

# Public Document Pack

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### COUNCIL

THURSDAY, 17TH MAY, 2018

### SUPPLEMENTARY AGENDA

Please find attached supplementary papers relating to the above meeting, as follows:

**Agenda No    Item**

10.        **APPOINTMENT OF MEMBERS OF THE CABINET FOR 2018/19 (Pages 1 - 10)**

To note the Leader of the Council's appointment of Executive Members making up the Membership of the Cabinet for 2018/19, and to note the Leader's delegation of powers to Executive Members.

11.        **TO APPOINT MEMBERS OF COMMITTEES FOR 2018/19 (Pages 11 - 20)**

To determine the Committees to be appointed for 2018/19, the number of places on each and allocation thereof to the respective Groups and to appoint Members in accordance with their nominations.

A report will be presented to assist in the determination of the constitution and political balance.

12.        **APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES FOR 2018/19 (Pages 21 - 22)**

To appoint the Chairmen and Vice-Chairmen of the Committees (except the Chairmen and Vice-Chairmen of the Area Committees) for 2018/19.

17.        **NOMINATION OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS AND OTHER BODIES FOR 2018/19 (Pages 23 - 28)**

To nominate the Council's representatives on outside organisations and other bodies for 2018/19.

18.        **ITEMS REFERRED FROM EMPLOYMENT COMMITTEE: 11 MAY 2018 - APPOINTMENT OF CHIEF FINANCE OFFICER AND MONITORING OFFICER (Pages 29 - 30)**

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## AGENDA ITEM 10 – APPENDIX A

### APPOINTMENT OF MEMBERS OF THE CABINET

#### Report by the Leader of the Council

The Cabinet will consist of the Leader of the Council and the Deputy Leader together with at least one, but no more than eight, councillors appointed to the Cabinet by the Council on the recommendation of the Leader. Each of the Cabinet Members shall be responsible for a portfolio (service area). The Cabinet is single-party and not politically balanced.

#### DELEGATIONS FOR INCLUSION IN THE SCHEME OF DELEGATION (Part 3 of the Constitution)

In accordance with the Cabinet Procedure Rules and Terms of Reference executive functions will be delegated to the following Cabinet Executive Members:

<b>PORTFOLIO</b>	<b>CABINET EXECUTIVE MEMBER</b>	<b>ADDRESS</b>	<b>WARD</b>
Deputy Leader and Finance & IT	Councillor Julian Cunningham	14 Blackmore, Letchworth Garden City, Herts. SG6 2SY	Letchworth South East
Community Engagement & Rural Affairs	Councillor Tony Hunter	1 Cowslip Close, Royston, Herts. SG8 9TJ	Royston Meridian
Leisure & Green Issues	Councillor David Barnard	Lodge Cottages, Lilley Bottom, Nr Luton, Herts. LU2 8NH	Hitchwood, Offa & Hoo
Housing & Environmental Health	Councillor Bernard Lovewell	23 Milton View, Hitchin, Herts, SG4 0QD	Hitchin Walsworth
Planning, Enterprise & Transport	Councillor David Levett	172 Rushby Mead, Letchworth Garden City, Herts SG6 1SQ	Letchworth South East
Waste, Recycling & Environment	Councillor Michael Weeks	3 Hadrian Way, Baldock, Herts. SG7 6AW	Baldock Town

The extent of the authority delegated to these Members will be as set out in Section 14.8.10 of the Council's Constitution.

**Councillor Mrs L.A. Needham**  
**Leader of the Council**  
**17 May 2018**

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## Executive Member responsibilities

### Leader

Responsible for leadership, strategic planning and development, partnership working and decision making within the following service areas:		Directorate
1	Communications including public relations and consultations	Chief Executive
2	The Customer service centre	Customers
3	Coordination of complaints and ombudsman queries	Customers
4	Information management	Customers
5	Land charges	Customers
6	Committee and member services	Legal and Community
7	Community safety including: a. community safety and work with the Community Safety Partnership, the police and other law enforcement agencies to reduce crime and disorder, and the fear of either; including as the Council's representative on the Police and Crime Panel <i>(in conjunction with the Executive Member for Community Engagement and Rural Affairs)</i>	Legal and Community
8	Corporate policy development including a. development and implementation of the Council's Corporate Business Planning process, in consultation with the Executive Member for Finance and the Leader	Legal and Community
9	Counter terrorism and security	Legal and Community
10	Proposals to vary the boundaries of the Borough and Electoral Wards and Polling Districts	Legal and Community
11	Local Strategic Partnership including: a. liaison with other statutory agencies in and outside the District	Legal and Community
12	Population and other census information	Legal and Community
13	Legal Services	Legal and Community
14	Emergency planning	Place
15	Health and Safety of staff	Resources
16	Human Resources including a. matters to do with officers leaving the Council's service <i>(in conjunction with the Executive Member for Finance and IT)</i> b. payroll and other financial benefits for staff <i>(in conjunction with the Executive Member for Finance and IT)</i>	Resources
17	The development of overall strategic and financial plans for the Council and the promotion of both existing and new strategies and plans	None

