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Legal and Democratic Services



To: All Members of the Council

Dear Councillor,

COUNCIL - MONDAY, 16TH MAY, 2022 , Bourne Hall, Spring Street, Ewell

Please find attached the following document(s) for the meeting of the Council to be held on Monday, 16th May, 2022.

6. **APPOINTMENT OF COMMITTEES 2022-23** (Pages 3 - 12)

To note the allocation of seats on Committees and Advisory Panels, approve the appointments to Committees and Advisory Panel and the appointments of Chairmen/ Chairs and Vice Chairmen/ Vice Chairs to such.

7. **REPRESENTATION ON EXTERNAL BODIES** (Pages 13 - 22)

This report seeks appointments to representation on external bodies.

For further information, please contact Democratic Services, democraticservices@epsom-ewell.gov.uk or tel: 01372 732000

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. Beldan'.

Chief Executive

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APPOINTMENT OF COMMITTEES 2022-23

Head of Service:	Kathryn Beldon, Chief Executive
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1: Nominations to Committees

Summary

To note the allocation of seats on Committees and Advisory Panels, approve the appointments to Committees and Advisory Panel and the appointments of Chairmen/ Chairs and Vice Chairmen/ Vice Chairs to such.

Recommendation (s)

The Council is asked to:

- (1) Note the allocation of seats based on political balance and proportionality;**
- (2) Allocate seats on the Committees and Advisory Panels in accordance with the wishes of the political groups set out in Appendix 1;**
- (3) Appoint Chairman/Chairs and Vice Chairman/Chairs in light of the nominations received as set out in Appendix 1.**
- (4) Appoint all members of council as substitutes for their group members on committees, where the group member is unable to attend a meeting.**

1 Reason for Recommendation

- 1.1 Full Council Procedure Rule 6, Part 4 of the Constitution requires the Council to appoint its committees, sub Committees advisory panels and other bodies at its Annual Meeting.

2 Background

- 2.1 The statutory provisions contain detailed provisions as to when the Council or Committee must review the allocation of seats. Broadly this is at the Annual Meeting, after elections, or where new political groups are constituted or where members change groups. The Local Elections took place in 2019 and there have been no changes to the political groups since then.

- 2.2 The Council is asked to note that for the purposes of Regulations made

under the Local Government and Housing Act 1989, Members of the Council remain in the following Political Groups: Residents Association (32 seats) Labour (3 seats) and the Liberal Democrats (2 Seats). A political group must comprise at least 2 members, and so the single Conservative member does not therefore constitute a political group. Under the legislation, the sizes of the Groups are used as the basis for determining Group entitlements to seats on Committees.

- 2.3 Section 15 of the Local Government & Housing Act 1989 requires the allocation of seats on committees, advisory panels and certain other bodies to reflect the political make-up of the Authority.
- 2.4 The Council has a duty to make appointments to its Committees giving effect to the wishes of the political group.
- 2.5 When determining the allocation of seats, Section 15(4) Local Government & Housing Act 1989 sets out 4 rules, and requires authorities to apply them in descending order of priority:
- Rule 1: where some or all of the Members of an authority have formed into two or more political groups, then no Committee may comprise just members from one political group.
- Rule 2: where a majority of Members of Council are Members of one political group, that political group must have a majority of the seats on each Committee.
- Rule 3: without being inconsistent with the first two rules, the number of seats allocated to each political group on all the Committees taken together be as near as possible proportionate to their strength on Council.
- Rule 4: so far as is consistent with Rules 1 to 3, each political party must be allocated that number of seats on each Committee taken individually as is proportionate to their strength on the Council. However, as set out above, this is subject to the need to give the majority a majority on each Committee.
- 2.6 The Council's overriding duty to comply with 1 and 2 above, takes precedence over achieving a mathematically balanced distribution of Committee seats as described in 3 and 4. Applying those rules the table at para 3.1 below sets out the allocation of seats.
- 2.7 The Council can only depart from these rules by passing a nem con resolution; i.e with no Member voting against the resolution.
- 2.8 The legislation provides that any seats left unallocated under the above rules, go by default to any ungrouped Members, that is members who are not in any political group. There are no unallocated seats.

