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Please ask for:  
Alison Marston

13 May 2022

Dear Councillor

You are requested to attend a meeting of the WELWYN HATFIELD BOROUGH COUNCIL to be held on Monday 23 May 2022 at 7.30 pm in the Hawthorne Theatre, Campus West, Welwyn Garden City, Herts.

Yours faithfully



Governance Services Manager

**AGENDA**  
**PART 1**

1. **ELECTION OF MAYOR**  
To elect the Mayor for the Municipal Year 2022/23.  
  
The retiring Mayor will present the Civic Awards for 2022.
2. **APPOINTMENT OF DEPUTY MAYOR**  
To appoint the Deputy Mayor for the Municipal Year 2022/23.
3. **APOLOGIES**  
To receive apologies for absence, if any.
4. **MINUTES**  
To confirm as a correct record the Minutes of the meeting held on 16 March 2022 (previously circulated).
5. **DECLARATIONS OF INTERESTS BY MEMBERS**  
To note declarations of Members' disclosable pecuniary interests, non-disclosable pecuniary interests and non-pecuniary interests in respect of items

on the Agenda.

6. ANNOUNCEMENTS

To receive any announcements from the Mayor or the Head of Paid Service.

7. APPOINTMENT OF SECTION 151 CHIEF FINANCE OFFICER (Pages 3 - 4)

Report of the Chief Executive on the approval of the appointment of the Council's Section 151 Chief Finance Officer.

8. REVIEW OF POLITICAL PROPORTIONALITY (Pages 5 - 8)

To consider the report of the Monitoring Officer on a review of the political proportionality of Member appointments to Committees.

9. APPOINTMENT OF COMMITTEES 2022/23

(a) To note the appointments by the Leader of the Council of the Cabinet.  
(Pages 9 - 10)

(b) To approve the appointment of Committees. (Pages 11 - 14)

10. APPOINTMENT OF REPRESENTATIVES (Pages 15 - 16)

To appoint representatives to serve on outside bodies in 2022/23.

11. ATTENDANCES (Pages 17 - 18)

To note the summary of attendances by Members at meetings during 2021/22.

Circulation: The Mayor and Members of the Welwyn Hatfield Borough Council  
Corporate Management Team  
Press and Public (except Part II Items)

**If you require any further information about this Agenda please contact Alison Marston, Governance Services on 01707 357444 or email – [democracy@welhat.gov.uk](mailto:democracy@welhat.gov.uk)**

# Agenda Item 7

## Part I

Main author: Ka Ng

Executive Member: Cllr Tony Kingsbury  
All Wards

WELWYN HATFIELD BOROUGH COUNCIL  
ANNUAL COUNCIL – 23 MAY 2022  
REPORT OF THE CHIEF EXECUTIVE

### APPOINTMENT OF SECTION 151 CHIEF FINANCE OFFICER

#### **1 Executive Summary**

- 1.1 This report seeks approval of the appointment of the Council's Section 151 Chief Finance Officer, in the light of the recent senior management restructure.

#### **2 Recommendation(s)**

- 2.1 That the Council approves that Richard Baker be appointed to the statutory post of Section 151 Chief Finance Officer.
- 2.2 That delegated responsibility be given to the Human Resources Manager, in consultation with the Chief Executive, to finalise the arrangements for this appointment.

#### **3 Explanation**

- 3.1 Councils are required under Section 151 of Local Government Act 1972 to make arrangements for the proper administration of their financial affairs and give an officer responsibility for the administration of those affairs. This officer is generally known as the Section 151 and/or Chief Finance Officer.
- 3.2 Following the recent senior management restructure, the S151 Officer role will be carried out by the postholder for Executive Director (Finance and Transformation).
- 3.3 An external recruitment campaign for the Executive Director (Finance and Transformation) post attracted six applications and three candidates were shortlisted.
- 3.4 Following a rigorous assessment (including a technical interview chaired by the Chief Executive of the Chartered Institute of Public Finance and Accountancy (CIPFA), Rob Whiteman CBE) and interview (including the Leader of the Council), the Panel gave full consideration to all the candidates and unanimously agreed to recommend that Richard Baker be appointed to the role.