18	Overall control of the revenue and capital finances of the Council, in conjunction with the Executive Member with responsibility for those matters	None
19	The production and publication of the Council's Forward Plan	None
20	The Council's contribution to the life of the District and the sub-region	None
21	The Council's overall contribution to the health and wellbeing of the district in conjunction with other Executive Members with responsibility for services contributing to "public health"	None
22	The functioning of Council's Cabinet and the executive powers it holds, including the allocation of responsibilities to the full Cabinet, individual Cabinet Portfolios and Area Committees; the appointment and dismissal of those Cabinet Executive Members; the appointment of Cabinet committees and sub-committees and the delegation of executive authority to officers	None
23	Partnership working across the Council's services, including sharing arrangements with other Councils	None
24	Consultation with local people to help plan and improve Council services and influence the services provided by others	None
25	Speaking up on matters of local concern and representing the views of the Council to Government and its agents and to others	None
26	Appointments to outside organisations between meetings of the Council	None

**Finance and I.T**

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<b>Responsible for leadership, strategic planning and development, partnership working and decision making within the following service areas:</b>		<b>Directorate</b>
1	Asset management including: a. provision and management of the civic buildings, including the letting of accommodation at public buildings owned or occupied by the Council and not specifically under the control of another Cabinet Executive Member	Commercial
2	Commercial Operations including a. maximisation of the Council's commercial income	Commercial
3	The Telecommunications service	Customers
4	Council Tax and rates including: a. writing off debts between £5,001 and £10,000 in conjunction with the relevant Cabinet Executive Member and Service Director: Customers	Customers
5	Information and communications technology including: a. the development and application of policies, initiatives and services involving the use of information and communications technology to support the work of the Council and the Council's work with others b. development and implementation of policy and strategy for the delivery of e-Government	Customers
6	Procurement	Legal and Community

7	Asset/buildings (maintenance) including: a. the disposal of the Council's property interests (by sale or lease in accordance with the Council's agreed Assets Disposal Strategy) where the sale price, premium or initial annual rent (after the expiry of any rent free period) does not exceed £250,000	Resources
8	Financial resources including: a. in-year changes to the Council's Capital Programme up to a limit of £100,000 per project b. Budget planning and all action necessary to maintain overall budget control within the cash limits agreed by full Council (in conjunction with the Leader of the Council) c. development and implementation of the Corporate Business Planning process, in consultation with the Policy Executive Member d. use of the special reserves and reserved contingency budgets, within the total budget agreed by full Council e. overall strategy for fees and charges	Resources
9	a. matters to do with officers leaving the Council's service <i>(in conjunction with the Leader)</i> b. payroll and other financial benefits for staff <i>(in conjunction with the Leader)</i>	Resources
10	Insurance and Risk	Resources
11	Shared internal audit and anti-fraud service	Resources
12	Stock transfer agreement <i>(in conjunction with the Executive Member for Housing and Environmental Health)</i>	Resources

### **Community Engagement and Rural Affairs**

<b>Responsible for leadership, strategic planning and development, partnership working and decision making within the following service areas:</b>		<b>Directorate</b>
1	CCTV company	Commercial
2	Museum Services including North Hertfordshire museum and Hitchin Town Hall, Exhibition galleries and art education and loan service, and archaeological matters.	Commercial
3	Community engagement and development including: a. consultation with local people to help plan and improve Council services and influence the services provided by others b. community relations and the promotion of social cohesion and fair opportunities c. the Council's relationship with, and funding of, independent advice agencies, community centres, voluntary sector support agencies and other organisations not within the remit of other Cabinet Executive Members	Legal and Community

4	Community services including: a. to co-ordinate and therefore try to improve the overall delivery of services provided by public bodies and voluntary organisations b. to act as the Council's spokesperson and principal point of contact on matters affecting Town, Parish and Community Councils	Legal and Community
5	Community safety including: a. community safety and work with the Community Safety Partnership, the police and other law enforcement agencies to reduce crime and disorder, and the fear of either; including as the Council's representative on the Police and Crime Panel <i>(in conjunction with the Leader)</i>	Legal and Community
6	Counter terrorism and security	Legal and Community
	Proposals to vary the boundaries of the Borough and Electoral Wards and Polling Districts	Legal and Community
7	Equalities and Diversity which includes: a. ensuring the Council's services are responsive and relevant to a diverse population and free from improper discrimination b. approving the monitoring of the Council's Equality and Diversity Schemes	Legal and Community
8	Health and wellbeing	Legal and Community
9	Safeguarding of children and young people including: a. promoting the Council's position in regard to children's services across the district and in particular the protection of children and young people undertaken within its safe-guarding responsibilities	Legal and Community
10	Active communities - Play schemes	Place
11	Tourism and visitor management	Place
12	CCTV partnership	Resources

