

**Committee:** ANNUAL COUNCIL

**Date:** 20 MAY 2003

**Agenda Item No:** 12

**Title:** APPOINTMENT OF COMMITTEES FOR 2003/04

**Author:** M T Purkiss (01799) 510430

### Summary

- 1 With regard to item 12 of the Agenda for the Annual Meeting of the Council, set out below are the nominations submitted by the political groups. These nominations will subject to amendment at the meeting, depending mainly on the Council's decision on the allocation of seats to the political groups (item 11 on the agenda).
- 2 Full Council is asked to approve the appointments to Standing Committees, the Standards Committee and the Staff Appeals Committee.

Section A Policy Committees	Liberal Democrat	Conservative	Independent
Resources	R Copping A Dean M L Foley M Gayler (C) R Harris S Jones (VC) M Savage P Wilcock	R P Chambers A J Ketteridge A R Row	
Environment and Transport	Mrs C Cant K Clarke D Corke Mrs C Dean R Freeman Mrs E Tealby- Watson (VC) A Thawley (C) Ms A Wattebot	Mrs J Cheetham Mrs C Down	Mrs E Godwin
Health and Housing	Mrs C Bayley (C) W Bowker D Gregory M Hibbs (VC) Mrs B Hughes Mrs A Marchant Mrs V Ollier	K Artus Mrs S Flack E Hicks	M Lemon
Community and Leisure	Mrs H Baker P Boland V Lelliott Mrs J Loughlin D Morson (C) J Murphy G Sell (VC) Page 1 F Silver	Mrs J Menell Mrs S Schneider	E Abrahams

<b>Section B Scrutiny and Regulatory Committees</b>	<b>Liberal Democrat</b>	<b>Conservative</b>	<b>Independent</b>
Development Control	P Boland W Bowker Mrs C Cant <b>(VC)</b> K Clarke R Copping <b>(C)</b> Mrs C Dean R Freeman Mrs J Loughlin A Thawley	Mrs J Cheetham Mrs C Down Mrs J Menell	E Abrahams Mrs E Godwin
Licensing	Mrs H Baker Mrs C Cant A Dean Mrs B Hughes V Lelliott <b>(VC)</b> Mrs A Marchant M Savage <b>(C)</b>	K Artus E Hicks A Row	
Scrutiny 1 Community and Housing	D Corke M Foley M Gayler R Harris S Jones Mrs E Tealby- Watson Ms A Wattebot P Wilcock	A Ketteridge A Row	
Scrutiny 2 Resources and Environment	Mrs H Baker Mrs C Bayley M Hibbs D Morson J Murphy Mrs V Ollier G Sell F Silver	Mrs S Flack Mrs S Schneider	M Lemon

<b>Section C Other Committees</b>	<b>Liberal Democrat</b>	<b>Conservative</b>	<b>Independent</b>
Standards Committee	Mrs C Cant V Lelliott	Mrs C Down	Mrs E Godwin
Staff Appeals	Mrs H Baker Mrs C Cant K Clarke D Gregory <b>(C)</b> Mrs J Loughlin	R Chambers E Hicks	
Emergency Committee	A Dean M Gayler M Hibbs P Wilcock		
Leisure (PFI) Board	P Boland R Copping <b>(C)</b> G Sell	A Ketteridge A Row	E Abrahams

<b>Section D Task Groups</b>	<b>Liberal Democrat</b>	<b>Conservative</b>	<b>Independent</b>
Museum Management Joint Working Party	D Morson (C) Mrs V Ollier G Sell	A Row	
Bridge End Gardens Working Party	Mrs B Hughes D Morson (C) Mrs V Ollier	R Chambers A Ketteridge	E Abrahams
CPA Task Force	A Dean (C) R Copping R Harris Ms A Wattebot	A Ketteridge	M Lemon
Chief Executive Appointment Panel	Mrs C Bayley R Copping A Dean (C) Mrs E Tealby-Watson	A Ketteridge	Mrs E Godwin

