy)
2.	Civil Enforcement of Parking and Traffic Regulations Outside London - Adjudication Joint Committee (1)	Environmental & Technical Services Portfolio Holder
3.	Epping Forest District Community Safety Partnership (1 + Deputy)	Community & Regulatory Services Portfolio Holder P Stalker (Deputy)
4.	East of England Local Government Association (1)	Leader of the Council
5.	Six Authorities Liaison Group (formerly Enfield, Essex and Hertfordshire Border Liaison Group) (3 + Deputies)	R Bassett M Sartin J Lea S Heather (Deputy)
6.	Epping Forest District Local Strategic Partnership (LSP)  The LSP Manager has advised as follows with regard to the appointment of members to each of the following LSP bodies for 2019/20.	
	(a) LSP Board ('One' Partnership) (1)	Leader of the Council
	(b) Health & Wellbeing Board (2)	Community & Regulatory Services Portfolio Holder Housing Services Portfolio Holder
	(c) Economic Board (1)	Finance, Qualis Client & Economic Development Portfolio Holder
	(d) Tourism Board (1)	R Bassett
7.	Essex Partnership for Flood Management (1)	Environmental & Technical Services Portfolio Holder
8.	Essex Waste Partnership - Inter-Authority Member Working Group (1 + Deputy)	Environmental & Technical Services Portfolio Holder Community & Regulatory Services Portfolio Holder (Deputy)
9.	Harlow-Stansted Gateway Transportation Board (1 + Deputy)	Environmental & Technical Services Portfolio Holder Community & Regulatory Services Portfolio Holder (Deputy)
10.	Local Government Association - General Assembly (1 + Deputy)	Leader of the Council Deputy Leader of the Council (Deputy)

11.	North Essex Parking Partnership (1 + Deputy)	Environmental & Technical Services Portfolio Holder Community & Regulatory Services Portfolio Holder (Deputy)
12.	Off-Street Car Parking Contract Monitoring Board (2)	Environmental & Technical Services Portfolio Holder Community & Regulatory Services Portfolio Holder
13.	South East Local Enterprise Partnership (2)	Leader of the Council Housing Services Portfolio Holder
14.	Waste Management Partnership Board (2)	Finance, Qualis Client & Economic Development Portfolio Holder Environmental & Technical Services Portfolio Holder
15.	West Essex Alliance (1 + Deputy)	Leader of the Council Community & Regulatory Services Portfolio Holder
16.	Co-operation for Sustainable Development Board (2 + 1 Deputy)	Leader of the Council Planning & Sustainability Portfolio Holder Housing Services Portfolio Holder (Deputy)
17.	Harlow & Gilston Garden Town Board	Leader of the Council Planning & Sustainability Portfolio Holder Finance, Qualis Client & Economic Portfolio Holder.

## REPRESENTATION ON OUTSIDE ORGANISATIONS 2022/23

## 1. Leader Appointments - Organisations Carrying Out Executive Functions

Organisation and Allocation Category		Appointee
1.	Association of Retained Council Housing - Executive Board (1 + Deputy)	
2.	Civil Enforcement of Parking and Traffic Regulations Outside London - Adjudication Joint Committee (1)	
3.	Epping Forest District Community Safety Partnership (1 + Deputy)	
4.	East of England Local Government Association (1)	
5.	Six Authorities Liaison Group (formerly Enfield, Essex and Hertfordshire Border Liaison Group) (3 + Deputies)	
6.	Epping Forest District Local Strategic Partnership (LSP)  The LSP Manager has advised as follows with regard to the appointment of members to each of the following LSP bodies for 2019/20.	
	(a) LSP Board ('One' Partnership) (1)	Leader of the Council
	(b) Health & Wellbeing Board (2)	Community & Regulatory Services Portfolio Holder Housing Services Portfolio Holder
	(c) Economic Board (1)	Finance, Qualis Client & Economic Development Portfolio Holder
	(d) Tourism Board (1)	
7.	Essex Partnership for Flood Management (1)	
8.	Essex Waste Partnership - Inter-Authority Member Working Group (1 + Deputy)	
9.	Harlow-Stansted Gateway Transportation Board (1 + Deputy)	
10.	Local Government Association - General Assembly (1 + Deputy)	

11.	North Essex Parking Partnership (1 + Deputy)	
12.	Off-Street Car Parking Contract Monitoring Board (2)	
13.	South East Local Enterprise Partnership (2)	
14.	Waste Management Partnership Board (2)	
15.	West Essex Alliance (1 + Deputy)	
16.	Co-operation for Sustainable Development Board (2 + 1 Deputy)	
17.	Harlow & Gilston Garden Town Board	