#### **Implications**

#### **4 Legal Implication(s)**

- 4.1 The Council is required by law to appoint a Section 151 Officer pursuant to Section 151 of the Local Government Act 1972, which is one of the three Statutory Officer posts provided for in 'Article 12 of the Constitution – Officers'.

#### **5 Financial Implication(s)**

- 5.1 There are no additional costs arising from the appointments process.

**6 Risk Management Implications**

6.1 There are no inherent risks in this report.

**7 Security and Terrorism Implication(s)**

7.1 There are no security and terrorism implications inherent in this report.

**8 Procurement Implication(s)**

8.1 There are no procurement implications in this report.

**9 Climate Change Implication(s)**

9.1 There are no climate change implications in this report.

**10 Human Resources Implication(s)**

10.1 The Human Resource implications are contained in the body of this report.

**11 Health and Wellbeing Implication(s)**

11.1 There are no health & wellbeing implications associated with this report.

**12 Communication and Engagement Implication(s)**

12.1 The appointment will be formally communicated after this meeting.

**13 Link to Corporate Priorities**

13.1 The subject of this report is linked to the Council's Corporate Priority of a 'Well-run Council which puts our customers first'.

**14 Equality and Diversity**

14.1 An Equality Impact Assessment was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

|                |                 |
|----------------|-----------------|
| Name of author | Ka Ng           |
| Title          | Chief Executive |
| Date           | 13 May 2022     |

# Agenda Item 8

Part I

Item No: 8

Main author: Alison Marston

Not Ward Specific

WELWYN HATFIELD BOROUGH COUNCIL  
ANNUAL COUNCIL – 23 MAY 2022  
REPORT OF THE MONITORING OFFICER

## REVIEW OF POLITICAL PROPORTIONALITY

### **1 Executive Summary**

- 1.1 The purpose of this report is to review the political proportionality of Member appointments to Committees to take account of the Borough Council Election on 5 May 2022.

### **2 Recommendation**

- 2.1 That the review of political proportionality of Member appointments to Committees be noted and the allocation of seats be as set out in the schedule to the report.

### **3 Explanation**

- 3.1 It is necessary to review the political proportionality of Member appointments to Committees following the Borough Council election on 5 May 2022 and to reflect the results in the constitution of Committees.
- 3.2 The Council has a legal duty to secure the balance of the different political groups on the authority.
- 3.3 The nominations for Member appointments to Committees listed under agenda item 9 are in accordance with this review of political proportionality.

### **Implications**

#### **4 Legal Implication(s)**

- 4.1 Section 15 of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 set out the Council's legal duty to reflect the overall political composition of the Council in the appointment of Members to Committees.

#### **5 Financial Implication(s)**

- 5.1 None

#### **6 Risk Management Implications**

- 6.1 None

#### **7 Security and Terrorism Implication(s)**

- 7.1 None

#### **8 Procurement Implication(s)**

- 8.1 None

#### **9 Climate Change Implication(s)**

- 9.1 None

**10 Human Resources Implication(s)**

10.1 None

**11 Health and Wellbeing Implication(s)**

11.1 None

**12 Communication and Engagement Implication(s)**

12.1 None.

**13 Link to Corporate Priorities**

13.1 The subject of this report is linked to a statutory requirement under the Local Government and Housing Act 1989 and Regulations.

**14 Equality and Diversity**

14.1 An Equality Impact Assessment (EIA) has not been carried out in connection with the proposals that are set out in this report. It is considered that there are no differential impacts.

|                |                             |
|----------------|-----------------------------|
| Name of author | Alison Marston 01707 357444 |
| Title          | Governance Services Manager |
| Date           | 13 May 2022                 |