### Housing and Environmental Health

<b>Responsible for leadership, strategic planning and development, partnership working and decision making within the following service areas:</b>		<b>Directorate</b>
1	Care functions including the provision and management of Careline, community alarms and oversight of the Council's involvement in Hertfordshire Community Meals	Customers
2	Community safety enforcement including flytipping, byelaws, flyposting and abandoned vehicles	Legal and Community
3	Licensing including; a. being consulted on the setting of charges and fees for hackney carriages and private hire vehicles	Legal and Community
4	Safeguarding of vulnerable adults	Legal and Community
5	Environmental Health	Regulatory
6	Environmental Protection and enforcement	Regulatory



7	Unlawful encampments	Legal and Community/ Regulatory
8	Highways enforcement matters delegated by Hertfordshire County Council	Regulatory
9	Housing and homelessness	Regulatory
10	Public Health functions under the Public Health Acts and related legislation	Regulatory
11	Stock transfer agreement (in conjunction with the Executive Member for Finance and IT)	Resources

### Leisure and Green Issues

Responsible for leadership, strategic planning and development, partnership working and decision making within the following service areas:		Directorate
1	Markets	Commercial
2	Climate change and Green issues including a. the Nottingham Declaration on Climate Change and other green issues affecting the District	Legal and Community
3	Active communities - Sports development for adults	Place
4	Leisure management	Place
5	Parks and open spaces including: a. promotion of health and wellbeing promotion and activity through leisure and use of open spaces	Place

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### Planning, and Enterprise

Responsible for leadership, strategic planning and development, partnership working and decision making within the following service areas:		Directorate
1	Building Control	Regulatory
2	Economic Development	Regulatory
3	Car parking	Regulatory
4	Highway transportation matters including: a. leading on the Council's arrangements for highways matters including partnership and agency arrangements b. development and implementation of the Council's Transport Strategy and Initiatives and representing the Council's views on regional transport issues	Regulatory

5	Planning including: <ol style="list-style-type: none"> <li>a. monitoring the Council's annual report on the Local Plan and making submissions on the same to regional bodies and other external agencies</li> <li>b. responsibility for strategic planning and organisational development</li> <li>c. proposals for the Council's planning policies relating to land use (including the Local Plan), for recommendation to full Council, and supplementary guidance</li> <li>d. planning briefs for individual development sites</li> <li>e. responses to planning guidance and planning policy statements from Government and other local agencies and authorities impacting on the District</li> <li>f. co-ordination of the Council's response to major developments on private land or developments affecting the streetscape, where these have not been explicitly reserved to another Cabinet Executive Member</li> <li>g. the Council's policies for identifying, and preserving conservation areas</li> <li>h. the Council's provision of development and strategic planning and enterprise services</li> </ol>	Regulatory
6	Traffic management	Regulatory

**Waste Management, Recycling and Environment**

<b>Responsible for leadership, strategic planning and development, partnership working and decision making within the following service areas:</b>		<b>Directorate</b>
1	Environmental services including: <ol style="list-style-type: none"> <li>a. cemeteries, crematoria, burials and related services and public conveniences</li> </ol>	Place
2	Land drainage	Place
3	Grounds maintenance including: <ol style="list-style-type: none"> <li>a. war memorials</li> <li>b. provision and maintenance of trees</li> <li>c. the management and maintenance of footpaths and bridleways</li> <li>d. the Council's provision of arboricultural services</li> <li>e. Public health activities and contribution to wellbeing of the local population so far as it relates to this portfolio</li> </ol>	Place
4	Waste collection and waste management	Place

**Champions**

NHDC Localism Champion	Executive Member for Planning, and Enterprise
NHDC Children and Young People’s Champion	Executive Member for Community Engagement and Rural Affairs
NHDC Heritage Champion	Executive Member for Waste Management, Recycling and Environment
NHDC Risk Champion	Executive Member for Finance and IT

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## AGENDA ITEM 11 – APPENDIX A

### APPOINTMENT OF COMMITTEES INCLUDING THOSE TO WHICH SECTION 15 OF THE LOCAL GOVERNMENT AND HOUSING ACT 1989 APPLIES

	<b>Conservative</b>	<b>%</b>	<b>Labour</b>	<b>%</b>	<b>Lib Dem</b>	<b>%</b>	<b>Constitution</b>
<b>Total Seats</b>	<b>29</b>	<b>59.18%</b>	<b>14</b>	<b>28.57%</b>	<b>6</b>	<b>12.14%</b>	<b>49</b>
Overview & Scrutiny Committee	9	56.25%	5	31.25%	2	12.50%	16
Finance, Audit & Risk Committee	4	57.14%	2	28.57%	1	14.29%	7
Planning Control Committee	9	60.00%	4	26.67%	2	13.33%	15
Licensing & Appeals Committee	9	64.29%	4	28.57%	1	7.14%	10 to 15
Standards Committee	7	58.33%	3	25.00%	2	16.67%	12
Council Tax Setting Committee	3	60.00%	1	20.00%	1	20.00%	5
Employment Committee	3	60.00%	2	40.00%	0	0.00%	5
Employment Appeal Committee	3	60.00%	1	20.00%	1	20.00%	5
Joint Staff Consultative Committee (JSCC)	3	60.00%	1	20.00%	1	20.00%	5
<b>Totals</b>	<b>50</b>	<b>59.52%</b>	<b>23</b>	<b>27.38%</b>	<b>11</b>	<b>13.10%</b>	<b>80 to 85</b>
Variation		+0.34%		-1.19%		+0.85%	

