



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

S. Tautz Tel: (01992) 564243
Email: democraticservices@eppingforestdc.gov.uk

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.

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

Agenda Item 5

NOMINATION FORM FOR VICE-CHAIRMAN OF THE COUNCIL 2016/17

Nominee: Councillor _____

We the undersigned hereby nominate the above named councillor
for the position of Vice-Chairman of the Council for 2016/2017.

Councillor/Group	Signature

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

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Annual Council meeting 28 May 2015

Item 9 - Report of the Appointments Panel

Additional items for report by the Leader.

Recommendation:

To note the following appointments by the Leader for Cabinet Members and Cabinet Subcommittees carrying out Executive functions:

(a) Deputy Leader

	2015/16
Deputy Leader	Syd Stavrou

(b) Other Cabinet Members/Allocation of Portfolios

Portfolio Title	Portfolio Holder 2015/16
Leader	Chris Whitbread
Asset Management and Economic Development	Anne Grigg
Environment	Will Breare-Hall
Finance	Syd Stavrou
Governance and Development Management	John Philip
Housing	David Stallan
Leisure and Community Services	Helen Kane
Safer, Greener and Transport	Gary Waller
Planning Policy	Richard Bassett
Technology and Support Services	Alan 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

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.

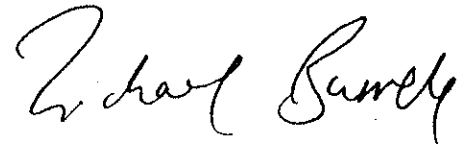
APPOINTMENT OF THE COMMITTEES, SUB-COMMITTEES, WORKING GROUPS, PANELS AND BOARDS

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

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Gray's Inn
London WC1R 5AY
mb\lepping

25 March 1996

Epping Forest District Council - Pro Rata Memberships

Political Affiliation	Places	Vacancies	Rounded %	Cons	Rounded %	Lib Dem	Rounded %	LRA	Rounded %	Morgan	Rounded %	Murray	Rounded %	UKIP	Rounded %	Neville	Rounded %	Totals	Comments	notes
No of Councillors		2		38		3		10		1		1		2		1		58		
Percentage		3.448		65.517		5.172		17.241		1.724		1.724		3.448		1.724		100		
Overall % places		1.517		28.828		2.276		7.586		0.759		0.759		1.517		0.759				

Cttees:

Licensing Committee	19	0.655	1	12.448	12	0.983	1	3.276	3	0.328	0	0.328	0	0.655	1	0.328	0	18	check allocation	
Housing Appeals and Review Panel*	5	0.172	0	3.276	3	0.259	0	0.862	1	0.086	0	0.086	0	0.172	0	0.086	0	4	check allocation	
Staff Appeals Panel**	5	0.172	0	3.276	3	0.259	0	0.862	1	0.086	0	0.086	0	0.172	0	0.086	0	4	check allocation	
District Development Management	15	0.517	1	9.828	10	0.776	1	2.586	3	0.259	0	0.259	0	0.517	1	0.259	0	16	check allocation	
Total Seats	44		2		28		2		8		0		0		2		0	42	check allocation	
Aggregated Entitlement		1.517		28.828		2.276		7.586		0.759		0.759		1.517		0.759				
rounded aggregated entitlements			2		29		2		8		1		1		2		1	46	check allocation	
Changes Required			0		1		0		0		1		1		0		-1	3	rounded all.	

Overview & Scrutiny Committee	15	0.517	1	9.828	10	0.776	1	2.586	3	0.259	0	0.259	0	0.517	1	0.259	0	16	check allocation	
Joint Consultative Committee	9	0.310	0	5.897	6	0.466	0	1.552	2	0.155	0	0.155	0	0.310	0	0.155	0	8	check allocation	Council side chairman 16/17
Standards Committee	9	0.310	0	5.897	6	0.466	0	1.552	2	0.155	0	0.155	0	0.310	0	0.155	0	8	check allocation	
Constitution Working Group	11	0.379	0	7.207	7	0.569	1	1.897	2	0.190	0	0.190	0	0.379	0	0.190	0	10	check allocation	
Total Seats	44																	42	check allocation	

* Subject to Council decision to disband 26/4

** Five Deputies also need appointment

Chairmanships	18	0.621	1	11.793	12	0.931	1	3.103	3	0.310	0	0.310	0	0.621	1	0.310	0	18		
Vice-Chairmanships	10	0.345	0	6.552	7	0.517	1	1.724	2	0.172	0	0.172	0	0.345	0	0.172	0	10		

Membership of Planning Subcommittees

Political Affiliation	Places	Vacancies	Cons	Lib Dem	LRA	Morgan	Murray	UKIP	Neville	Totals
Cttees:										
Area Plans Subcommittee South**	25	2	11	0	10	0	1	0	1	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.