**Welwyn Hatfield Borough Council**  
Committee Proportionality Ratios

| Seats on Council                  | 2021/22 |        | 2022/23 |        |
|-----------------------------------|---------|--------|---------|--------|
| Conservative                      | 28      | 58.33% | 26      | 54.17% |
| Liberal Democrat and Independent* | 11      | 22.92% | 12      | 25%    |
| Labour                            | 9       | 18.75% | 10      | 20.83% |
| TOTAL                             | 48      | 100%   | 48      | 100%   |

| Committee                          | Seats   |         | Ratio    |          |
|------------------------------------|---------|---------|----------|----------|
|                                    | 2021/22 | 2022/23 | 2021/22  | 2022/23  |
| Estates Management Appeals Panel   | 9       | 9       | 5:2:2    | 5:2:2    |
| Estate Management Member Group     | 7       | 7       | 4:2:1    | 4:2:1    |
| Audit Committee                    | 7       | 7       | 4:2:1    | 4:2:1    |
| Cabinet Housing Panel              | 11      | 11      | 6:3:2    | 6:3:2    |
| Cabinet Planning and Parking Panel | 13      | 13      | 8:3:2    | 7:3:3    |
| Grants Board                       | 9       | 9       | 5:2:2    | 5:2:2    |
| Overview and Scrutiny              | 13      | 13      | 8:3:2    | 7:3:3    |
| Development Management             | 13      | 13      | 8:3:2    | 7:3:3    |
| Licensing                          | 7       | 7       | 4:2:1    | 4:2:1    |
| Campus West Cabinet Panel          | 9       | 9       | 5:2:2    | 5:2:2    |
| Total seats                        | 98      | 98      | 98       | 98       |
| Entitlement (%)                    |         |         | 57:24:17 | 54:24:20 |

**Notes:**

This is the list of Committees included in the calculations for political proportionality. Groups will also have seats on other bodies not shown in this list.

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## **EXECUTIVE APPOINTMENTS 2022/23** **APPOINTED BY THE LEADER**

### **Cabinet**

(Up to 10 Members of the Council to be determined by the Leader)

S Boulton (VC)

S Kasumu

T Kingsbury (C)

T Mitchinson

N Pace

B Sarson

F Thomson

### **Executive Members**

T Kingsbury      Leader of the Council

S Boulton      Deputy Leader of the Council and Executive Member, Resources and Planning

S Kasumu      Executive Member, Environment and Climate Change

T Mitchinson      Executive Member, Leisure and Community

N Pace      Executive Member, Governance, Public Health and IT

B Sarson      Executive Member, Community Safety and Parking

F Thomson      Executive Member, Housing

### **Note**

(C)      Denotes Chair

(VC)      Denotes Vice Chair

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**NON-EXECUTIVE COMMITTEES 2022/23**

**Standards Committee**

(6 Members comprising 5 Borough Council Members including one Executive Member and 1 non-voting Co-Opted Local Councils Association Representative)

Ratio 3:1:1

| Conservative  |   | Liberal Democrats |  | Labour   |  |
|---------------|---|-------------------|--|----------|--|
| T Kingsbury   | C | P Zukowskyj       |  | J Broach |  |
| G Michaelides |   |                   |  |          |  |
| N Pace        |   |                   |  |          |  |

Representative of the Welwyn Hatfield Association of Local Councils:

B.Morris

**Overview and Scrutiny Committee**

(Note: The Overview and Scrutiny Committee is authorised to appoint up to five non-voting co-optees at any time to assist it in the performance of its functions)

Constitution: 13 Members

Ratio 7:3:3

| Conservative  |   | Liberal Democrats |    | Labour       |    |
|---------------|---|-------------------|----|--------------|----|
| G Michaelides | C | F Marsh           | VC | M Holloway   | VC |
| A Hellyer     |   | M Siewniak        |    | L Chesterman |    |
| C Juggins     |   | T Rowse           |    | L Crofton    |    |
| C Stanbury    |   |                   |    |              |    |
| S Thusu       |   |                   |    |              |    |
| T Travell     |   |                   |    |              |    |
| R Trigg       |   |                   |    |              |    |

Co-opted Members:

Tenants Panel Representatives

To be appointed

**Development Management Committee**

Constitution: 13 Members (may include one Executive Member but not as Chair or Vice-Chair)

Ratio 7:3:3

| Conservative |    | Liberal Democrats |  | Labour   |  |
|--------------|----|-------------------|--|----------|--|
| J Boulton    | C  | J-P Skoczylas     |  | J Broach |  |
| R Trigg      | VC | J Ranshaw         |  | P Shah   |  |
| J Cragg      |    | D Panter          |  | J Weston |  |
| C Juggins    |    |                   |  |          |  |
| N Pace       |    |                   |  |          |  |
| D Richardson |    |                   |  |          |  |
| S Tunstall   |    |                   |  |          |  |