<b>AREA COMMITTEE</b>	<b>Conservative</b>	<b>Labour</b>	<b>Lib Dem</b>	<b>Total</b>
Baldock & District Committee	5	-	1	<b>6</b>
Hitchin Committee	4	7	2	<b>13</b>
Letchworth Committee	6	7	-	<b>13</b>
Royston & District Committee	6	-	1	<b>7</b>
Southern Rural Committee	8	-	2	<b>10</b>
<b>Total</b>	<b>29</b>	<b>14</b>	<b>6</b>	<b>49</b>

**APPOINTMENT OF BODIES NOT INCLUDED IN THE POLITICAL BALANCE CALCULATIONS (based on Annual Council May 2018)**

<b>Name of Body</b>	<b>Conservative</b>	<b>Labour</b>	<b>Lib Dem</b>	<b>Total</b>
Hitchin Town Centre Working Party	4	2	1	7
Community Facilities Capital Grants Panel	6	3	1	10
Joint Member Panel of NHDC and Letchworth Garden City Heritage Foundation (All Members of the Letchworth Committee)	6	7	-	13
CCTV Joint Committee (three Cabinet Members)	3	-	-	3
Cabinet Sub-Committee (Council Charities) [3 Cabinet Members nominated by the Leader of the Council]	3	-	-	3
Cabinet Sub-Committee (Local Authority Trading Companies' Shareholder) [3 Cabinet Members nominated by the Leader of the Council]	3	-	-	3
<b>Total</b>	<b>25</b>	<b>12</b>	<b>2</b>	<b>39</b>

**APPOINTMENT OF MEMBERS OF COMMITTEES FOR 2018/2019**

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**

**CONSTITUTION OF COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS 2018/2019**

Set out below are the proposed Members of the Committees, Sub-Committees and Working Groups for the Civic Year **2018/2019**:

**OVERVIEW AND SCRUTINY COMMITTEE**

(16 Members)

Councillor Ian Albert  
Councillor Kate Aspinwall  
Councillor Sam Collins  
Councillor Bill Davidson  
Councillor Steve Deakin-Davies  
Councillor Elizabeth Dennis-Harburg  
Councillor Jean Green  
Councillor Cathryn Henry  
Councillor Steve Jarvis  
Councillor Ben Lewis  
Councillor Gerald Morris  
Councillor M.R.M. Muir  
Councillor Helen Oliver  
Councillor Janine Paterson  
Councillor Valentine Shanley  
Councillor Martin Stears-Handscomb

**(Substitutes:**

Councillor Ruth Brown  
Councillor Val Bryant  
Councillor Simon Harwood  
Councillor Terry Hone  
Councillor Paul Marment  
Councillor Sue Ngwala  
Councillor Mike Rice)

**FINANCE, AUDIT & RISK COMMITTEE**

(7 Members)

Councillor Ian Albert  
Councillor Kate Aspinwall  
Councillor Simon Harwood  
Councillor Terry Hone  
Councillor Jim McNally  
Councillor Ian Moody  
Councillor Terry Tyler

**(Substitutes:**

Councillor Ben Lewis  
Councillor Helen Oliver  
Councillor Janine Paterson  
Councillor Steve Jarvis)

**COUNCIL TAX SETTING COMMITTEE**

(5 Members)

Councillor Ian Albert  
Councillor Julian Cunningham  
Councillor Lynda Needham  
Councillor Richard Thake  
Councillor Terry Tyler

**(Substitutes:**

Councillor Terry Hone  
Councillor Tony Hunter  
Councillor Steve Jarvis  
Councillor Martin Stears-Handscomb)

**EMPLOYMENT COMMITTEE**

(5 Members)

Councillor Judi Billing  
Councillor Julian Cunningham  
Councillor Bernard Lovewell  
Councillor Lynda Needham  
Councillor Martin Stears-Handscomb

**(Substitutes:**

Councillor David Levett  
Councillor Janine Paterson  
Councillor Sue Ngwala)

**EMPLOYMENT APPEALS COMMITTEE**

(5 Members - none of whom are Members of the Employment Committee and at least one of whom must be an Executive Member)  
(Chairman to be elected at each meeting)

Councillor Kate Aspinwall  
Councillor Tony Hunter  
Councillor David Levett  
Councillor Lisa Nash  
Councillor Michael Weeks

**(Substitutes:**

Councillor Val Bryant  
Councillor Paul Clark  
Councillor Cathryn Henry  
Councillor Terry Hone)



## **JOINT STAFF CONSULTATIVE COMMITTEE**

(5 Members)

Councillor Sarah Dingley  
Councillor Bernard Lovewell  
Councillor Lisa Nash  
Councillor Lynda Needham  
Councillor Martin Stears-Handscomb

(Substitutes:

Councillor Kate Aspinwall  
Councillor Sam Collins  
Councillor Jean Green  
Councillor Michael Weeks)

