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Council (CDC)

S U P P L E M E N T Cabinet Portfolios and Member Appointments 2018-19

Item

- 4 Election of the Cabinet Leader & Appointment of Cabinet Members
 - Appendix: Portfolio Functions (Pages 3 4)
- Establishment of Committees, Allocation of Seats to Political Groups and Appointments to Committees, Outside Bodies and Informal Meetings

Appendix: Appointments (Pages 5 - 16)

Note: All reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

Date of next meeting - Tuesday, 24 July 2018

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democraticservices@chiltern.gov.uk



Chief Executive: Bob Smith Director of Resources: Jim Burness Director of Services: Steve Bambrick

Cabinet Portfolios 2018-19

Portfolio	Functions	Director	HOS/Manager	HOS Service Areas	Partnerships
Leader (Isobel Darby)	Communications, Performance & Policy	CE	Rachel Prance	Communications, Performance and Policy	Chiltern & South Bucks Strategic Partnership
	Personnel	R	Louise Cole	Human Resources	Health & Wellbeing Board
	Strategic Finance		Rodney Fincham	Strategic Finance	
Support Services (Deputy Leader) (Mike Stannard)	Business Transformation ICT	R	Sim Dixon	Transformation Programme Management and Support, ICT Client, ICT Operations, GIS, Web Services, Information Management including FOI/Data Protection	
	Legal and Democratic Services		Joanna Swift	Legal, Democratic Services, Electoral Registration, Elections, Land Charges	
	Audit Finance		Rodney Fincham	Management & Statutory Accountancy, Financial Administration, Internal Audit, External Audit Liaison	
Planning & Economic Development (Peter Martin)	Planning Enforcement Building Control Strategic Transport Economic Development	S	Mark Jaggard	Planning Policy, Development Management, Conservation & Tree Preservation, Enforcement, Building Control, Strategic Transportation Issues, Economic Development	Bucks Planning Group
Environment (Mike Smith)	Estates Facilities Parking Waste Management Flooding	S	Chris Marchant Martin Holt	Property & Asset Management, Facilities Management, Parking, Cemeteries & Memorial Gardens, Public Conveniences, Street Naming, Engineering Services, Ground Maintenance, Operational Transport Issues, Waste Collection, Street Cleaning, Landscape Advice	Chilterns Crematorium Joint Committee; Joint Waste Collection Committee; Joint Waste Committee for Bucks
Healthy Communities (Liz Walsh)	Carbon Management Community & Leisure Environmental Health Community Safety Licensing Housing	S	Martin Holt	Community Development & Cohesion, Grants, Safeguarding, Leisure Client, Leisure Operations, Sports Development, Environmental Health, Community Safety, Housing, Licensing, Emergency Planning/Health & Safety/Business Continuity	Chiltern Leisure Advisory Board; Chiltern Community Safety Partnership Healthy Communities Partnership
Customer Services (Fred Wilson)	Revenues and Benefits Customer Services	R	Nicola Ellis	Revenues & Benefits Client, Revenues & Benefits Operation, Fraud & Welfare Partnership, Customer Services,	·

Chairman of Council	N Shepherd	Con
Vice-Chairman of Council	G Harris	Con
Leader	l Darby	Con
Deputy Leader	M Stannard	Con
Conservative Group Chairman	J MacBean	Con
Conservative Group Vice-Chairman	M Flys	Con
Conservative Group Secretary	L Smith	Con
Lib. Dem. Group Leader	P Jones	LD

THE CABINET (2 to 9 members + Leader)		
Portfolio	Councillor	
Leader	l Darby	Con
Support Services (Deputy Leader)	M Stannard	Con
Planning & Economic Development	P Martin	Con
Healthy Communities	L Walsh	Con
Environment	M Smith	Con
Customer Services	F Wilson	Con

APPOINTMENT OF EXTERNAL MEMBERS PANEL		
G Harris	Con	
A Bacon	LD	
Council Chairman: N Shepherd	Con	
Leader: I Darby	Con	
Conservative Group Chairman: J MacBean	Con	
Lib Dem Group Leader: P Jones	LD	
Restrictions on Membership: 1 Conservative appointment & 1 Liberal Democrat appointment		