**Note**

(C) Denotes Chair

(VC) Denotes Vice Chair

## NON-EXECUTIVE COMMITTEES 2022/23

### Audit Committee

Constitution: 7 Members

Ratio 4:2:1

| Conservative  |    | Liberal Democrats | Labour    |
|---------------|----|-------------------|-----------|
| G Michaelides | C  | F Marsh           | L Brandon |
| J Boulton     | VC | R Platt           |           |
| P Smith       |    |                   |           |
| C Stanbury    |    |                   |           |

### Licensing Committee

Constitution: 7 Members

Ratio 4:2:1

| Conservative |    | Liberal Democrats | Labour |
|--------------|----|-------------------|--------|
| P Smith      | C  | P Zukowskyj       | L Musk |
| J Cragg      | VC | D Jones           |        |
| S McNamara   |    |                   |        |
| S Tunstall   |    |                   |        |

### Alcohol and Regulated Entertainment Committee

Constitution: 10-15 Members

The political proportionality rules do not apply to this Committee

| Conservative |    | Liberal Democrats | Labour       |
|--------------|----|-------------------|--------------|
| P Smith      | C  | D Jones           | M Birleson   |
| J Cragg      | VC |                   | L Chesterman |
| C Juggins    |    |                   | G Hayes      |
| S McNamara   |    |                   | M Holloway   |
| C Stanbury   |    |                   | L Musk       |
| T Travell    |    |                   | J Weston     |
| R Trigg      |    |                   |              |

### Grants Board

Constitution: 9 Members

Ratio 5:2:2

| Conservative |    | Liberal Democrats | Labour       |
|--------------|----|-------------------|--------------|
| R Lass       | C  | M Siewniak        | L Brandon    |
| S McNamara   | VC | J-P Skoczylas     | L Chesterman |
| J Lake       |    |                   |              |
| T Travell    |    |                   |              |
| F Wachuku    |    |                   |              |

#### Note

(C) Denotes Chair

(VC) Denotes Vice Chair

## **NON-EXECUTIVE COMMITTEES 2022/23**

### **Member Development Steering Group**

Constitution: 4 Members

Ratio 2:1:1

| <b>Conservative</b> |          | <b>Liberal Democrats</b> | <b>Labour</b> |
|---------------------|----------|--------------------------|---------------|
| T Kingsbury         | <b>C</b> | D Jones                  | M Birleson    |
| F Wachuku           |          |                          |               |

### **Constitution Review Group**

Constitution: 7 Members

Ratio 4:2:1

| <b>Conservative</b> |           | <b>Liberal Democrats</b> | <b>Labour</b> |
|---------------------|-----------|--------------------------|---------------|
| T Kingsbury         | <b>C</b>  | P Zukowskyj              | G Hayes       |
| N Pace              | <b>VC</b> | R Platt                  |               |
| J Boulton           |           |                          |               |
| R Lass              |           |                          |               |

### **Climate Change Member Group**

Constitution: 7 Members

Ratio 4:2:1

| <b>Conservative</b> |          | <b>Liberal Democrats</b> | <b>Labour</b> |
|---------------------|----------|--------------------------|---------------|
| D Richardson        | <b>C</b> | J Quinton                | J Weston      |
| A Hellyer           |          | G Moore                  |               |
| J Lake              |          |                          |               |
| R Lass              |          |                          |               |

### **Head of Paid Service Appointment Panel**

Constitution: Cabinet Members and Opposition Group Leaders (plus one external adviser)

| <b>Conservative</b> |  | <b>Liberal Democrats</b> | <b>Labour</b> |
|---------------------|--|--------------------------|---------------|
| T Kingsbury         |  | P Zukowskyj              | L Chesterman  |
| S Boulton           |  |                          |               |
| S Kasumu            |  |                          |               |
| T Mitchinson        |  |                          |               |
| N Pace              |  |                          |               |
| B Sarson            |  |                          |               |
| F Thomson           |  |                          |               |

### **Investigating and Disciplinary Committee**

Constitution: 5 Members (plus 2 Independent members)