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Committee Appointments 2016-17

Area Plans Sub-Committee East (19 Members)					
	Conservative	Liberal Democrat	LRA	UKIP	Independent/Other
Chairman/Vice-Chairman	(Chairman) S Jones (Vice-Chairman) P Keska				
	N Avey	B Surtees			R Morgan
	N Bedford	J H Whitehouse			
	A Boyce	J M Whitehouse			
	H Brady				
	W Breare-Hall				
	T Church				
	A Grigg				
	S Jones				
	P Keska				
	M McEwen				
	J Philip				
	B Rolfe				
	D Stallan				
	C Whitbread				
	G Waller				

NB. Membership of the Sub-Committee comprises all members of the relevant wards.

Area Plans Sub-Committee West (14 Members)

		Conservative	Liberal Democrat	LRA	UKIP	Independent/Other
MEMBERSHIP 2015/16	Chairman/Vice-Chairman	(Chairman) Y Knight (Vice-Chairman) A Mitchell				
		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				

NB. Membership of the Sub-Committee comprises all members of the relevant wards.

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

		Conservative	Liberal Democrat	LRA	Independent/Other
MEMBERSHIP 2015/16	Chairman/Vice-Chairman	(Chairman) J Hart (Vice-Chairman) N Wright			
		G Chambers		K Angold-Stephens	
		K Chana		B Jennings	
		J Knapman		H Kauffman	
		J Hart		H Mann*	
		A Lion		L Mead	
		G Mohindra		C C Pond	
		A Patel		C P Pond	
		B Sandler		C Roberts	
		L Wagland		T Thomas*	
		S Watson		S Weston	
		N Wright		D Wixley	

NB. Membership of the Sub-Committee comprises all members of the relevant wards, subject to opt-in. Councillors L Girling, S Murray and S Neville opted-out of membership for 2015/16.

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

		Conservative	Liberal Democrat	LRA	Independent/Other
MEMBERSHIP 2015/16	Chairman/Vice-Chairman	Chairman appointed at first meeting in each year			
		L Hughes		S Weston	
		J Knapman			

Constitution Working Group (11 members)

		Conservative	Liberal Democrat	LRA	Independent/Other
MEMBERSHIP 2015/16	Chairman/Vice-Chairman	M McEwen (Chairman) M Sartin (Vice-Chairman)			
		M McEwen	J H Whitehouse	C C Pond	D Dorrell
		A Mitchell		C P Pond	
		J Philip			
		M Sartin			
		D Stallan			
		G Waller			
		S Watson			

District Development Management Committee (15 members)

		Conservative	Liberal Democrat	LRA	Independent/Other
MEMBERSHIP 2015/16	Chairman/Vice-Chairman	B Sandler (Chairman) B Rolfe (Vice-Chairman)			
		A Boyce	J M Whitehouse	B Jennings	R Butler (UKIP)
		H Brady		H Kauffman	
		J Hart		C C Pond	
		S Jones			
		J Knapman			
		Y Knight			
		A Mitchell			
		G Mohindra			
		B Rolfe			
		B Sandler			

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

		Conservative	Liberal Democrat	LRA	Independent/Other
MEMBERSHIP 2015/16	Chairman/Vice-Chairman	B Rolfe (Chairman) A Mitchell (Vice- Chairman)			
		J Lea		L Mead	
		A Mitchell		T Thomas (Substitute)	
		B Rolfe			
		G Shiell			
		M Sartin (Substitute)			
		L Hughes (Substitute)			
		N Avey (Substitute)			

NB. Possible cessation of Panel to be considered by Council on 26 April 2016.

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

		Conservative	Liberal Democrat	LRA	Independent/Other
MEMBERSHIP 2015/16	Chairman/Vice-Chairman	A Lion (Vice-Chairman)			
		S Kane	J H Whitehouse	L Girling	
		J Knapman		C Roberts	
		A Lion			
		G Shiell			
		D Stallan			
		G Waller			

NB. Chairmanship of the Committee to be assumed by a Councillor representative for 2016/17.