<b>Section E Working Parties</b>	<b>Liberal Democrat</b>	<b>Conservative</b>	<b>Independent</b>
Stansted Airport Advisory Panel	A Dean D Corke <b>(VC)</b> M Foley R Freeman J Murphy G Sell A Thawley P Wilcock <b>(C)</b>	K Artus Mrs J Cheetham	Mrs E Godwin M Lemon
Community Achievement Panel	Mrs C Bayley <b>(C)</b> Mrs C Dean Mrs A Marchant M Savage	Mrs J Menell	E Abrahams
Local Joint Committee	W Bowker A Dean	R Chambers	
Internal Audit Partnership	M Gayler S Jones		M Lemon
Saffron Walden Town Centre Traffic Management Scheme	P Boland M Hibbs S Jones <b>(C)</b>	A Ketteridge	
Constitution Task Group	Mrs C Dean <b>(C)</b> V Lelliott A Thawley P Wilcock	A Row	Mrs E Godwin
e-Government Task Group	P Boland <b>(C)</b> A Thawley		M Lemon
Corporate Procurement Group	D Morson Mrs V Ollier <b>(C)</b>	Mrs S Schneider	
Corporate Support Group	W Bowker <b>(C)</b> K Clarke	A Ketteridge	
Local Service Agreement Working Group	K Clarke <b>(C)</b> A Dean M Hibbs F Silver	Mrs S Flack	E Abrahams

**Committee:** ANNUAL COUNCIL

**Date:** 20 MAY 2003

**Agenda Item No:** 13

**Title:** APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES

**Author:** M T Purkiss (01799) 510430

**LIST OF MEMBER REPRESENTATIVES ON OUTSIDE BODIES**

<b>Name of Organisation</b>	<b>Number to be Appointed</b>	<b>PROPOSED REPRESENTATIVE(S)</b>
Alzheimers Disease Society - Uttlesford Branch	1	Cllr A R Row
Arts Council of England (East England)	1	Cllr Mrs E Tealby-Watson
Association of Essex Authorities	1	Cllr A. Dean (Sub-Cllr P Wilcock )
Bishop's Stortford Citizens' Advice Bureau	1	Cllr A Row
Birchanger Wood Management Committee	1	Cllr Mrs E Godwin
Board of Turpins Indoor Bowling Club	2	Cllr Mrs C Bayley Cllr S. Jones
British Red Cross Society - Essex Branch	1	Cllr V Lelliott
Business Development Services (North West Essex)	1	Cllr R J Copping
Cambridge Community Health Council (Observer)	1	Cllr Mrs C A Bayley
Committee of the Friends of the Maltings (The Dunmow Maltings Preservation Trust)	1	Cllr K Clarke
<u>Council for the Protection of Rural Essex</u>	1	Cllr Mrs Cant OR Cllr Mrs H Hughes
Council for Voluntary Service - Uttlesford	1	Cllr A Marchant
Crawley Prize Endowment Charity	2	Cllr R P Chambers Cllr Mrs J I Loughlin
Crossroads Care Attendant Scheme	1	Cllr Mrs S Flack
Dame Johane Bradbury's School	1	Mrs Y L Morton (until August 2004)
Dunmow and District Over Sixties Welfare Association	1	Cllr Mrs S Flack
Dunmow Day Centre Management Committee	1	Cllr Mrs C A Cant

Dunmow Local Road Safety Advisory Committee	2	Cllr Mrs S Flack Cllr Mrs C Cant
Dunmow Museum Management Committee	1	Cllr D Gregory
Dunmow Society - Executive Committee	1	Cllr E Hicks
Dunmow Town Strategy Group - Management Committee	1	Cllr M A Gayler
East of England Regional Assembly	1	Cllr A Dean
Eastern Orchestral Board	1	Cllr V Lelliott
East of England Regional Tourism Board	1	Cllr Mrs J F Cheetham (Sub-Cllr Mrs S Flack)
Essex Arts Forum	1	Cllr Mrs B Hughes
Essex County Strategic Partnership	1	Cllr A Dean
Essex Cycling Forum	1	Cllr M A Gayler
Essex Home Safety Liaison Committee	1	Cllr D W Gregory
Essex Sport	1	Cllr F Silver
Greater Cambridge Partnership	1	Cllr Mrs E Tealby-Watson (Sub-Cllr Mrs J Cheetham )
Local Government Association		
- General Assembly	1	Cllr A Dean (Sub-Cllr P Wilcock)
- Rural Commission	2	Cllr A Thawley Cllr D Corke
- Rural Community Partnership	1	Cllr A Thawley (Sub-Cllr A J Ketteridge)
Museums in Essex Committee	1	Cllr Mrs V Ollier
National Housing and Town Planning Council - Eastern Region Council	1	Cllr K Clarke (Sub-Cllr R. Copping)
Old Manse Home Community Support Group	1	Cllr R J Copping
ResCU	1	Cllr D Gregory
Saffron Walden Age Concern	2	Cllr Mrs B Hughes Cllr Mrs A Marchant
Saffron Walden Arts Trust	1	Cllr V Lelliott
Saffron Walden Day Centre Management	1	Cllr Mrs H Baker
Saffron Walden Local Road Safety Advisory Committee	2	Cllr W F Bowker Cllr R Freeman