APPEALS & COMPLAINTS COMMITTEE (11)	
Chairman: S Patel	Con
E Culverhouse	Con
J MacBean	Con
D Varley	Con
J Gladwin	Con
G Harris	Con
P Martin	Con
J Burton	Con

D Bray	Con
J Cook	Con
A Bacon	LD

Restrictions on Membership: Although all members of the Council are eligible for appointment, any who are also members of the Joint Staffing Committee or Joint Staffing Sub-Committee will be ineligible to hear appeals that result from the decisions of that Committee.

Political Balance (Seats): 10 Conservative; 1 Liberal Democrat

AUDIT & STANDARDS COMMITTEE (9)	
Chairman: J Gladwin	Con
D Phillips	Con
J Wertheim	Con
N Varley	Con
C Jackson	Con
C Ford	Con
R Jones	Con
V Martin	Con
A Bacon	LD
Restrictions on Membership: CM and VCM of the Council and Members of the Cabinet may not b members.	
Political Balance (Seats): 8 Conservative; 1 Liberal Democrat	

GOVERNANCE & ELECTORAL ARRANGEMENTS COMMITTEE (11)	
Chairman: D Varley	Con
D Bray	Con
M Stannard	Con
I Darby	Con
M Shaw	Con
J Waters	Con
J Burton	Con
N Rose	Con
H Wallace	Con
L Walsh	Con
P Jones	LD
Restrictions on Membership: None.	
Political Balance (Seats): 10 Conservative; 1 Liberal Democrat	

LICENSING (15)		
Chairman: J Rush	Con	
Vice-Chairman: C Jackson	Con	
M Flys	Con	
M Harrold	Con	
M Harker OBE	Con	
G Harris	Con	
R Jones	Con	
C Jones	Con	
C Rouse	Con	
N Varley	Con	
F Wilson	Con	
J Waters	Con	
H Wallace	Con	
N Southworth	Con	
P Jones	LD	
Restrictions on Membership: Cabinet Leader may not be a member; Cabinet Members may CM/VCM. Membership of Licensing Sub Committee drawn from this Committee. All Members undergo training.		
Political Balance (Seats): 14 Conservative; 1 Liberal Democrat		
JOINT STAFFING COMMITTEE (6 CDC MEMBERS)		
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Leader: I Darby	Con	
1 Cabinet Member: M Stannard	Con	
D Phillips	Con	
C Jones	Con	
M Smith	Con	
P Jones	LD	
Restrictions on Membership: Must have Leader + 1 other Cabinet Member All Members Eligible		
Political Balance (Seats): 5 Conservative; 1 Liberal Democrat		

PLANNING COMMITTEE (13)	
Chairman: D Phillips	Con
Vice-Chairman: M Titterington	Con
J Rush	Con
S Patel	Con

N Rose	Con	
J Gladwin	Con	
J MacBean	Con	
J Wertheim	Con	
C Jones	Con	
M Harrold	Con	
J Burton	Con	
J Cook	Con	
P Jones	LD	
Restrictions on Membership: Chairman of the Council may not be a member; Cabinet Members may not be CM/VCM. All Members must undergo training.		
Political Balance (Seats): 12 Conservative; 1 Liberal Democrat		

JOINT COMMITTEE (6 + 6 SBDC Members)		
I Darby	Con	
M Smith	Con	
M Stannard	Con	
P Martin	Con	
L Walsh	Con	
F Wilson	Con	
Restrictions on Membership: 6 Cabinet Members from each authority		