## **CABINET SUB-COMMITTEE (COUNCIL CHARITIES)**

(3 Cabinet Members)

Councillor Julian Cunningham  
Councillor Bernard Lovewell  
Councillor Michael Weeks

## **CABINET SUB-COMMITTEE (LOCAL AUTHORITY TRADING COMPANIES' SHAREHOLDER)**

(3 Cabinet Members)

Councillor Julian Cunningham  
Councillor Tony Hunter  
Councillor David Levett

## **PLANNING CONTROL COMMITTEE**

(15 Members)

Councillor Daniel Allen  
Councillor Ruth Brown  
Councillor Paul Clark  
Councillor Bill Davidson  
Councillor Sarah Dingley  
Councillor Jean Green  
Councillor Cathryn Henry  
Councillor Mike Hughson  
Councillor Tony Hunter  
Councillor Ian Mantle  
Councillor Michael Muir  
Councillor Sue Ngwala  
Councillor Mike Rice  
Councillor Harry Spencer-Smith  
Councillor Michael Weeks

**(Substitutes:**

Councillor Val Bryant  
Councillor Faye S. Frost  
Councillor Gary Grindal  
Councillor Ben Lewis  
Councillor Paul Marment  
Councillor Valentine Shanley  
Councillor Terry Tyler)

**LICENSING AND APPEALS COMMITTEE**

(Pool consisting of 10 to 15 Members)  
(Usually 14 Members appointed) - **NO Substitutes**

Councillor Daniel Allen  
Councillor Val Bryant  
Councillor Elizabeth Dennis-Harburg  
Councillor Faye S. Frost  
Councillor Jean Green  
Councillor Gary Grindal  
Councillor Simon Harwood  
Councillor Ben Lewis  
Councillor Jim McNally  
Councillor Paul Marment  
Councillor Gerald Morris  
Councillor Michael Muir  
Councillor Lisa Nash  
Councillor Mike Rice

**BALDOCK & DISTRICT COMMITTEE**

(Baldock, Arbury & Weston & Sandon Wards - Parishes of Ashwell, Bygrave, Caldecote, Clothall, Hinxworth, Newnham, Radwell, Rushden, Sandon, Wallington & Weston)

(6 Members)

Councillor Steve Jarvis  
Councillor Jim McNally  
Councillor Michael Muir  
Councillor Janine Paterson  
Councillor Valentine Shanley  
Councillor Michael Weeks

**HITCHIN COMMITTEE**

(Hitchin and St. Ippolyts (North) Parish ward)

(13 Members)

Councillor Ian Albert  
Councillor Clare Billing  
Councillor Judi Billing  
Councillor Valerie Bryant  
Councillor Paul Clark  
Councillor Sam Collins  
Councillor Elizabeth Dennis-Harburg  
Councillor Nicola Harris  
Councillor Simon Harwood

Councillor Mike Hughson  
Councillor Bernard Lovewell  
Councillor Martin Stears-Handscomb  
Councillor Richard Thake

### **LETCHWORTH COMMITTEE**

(Letchworth only)

(13 Members)

Councillor Daniel Allen  
Councillor Kate Aspinwall  
Councillor Julian Cunningham  
Councillor Gary Grindal  
Councillor Terry Hone  
Councillor David Levett  
Councillor Ian Mantle  
Councillor Paul Marment  
Councillor Susan Ngwala  
Councillor Helen Oliver  
Councillor Lynda Needham  
Councillor Mike Rice  
Councillor Deepak Sangha

### **ROYSTON & DISTRICT COMMITTEE**

(Royston & Ermine Ward - Parishes of Barkway, Barley, Kelshall, Nuthampstead, Reed & Therfield)

(7 Members)

Councillor Ruth Brown  
Councillor Bill Davidson  
Councillor Sarah Dingley  
Councillor Jean Green  
Councillor Tony Hunter  
Councillor Ben Lewis  
Councillor Gerald Morris

### **SOUTHERN RURAL COMMITTEE**

(Parishes of Codicote, Gosmore, Graveley, Great Ashby, Hexton, Holwell, Ickleford, Kimpton, Kings Walden, Knebworth, Langley, Lilley, Offley, Pirton, Preston, St. Ippolyts (South), St. Paul's Walden & Wymondley)

(10 Members)

Councillor David Barnard  
Councillor John Bishop  
Councillor Steve Deakin-Davies  
Councillor Faye S. Frost  
Councillor Cathryn Henry  
Councillor Ian Moody  
Councillor Lisa Nash  
Councillor Harry Spencer-Smith  
Councillor Claire Strong  
Councillor Terry Tyler

## **STANDARDS COMMITTEE**

(12 District Council Members  
Independent Person and Reserve Independent Person (advisory roles);  
2 Parish Council Members – non-voting co-optees)

(12 District Councillors)

Councillor Kate Aspinwall  
Councillor David Barnard  
Councillor Clare Billing  
Councillor Judi Billing  
Councillor Paul Clark  
Councillor Julian Cunningham  
Councillor David Levett  
Councillor Bernard Lovewell  
Councillor Paul Marment  
Councillor Michael Muir  
Councillor Mike Rice  
Councillor Terry Tyler

