

# Supplementary Council Agenda



## Epping Forest District Council

### **Council Tuesday, 10th June, 2014**

**Place:** Council Chamber, Civic Offices, High Street, Epping

**Room:** Council Chamber

**Time:** 7.30 pm

**Committee Secretary:** Council Secretary: Simon Hill  
Tel: 01992 564249 Email:  
democraticservices@eppingforestdc.gov.uk

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#### **8. REPORT OF THE APPOINTMENT PANEL (Pages 3 - 20)**

Report of the Panel attached.

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

**Committee:** Appointments Panel

**Date:** 10 June 2014

**Chairman:** Councillor C Whitbread

**Item:** 8

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### **1. Report of the Appointments Panel**

#### **Recommending:**

**(1) To note in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the constitution of political groups as set out Appendix 1 to this report;**

**(2) To note, in accordance with Article 7.03 of the Constitution, the continuation of Councillor C Whitbread as the Leader of the Council;**

**(3) To receive details of consequential appointments by the Leader for Cabinet members and Cabinet Subcommittees carrying out Executive functions (To be tabled);**

**(4) To approve the Membership, Chairmanship and Vice Chairmanship of Committees, Subcommittees and Panels (non-Executive bodies) as set out at Appendix 2 to this report with any outstanding nominations reported at the meeting;**

**(5) To confirm Group Representatives for the purposes of substitution notifications as follows:**

#### **G Waller – Conservative Group**

**(6) That Group representatives confirm appointments to be made to Overview and Scrutiny Panels to the Proper Officer by 18 June 2014;**

**(6) To note consequential appointments made by the Leader to Outside Organisations carrying out Executive functions as set out at Appendix 3 to this report; and**

**(7) To approve appointments to other Outside Organisations carrying out Council regulatory or non-Cabinet functions as set out at Appendix 4 to this report.**

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1. (Chairman of the Panel - Councillor C Whitbread) The Panel met on 2 June 2014 to consider nominations made by Groups and un-affiliated members to positions on:

(i) Chairman and Vice Chairman of Council (Item elsewhere on the Councils agenda);

- (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; and
  - (vi) Political Group constitutions (Appendix 1).
2. The Panel noted that one nomination for the position of Vice Chairman of the Council had been received, that being for Councillor E Webster. This nomination is dealt with elsewhere on the Council agenda.
  3. The Panel was advised that proposals for the Cabinet and Cabinet Subcommittee memberships were still under consideration. It is anticipated that these will be tabled at the meeting.
  4. The Panel have been able to bring forward agreed nominations in respect of Committees, Subcommittees and Panels which are set out at Appendix 2. Any remaining anomalies are listed in the schedule and will be reported at the meeting.
  5. Members attention is drawn to additional requests to sit on the Overview and Scrutiny Committee. Under current pro rata rules the allocation of seats on this 15 seat Committee are as follows: Cons 10 (9 plus one seat allocated to Councillor Morgan), Lib Dem 1, LRA 3, UKIP 1 (TBA). This Committee is required to be pro rata, any deviation would require no member of Council voting against it.
  6. We have been unable to conclude nominations to Scrutiny Panels so we are recommending that Panel Group representatives provide this information in time for the Overview and Scrutiny Committee meeting on 1 July 2014 which will make the formal appointments.
  7. We have received the proposals of the Leader for nominations to Outside Organisations carrying out Executive Functions and these are set out at Appendix 3 to this report
  8. We have also been able to agree nominations to Outside Bodies as detailed in Appendix 4. We are asking Council to confirm these appointments.
  9. We recommend as set out at the commencement of this report.