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

		Conservative	Liberal Democrat	LRA	UKIP	Independent/Other
MEMBERSHIP 2015/16	Chairman/Vice-Chairman		B Surtees (Vice Chairman)	K Angold-Stephens (Chairman)		
		N Bedford	B Surtees	H Mann	D Dorrell	R Morgan
		A Boyce		T Thomas		
		K Chana				
		R Gadsby				
		P Keska				
		A Lion				
		B Rolfe				
		M Sartin				
		G Shiell				
Licensing Sub-Committee Chairmen (6)	A Boyce P Keska M Sartin			K Angold-Stephens T Thomas		R Morgan

Overview and Scrutiny Committee (17 Members)

		Conservative	Liberal Democrat	LRA	UKIP	Independent/Other
MEMBERSHIP 2015/16	Chairman/Vice-Chairman			K Angold-Stephens (Vice-Chairman)		R Morgan (Chairman)
		T Church	B Surtees	K Angold-Stephens	D Dorrell	R Morgan
		S Kane		L Girling		S Murray
		P Keska		D Wixley		S Neville
		A Mitchell				
		G Mohindra				
		B Rolfe				
		G Shiell				
		M Sartin				
		N Avey				

Standards Committee (9 Members)

		Conservative	Liberal Democrat	LRA	Independent/Other
	Chairman/Vice-Chairman	G Chambers (Chairman)		C P Pond (Vice-Chairman)	
MEMBERSHIP 2015/16		G Chambers	B Surtees	C P Pond	
		M McEwen		C Roberts	
		A Mitchell			
		B Rolfe			
		S Kane			
		D Stallan			

Staff Appeals Panel (5 members and 5 substitutes)

		Conservative	Liberal Democrat	LRA	Independent/Other
MEMBERSHIP 2015/16	Chairman/Vice-Chairman	B Sandler (Chairman) B Rolfe (Vice-Chairman)			
		G Chambers		C P Pond	S Neville
		B Sandler		B Jennings (Substitute)	
		B Rolfe			
		L Hughes (Substitute)			
		A Mitchell (Substitute)			
		Y Knight (Substitute)			

Other Bodies

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Leisure Management – Contract Monitoring Board (6 members)

		Conservative	Liberal Democrat	LRA	Independent/Other
MEMBERSHIP 2015/16		G Chambers	J M Whitehouse		R Morgan
		H Kane			
		P Keska			
		G Shiell			

Leisure Management Portfolio Holder Advisory Group

		Conservative	Liberal Democrat	LRA	Independent/Other
MEMBERSHIP 2015/16		G Chambers	J H Whitehouse	B Jennings	R Morgan
		H Kane			
		P Keska			
		G Shiell			
		E Webster			

S. Tautz (20 April 2016)

Portfolio Holder Advisory Group on the Car Parking Strategy (7 members)

		Conservative	Liberal Democrat	LRA	Independent/Other
MEMBERSHIP 2015/16		T Church	J H Whitehouse	K Angold-Stephens	D Dorrell (UKIP)
		J Lea			
		A Patel			
		G Waller			

Portfolio Holder Advisory Group on Superfast Broadband (5-7 members)

		Conservative	Liberal Democrat	LRA	Independent/Other
MEMBERSHIP 2015/16 Page 37		A Lion	B Surtees	K Angold-Stephens	D Dorrell (UKIP)
		M McEwen			R Morgan (Ind)
		G Waller			

NB. Advisory Group has not met during 2015/16. No longer required?

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

		Conservative	Liberal Democrat	LRA	Independent/Other
MEMBERSHIP 2015/16		Environment Portfolio Holder			
		Finance Portfolio Holder			