### **(Substitutes:**

Councillor Ian Albert  
Councillor Sam Collins  
Councillor Ian Moody  
Councillor Deepak Sangha  
Councillor Harry Spencer-Smith  
Councillor Michael Weeks

Independent Person: Mr Nicholas Moss (advisory)  
Reserve Independent Person: Mr Peter Chapman (advisory)  
Parish Councillors Helena Gregory and Gary Hills – non-voting co-optees)

## **HITCHIN TOWN CENTRE WORKING PARTY**

(7 Members)

Councillor Lynda Needham (Chairman)  
3 other Conservative Group nominations to be advised  
Chairman and Vice-Chairman of Hitchin Committee  
Councillor Paul Clark

## **COMMUNITY FACILITIES CAPITAL GRANTS PANEL**

(10 Members)

Councillor Ian Albert  
Councillor Ruth Brown  
Councillor Clare Billing  
Councillor Steve Deakin-Davies  
Councillor Jean Green  
Councillor Gary Grindal  
Councillor Simon Harwood  
Councillor Cathryn Henry  
Councillor Jim McNally  
Councillor Mike Rice

**CCTV PARTNERSHIP JOINT COMMITTEE**

Councillor Julian Cunningham  
Councillor Tony Hunter  
Councillor Lynda Needham

**JOINT MEMBER PANEL – LETCHWORTH GARDEN CITY HERITAGE FOUNDATION**

(All Members of the Letchworth Committee)

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# Agenda Item 12

## AGENDA ITEM 12 – APPENDIX A

### APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF COMMITTEES 2018/19

<b>COMMITTEE</b>	<b>PROPOSED CHAIRMAN</b>	<b>PROPOSED VICE-CHAIRMAN</b>
Overview & Scrutiny Committee	Councillor Cathryn Henry	Councillor Elizabeth Dennis-Harburg
Finance, Audit & Risk Committee	Councillor Terry Hone	Councillor Simon Harwood
Licensing & Appeals Committee	Councillor Michael Muir	N/A
Joint Staff Consultative Committee	Councillor Sarah Dingley	N/A
Planning Control Committee	Councillor Mike Rice	Councillor Michael Muir
Council Tax Setting Committee	Councillor Julian Cunningham	N/A
Standards Committee	Councillor Mike Rice	Councillor David Levett
Employment Committee	Councillor Lynda Needham	N/A

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**NOMINATION OF REPRESENTATIVES OF THE COUNCIL ON OUTSIDE BODIES AND ORGANISATIONS**  
**2018/2019**

Organisation	Representative	Date of Retirement	Term of Office (Years)	Party	Comments
Arts Council for North Herts	Cllr E. Dennis-Harburg	2019	1	LAB	
	Cllr S. Deakin-Davies	2019	1	CON	
	Cllr Deepak Sangha	2019	1	LAB	
	Cllr Paul Marment	2019	1	CON	
	Cllr Claire Strong	2019	1	CON	
Baldock Community Forum Community Interest Company	Cllr M.E. Weeks	2019	1	CON	
Baldock Town Twinning Association	Cllr M.E. Weeks	2019	1	CON	
	Cllr Jim McNally	2019	1	CON	
Baldock United Almshouses Charities	Cllr Val Shanley	2019	1	CON	
	Cllr M. Muir	2019	1	CON	
	Cllr M. Weeks	2019	1	CON	
Baldock Youth and Community Association	Cllr Jim McNally	2019	1	CON	
	Cllr M.E. Weeks	2019	1	CON	
	Cllr Val Shanley	2019	1	CON	
Bedfordshire and River Ivel Internal Drainage Board	Cllr M.E. Weeks	2019	1	CON	
British Schools Museum	<b>Cllr Nicola Harris</b>	<b>2019</b>	<b>1</b>	<b>CON</b>	<b>2 nominations for 1 position – vote required</b>
	<b>Cllr Val Bryant</b>	<b>2019</b>	<b>1</b>	<b>LAB</b>	
Charles Collison Trust	Cllr Ian Albert	2019	1	CO-OP	
Chilterns Conservation Board	Cllr D. Barnard	2019	1	CON	
Citizens Advice North Herts	Cllr Ian Mantle	2019	1	LAB	
	Cllr Cathryn Henry	2019	1	CON	
	Cllr Mike Rice	2019	1	CON	
Coombes Community Centre, Royston – Management Committee	Cllr Bill Davidson	2019	1	CON	
	Cllr Jean Green	2019	1	CON	
	Cllr Ben Lewis	2019	1	CON	
E.A. Lucas Technical School Foundation	Cllr Nicola Harris	2018	1	CON	
East of England Leaders Group	Cllr Mrs L.A. Needham	2019	1	CON	
East and North Herts NHS Trust – Involvement Committee	<b>Cllr Steve Deakin-Davies</b>	<b>2019</b>	<b>1</b>	<b>CON</b>	<b>2 nominations for 1 position – vote required</b>
	<b>Cllr Lisa Nash</b>	<b>2019</b>	<b>1</b>	<b>LD</b>	

