



# Epping Forest District Council

## **APPOINTMENTS PANEL** **Thursday, 10th May, 2018**

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

**Council Chamber, Civic Offices, High Street, Epping**  
**on Thursday, 10th May, 2018**  
**at 7.30 pm .**

**Derek Macnab**  
**Acting Chief Executive**

**Democratic Services**  
**Officer**

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### **Members:**

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

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

To elect a chairman for the meeting. 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 2018/19 (Pages 9 - 10)**

(Director of Governance) To receive notification of the appointment of Group Leaders, Deputy Group Leaders and the constitution of 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 the Political Groups.

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

To receive notification of the constitution of Political Groups.

The relevant notification form is attached.

**5. CHAIRMAN & VICE-CHAIRMAN OF COUNCIL 2018/19 (Pages 11 - 12)**

(Director of Governance) 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 (iv) 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 2018/19 (Pages 13 - 16)**

(Director of Governance) 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 Council's 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 to report on the current position with regard to:

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

A schedule showing the appointments of the Leader for the current municipal year is attached (Appendix 1), together with a separate of any nominations so far received for the next year (Appendix 2). The Leader will report separately with regard to further appointments for the next year.

**7. POLITICAL GROUP ALLOCATIONS 2018/19 (Pages 17 - 32)**

(Director of Governance) 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 2018/19 (Pages 33 - 48)**

(Director of Governance) To consider nominations for membership of Committees and Sub-Committees etc. for the next municipal year.

**(a) Nominations**

A schedule showing the membership of Committees and Sub-Committees etc. for the current municipal year is attached (Appendix 1), together with details of any nominations so far received for the next year (Appendix 2). Group Leaders will report separately with regard to further nominations for membership of Committees, Sub-Committees and Panels for the next year.

**(b) Area Plans Sub-Committees**

Members appointed to the Area Plans Sub-Committees are drawn from those

councillors representing wards within the area for which each Sub-Committee is responsible. Seats on each Sub-Committee are allocated to all Councillors representing electoral wards in the areas concerned and the requirement for the appointment of Sub-Committees from all members of the Council does not apply to the Sub-Committees.

Newly elected members may be appointed to the relevant Area Plans Sub-Committee at the next ordinary meeting of the full Council. There is no longer any requirement for members to 'opt-in' to membership of Area Plans Sub-Committee South.

**(c) Overview and Scrutiny - Select Committees & Task and Finish Panels**

Nominations to the Select Committees and any ongoing 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 2018/19 (Pages 49 - 60)**

(Director of Governance) To consider member appointments to outside organisations.

**(a) Non-Executive Functions**

A schedule of appointments for the current municipal year is attached (Appendix 1), together with separate details of any nominations so far received for the next year (Appendix 2). Group Leaders will report separately with regard to further nominations for appointments to outside organisations for the next year.

**(b) Executive Functions**

A schedule of appointments for the current municipal year is attached (Appendix 3), together with details of any appointments of the Leader of the Council so far received for the next year (Appendix 4). The Leader will report separately with regard to further appointments to outside organisations for the next year.

**10. SUBSTITUTE MEMBERS - NOTIFICATION ARRANGEMENTS 2018/19**

(Director of Governance) Group Leaders to report the names of those councillors appointed for the purposes of notifying substitute members for meetings.

**11. COUNCIL MEETINGS - SEATING PLAN 2018/19 (Pages 61 - 62)**

(Director of Governance) 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**

(Director of Governance) To consider any additional items of business for the meeting.

**13. DATE OF NEXT MEETING**

To note that, if required, a further meeting of the Panel will be held at 7.00pm on 17 May 2018.