Saffron Walden Museum Society	3	Cllr S Jones Cllr Mrs B Hughes Cllr Mrs V Ollier
Saffron Walden Rural Over Sixties Welfare Association	1	Cllr W F Bowker
<u>Stansted Airport Consultative Committee</u> (Total of three nominations – Cllr Mrs E Godwin and R M Lemon) (Sub Cllr Mrs J F Cheetham)	1	Cllr P Wilcock
Stansted Day Centre Management Committee	1	Cllr Mrs C Dean
Strategic Aviation Special Interest Group	1	Cllr P Wilcock
Supporting People - Essex Commissioning Body	1	Cllr Mrs C Bayley
Takeley Day Centre Management Committee	1	Cllr Mrs J F Cheetham
Thaxted Day Centre Management Committee	1	Cllr Mrs A Wattebot
Thaxted Guildhall Management Committee	2	Cllr Mrs A Wattebot Cllr M L Foley
Uttlesford Buffy Bus Association	2	Cllr D W Gregory Cllr Mrs V Ollier
Uttlesford Carers	1	Cllr B Hughes
Uttlesford Citizens' Advice Bureau	2	Cllr V Lelliott Cllr G Sell
Uttlesford Community Safety Action Team	1	Cllr D W Gregory
- Community Support Group (Vulnerable Persons)	1	Cllr Mrs J E Menell
- Road Safety Sub-Group	1	Cllr W F Bowker
- Youth Initiatives Working Group	2	Cllr Mrs S Schneider Cllr Mrs V Ollier
- Uttlesford Drug Reference Group	1	Cllr V Lelliott
Uttlesford Community Travel	1	Cllr Mrs C Bayley
Uttlesford Primary Care Trust	1	Cllr Mrs C Cant
Uttlesford Futures (Local Strategic Partnership)	3	Cllr J Murphy Cllr Mrs C M Dean Cllr Mrs J E Menell
Uttlesford Police and Community Consultative Group	2	Cllr G Sell Cllr R Freeman
Uttlesford Sports Forum	2/3	Cllr S Jones Cllr Mrs S V Schneider Cllr E Abrahams
Waste Management Advisory Board	1	Cllr A R Thawley (Sub Cllr Mrs V Ollier)

West Essex and District Community Health Council 3  
(defunct 31 Aug 2003)

Cllr Mrs C A Cant  
Cllr Mrs J F Cheetham  
Cllr D J Morson

Youth Service - Local Strategy Group 3

Cllr M A Gayler  
Cllr M A Hibbs  
Cllr Mrs S V Schneider

**Committee: ANNUAL COUNCIL**  
**Date: 20 MAY 2003**  
**Agenda Item No: 15**  
**Title: REPORT OF RETURNING OFFICER**  
**Author: P J Snow (01799) 510431**

The following Members were duly elected at the District Council elections held on 1 May 2003.

<b>WARD</b>	<b>COUNCILLOR</b>
Ashdon	M J Savage
Barnston and High Easter	E W Hicks
Birchanger	Mrs E J Godwin
Broad Oak and the Hallingburys	K R Artus A R Row
Clavering	E C Abrahams
Elsenham and Henham	Mrs C M Dean D J Morson
Felsted	D W Gregory A R Thawley
Great Dunmow North	M A Gayler J P Murphy
Great Dunmow South	K J Clarke R J Copping F E Silver
Hatfield Heath	R M Lemon
Littlebury	Mrs J E Menell
Newport	W F Bowker P A Wilcock
Saffron Walden Audley	Mrs C A Bayley M A Hibbs V J T Lelliott

Saffron Walden Castle	R F Freeman Mrs B M Hughes S C Jones
Saffron Walden Shire	Mrs H D Baker P Boland A J Ketteridge
Stansted North	Mrs A Marchant G Sell
Stansted South	A Dean Mrs V Ollier
Stebbing	Mrs C A Cant
Stort Valley	Mrs J I Loughlin
Takeley and The Canfields	Mrs J F Cheetham R T Harris
Thaxted	M L Foley Ms A M Wattebot
The Chesterfords	Mrs E Tealby-Watson
The Eastons	Mrs C D Down
The Rodings	Mrs S Flack
The Sampfords	Mrs S V Schneider
Wenden Lofts	R P Chambers
Wimbish and Debden	D Corke

**Committee:** Council

**Date:** 20 May 2003

**Agenda Item No:** 16

**Title:** GENERAL REVIEW OF PARLIAMENTARY  
CONSTITUENCIES – ESSEX

**Author:** Peter Snow (01799 510431)

### Summary

- 1 This report summarises the provisional recommendations of the Boundary Commission for England for new Parliamentary constituency boundaries in Essex, Southend-on-Sea and Thurrock and requests Members to decide upon the Council's formal response.