## ANNUAL COUNCIL MEETING – 10 JUNE 2014 CONSTITUTION OF POLITICAL GROUPS AND GROUP LEADERS

### Local Government and Housing Act 1989 – Notice of Constitution of Political Groups and Group Leaders

To note in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the constitution of political groups as follows:

#### Conservative Group:

Councillor Chris Whitbread (Group Leader)

Councillor Syd Stavrou (Deputy Group Leader)

Councillor Ken Avey

Councillor Helen Kane

Councillor Mary Sartin

Councillor Richard Bassett

Councillor Paul Keska

Councillor Glynis Shiell

Councillor Anthony Boyce

Councillor John Knapman

Councillor Penny Smith

Councillor Heather Brady

Councillor Yolanda Knight

Councillor David Stallan

Councillor William Breare-Hall

Councillor Jeane Lea

Councillor Haluk Ulkun

Councillor Gavin Chambers

Councillor Alan Lion

Councillor Lesley Wagland

Councillor Kewal Chana

Councillor Ann Mitchell

Councillor Gary Waller

Councillor Anthony Church

Councillor Maggie McEwen

Councillor Sylvia Watson

Councillor Ricki Gadsby

Councillor Gagan Mohindra

Councillor Antony Watts

Councillor Anne Grigg

Councillor John Philip

Councillor Elizabeth Webster

Councillor James Hart

Councillor Brian Rolfe

Councillor Neville Wright

Councillor Susan Jones

Councillor Brian Sandler

**Members 37**

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#### Liberal Democrats Group:

Group Leader – Councillor Jon Whitehouse Deputy Group Leader - Councillor Janet Whitehouse

Councillor B Surtees

**Members 3**

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**Loughton Residents' Association Group:**

Councillor Ken Angold-Stephens (Group Leader) Councillor Caroline Pond (Deputy Group Leader)

Councillor Leon Girling

Councillor Louise Mead

Councillor Sharon Weston

Councillor Robert Jennings

Councillor Chris Pond

Councillor David Wixley

Councillor Howard Kauffman

Councillor Chris Roberts

Councillor Harvey Mann

Councillor Tracey Thomas

**Members 12**

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**United Kingdom Independence Party (UKIP) Group:**

Councillor Rod Butler (Group Leader)

Councillor David Dorrell (Deputy Group Leader)

**Members 2**

**Area Plans Sub-Committee East (19 Members)**

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2014/15</b>	Chairman/Vice Chair	(Chair) S Jones (V/C) P Keska			
		K Avey	B Surtees	-	P Gode (Lab)
		A Boyce	J H Whitehouse		Morgan (ind)
		H Brady	J M Whitehouse		
		W Breare Hall			
		T Church			
		A Grigg			
		S Jones			
		P Keska			
		M McEwen			
		J Philip			
		B Rolfe			
		D Stallan			
		G Waller			
	C Whitbread				

**Area Plans Sub-Committee West (14 Members)**

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2014/15</b>	Chairman/Vice Chair	(Chair) Y Knight (V/C) A Mitchell			
		R Bassett			R Butler (UKIP)
		R Gadsby			D Dorrell (UKIP)
		H Kane			
		Y Knight			
		J Lea			
		A Mitchell			
		M Sartin			
		G Shiell			
		P Smith			
		S Stavrou			
		A Watts			
	E Webster				

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

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2014/15</b>	Chairman/Vice Chair	J Hart (Chairman) N Wright (Vice Chairman)			
		G Chambers	-	K Angold-Stephens	S Neville
		K Chana		L Girling	
		J Knapman		B Jennings	
		J Hart		H Kauffman	
		A Lion		H Mann	
		G Mohindra		L Mead	
		B Sandler		C C Pond	
		H Ulkun		Mrs C P Pond	
		L Wagland		C Roberts	
		S Watson		T Thomas	
		N Wright		S Weston	
				D Wixley	

**Councillor Murray has indicated that he does not wish to sit on Plans South**

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

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEM 2014/15</b>	Chairman/Vice Chair	Chairman appointed at first meeting of Committee			
		A Watts 1 Nomination TBA		S Weston	

**\*\*further nomination required\*\***



### Complaints Panel (Pool of 11 members)

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2014/15</b>	Chairman/Vice Chair				
		G Chambers	B Surtees	H Mann	R Morgan
		K Chana		C C Pond	
		P Keska			
		A Mitchell			
		B Sandler			
		G Shiell			
		P Smith			

**\*\*Chairman/Vice Chairman required\*\***

### District Development Control Committee (15 members)

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2014/15</b>	Chairman/Vice Chair	B Sandler (Chairman) B Rolfe (Vice Chairman)			
		A Boyce	J M Whitehouse	B Jennings	R Butler (UKIP)
		H Brady		H Kauffman	R Morgan (Ind)
		K Chana		C C Pond	
		J Hart			
		S Jones			
		J Knapman			
		Y Knight			