- 2.9 The political proportionality rules also apply to those outside bodies dealing with local government matters to which the council appoints three or more representatives.
- 2.10 Whilst the number of allocated seats on each committee is the number of seats to which they nominate, it is up to the group to nominate the members they choose; as the law does not prescribe that all nominations to their allocated seats have to be from their own political group.

3 Allocation of seats on Ordinary Committees

- 3.1 Taking into account the principles set out above, the following allocation of seats result:

Committees	Number			Committee size
	RA	LAB	LD	
Audit & Scrutiny	8	1	1	10
Community & Wellbeing	8	1	1	10
Environment & Safe Community	8	1	1	10
Licensing & Planning Policy	8	1	1	10
Planning Committee	11	1	1	13
Strategy & Resources	8	1	1	10
Financial Policy Panel	7	1	0	8
Health Liaison Panel	6	1	0	7
HR Panel	5	1	0	6
Standards and Constitution	8	1	0	9
Licensing (Hearings)	No political balance required.			
Licensing (General)				

Shareholder Sub-Committee	Appointed by Strategy and Resources Committee	5
Crime & Disorder Sub-Committee	Appointed by Environment and Safe Communities Committee	5

4 Allocation of seats on Joint Arrangements

- 4.1 The Council appoints to two joint arrangements: Surrey Police & Crime Panel and Nonsuch Joint Management Committee.
- 4.2 There is one seat on the Surrey Police Crime Panel, to which a nomination has been received.
- 4.3 The Council jointly manages Nonsuch Park with the London Borough of Sutton through the Nonsuch Park Joint Management Committee. Applying the principles, the of allocation of seats to this Council is as follows:

Committee	Number			
	RA	LAB	LD	Total
Nonsuch Park Joint Management Committee	2	1	0	3

5 Individual Membership of Committees and Appointment of Chairmen and Vice Chairmen

- 5.1 In accordance with the 1989 Act and the Council's Rules of Procedure, it is necessary to make appointments to each Committee so as to give effect to the wishes of the relevant Groups.
- 5.2 The final wishes of the Groups are set out in **Appendix 1** to this report.
- 5.3 After the composition of each Committee has been agreed, the Council will need to appoint the Chairs/Chairmen and Vice Chairs/ Vice Chairmen from amongst the Committee's membership.

6 Substitute Members

- 6.1 To formalise the process of substitutes, Council is asked to appoint all members of council as substitutes for their group members on committees, where the group member is unable to attend a meeting. A substitute may attend, speak and vote at that meeting, but may only be appointed for the whole of a meeting and not for specific items on the agenda.
- 6.2 Members may only serve as substitutes where they have undertaken the necessary training required of members; and where notice of the proposed substitution has been given in accordance with CPR 16 of the Constitution.

7 Risk Assessment

Legal or other duties

7.1 Equality Impact Assessment

7.1.1 None.

7.2 Crime & Disorder

7.2.1 None.

7.3 Safeguarding

7.3.1 None.

7.4 Dependencies

7.4.1 None.

7.5 Other

7.5.1 None.

8 Financial Implications

8.1 There are no financial or manpower implications for the purposes of this report.

8.2 **Section 151 Officer's comments:** None arising from the contents of this report.

9 Legal Implications

9.1 These are contained within the body of the report.

9.2 **Legal Officer's comments:** None arising from the contents of this report.

10 Policies, Plans & Partnerships

10.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.

10.2 **Service Plans:** This matter is not included within the current Service Delivery Plan.

10.3 **Climate & Environmental Impact of recommendations:** None.

10.4 **Sustainability Policy & Community Safety Implications:** None.

10.5 **Partnerships:** None.

11 Background papers

11.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None.