### Background

- 2 The Boundary Commission are required to conduct a review of all constituencies in England every eight to twelve years. The previous general review was completed in April 1995 and the current review must therefore be completed before April 2007. It is unclear whether the review will be

completed in time for the next Parliamentary general election but in view of the time constraints this seems unlikely.

- 3 The general review is based on the electoral figures published in February 2000 and on the new ward boundaries implemented as a result of the Periodic Electoral Reviews (PERs) conducted by the Local Government Commission for England.
- 4 The unitary authorities of Southend-on-Sea and Thurrock have the legal status of counties. The Commission is required under the terms of the relevant rules in the Parliamentary Constituencies Act to consider these areas separately but may depart from this principle to avoid an excessive disparity between the electorate of a constituency and the electoral quota.
- 5 It has been decided to carry out a combined review of these areas. There are currently seventeen constituencies with a 2000 electorate of 1,233,429 and a theoretical entitlement to 17.64 seats. The Commission have provisionally allocated eighteen seats to the combined area with an average electorate of 68,524, which is 1,410 below the electoral quota. The electoral quota is calculated by dividing the present number of constituencies in England into the total 2000 electorate. The figure for this review is therefore 69,934.

### **The Provisional Recommendations**

- 6 As explained above, the practical effect of the recommendations is to increase by one the number of seats in the combined area of Essex, Southend-on-Sea and Thurrock. This requires major changes to be made to constituency boundaries. It should be borne in mind that changes would be required, even if this were not the case, to take account of ward boundary changes arising from the PER.
- 7 Ward boundaries cannot be divided by constituency boundaries and a readjustment would have been necessary to achieve harmonisation between the two.
- 8 In a nutshell, an extra seat has been allocated in central Essex by basing a provisional constituency around the community of Witham in the Braintree district. The proposed Witham seat also includes parts of Colchester and Maldon districts. This proposal alters the focus of the Braintree constituency northwards and it is now intended that that seat will include those parts of Braintree district currently in the Saffron Walden constituency.
- 9 To provide the additional electors needed to constitute a revised Saffron Walden seat, the Commission have proposed that the four Chelmsford Borough wards of Boreham and The Leighs, Broomfield and The Walthams, Chelmsford Rural West, and Writtle should join with the whole of Uttlesford. These four wards include 16,597 electors on 2000 figures.
- 10 A colour map illustrating the proposals is attached to this report as Appendix 1. A separate sheet is also attached at Appendix 2 setting out the composition of both the existing and proposed Saffron Walden constituency for comparison purposes.

## **Analysis of the Proposals**

- 11 Uttlesford does not include enough electors to form a constituency without importing electors from an adjoining district. The number of electors from elsewhere needed to achieve a figure near to the Essex average has now fallen to somewhere in the region of 14,700. This contrasts with the figure of approximately 23,000 under the existing boundaries. Therefore, even if the remainder of the seat had remained in Braintree rather than Chelmsford, the area concerned would have been reduced significantly in size, involving, almost certainly, the loss of Halstead itself.
- 12 There is a strong historical connection between Saffron Walden and Halstead (and the villages of the Stour and Colne valleys) in terms of Parliamentary boundaries. Prior to 1997, when Earls Colne and Gosfield were moved into the Braintree constituency, it is believed that the Saffron Walden seat had remained unchanged since at least 1918.
- 13 In terms of community of interest, it is hard to say whether the villages and suburbs north of Chelmsford have a closer, or lesser, association with Uttlesford than do the villages of the Stour and Colne valleys. Such a value judgement can, perhaps, best be made by members.
- 14 This report makes no attempt to consider the political consequences of this change, nor would it be appropriate to do so. Such an assessment must be left to the political parties. The Council can respond only in terms of how it perceives the interests of its residents can best be served under revised arrangements.
- 15 Of primary concern, in the officers' judgement, is the importance of retaining the whole of Uttlesford in a single constituency. It was by no means certain that this would be the initial outcome of this review and the Council should therefore consider carefully, before deciding whether to object, what the possible outcome of such an objection might be.
- 16 It would also be incumbent upon the Council, were it to decide upon such a course, to prepare a detailed counter-proposal, to enable its representations to be considered seriously. Such a counter-proposal need not be devised now, but would need to be in place before any public inquiry takes place. It must be recognised that any such proposal would have knock on effects across the whole county.

