

**APPOINTMENTS AND COMMITTEES**  
**WDA/20/12**

**Recommendation**

That the following be determined for the 2012/13 Municipal Year:

1. the appointment of Lead Members and their portfolios;
2. the approval of the Terms of Reference and delegations for the Appeals and the Audit and Governance Committees and the appointment of its Members;
3. the appointment of Members to the Contract Procurement Scrutiny Panel and the Chief Executive's Appraisal Panel;
4. representation on the Boards of Mersey Waste Holdings Limited, Bidston Methane Limited, the North West Employers' Organisation; and
5. delegated powers be granted to the Clerk in consultation with all Members to finalise any outstanding appointments in relation to the above.

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## **APPOINTMENTS AND COMMITTEES**

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### **Report of the Chief Executive**

#### **1. Purpose of the Report**

- 1.1 To seek nominations for Lead Members; approval of the appointment of Committees; and representations on other bodies for the 2012/13 Municipal Year.

#### **2. Background**

- 2.1 The Authority appoints its committees and determines their membership at its Annual Meeting each year in accordance with its Procedural Rules.
- 2.2 The Authority also seeks nominations for Members to be appointed to specific portfolios and outside bodies at this meeting.

#### **3. Portfolios and Lead Members**

- 3.1 The Authority appoints lead Members to a set of portfolios each year.
- 3.2 In practice, where a Member has specific responsibility for a portfolio, they will be consulted in the development of that area including proposals for Executive Decisions in line with the Authority's Scheme of Delegation.
- 3.3 In addition to these portfolios, there are a number of panels which require Member representation.
- 3.4 The Contract Procurement Scrutiny Panel was established to provide Members with the opportunity to scrutinise the procurement of the Resource Recovery Contract and latterly, the Interim Contract. The panel is not a decision making body and therefore membership is not fixed and no quorum specified.

3.5 The Chief Executive's Appraisal Panel consists of three Members and meets with the Chief Executive for his appraisal annually with a half yearly review meeting. The Chief Executive's objectives and priorities agreed during the appraisal inform the annual review of the Corporate Plan and therefore take place between September and October each year.

3.6 Nominations are required as follows for 2012/13:

<b>Portfolio</b>	<b>Areas Included</b>	<b>2011/12 Membership</b>
Lead Member for Strategy and Development	Corporate Planning Waste Strategy Sustainability Communications and PR HR	Cllr Cluskey
Lead Member for Operations	WMRC Contract Landfill Contract Environmental Management Waste Facility Management	Cllr Concepcion
Lead Member for Finance	Financial Arrangements inc. Revenue and Capital Budgets. Risk Management Insurance Audit	Cllr Shaw
Lead Members for Procurement (2)	RRC Procurement Sites and Planning	Cllrs De Asha and Cluskey
Governance	Scrutiny Public Consultation	All Members
Contract Procurement Scrutiny Panel (4)	Scrutiny of the RRC / Interim Contract Procurement	Cllrs Moore, De Asha, Brighthouse and Concepcion
Chief Executive's Appraisal Panel (3)	Annual Appraisal	Cllrs Cluskey, De Asha, Brighthouse and Concepcion

#### **4. Appeals Committee**

##### **4.1 Terms of Reference:**

To hear and adjudicate upon:-

1. appeals relating to disciplinary and capability matters; and

2. appeals relating to grading referrals.

**Delegation:**

To have delegated to it all the powers of the Authority to hear and adjudicate upon appeals relating to disciplinary and capability matters and to determine grading referrals.

**Appointments:** 4 Members

**Quorum:** 2 Members

**2011/12 Membership (for information):** Councillors Morgan, Moore, Brighthouse and Williams.

- 4.2 Members are asked to approve the Terms of Reference and Delegations to the Appeals Committee and to consider its Membership.
- 4.3 In accordance with Procedural Rules, Members may either appoint a Chairperson and Deputy Chairperson of this committee at its Annual Meeting or at the first meeting of the committee. In practice, Members usually consider these appointments at the first meeting of the committee, however, Members may consider such appointments at this meeting if they so wish.

## **5. Audit and Governance Committee**

### **5.1 Terms of Reference:**

To deal with:-

1. the Authority's Statement of Accounts and other statutory financial determinations with the exception of Revenue and Capital Budget approval; and
2. the consideration of audit plans and reviews and receipt of the Annual Audit Letter.

**Delegations:**

To approve, only in those instances where an Authority Meeting is not scheduled within the timeframes required, the Statement of Accounts, Annual Governance Assessment and Statement, Prudential Indicators,

SAS 610 Report, Audit Plans, Action Plans resulting from Audit Reviews and Inspections and the Annual Audit Letter.