OVERVIEW COMMITTEE: SERVICES (15)		
Chairman: J Burton	Con	
Vice-Chairman: N Varley	Con	
M Titterington	Con	
S Patel	Con	
J Rush	Con	
M Harker OBE	Con	
C Jackson	Con	
E Culverhouse	Con	
C Rouse	Con	
L Smith BEM	Con	
D Bray	Con	
H Wallace	Con	
M Flys	Con	
J Cook	Con	
P Jones	LD	
Restrictions on Membership: Council Chairman/Vice-Chairman & Cabinet Members cannot be on Overview Committees. The Chairman and Vice-Chairman of the Overview Committee will be elected by the members of the Committee.		
Political Balance (Seats): 14 Conservative; 1 Liberal Democrat		

OVERVIEW COMMITTEE: RESOURCES (15)		
Chairman: N Rose	Con	
Vice-Chairman: C Jones	Con	
M Harrold	Con	
C Ford	Con	
J Gladwin	Con	
J Wertheim	Con	
D Phillips	Con	
A Garth	Con	
R Jones	Con	
D Varley	Con	
J MacBean	Con	
M Shaw	Con	
J Waters	Con	
V Martin	Con	
A Bacon	LD	

Restrictions on Membership: Council Chairman/Vice-Chairman & Cabinet Members cannot be on Overview Committees. The Chairman and Vice-Chairman of the Overview Committee will be elected by the members of the Committee.

Political Balance (Seats): 14 Conservative; 1 Liberal Democrat

JOINT OVERVIEW AND SCRUTINY COMMITTEE (5 CDC MEMBERS)

Subject to the decisions of the Ordinary Council meetings at Chiltern and South Bucks District Councils 15 May 2018 and 16 May 2018 respectively regarding the proposal to appoint a Joint Overview and Scrutiny Committee. If the Committee is appointed, the Chairman and Vice-Chairman will be elected at the first meeting of the Committee.

V Martin	Con
C Rouse	Con
N Varley	Con
J Waters	Con
A Bacon	LD

Plus 5 SBDC Members (see SBDC appointments)

Restrictions on Membership: Council Chairman/Vice-Chairman & Cabinet Members cannot be on Overview Committees. The Chairman and Vice-Chairman of the Overview Committee will be elected by the members of the Committee. To avoid a conflict of interest, Members should not also be members of the Joint Staffing Committee. 5 Members from each authority.

Political Balance (Seats): 4 Conservative; 1 Liberal Democrat

POLICY ADVISORY GROUP: SUPPORT SERVICES		
*Chairman: C Ford		
Portfolio Holder: M Stannard		
J Gladwin		
N Rose		
J Wertheim		
R Jones		
A Bacon		
S Patel		
N Rose J Wertheim R Jones A Bacon		

Restrictions on Membership: Appointments made by relevant Cabinet Member. Maximum term is 12 months (ending at Annual Council), but Members can be re-appointed.

Chaiman can be any member of the PAG. *Subject to Support Services PAG meeting 18/06/18.

Number of Members: Minimum: 6 Maximum: 8

POLICY ADVISORY GROUP: PLANNING AND ECONOMIC DEVELOPMENT		
*Chairman: D Bray		
Portfolio Holder: P Martin		
J Burton		
A Garth		
D Phillips		
J Rush		
D Varley		
P Jones		
Restrictions on Membership: Appointments made by relevant Cabinet Member. Maximum t 12 months (ending at Annual Council), but Members can be re-appointed. Chaiman can be any member of the PAG. *Subject to Planning and Economic Development meeting 21/06/18.		

POLICY ADVISORY GROUP: ENVIRONMENT		
*Chairman: C Jones		
Portfolio Holder: M Smith		
M Flys		
J MacBean		
J Waters		
J Cook		
V Martin		
N Shepherd		

Number of Members: Minimum: 6 Maximum: 8

Restrictions on Membership: Appointments made by relevant Cabinet Member. Maximum term is 12 months (ending at Annual Council), but Members can be re-appointed.

Chaiman can be any member of the PAG. *Subject to Environment PAG meeting 12/06/18.