Ratio 3:1:1

| <b>Conservative</b> |          | <b>Liberal Democrats</b> | <b>Labour</b> |
|---------------------|----------|--------------------------|---------------|
| S Boulton           | <b>C</b> | P Zukowskyj              | L Chesterman  |
| G Ganney            |          |                          |               |
| P Smith             |          |                          |               |

#### **Note**

(C) Denotes Chair

(VC) Denotes Vice Chair

## **NON-EXECUTIVE COMMITTEES 2022/23**

### **Appeal Committee**

Constitution: 5 Members (plus 2 Independent members)

Ratio 3:1:1

| <b>Conservative</b> |          | <b>Liberal Democrats</b> |  | <b>Labour</b> |  |
|---------------------|----------|--------------------------|--|---------------|--|
| T Mitchinson        | <b>C</b> | J Quinton                |  | G Hayes       |  |
| G Michaelides       |          |                          |  |               |  |
| D Richardson        |          |                          |  |               |  |

### **Independent Panel**

Constitution: 2 Independent Members to be determined by the Monitoring Officer as appropriate

#### **Note**

(C) Denotes Chair

(VC) Denotes Vice Chair

**NOMINATIONS FOR APPOINTMENTS OF REPRESENTATIVES ON OUTSIDE BODIES 2022/23**

|     | <b>Organisation</b>   | <b>Number of Reps</b> | <b>Period of Office</b> | <b>Nominations 2021/22</b>       |
|-----|---|-----------------------|-------------------------|----------------------------------|
| 1.  | Citizens Advice Bureau (Welwyn Hatfield)  | 1                     | 1 year                  | F Wachuku (C)                    |
| 2.  | Digswell Arts Trust   | 2<br>(Observers)      | 1 year                  | J Cragg (C)<br>S Tunstall (C)    |
| 3.  | Breaks Manor Youth Club   | 1                     | 1 year                  | C Juggins (C)                    |
| 4.  | Hatfield and District Age Concern   | 1                     | 1 year                  | C Juggins (C)                    |
| 5.  | Haldens Residents and Community Association   | 1                     | 1 year                  | A Hellyer (C)                    |
| 6.  | Hertfordshire Groundwork Trust  | 1                     | 1 year                  | D Richardson (C)                 |
| 7.  | Herts and Middx Trust for Nature Conservation Ltd. Stanborough Reedmarsh Nature Reserve | 2                     | 1 year                  | P Smith (C)<br>D Richardson (C)  |
| 8.  | Jubilee House - Directors   | 1                     | 1 year                  | D Richardson (C)                 |
| 9.  | Ludwick Family Club Management Committee  | 2                     | 1 year                  | S McNamara (C)<br>S Tunstall (C) |
| 10. | St.John's Youth Centre  | 1                     | 1 year                  | C Stanbury (C)                   |
| 11. | Welwyn Hatfield Community and Voluntary Service   | 1                     | 1 year                  | J Cragg (C)                      |
| 12. | Women's Resource Centre - Management Committee  | 1<br>(female Member)  | 1 year                  | G Ganney (C)                     |
| 13. | Hertfordshire Health Scrutiny Committee   | 1                     | 1 year                  | C Juggins (C)                    |
| 14. | Women's Refuge  | 1<br>(female Member)  | 1 year                  | B Fitzsimon (C)                  |
| 15. | Ellenbrook Park Trust   | 1                     | 1 year                  | D Richardson (C)                 |

**NOMINATIONS FOR APPOINTMENTS OF REPRESENTATIVES ON OUTSIDE BODIES**  
**2022/23**

|    | <b>School Governing Bodies</b>  | <b>Number of Reps</b> | <b>Nominations 2021/22</b> |
|----|---------------------------------|-----------------------|----------------------------|
| 1. | Harwood Hill JMI                | 1                     | G Ganney (C)               |
| 2. | Holwell JMI and Ludwick Nursery | 1                     | S McNamara (C)             |
| 3. | Homerswood JMI                  | 1                     | F Wachuku (C)              |
| 4. | Peartree JMI                    | 1                     | F Thomson (C)              |
| 5. | Watchlytes JMI                  | 1                     | A Hellyer (C)              |
| 6. | Southfield School               | 1                     | J Lake (C)                 |



