



Epping Forest District Council

APPOINTMENTS PANEL **Thursday, 12th May, 2016**

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

Committee Room 1, Civic Offices, High Street, Epping
on Thursday, 12th May, 2016
at 7.00 pm .

Glen Chipp
Chief Executive

Democratic Services
Officer

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Members:

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

1. APPOINTMENT OF CHAIRMAN

To note that the Chairman of the Appointments Panel should normally be the Leader of the Council.

2. APOLOGIES FOR ABSENCE

3. TERMS OF REFERENCE (Pages 7 - 8)

To note the Terms of Reference of the Appointments Panel.

4. APPOINTMENT OF GROUP LEADERS, DEPUTY GROUP LEADERS & POLITICAL GROUPS 2016/17 (Pages 9 - 10)

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

(b) Constitution of Political Groups

To receive notification of the constitution of Political Groups.

A copy of the relevant notification form is attached.

5. CHAIRMAN & VICE-CHAIRMAN OF COUNCIL 2016/17 (Pages 11 - 12)

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 (vi) 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 2016/17 (Pages 13 - 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 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 of Council to report on the current position with regard to:

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

Details of the Leader's appointments for the current municipal year are attached.

7. POLITICAL GROUP ALLOCATIONS 2016/17 (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. A revised schedule of allocations will be circulated after the results of the forthcoming local elections are available.

8. APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES & PANELS 2016/17 (Pages 31 - 40)

To consider nominations to 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. Details of any nominations received for the next year will be circulated separately.

(b) Area Plans Sub-Committee South

The Director of Governance will report on the current position regarding members who wish to opt-in to membership of Area Plans Sub-Committee South for the next municipal year, under the arrangements approved by the Council on 20 February 2007.

(c) Overview and Scrutiny

Nominations to the Overview and Scrutiny Select Committees and 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 2016/17 (Pages 41 - 46)

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 next year will be circulated separately.

10. SUBSTITUTE MEMBER NOTIFICATION ARRANGEMENTS 2016/17

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

11. COUNCIL MEETINGS - SEATING PLAN 2016/17 (Pages 47 - 48)

To consider a draft seating plan for Council meetings for the next municipal year. The current seating plan is attached for information, which omits those members not standing for re-election. A proposed seating layout for the new municipal year will be circulated after the results of the forthcoming local elections are available.

12. ANY OTHER BUSINESS

13. DATE OF NEXT MEETING

To note that, if required, a further meeting of the Appointments Panel will be held at 7.00pm on 19 May 2016.