Number of Members: Minimum: 6 Maximum: 8

POLICY ADVISORY GROUP: HEALTHY COMMUNITIES			
*Chairman: C Rouse			
Portfolio Holder: L Walsh			
N Southworth			
N Shepherd			
C Jackson			
G Harris			
M Harker OBE			
E Culverhouse			

Restrictions on Membership: Appointments made by relevant Cabinet Member. Maximum term is 12 months (ending at Annual Council), but Members can be re-appointed.

Chaiman can be any member of the PAG. *Subject to Healthy Communities PAG meeting 18/06/18.

Number of Members: Minimum: 6 Maximum: 8

POLICY ADVISORY GROUP: CUSTOMER SERVICES			
*Chairman: J Cook			
Portfolio Holder: F Wilson			
M Harker OBE			
L Smith BEM			
M Shaw			
M Harrold			
N Varley			
J MacBean			

Restrictions on Membership: Appointments made by relevant Cabinet Member. Maximum term is 12 months (ending at Annual Council), but Members can be re-appointed.

Chaiman can be any member of the PAG. *Subject to Customer Services PAG meeting 11/06/18.

Number of Members: Minimum: 6 Maximum: 8

Informal Meeting / Group	Membership 2018-19	LA	
HS2 Members' Steering Group	Rose (Chairman)	CDC	
	Martin, Vanessa	CDC	
	Gladwin	CDC	
	Martin, Peter	CDC	
	Shepherd	CDC	
	Smith, Linda	CDC	
	Jones, Peter	CDC	
	Varley, Diana	CDC	
	Plus SBDC Members (see SBDC appointments)	SBDC	
100 lufammatian One			
HS2 Information Group	Phillips	CDC	
	Gladwin	CDC	
	Rose	CDC	
Corporate Asset Management Group			
Support Services Cabinet Member	Stannard	CDC	
Environment Cabinet Member	Smith, Mike (Chairman)	CDC	
EPAG Chairman	Jones, Caroline	CDC	
SSPAG Chairman	Ford	CDC	
PEDPAG Chairman	Bray	CDC	
HCPAG Chairman	Rouse	CDC	
CSPAG Chairman	Cook	CDC	
	COOK		
Affordable Housing Member Working Group	Bray	CDC	
	Walsh	CDC	
	Gladwin	CDC	
	Harris	CDC	
	Jones, Peter	CDC	
	Martin, P	CDC	
	Phillips	CDC	
	Stannard	CDC	
eisure Needs Members Working Group	Harris	CDC	
<u> </u>	Jones, R	CDC	
	Rouse	CDC	
	Smith, Mike	CDC	
		CDC	
	Stannard	CDC	
		CDC	
	Stannard Walsh	CDC	
	Stannard Walsh Martin, P	CDC	
	Stannard Walsh Martin, P Garth	CDC CDC	
<u> </u>	Stannard Walsh Martin, P	CDC CDC CDC	
	Stannard Walsh Martin, P Garth	CDC CDC CDC CDC	
<u> </u>	Stannard Walsh Martin, P Garth Phillips Burton Jones, Peter	CDC CDC CDC CDC CDC CDC	
	Stannard Walsh Martin, P Garth Phillips Burton Jones, Peter Darby, Isobel	CDC CDC CDC CDC CDC CDC CDC	
	Stannard Walsh Martin, P Garth Phillips Burton Jones, Peter	CDC CDC CDC CDC CDC CDC	
Group	Stannard Walsh Martin, P Garth Phillips Burton Jones, Peter Darby, Isobel	CDC CDC CDC CDC CDC CDC CDC	
Customer Experience Programme Member	Stannard Walsh Martin, P Garth Phillips Burton Jones, Peter Darby, Isobel Plus SBDC Members (see SBDC appointments)	CDC CDC CDC CDC CDC CDC CDC CDC SBDC	
Customer Experience Programme Member	Stannard Walsh Martin, P Garth Phillips Burton Jones, Peter Darby, Isobel Plus SBDC Members (see SBDC appointments) Shepherd	CDC CDC CDC CDC CDC CDC CDC CDC	
Customer Experience Programme Member	Stannard Walsh Martin, P Garth Phillips Burton Jones, Peter Darby, Isobel Plus SBDC Members (see SBDC appointments) Shepherd Cook	CDC	
Joint Planning Policy Member Reference Group Customer Experience Programme Member Working Group	Stannard Walsh Martin, P Garth Phillips Burton Jones, Peter Darby, Isobel Plus SBDC Members (see SBDC appointments) Shepherd	CDC CDC CDC CDC CDC CDC CDC CDC	