Other papers:

- [Constitution of Epsom and Ewell Borough Council](#)
- Local Government & Housing Act 1989
- Local Government (Committees and Political Groups) Regulations 1990 (as amended)

Audit and Scrutiny Committee (10)

Steve **Bridger** (Chair)
Nigel **Collin** (Vice Chair)
Rob **Geleit**
David **Gulland**
Christine **Howells**
Previn **Jagutpal**
Phil **Neale**
David **Reeve**
Alan **Sursham**
Chris **Webb**

Community and Wellbeing Committee (10)

Alex **Coley** (Chair)
Christine **Cleveland** (Vice Chair)
Bernice **Froud**
Luke **Giles**
Christine **Howells**
Debbie **Monksfield**
Julie **Morris**
Phil **Neale**
Guy **Robbins**
Peter **Webb**

Environment & Safe Communities Committee (10)

John **Beckett** (Chair)
Arthur **Abdulin** (Vice Chair)
Steve **Bridger**
Chris **Frost**
Rob **Geleit**
Steven **McCormick**
Lucie **McIntyre**
Julie **Morris**
Monica **Coleman**
Humphrey **Reynolds**

Crime and Disorder Sub-Committee (5)

To be appointed by the Environment and Safe Communities Committee.

Licensing and Planning Policy Committee (10)

Steven **McCormick** (Chair)
Peter **O'Donovan** (Vice Chair)
Steve **Bridger**
Neil **Dallen**
Liz **Frost**
Rob **Geleit**
Julie **Morris**
Barry **Nash**
Phil **Neale**
Peter **Webb**

Licensing Sub Committee Pool

Steven **McCormick**
Peter **O'Donovan**
Steve **Bridger**
Neil **Dallen**
Liz **Frost**
Rob **Geleit**
Julie **Morris**
Phil **Neale**
Peter **Webb**

Planning Committee (13)

Humphrey **Reynolds** (Chair)
Phil **Neale** (Vice Chair)
Kate **Chinn**
Alex **Coley**
Nigel **Collin**
Neil **Dallen**
David **Gulland**
Previn **Jagutpal**
Jan **Mason**
Steven **McCormick**
Lucie **McIntyre**
Peter **O'Donovan**
1 Residents' Association Group Councillor to be confirmed

Strategy and Resources Committee (10)

Neil Dallen (Chair)

Hannah Dalton (Vice Chair)

Kate Chinn

Monica Coleman

Liz Frost

David Gulland

Graham Jones

Colin Keane

Eber Kington

1 Residents' Association Group Councillor to be confirmed

Shareholder Sub-Committee (5)

To be appointed by the Strategy and Resources Committee.

Standards and Constitution Committee (9)

Liz Frost (Chair)

Hannah Dalton (Vice Chair)

Kate Chinn

Monica Coleman

Luke Giles

Christine Howells

Previn Jagutpal

Eber Kington

David Reeve

Financial Policy Panel (8)

Neil Dallen (Chair)

John Beckett

Alex Coley

Kate Chinn

Nigel Collin

Hannah Dalton

Colin Keane

Jan Mason

Health Liaison Panel (7)

Christine **Cleveland** **(Chair)**
Liz **Frost**
Bernice **Froud**
Graham **Jones**
Deborah **Monksfield**
Chris **Webb**
Peter **Webb**

Human Resources Panel (6)

Peter **Webb** **(Chair)**
Steve **Bridger**
Bernice **Froud**
Debbie **Monksfield**
Phil **Neale**
Guy **Robbins**

Nonsuch Park Joint Management Committee (3)

Kate **Chinn**
Colin **Keane**
David **Reeve**

Surrey Police and Crime Panel (1)

Hannah **Dalton**

REPRESENTATION ON EXTERNAL BODIES

Head of Service:	Kathryn Beldon, Chief Executive
Wards affected:	(All Wards);
Appendices (attached):	Appendix 1 - Schedule of existing and recommended appointments to External Bodies, Officer/Member Working Groups and Inter-Authority Partnerships & Champions

Summary

This report seeks appointments to representation on external bodies.

Recommendation (s)

The Council is asked to:

- (1) **Appoint representatives to**
 - (i) **the external bodies**
 - (ii) **inter authority partnerships****listed in Appendix 1;**
- (2) **Appoint the Member Champions listed in Appendix 1 ;**
- (3) **Recommend the nominations of Borough Councillors as substitutes to the Epsom and Ewell Local Committee listed in Appendix 1;**
- (4) **Note the Officer/Member Working Groups appointed by Committees.**

1 Reason for Recommendation

- 1.1 Full Council Procedure Rule 2.1 sets out that the Council will appoint representatives to external bodies at its Annual Meeting.

