



Epping Forest District Council

APPOINTMENTS PANEL **Monday, 2nd June, 2014**

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 Monday, 2nd June, 2014
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, Mrs C Pond, Ms S Stavrou, C Whitbread and
J M Whitehouse

Non Affiliated Councillors: R Butler, P Gode, R Morgan, S Murray,

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 2014/15 (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 2014/15 (Pages 9 - 10)

The nominations process approved at the Council meeting in February 2014 now provides:

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.

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:

- (a) 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;
- (b) nominees for Vice Chairman of the Council may be a Councillor from any political group on the Council or any independent or unaffiliated Councillor;
- (c) 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;
- (d) all nominations shall be considered by the Appointments Panel for onward recommendation to the Annual Council meeting;
- (e) 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;
- (f) 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;
- (g) 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.

A Blank form is attached.

6. LEADER AND CABINET

To report on the current position:

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

(c) Cabinet Subcommittees and Appointments

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 11 - 26)

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 elections.

9. COMMITTEES ETC - NOMINATIONS (Pages 27 - 52)

(a) Nominations

To discuss and agree nominations to Committees, Sub-Committees and Panels. Schedules showing last years memberships and a blank version for completion of the 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 on 1 July.

A Blank nomination form is attached.

Received nominations will be circulated separately.

10. REPRESENTATIVES ON OUTSIDE ORGANISATIONS (Pages 53 - 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 2012/13 (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