Appendix

Outside Body	Appointment made by	Relevant PAG	Restrictions (4)	Councillors Appointed 2018/19	Representatives required (total)
Amersham & District Community Association		Healthy Communities		Councillor Nigel Shepherd Councillor Liz Walsh	2
Amersham Action Group and Amersham Community Vision		Healthy Communities		Councillor Mimi Harker	1
Amersham Old Town Community Revitalisation Group		Healthy Communities		Councillor Mark Flys Councillor M Harker	2
Armed Forces Champion		Healthy Communities		Councillor Mimi Harker	1
Amersham United Charities	A meeting held according to the ordinary practice of the Council: Cabinet appointment		Must be a 4 year term The person appointed doesn't have to be a Member	lan Arthurton (external representative)	1
Ashley Green & District Community Association		Healthy Communities	None	Councillor Andrew Garth	1
Buckinghamshire and Milton Keynes Natural Environment Partnership	Cabinet Leader	Planning & Economic Development		Councillor Jane MacBean	1
Buckinghamshire & Milton Keynes Association of Local Councils	Cabinet	Healthy Communities		Councillor Isobel Darby	1
Buckinghamshire County Council Health and Adult Social Care Select Committee		Healthy Communities		Councillor Caroline Jones Reserve - N Shepherd	2
Buckinghamshire Health and Well Being Board		Healthy Communities		Councillor Isobel Darby	1
Buckinghamshire Historic Buildings Trust Ltd		Planning & Economic Development		Councillor Carl Jackson	1
Buckinghamshire Mind		Healthy Communities	None	Councillor Jane MacBean	1
Buckinghamshire County Council Pension Fund Committee				Councillor J Gladwin	
Buckinghamshire Strategic Flood Management Group		Planning & Economic Development		Councillor Jane MacBean Reserve: Councillor Jonathan Rush	2
Buckinghamshire Thames Valley Local Enterprise Partnership	Cabinet	Planning & Economic Development		Councillor Isobel Darby Reserve - Peter Martin	2
Central Area Growth Board (Oxford - Milton Keynes -Cambridge Corridor)			Leader/ Leader to nominate Cabinet Member. Substitute required (also Cabinet member)	Councillor Isobel Darby Reserve - Peter Martin	1
Chalfont St Giles Youth Club		Healthy Communities	None	Councillor Caroline Rouse	1
Chalfont St Giles Revitalisation Steering Group				Councillor Carl Jackson Reserve - Councillor Des Bray	2
Chalfont St Peter Village Action Group		Healthy Communities		Councillor Linda Smith	1