2 Background

- 2.1 The Council is asked to approve the appointments and nominations to external bodies as set out in Appendix 1.

3 Substitute Members on Surrey County Council's Local Committee

- 3.1 The appointment of Council's nominated substitutes to the Local Committee is dependent on the Local Committee agreeing to such appointments. The first meeting of the Local Committee is after the Annual meeting of this Council, hence the need to put approve nominated substitutes.

4 Member Champions

- 4.1 At its discretion, Council may from time to time designate Champions from amongst its Members to explore and represent the interests of specific issues and groups. Their role and function is set out in Article 17, Part 2 of the Constitution. It is proposed to appoint Champions as set out in Appendix 1.

5 Officer/Member Working Groups and Inter-Authority Partnerships

- 5.1 There are a number of Officer/Member Working Groups that have been established by Committees of this Council. The Council is also a party to a number of inter-authority partnerships. These are set out in Appendix 1.

6 Outside Bodies

- 6.1 The Council also nominates Members to a number of external bodies, these are set out in Appendix 1.

7 Risk Assessment

Legal or other duties

- 7.1 Equality Impact Assessment

7.1.1 None.

- 7.2 Crime & Disorder

7.2.1 None.

- 7.3 Safeguarding

7.3.1 None.

- 7.4 Dependencies

7.4.1 None.

- 7.5 Other

7.5.1 There are risks for individuals depending on the nature of the appointment being sought. For example, where Members are asked to become trustees of a charity, they need to ensure that they understand the personal duties that trustees owe to the charity concerned.

7.5.2 Any Members unsure of their status and obligations should ask the outside body for information and advice and/or seek advice from the Council's Monitoring Officer.

8 Financial Implications

8.1 None arising from the contents of this report.

8.2 **Section 151 Officer's comments:** None arising from the contents of this report.

9 Legal Implications

9.1 None arising from the contents of this report.

9.2 **Legal Officer's comments:** None arising from the contents of this report.

10 Policies, Plans & Partnerships

10.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.

10.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

10.3 **Climate & Environmental Impact of recommendations:** None.

10.4 **Sustainability Policy & Community Safety Implications:** None.

10.5 **Partnerships:** The Council works in a number of different ways with a number of outside bodies, who undertake a wide range of activities for the benefit of the Borough and its residents and businesses. Active and engaged representatives appointed by the Council can help to build and sustain good relationships, and further that good work.

11 Background papers

11.1 The documents referred to in compiling this report are as follows:

Previous reports:

- None

Other papers:

- [The Constitution of Epsom and Ewell Borough Council.](#)

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**REPRESENTATION ON EXTERNAL BODIES, OFFICER/MEMBER WORKING GROUPS
& INTER-AUTHORITY PARTNERSHIPS FOR 2022/23**

Outside bodies			
Body on which Represented	Responsible Policy Committee	No of Reps	Proposed Representative (s)
Age Concern (Epsom and Ewell) – General Committee	C & W	2	Councillor Guy Robbins Councillor Peter Webb
Central Surrey Community Action (formerly Voluntary Action Mid-Surrey)	C & W	1	Councillor Barry Nash
Committee of Management of Local Citizens Advice Bureau	C & W	2	Councillor Liz Frost Councillor Barry Nash
Epsom and Ewell Town Twinning Association Management Committee	S & R	2	Councillor Nigel Collin Councillor Barry Nash
Epsom Common Association	C & W	1	Councillor Steve Bridger
Ewell Parochial Trusts	C & W	2	Councillor Christine Cleveland Councillor Humphrey Reynolds
Friends of Epsom and Ewell Parks	C & W	1	Councillor Peter Webb
Local Government Association	S & R	1	Councillor Hannah Dalton