APPENDIX

Leader Appointments

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

Organisation and Allocation Category		Representation for 2015/16	Representation for 2016/17
1.	Association of Retained Council Housing (ARCH) – Executive Board	D Stallan *See also officer appointment	
2.	Civil Enforcement of Parking and Traffic Regulations Outside London (PATROL) – Adjudication Joint Committee	G Waller	
3.	Crime and Disorder Strategy Panel	G Waller W Breare-Hall (Deputy)	
4.	East of England Local Government Association	C Whitbread	
5.	Enfield Essex Herts Border Liaison Group	R Bassett, M Sartin, E Webster (J Lea, G Shiell, Y Knight - Deputies)	
6.	Epping Forest District Local Strategic Partnership (Executive) (a) LSP Board (b) Health Equalities Group (c) Safer Communities Partnership (d) Sustainable Communities Group (e) Epping Forest Children's Partnership	(a) C Whitbread/A Grigg (b) B Sandler (c) G Waller (d) A Grigg (e) E Webster	
7.	Essex Community Wide Traveller Unit	R Bassett (non voting member)	
8.	Essex Waste Partnership - Inter-Authority Member Working Group	W Breare-Hall G Waller (Deputy)	
9.	Harlow Stansted Gateway Transportation Board (HSGTB)	G Waller A Grigg (Deputy)	
10.	Local Government Association - General Assembly	C Whitbread S Stavrou (Deputy)	

Organisation and Allocation Category		Representation for 2015/16	Representation for 2016/17
12.	North Essex Parking Partnership	G Waller W Breare-Hall (Deputy) Chairman of Local Highways Panel?	
13.	South East Local Enterprise Partnership	C Whitbread A Grigg (Deputy)	C Whitbread A Grigg (Deputy)
14.	Waste Partnership Member Board	W Breare-Hall G Waller (Deputy)	W Breare-Hall G Waller (Deputy)
15.	West Essex Alliance	C Whitbread A Grigg (Deputy)	C Whitbread A Grigg (Deputy)

APPENDIX

Council Appointments

Representation on Outside Organisations Organisations Carrying Out Council Regulatory or Non-Cabinet Functions

Organisation and Allocation Category		Representation for 2015/16	Representation 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 G Shiell	
3.	Campaign to Protect Rural England (Essex Branch)	A Boyce Y Knight (Deputy)	
4.	Epping Forest Community Transport Steering Group	G Waller	
5.	Epping Forest Housing Aid Committee	G Shiell	
6.	Epping Forest Local Highways Panel	R Bassett G Chambers K Chana T Church P Keska J Lea L Mead	
7.	Essex Health Overview and Scrutiny Committee	Nomination to this Committee is decided by Essex County Council at its annual meeting. EFDC will only be offered a place if those County Councillors nominated do not include a local ECC member.	Must not be a member with executive responsibilities
8.	Grange Farm Managing Trustees (Term to 31.05.19)	M Sartin M McEwen C Scrutton (Chigwell PC)	

Organisation and Allocation Category		Representation for 2015/16	Representation for 2016/17
9.	Lee Valley Regional Park Authority (Term to 30/6/2017)	M Sartin S Stavrou G Shiell (Deputy) E Webster (Deputy)	
10.	Leisure Centres Liaison Groups: (a) Epping Sports Centre (b) Ongar Leisure Centre (c) Loughton Leisure Centre (d) Waltham Abbey Swimming Pool	W Breare-Hall T Church N Bedford P Keska G Chambers A Patel J Lea G Shiell	
11.	Local Councils Liaison Committee	A Boyce K Angold-Stephens M Sartin B Rolfe E Webster	
12.	Epping Forest Police and Crime Panel	G Waller M Sartin (Deputy)	
13.	Outer North-East London Joint Health Overview and Scrutiny Committee	G Chambers	
14.	Princess Alexandra Hospital - Partnership Governor	G Waller	
15.	Roding Valley Meadows Local Nature Reserve: (a) Management Committee (b) Working Group	(a) S Murray (b) Officer representative see officer schedule*	
16.	Stansted Airport Consultative Committee	M Sartin G Waller (Deputy)	
17.	Stansted Airport Community Trust Fund	R Morgan	R Morgan

Organisation and Allocation Category		Representation for 2015/16	Representation for 2016/17
18.	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	J Hart N Wright N Avey T Church L Girling C Roberts B Jennings T Thomas N Bedford P Keska H Kane J Lea	
19.	Voluntary Action Epping Forest	G Shiell	
20.	Waltham Abbey Royal Gunpowder Mills Ltd	H Kane	
21.	Waltham Abbey Tourist Information Centre (Joint Management Committee)	J Lea A Mitchell E Webster	
22.	Waste Management and Street Cleansing – Loughton Stakeholders' Group	B Jennings T Thomas	
23.	West Essex Wellbeing Joint Committee	G Chambers B Rolfe	