## **The Council's Response**

- 17 The rules allow representations to be submitted up to 15 June. Where representations objecting to the provisional recommendations are made by an interested local authority, or by a body of 100 or more electors, the Commission must hold a local inquiry. The Commission's report states that more weight will be given to objections that are accompanied by a counter-proposal.
- 18 It might be considered to be disappointing that the provisional recommendations have the effect of severing the connection between Uttlesford and the northern part of the Braintree district. However, members must consider whether the proposal jeopardises the interests of the Council's electors and residents. It might be felt that the most important consideration is that the Uttlesford portion of the Saffron Walden constituency has remained

intact. This will enable the Council's concerns to continue to be channelled through a single Member of Parliament. Members will have to decide whether the external changes to the constituency boundaries are such that they merit an objection being made.

- 19 There is a strong possibility that objections will be submitted in any case and that the Council may need to consider the desirability of being represented at any subsequent inquiry. This aspect can, of course, be decided at a later stage. It is considered prudent that the Council submits a letter of representation, even if it is only to confirm its approval of the provisional recommendations.

RECOMMENDED that the Council considers the nature of its response to the Boundary Commission for England

Background papers: Boundary Commission for England – The Review of Parliamentary Constituencies in England.

Proposals for Parliamentary Constituency Boundaries in the Counties of Essex, Southend-on-Sea and Thurrock and accompanying maps.

**Committee:** Council  
**Date:** 20 May 2003  
**Agenda Item No:** 17  
**Title:** Recruitment of Chief Executive  
**Author:** E Forbes (01799) 510400

### Summary

- 1 This report proposes a process and timescale for the recruitment of a new Chief Executive.

### Background

- 2 At its meeting on 15 April 2003, the Council authorised the Chief Executive and Head of Personnel Services, jointly with Group Leaders, to appoint external advisers for the process of recruiting a new Chief Executive. The Council also agreed that the Director of Community Services be appointed Acting Chief Executive with effect from 1 July 2003 until the new postholder takes up his/her position. Officers were asked to prepare a report on the full recruitment process for this meeting.
- 3 New Group Leaders have given preliminary consideration to this matter and have reviewed information obtained on three possible consultants. It has been agreed to engage SOLACE who worked with the Council in 1999 on the recruitment of the present Chief Executive.

## Process and Timescale

- 4 The main steps in the process with an indicative timescale are as follows. It is proposed that, in addition to open advertisement, the consultant be asked to undertake some headhunting. The interview process should include some testing and the Council may wish to consider what opportunities should be provided for a larger number of members than the selection panel to meet shortlisted candidates.

May/June	Agree job description, person specification and advertisement, facilitated by recruitment consultant
June	Advertisement appears
July	Closing date for applications and shortlisting
late July	Interviews
November	New postholder takes up appointment

This timescale is very tight and any slippage will clearly result in a later start date for the new postholder. The appointment must be ratified by the full Council and, dependent on progress with this timescale, this may be difficult to achieve at the Council's meeting on 22 July.

- 5 As indicated above, the Council has already agreed that the Director of Community Services should become acting Chief Executive from 1 July. Depending on the eventual timescale for the new appointment, and other pressure on senior officers, it may be necessary to consider further support for an interim period.
- 6 The Council is asked to appoint a Panel of 6 members (4 LD, 1 Con, 1 Ind) to undertake the appointment of the new Chief Executive. The following terms of reference for the Panel are suggested.

### Terms of Reference

To oversee the recruitment of a new Chief Executive

### Terms of Delegation to the Panel

1. To work directly with the consultant on the selection process for a Chief Executive.
2. To determine the job description and person specification for the post of Chief Executive.
3. To approve the advertisement and selection process.
4. To shortlist and interview suitable candidates and agree an offer of appointment, subject to ratification by the full Council.
5. To give further consideration to interim arrangements for the Council and make any consequent recommendations.

### Financial Implications

6. The cost of recruitment, including employing the external consultant will depend on the nature and level of SOLACE's involvement in the process but is likely to be in the region of £15-25K. This can be met through corresponding savings in salary costs during the interregnum.

RECOMMENDED THAT:

The Council:

- (1) Approves the outline process and broad timescale set out in this report.
- (2) Establishes an Appointment Panel of six members with the terms of reference and delegations set out above.