**REPRESENTATION ON EXTERNAL BODIES, OFFICER/MEMBER WORKING GROUPS
& INTER-AUTHORITY PARTNERSHIPS FOR 2022/23**

Joint Committees / Arrangements			
Body on which Represented	Responsible Policy Committee	No of Reps	Proposed Representative (s)
Coast to Capital Joint Committee	S & R	1	Chair of RA Group
Epsom & Ewell Local Committee NOTE: Returning Members will have 28 days to confirm that their register of pecuniary interests previously submitted to County Council remains current. Newly appointed members will have 28 days to complete a registration form (to be provided following appointment).	S & R	5 + 5 subs	Councillor Neil Dallen Councillor Graham Jones Councillor Debbie Monksfield Councillor Phil Neale Councillor Humphrey Reynolds Councillor Arthur Abdulin Councillor Steve Bridger Councillor Kate Chinn Councillor Hannah Dalton Councillor Chris Frost
Epsom and Ewell Community Safety Partnership	E & SC	1	Chair of Environment and Safe Communities Committee

**REPRESENTATION ON EXTERNAL BODIES, OFFICER/MEMBER WORKING GROUPS
& INTER-AUTHORITY PARTNERSHIPS FOR 2022/23**

Joint Committees / Arrangements			
Body on which Represented	Responsible Policy Committee	No of Reps	Proposed Representative (s)
Epsom and Walton Downs Conservators Already appointed to a Term of Office (4 years, 2019 – 2023)	C & W	6	Councillor Liz Frost Councillor Bernice Froud Councillor Jan Mason Councillor Steven McCormick Councillor Lucie McIntyre Councillor Clive Woodbridge
Epsom and Walton Downs Consultative Committee	C & W	1 (+ Chairman of the Epsom and Walton Downs Conservators)	Councillor Bernice Froud
Epsom and Walton Downs Training Grounds Management Board	C & W	2	Councillor Neil Dallen
Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROL)	E & S C	1 + Sub	Chair of Environment & Safe Communities Committee Vice Chair of Environment & Safe Communities Committee

**REPRESENTATION ON EXTERNAL BODIES, OFFICER/MEMBER WORKING GROUPS
& INTER-AUTHORITY PARTNERSHIPS FOR 2022/23**

Joint Committees / Arrangements			
Body on which Represented	Responsible Policy Committee	No of Reps	Proposed Representative (s)
South East England Councils (SEEC)	S & R	1 +Sub	Councillor Hannah Dalton Councillor Neil Dallen
Surrey Environment Partnership (formerly Surrey Waste Partnership)	E & SC	1	Chair of Environment & Safe Communities Committee
Surrey Climate Change Partnership	E & SC	1	Chair of Environment & Safe Communities Committee
Surrey Leaders Group	S&R	1	Councillor Hannah Dalton

Member Champions	
	Champion
Armed Forces	Councillor Graham Jones
Alternative Transport	Councillor Steven McCormick
Heritage	Councillor Nigel Collin
Mental Health	Councillor Luke Giles

**REPRESENTATION ON EXTERNAL BODIES, OFFICER/MEMBER WORKING GROUPS
& INTER-AUTHORITY PARTNERSHIPS FOR 2022/23**

Officer/Member Working Groups appointed by Committees			
Body on which Represented	Responsible Committee	No of Reps	Proposed Representative (s)
Capital Member Group	S & R	5	Appointed by Strategy & Resources Committee
Investment Property Group	S & R	2	Appointed by Strategy & Resources Committee
CIL Panel	S & R	3 + 3 subs	Appointed by Strategy & Resources Committee
Car Park Working Group	E & SC	6 <small>(4 year term, 2019-2023)</small>	Appointed by the Environment & Safe Communities Committee
Environment and Sustainability Working Group	E & SC	7	Appointed by the Environment & Safe Communities Committee
Constitution Working Group	Standards and Constitution	7	Appointed by the Chairs of Standards & Constitution Committee and Strategy & Resources Committee. Membership composition agreed by Strategy and Resources Committee on 29 March 2022.

**REPRESENTATION ON EXTERNAL BODIES, OFFICER/MEMBER WORKING GROUPS
& INTER-AUTHORITY PARTNERSHIPS FOR 2022/23**

Officer/Member Working Groups appointed by Committees			
Body on which Represented	Responsible Committee	No of Reps	Proposed Representative (s)
Local Plan Member Working Group	L & PP	Agreed by Chair of Licensing and Planning Policy Committee	Appointed by the Chair of the Licensing and Planning Policy Committee in accordance with the Terms of Reference agreed by Licensing and Planning Policy Committee on 15 July 2021.