Representation on Outside Organisations - Appointments Held by Officers

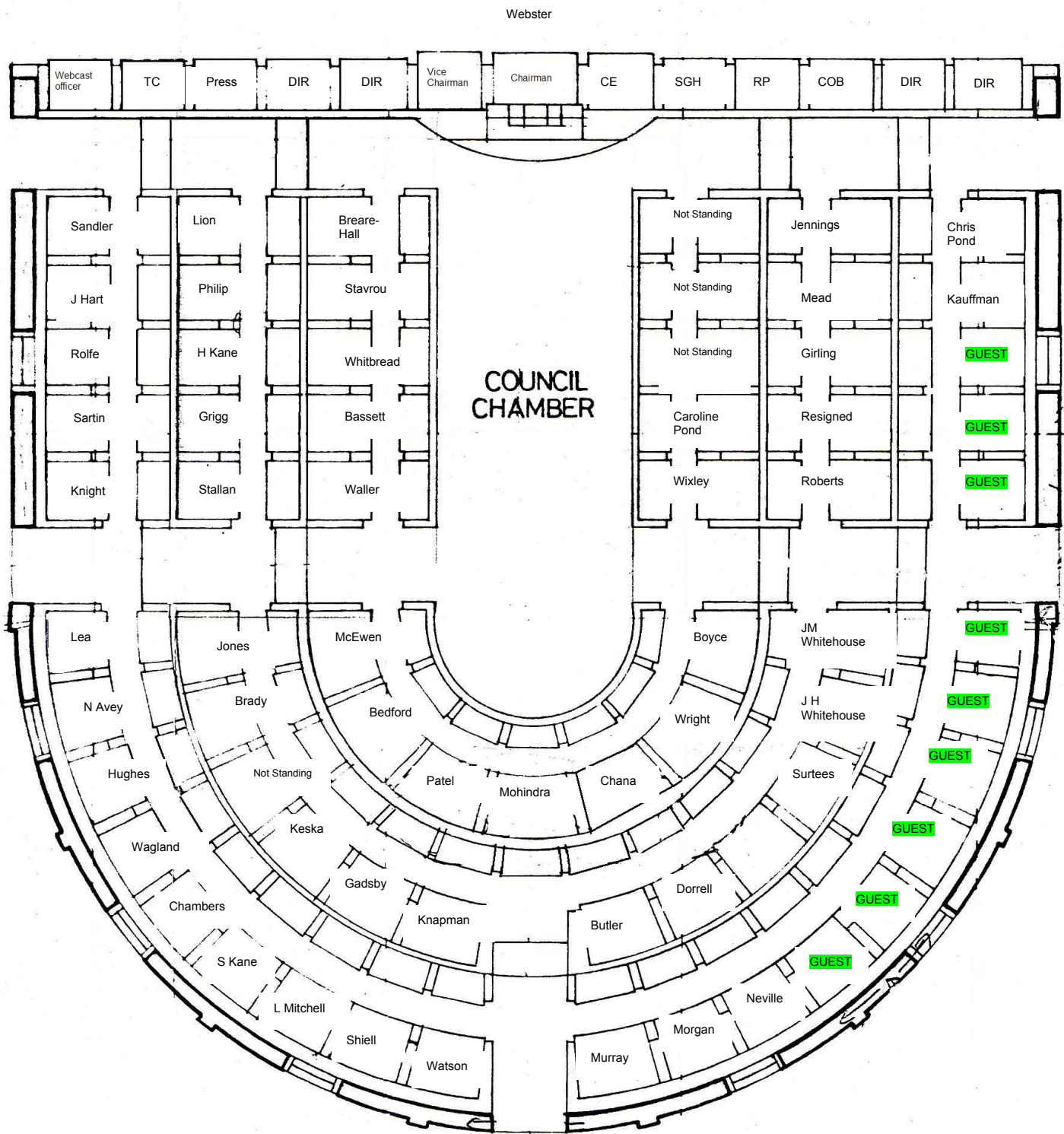
Appointments by Leader – Organisations Carrying Out Executive Functions

Number:	Organisation and Committee Responsible	Representative 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)

Organisations Carrying Out Council Regulatory or Non-Executive Functions

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

Number:	Organisation and Committee Responsible	Representative
1	East Anglian Home Safety Committee	Director of Neighbourhoods (or representative)
2	Essex Water Safety Liaison Committee	Director of Neighbourhoods (or representative)
4	Voluntary Action Epping Forest (see also member appointments schedule)	Grants Officer (+ 1 member delegate)



**MEMBERS PLEASE NOTE
REVISED SEATING PLAN**

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