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

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2014/15</b>	Chairman/Vice Chair	B Rolfe (Chairman) J Lea (Vice Chairman)			
		A Mitchell		L Mead	
		G Shiell		T Thomas (Substitute)	
		P Keska (Substitute)			
		P Smith (Substitute)			

**\*\*2 Further Conservative substitute nominations required\*\***

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

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2014/15</b>	Chairman/Vice Chair	A Lion (Chairman)			
		D Stallan	J H Whitehouse	L Girling	
		G Waller		C Roberts	
		G Chambers			
		R Bassett			
		G Shiell			

### Licensing Committee (15 members)

		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2014/15	Chairman/Vice Chair		J H Whitehouse (Vice Chairman)	K Angold Stephens (Chairman)	
		A Boyce		H Mann	D Dorrell (UKIP)
		K Chana		T Thomas	R Morgan
		R Gadsby			
		P Keska			
		A Lion			
		B Rolfe			
		J Hart			
		M Sartin			
		P Smith			
Sub-Committee Chairs	M Sartin, P Smith, A Boyce			K Angold Stephens T Thomas	R Morgan

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### Overview and Scrutiny (15 Members)

		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2014/15	Chairman/Vice Chair			K Angold Stephens (Vice Chairman)	R Morgan (Chair)
		T Church	B Surtees	L Girling	TBA (UKIP)
		K Chana		D Wixley	
		G Chambers			
		P Keska			Requested to be considered
		J Lea			
		A Mitchell			S Neville (Green)
		B Rolfe			S Murray
		M Sartin			
		G Shiell			

**\*\* UKIP nomination to this Committee required\*\***

**\*\*Two non-affiliated members have also indicated their wish to sit on this committee\*\***

**Staff Appeals Panel (5 members and 5 substitutes)**

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2014/15</b>	Chairman/Vice Chair				
		B Sandler		C P Pond	
		B Rolfe		D Wixley (Substitute)	
		G Chambers			
		P Smith (Substitute)			
		A Mitchell (Substitute)			
		TBA (Substitute)			

**\*\*Further nomination required\*\***

**\*\*Further Substitute nominations required\*\***

## Other Bodies

Local Highways Panel (7 District, 7 County members – ECC Chair)					
		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2014/15		R Bassett		L Mead	
		K Chana			
		T Church			
		P Keska			
		J Lea			
		S Watson			

Leisure Management – Contract Monitoring Board (6 members)					
		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2014/15		H Kane	J M Whitehouse	H Mann	R Morgan
		G Chambers			
		N Wright			

Portfolio Holder Advisory Group on the Development of a Leisure and Cultural Strategy for the District					
		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2014/15		H Kane	J H Whitehouse	B Jennings	R Morgan
		G Chambers			
		P Keska			
		G Shiell			
		E Webster			

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

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2014/15</b>		W Breare Hall	B Surtees	C P Pond	R Morgan
		T Boyce			
		J Lea			
		G Mohindra			

**Standards Committee (9 Members)**

		Conservatives	Liberal Democrats	LRA	Independent
<b>MEMBERSHIP 2014/15</b>		P Smith (Chair)	B Surtees	C P Pond	
		G Chambers		C Roberts	
		H Kane			
		J Lea			
		B Rolfe			
		D Stallan			

