



# Epping Forest District Council

## **APPOINTMENTS PANEL** **Thursday, 9th May, 2013**

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

**Committee Room 1, Civic Offices, High Street, Epping**  
**on Thursday, 9th May, 2013**  
**at 7.00 pm .**

**Glen Chipp**  
**Chief Executive**

**Democratic Services**  
**Officer**

Simon Hill Tel: 01992 564249  
Democraticservices@eppingforestdc.gov.uk

### **Members:**

Councillors K Angold-Stephens, D Jacobs, Mrs C Pond, Ms S Stavrou, C Whitbread and J M Whitehouse

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

To determine the Chairman for the duration of the meeting.

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

### **3. TERMS OF REFERENCE (Pages 5 - 6)**

To note the Terms of Reference (as attached).

### **4. GROUP LEADERS, DEPUTY GROUP LEADERS AND GROUPS 2013/14 (Pages 7 - 8)**

#### **(a) Group Leaders and Deputies**

To receive the appointments from groups.

#### **(b) Constitution of Political Groups**

To receive the position regarding submission of completed forms.

A blank form is attached for use by Groups

**5. CHAIRMAN AND VICE-CHAIRMAN OF COUNCIL 2013/14 (Pages 9 - 10)**

The nominations process approved at the Council meeting in April 2007 provides:

**(a) Chairman of the Council**

The councillor nominated and appointed by the Council as Vice-Chairman of the Council shall normally become the Chairman of the following Council year (assuming he/she is still a member of the Council).

**(b) Vice-Chairman of the Council**

Nominees for Vice-Chairman shall submit a nomination form signed by not less than 12 District Councillors drawn from at least two political groups. Nominees may be drawn from any political group or any independent member serving on the Council. The process of agreeing a nomination shall be co-ordinated by the Leader of the Council in consultation with the Leaders of all political groups and independent members. The Council has now agreed that this nomination process be managed through the Appointments Panel.

A Blank Nomination form is attached. Nominations received will be circulated separately.

**6. LEADER AND CABINET (Pages 11 - 12)**

To report on the current position:

- (a) Cabinet Appointments;
- (b) Cabinet Portfolios and responsibilities
- (c) Cabinet Subcommittees and Appointments

A blank schedule is attached.

**7. APPOINTED MEMBERS FOR SUBSTITUTIONS NOTIFICATIONS**

Groups to supply names of Councillors that are appointed for the purposes of notifying substitutes for meetings.

**8. POLITICAL GROUP ALLOCATIONS (Pages 13 - 28)**

To note Counsel's advice and procedural note on Pro Rata and allocations schedule.

The pro rata allocations sheet showing the current position is also attached. A revised allocations sheet will be circulated immediately after the by-election.

**9. COMMITTEES ETC - NOMINATIONS (Pages 29 - 48)**

**(a) Nominations**

To discuss and agree nominations to Committees, Sub-Committees and Panels. A schedule of required appointments is attached. A combined schedule will follow after

the election.

**(b) Area Plans Sub-Committee South**

To receive a report on the current position regarding members who wish to opt in to this Sub-Committee under the arrangements approved by the Council on 20 February 2007.

**(c) Overview and Scrutiny**

Nominations to the Overview and Scrutiny Standing and Task and Finish Panels are not required for the Annual Council Meeting. Nominations will be considered at the Overview and Scrutiny Committee meeting in June 2013 but it would be helpful to officer if these could be completed as soon as possible.

A Blank nomination form is attached.

**10. REPRESENTATIVES ON OUTSIDE ORGANISATIONS (Pages 49 - 58)**

Appointments to the Outside Organisations carrying out

- (i) Executive Functions; and
- (ii) Non Executive functions

A blank schedule is attached for information – a combined schedule will be circulated after the elections.

**11. COUNCIL MEETING - SEATING PLAN 2013/14 (Pages 59 - 60)**

To consider a draft Council seating plan. A new proposed layout will be circulated after the elections. Last years plan is attached for information.

**12. ANY OTHER BUSINESS**