Organisation	Representative	Date of Retirement	Term of Office (Years)	Party	Comments
Grange Fellowship Community Association	Cllr Daniel Allen	2019	1	LAB	
	Cllr Helen Oliver	2019	1	LAB	
	Cllr Paul Marment	2019	1	CON	
Groundwork Hertfordshire	Cllr Michael Weeks (Executive Member for Waste & Recycling)	2019	1	CON	
Hertfordshire Building Preservation Trust	Cllr Jean Green	2019	1	CON	
Hertfordshire Community Covenant Board	Cllr T. Hunter (Executive Member for Community Engagement and Rural Affairs)	2019	1	CON	
Hertfordshire Health Scrutiny Committee	Cllr Jean Green	2019	1	CON	
	Cllr S. Deakin-Davies (Sub)	2019	1	CON	
Hertfordshire Waste Partnership	Cllr Michael Weeks (Executive Member for Waste & Recycling)	2019	1	CON	
	Sub: Cllr Bill Davidson	2019	1	CON	
Herts Leaders' Group	Cllr Mrs L.A. Needham	2019	1	CON	
Hitchin Charity School Endowment	Cllr Bernard Lovewell	2019	1	CON	
Hitchin Cow Common Trust	Cllr R.A.C. Thake	2019	1	CON	
Hitchin Educational Foundation	Cllr Simon Harwood	2021	4	CON	
	Cllr B. Lovewell	2021	4	CON	
	Cllr Claire Strong	2019	4	CON	
	Cllr Martin Stears-Handscomb	2019	4	LAB	
	Cllr Paul Clark	2019	4	LD	
Hitchin Initiative	<b>Cllr Ian Albert</b>	<b>2019</b>	<b>1</b>	<b>LAB</b>	<b>2 nominations for 1 position – vote required</b>
	<b>Cllr Nicola Harris</b>	<b>2019</b>	<b>1</b>	<b>CON</b>	
Hitchin (Town Twinning)	Cllr Ian Albert	2019	1	LAB	
	Cllr Sam Collins	2019	1	LD	
Hitchin Senior Citizens' Welfare Committee	Cllr Deepak Sangha	2019	1	LAB	
	<b>VACANCY</b>	<b>2019</b>	<b>1</b>	<b>CON</b>	
	Cllr Richard Thake	2019	1	CON	
Hitchin Town Band Committee	Cllr Simon Harwood <b>VACANCY</b>	2019 <b>2019</b>	1 <b>1</b>	CON <b>LAB</b>	

Organisation	Representative	Date of Retirement	Term of Office (Years)	Party	Comments
Hitchin United Charities	Cllr Terry Tyler	2020	3	LD	
	Cllr Richard Thake	2019	1	CON	
	Cllr Ian Albert	2019	1	LAB	
	Cllr Bernard Lovewell	2019	1	CON	
	<b>VACANCY</b>	<b>2020</b>	<b>3</b>	<b>CON</b>	
Howard Garden Social and Day Care Centre	Cllr Sue Ngwala	2019	1	CO-OP	
	Cllr Michael Muir	2019	1	CON	
	Cllr Kate Aspinwall	2019	1	LAB	
Jackmans Community Association	Cllr D. Levett	2019	1	CON	
	Cllr Kate Aspinwall	2019	1	CON	
	Cllr J. Cunningham	2019	1	CON	
King George V Playing Fields User Group	<b>Cllr Simon Harwood</b> <b>Cllr R.A.C. Thake</b> <b>Cllr D.J. Barnard</b> <b>Cllr Ian Albert</b>	<b>2019</b> <b>2019</b> <b>2019</b> <b>2019</b>	<b>1</b> <b>1</b> <b>1</b> <b>1</b>	<b>CON</b> <b>CON</b> <b>CON</b> <b>LAB</b>	<b>4 nominations for 3 positions – vote required</b>
Knebworth House Education and Preservation Trust	Chairman of the Council	2019	1	CON	
Knebworth Twinning Association	Cllr Lisa Nash	2019	1	LD	
Knebworth Village Trust	Cllr Steve Deakin-Davies	2019	1	CON	
	Cllr Lisa Nash	2019	1	LD	
Letchworth Civic Trust	Cllr Mrs L. Needham	2019	1	CON	
	Cllr Mike Rice	2019	1	CON	
Letchworth Garden City BID	Cllr David Levett	2019	1	CON	
Letchworth Garden City Heritage Foundation	Cllr Mrs. L.A. Needham	2019	The term of office of the person appointed	CON	
Letchworth Garden City Town Twinning Association	<b>Cllr David Levett</b>	<b>2019</b>	<b>1</b>	<b>CON</b>	<b>2 nominations for 1 position – vote required</b>
	<b>Cllr Ian Mantle</b>	<b>2019</b>	<b>1</b>	<b>LAB</b>	
Letchworth Sustainability Forum	Cllr David Barnard	2019	1	CON	
London Luton Airport Consultative Committee	Cllr M. Muir	2019	1	CON	
North Hertfordshire Council for Voluntary Service	Cllr Deepak Sangha	2019	1	LAB	
	Cllr Tony Hunter	2019	1	CON	