Outside Body	Appointment made by	Relevant PAG	Restrictions (4)	Councillors Appointed 2018/19	Representatives required (total)
Chalfont St Peter Community Centre		Healthy Communities		Councillor Jonathan Rush	1
Chalfont St Peter Neighbourhood Action Group		Healthy Communities		Councillor Isobel Darby Councillor Jonathan Rush	2
Chesham & District Community Association		Healthy Communities		Councillor Jane MacBean	1
Chesham Connect (previously Chesham Action Partnership CHAP)		Healthy Communities	None	Councillor Nick Varley	1
Chesham Museum	Cabinet	Healthy Communities		Councillor Jane MacBean	1
Chesham Over Fifties Positive Action Group		Healthy Communities	None	Councillor Jane MacBean	1
Chesham Renaissance Community Interest Company				Councillor Mike Stannard	
Chesham Youth Club Management Committee	Cabinet	Healthy Communities		Councillor Jane MacBean	1
Chiltern, South Bucks and Wycombe Joint Waste Collection Committee	Cabinet	Environment	1 relevant Cabinet Member 1 Member not on the Cabinet or on Services Overview Committee	Councillor Mike Smith Councillor Caroline Jones	2
Chiltern Citizens' Advice Bureau	Cabinet	Healthy Communities	None	Councillor Emily Culverhouse	1
Chiltern & South Bucks Strategic Partnership				Councillor Caroline Jones Councillor Mimi Harker Councillor Jonathan Rush	3
Chilterns Conservation Board		Planning & Economic Development		Councillor Nick Rose	1
Chiltern LEADER Local Action Group		Planning & Economic Development		Councillor Nick Rose	1
Chiltern and South Bucks Leisure Advisory Board		Healthy Communities		Councillor Mimi Harker OBE Councillor Liz Walsh Reserve - Councillor Graham Harris	2 (plus reserve)
Chiltern Open Air Museum Advisory Council		Healthy Communities		Councillor Carl Jackson Councillor Linda Smith Councillor Des Bray Councillor Caroline Jones	4
Chiltern Woodlands Project Limited		Planning & Economic Development	None.	Councillor John Gladwin	1
Chiltern Youth Activities (Chiltern Youth Centre Management Committee)		Healthy Communities		Councillor Liz Walsh	1
Chilterns Crematorium Joint Committee	Cabinet	Environment	2 relevant Cabinet Members	Councillor Peter Martin Councillor Mike Smith	2
Colne Valley Park Community Interest Company		Planning & Economic Development		Councillor Chris Ford	1
Denham Aerodrome Consultative Committee		Planning & Economic Development	None	Councillor Don Phillips	1

Outside Body	Appointment made by	Relevant PAG	Restrictions (4)	Councillors Appointed 2018/19	Representatives required (total)
District Councils Network Assembly		Leader	Must be the Leader. Leader can appoint subsitutes	Councillor Isobel Darby	1
European Structural and Investment Funds (ESIF)		Planning & Economic Development		Councillor Peter Martin	1
Great Missenden Parish Revitalisation Group & Community Vision for HP16		Healthy Communities	None	Councillor Heather Wallace Councillor John Gladwin	2
Groundwork South Trust Limited		Healthy Communities	None	Councillor Chris Ford	1
Healthy Communities Partnership	Cabinet - Relevant Cabinet Member	Healthy Communities	Must be a Member	Councillor Liz Walsh	1
Holmer Green Village Centre		Healthy Communities		Councillor Mark Titterington	1
Housing Interaction Trust		Healthy Communities		Councillor Carl Jackson	1
HS2 Joint Project Board (51M)		Planning & Economic Development		Councillor Nick Rose	1
Little Chalfont Community Association And The Big Vision for Little Chalfont		Healthy Communities	Representative should be a Cabinet Member, but this not compulsory	Councillor Peter Martin	1
Local Area Forum: Amersham		Healthy Communities		Councillor Mimi Harker OBE	1
Local Area Forum: Chalfonts		Healthy Communities		Councillor Linda Smith BEM	1
Local Area Forum: Chesham		Healthy Communities		Councillor Fred Wilson	1
Local Area Forum: Missenden		Healthy Communities		Councillor John Gladwin	1
Local Government Association General Assembly				Councillor Isobel Darby	1
Pond Park Community Association		Healthy Communities		Councillor N Southworth	1
South East England Councils (SEEC)	Cabinet	Planning & Economic Development	Usually the Leader/Deputy Leader, but this is not compulsory. Subsitutes must be from the same political party.	Councillor Isobel Darby	1
Thames Valley Police and Crime Panel	Cabinet	Healthy Communities		Councillor Emily Culverhouse	1
The Chilterns Dial-a-Ride		Healthy Communities		Councillor Carl Jackson	1
Way In (Chiltern Youth Matters)		Healthy Communities		Councillor Peter Hudson Reserve - Councillor Jane MacBean	2
Wycombe Rape Crisis		Healthy Communities	Should be a female Member	Councillor Emily Culverhouse	1