**Appointments:** 4 Members

**Quorum:** 2 Members

**2011/12 Membership (for information):** Councillors Brighthouse, Moore, Morgan and Shaw.

- 5.2 Members are asked to approve the Terms of Reference and Delegations to the Audit and Governance Committee and to consider its Membership.
- 5.3 As noted in para 4.3 in relation to Procedural Rules, Members may either appoint a Chairperson and Deputy Chairperson of this committee at this meeting or at the first meeting of the committee.

## **6. Board of Mersey Waste Holdings Limited**

- 6.1 As Members will be aware, Mersey Waste Holdings Limited has ceased operations but remains an active company to enable the Authority to retain favourable contractual arrangements.
- 6.2 The Board of Directors includes two Members appointed for a term of two years by the Authority. Councillor De Asha was appointed in 2011 and therefore his appointment remains in effect. Councillor Cluskey was appointed in 2010 and therefore requires review.
- 6.3 Members are entitled to appoint up to four Members to the Board of Mersey Waste Holdings Limited and are therefore asked to consider the appointment of up to three Members to its board in addition to Councillor De Asha.

## **7. Board of Bidston Methane Limited**

- 7.1 The Authority is entitled to appoint three Members to the Board of Bidston Methane Limited. Members appointed at last year's Annual Meeting were as follows:  
  
Councillors Brighthouse, Williams and one vacancy.
- 7.2 Members are asked to consider the representations on the Board of Bidston Methane Limited for the 2012/13 year.

## **8. North West Employers' Organisation**

- 8.1 The Authority is requested each year to appoint a representative to the North Western Employers' Organisation (NWEO).
- 8.2 Councillor De Asha was appointed as the Authority's representative in 2011/12.
- 8.3 Members are asked to consider the representation to the NWEO for the coming year.

## **9. Liverpool City Region Environment and Waste Board**

- 9.1 The Liverpool City Region Environment and Waste Board has not held meetings for some time. It is proposed that no appointment be made at this time but that the Clerk has delegated powers to agree such an appointment with Members should the need arise.

## **10. Sefton Borough Partnership Strategic Board**

- 10.1 This appointment has been made in previous years but the board has now disbanded and therefore no appointment is necessary.

## **11. Risk Implications**

- 11.1 The appointment of committees and representation on other bodies is a requirement of the Authority's Procedural Rules and therefore failure to do so would be in breach of those rules.
- 11.2 At last year's Annual Meeting, Members agreed to grant delegated powers of the Authority to the Clerk to finalise any appointments which had not been agreed at the meeting.
- 11.3 The risk of positions remaining vacant remains and therefore Members are asked to consider granting delegated powers of the Authority to the Clerk this year if the process cannot be concluded.
- 11.4 For ease of reference, Appendix 1 lists all nominations identified in this report. Members can contact the Clerk for further details regarding each appointment prior to the meeting should they require more information.

## **12. HR Implications**

12.1 There are no HR implications associated with this report

## **13. Environmental Implications**

13.1 There are no environmental implications associated with this report.

## **14. Financial Implications**

14.1 There are no financial implications associated with this report.

## **15. Conclusion**

15.1 The Authority is asked to make the determinations for appointments and representations as set out in this report for the 2012/13 Municipal Year and to grant delegated powers to the Clerk to complete any outstanding appointments.

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The background documents to this report are open to inspection in accordance with Section 100D of The Local Government Act 1972 - Nil.



**NOMINATIONS REQUIRED**

<b>Area</b>	<b>2011/12 Membership</b>	<b>No. of Members</b>
Strategy and Development Portfolio	Cllr Cluskey	One
Operations Portfolio	Cllr Concepcion	One
Finance Portfolio	Cllr Shaw	One
Procurement Portfolio	Cllrs De Asha and Cluskey	One Lead plus one other.
Contract Procurement Scrutiny Panel	Cllrs De Asha, Moore, Brighthouse and Concepcion	Open
Chief Executive's Appraisal Panel	Cllrs De Asha, Cluskey, Brighthouse and Concepcion	Three
Appeals Committee	Cllrs Morgan, Moore, Brighthouse and Williams	Four
Audit and Governance Committee	Cllrs Brighthouse, Moore, Morgan and Shaw	Four
Mersey Waste Holdings Ltd Board	Cllrs De Asha and Cluskey	Up to Four
Bidston Methane Ltd Board	Cllr Brighthouse, Williams + 1 VACANCY	Three
North West Employers' Organisation	Councillor De Asha	One