Organisation	Representative	Date of Retirement	Term of Office (Years)	Party	Comments
North Hertfordshire Homes	<b>Cllr D.J. Barnard</b> <b>Cllr Tony Hunter</b> <b>Cllr Claire Strong</b> <b>Cllr Sue Ngwala</b> <b>Cllr Terry Tyler</b>	<b>2019</b> <b>2019</b> <b>2019</b> <b>2019</b> <b>2019</b>	<b>1</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b>	<b>CON</b> <b>CON</b> <b>CON</b> <b>LAB</b> <b>LD</b>	<b>5 nominations for 3 positions – vote required</b>
North Herts Local Strategic Partnership	Cllr Mrs L.A. Needham Cllr Tony Hunter Cllr Martin Stears-Handscomb	2019 2019 2019	1 1 1	CON CON LAB	
North Herts Minority Ethnic Forum	Cllr P. Marment	2019	1	CON	
Police and Crime Panel	Cllr Tony Hunter Sub: Cllr J. McNally	2019	1	CON	
Rands Educational Foundation	Cllr Mrs. C.P.A. Strong	May 2021	4	CON	
Royston & District Community Transport Scheme	Cllr Tony Hunter	2019	1	CON	
Royston & District Sports Council	<b>Cllr Tony Hunter</b> <b>Cllr Ruth Brown</b>	<b>2019</b> <b>2019</b>	<b>1</b> <b>1</b>	<b>CON</b> <b>LD</b>	<b>2 nominations for 1 position – vote required</b>
Royston and District Volunteer Centre	Cllr Jean Green	2019	1	CON	
Royston Community Assn.	Cllr Bill Davidson Cllr Jean Green	2019 2019	1 1	CON CON	
Royston First Advisory Council (BID)	Cllr Tony Hunter	2019	1	CON	
Royston Old People's Day Centre Committee	Cllr Bill Davidson	2019	1	CON	
Royston Town Twinning Association	<b>Cllr Jean Green</b> <b>Cllr Ben Lewis</b> <b>Cllr Ruth Brown</b>	<b>2019</b> <b>2019</b> <b>2019</b>	<b>1</b> <b>1</b> <b>1</b>	<b>CON</b> <b>CON</b> <b>LD</b>	<b>3 nominations for 2 positions – vote required</b>
Sport North Herts	Cllr J Bishop Cllr Jim McNally Cllr G. Grindal Cllr E. Dennis-Harburg Cllr B. Lewis	2019 2019 2019 2019 2019	1 1 1 1 1	CON CON LAB LAB CON	
St. Michaels Mount Community Centre, Hitchin – Management Committee	Cllr B. Lovewell Cllr Mike Hughson Cllr E. Dennis-Harburg	2019 2019 2019	1 1 1	CON LAB LAB	

<b>Organisation</b>	<b>Representative</b>	<b>Date of Retirement</b>	<b>Term of Office (Years)</b>	<b>Party</b>	<b>Comments</b>
Stevenage and N. Herts Women's Resource Centre	Cllr Clare Billing	2019	1	LAB	
Walsworth Community Association	Cllr B. Lovewell Cllr Mike Hughson Cllr E. Dennis-Harburg	2019 2019 2019	1 1 1	CON LAB LAB	
Westmill Community Centre, Hitchin – Management Committee	Cllr Clare Billing	2019	1	LAB	

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## ANNUAL COUNCIL

17 MAY 2018

*PART 1 – PUBLIC DOCUMENT	AGENDA ITEM No.  <h1 style="margin: 0;">18</h1>
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**TITLE OF REPORT: ITEMS REFERRED FROM EMPLOYMENT COMMITTEE: 11 MAY 2018 – APPOINTMENT OF CHIEF FINANCE OFFICER AND MONITORING OFFICER**

*The following are extracts from the Draft Minutes of the Employment Committee meeting held on 11 May 2018.*

**13. APPOINTMENT OF CHIEF FINANCIAL OFFICER**

In accordance with the Officer Employment Procedure Rules contained in the Council’s Constitution, the Committee, assisted by the Head of Paid Service (Chief Executive), interviewed for the statutory post of Chief Financial Officer.

Following interview, it was

**RECOMMENDED TO COUNCIL:** That Ian Couper be appointed to the statutory post of Chief Financial Officer.

**REASON FOR DECISION:** To ensure the Council complies with the requirements set out in the Officer Employment Procedure Rules contained in the Council’s Constitution.

**14. APPOINTMENT OF MONITORING OFFICER**

In accordance with the Officer Employment Procedure Rules contained in the Council’s Constitution, the Committee, assisted by the Head of Paid Service (Chief Executive), interviewed for the statutory post of Monitoring Officer.

Following interview, it was

**RECOMMENDED TO COUNCIL:** That Jeanette Thompson be appointed to the statutory post of Monitoring Officer.

**REASON FOR DECISION:** To ensure the Council complies with the requirements set out in the Officer Employment Procedure Rules contained in the Council’s Constitution.

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