**\*\*Vice Chairman nomination required\*\***

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

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

## APPENDIX 3

### Leader Appointments

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

Organisation and Allocation Category		Representation for 2013/14	Representation for 2014/15
1.	Association of Retained Council Housing (ARCH) – Executive Board	D Stallan *See also officer appointment	D Stallan *See also officer appointment
2.	Civil Enforcement of Parking and Traffic Regulations Outside London (PATROL) – Adjudication Joint Committee	G Waller	G Waller
3.	Crime and Disorder Strategy Panel	G Waller W Breare-Hall (Deputy)	G Waller W Breare-Hall (Deputy)
4.	East of England Local Government Association	C Whitbread	C Whitbread
5.	Enfield Essex Herts Border Liaison Group	R Bassett, Mrs M Sartin, E Webster (J Lea, G Shiell, P Smith deputies)	R Bassett, Mrs M Sartin, E Webster (J Lea, G Shiell, P Smith deputies)
6.	Epping Forest District Local Strategic Partnership (Executive) (a) LSP Board  (b) Health Equalities Group (c) Safer Communities Partnership (d) Sustainable Communities Group (e) Epping Forest Children's Partnership	(a) C Whitbread/ A Grigg  (b) B Sandler (c) G Waller (d) A Grigg (e) E Webster	(a) C Whitbread/ A Grigg  (b) B Sandler (c) G Waller (d) A Grigg (e) H Kane
7.	Essex Community Wide Traveller Unit	R Bassett (non voting member)	R Bassett (non voting member)
8.	Harlow Stansted Gateway Transportation Board (HSGTB)	G Waller A Grigg (deputy)	G Waller A Grigg (deputy)
9.	Housing Repairs Advisory Group	Housing Portfolio Holder Chairman Housing Scrutiny Panel Vice Chairman Housing Scrutiny Panel	Not required – OS Panel now undertakes this role.

<b>Organisation and Allocation Category</b>		<b>Representation for 2013/14</b>	<b>Representation for 2014/15</b>
10.	Local Government Association - General Assembly	C Whitbread S Stavrou (deputy)	C Whitbread S Stavrou (deputy)
11.	Northern Essex Parking Partnership	G Waller W Breare-Hall (deputy)	G Waller W Breare-Hall (deputy)
12.	South East Local Enterprise Partnership	C Whitbread A Grigg (deputy)	C Whitbread A Grigg (deputy)
13.	Waste Partnership Member Board	W Breare-Hall G Waller (deputy)	W Breare-Hall G Waller (deputy)
14.	Waste Partnership - Inter-Authority Member Working Group	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 4

### Council Appointments

#### Representation on Outside Organisations

#### Organisations Carrying Out Council Regulatory or Non-Cabinet Functions

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

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

Organisation and Allocation Category		Representation for 2013/14	Representation for 2014/15
17.	Town Centre Partnerships		
	(a) Buckhurst Hill Town Centre Partnership	G Chambers N Wright	N Wright Further Nomination required
	(b) Epping Town Centre Partnership	T Church J M Whitehouse	J M Whitehouse T Church
	(c) Loughton Broadway Town Centre Partnership	Jennie Hart J Knapman	L Girling C Roberts
	(d) Loughton High Road Town Centre Partnership	James Hart J Markham	B Jennings T Thomas
	(e) Ongar Town Forum - Steering Group	D Jacobs P Keska	B Surtees P Keska
	(f) Waltham Abbey Town Partnership	H Kane J Lea	H Kane J Lea
18.	Voluntary Action Epping Forest	G Shiell	G Shiell
19.	Waltham Abbey Royal Gunpowder Mills Ltd	H Kane	H Kane
20.	Waltham Abbey Tourist Information Centre - Joint Management Committee	J Lea A Mitchell J Wyatt	J Lea A Mitchell Further Nomination required
21.	Waste Management and Street Cleansing – Loughton Stakeholders' Group	L Girling James Hart T Thomas	H Mann T Thomas J Hart
22.	West Essex Wellbeing Joint Committee	A Boyce G Chambers	A Boyce G Chambers J H Whitehouse  3 Nominations for 2 Places

## Representation on Outside Organisations - Appointments Held by Officers

### Appointments by Leader – Organisations Carrying Out Executive Functions

Number:	Organisation and Committee Responsible	Representative 2012-13
1	Access Group – Joint Management Team	Special Needs Manager
2	Association of Retained Council Housing (ARCH)	A Hall – Director of Communities
3	Essex Archaeological and Historical Congress	Epping Forest District Museum Officer
4	Museum Service (South Eastern)	Epping Forest District Museum Officer
5	National Society for Clean Air (SE Division)	Director of Neighbourhoods (or representative)
6	Standing Conference – Investigation of Air Pollution	Director of Neighbourhoods (or representative)
7	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)
3	Victoria County History Association	Epping Forest District Museum Officer
4	Voluntary Action Epping Forest (see also member appointments schedule)	Policy Officer (+ 1 member delegate)