## Members' Attendance Summary 2021/22

| First Name | Surname        | Group        | Actual | Possible | %   |
|------------|----------------|--------------|--------|----------|-----|
| Duncan     | Bell           | Conservative | 35     | 35       | 100 |
| Glyn       | Hayes          | Labour       | 32     | 32       | 100 |
| Max        | Holloway       | Labour       | 15     | 15       | 100 |
| Peter      | Hebden         | Conservative | 8      | 8        | 100 |
| Barbara    | Fitzsimon      | Conservative | 33     | 34       | 97  |
| Craig      | Stanbury       | Conservative | 26     | 27       | 96  |
| Bernard    | Sarson         | Conservative | 25     | 26       | 96  |
| Russ       | Platt          | Lib Dem      | 23     | 24       | 96  |
| Flavia     | Wachuku        | Conservative | 20     | 21       | 95  |
| Tony       | Kingsbury      | Conservative | 34     | 36       | 94  |
| Paul       | Zukowskyj      | Lib Dem      | 17     | 18       | 94  |
| Frank      | Marsh          | Lib Dem      | 29     | 31       | 94  |
| Stephen    | Boulton        | Conservative | 36     | 39       | 92  |
| Paul       | Smith          | Conservative | 22     | 24       | 92  |
| Steve      | McNamara       | Conservative | 22     | 24       | 92  |
| Kieran     | Thorpe         | Labour       | 9      | 10       | 90  |
| Jane       | Quinton        | Lib Dem      | 25     | 28       | 89  |
| Drew       | Richardson     | Conservative | 32     | 36       | 89  |
| Fiona      | Thomson        | Conservative | 29     | 33       | 88  |
| Alastair   | Hellyer        | Conservative | 27     | 31       | 87  |
| Jayne      | Ranshaw        | Lib Dem      | 20     | 23       | 87  |
| Teresa     | Travell        | Conservative | 18     | 21       | 86  |
| Caron      | Juggins        | Conservative | 16     | 19       | 84  |
| Jean-Paul  | Skoczylas      | Lib Dem      | 25     | 30       | 83  |
| Ayesha     | Rohale         | Lib Dem      | 15     | 18       | 83  |
| Lynn       | Chesterman     | Labour       | 23     | 28       | 82  |
| Roger      | Trigg          | Conservative | 27     | 33       | 82  |
| Julie      | Cragg          | Conservative | 18     | 22       | 82  |
| Pankit     | Shah           | Labour       | 21     | 26       | 81  |
| Jill       | Weston         | Labour       | 21     | 26       | 81  |
| Helen      | Quenet         | Lib Dem      | 16     | 20       | 80  |
| James      | Lake           | Conservative | 15     | 19       | 79  |
| Samuel     | Kasumu         | Conservative | 22     | 28       | 79  |
| Siobhan    | Elam           | Lib Dem      | 21     | 27       | 78  |
| George     | Michaelides    | Conservative | 27     | 35       | 77  |
| Gail       | Ganney         | Conservative | 20     | 26       | 77  |
| Tamsin     | Jackson-Mynott | Lib Dem      | 16     | 21       | 76  |
| Rebecca    | Lass           | Conservative | 19     | 25       | 76  |
| Stan       | Tunstall       | Conservative | 22     | 29       | 76  |
| Margaret   | Birleson       | Labour       | 15     | 20       | 75  |
| Sunny      | Thusu          | Conservative | 12     | 16       | 75  |
| Jonathan   | Boulton        | Conservative | 17     | 23       | 74  |
| Lucy       | Musk           | Labour       | 11     | 15       | 73  |
| Nick       | Pace           | Conservative | 23     | 35       | 66  |
| Lenny      | Brandon        | Labour       | 14     | 22       | 64  |
| James      | Bond           | Conservative | 5      | 8        | 63  |
| Anthony    | Dennis         | Lib Dem      | 11     | 24       | 46  |
| Steven     | Markiewicz     | Conservative | 0      | 3        | 0   |

Stated figures relate to all meetings of the Council and Cabinet as well as all committees, panels, boards and task and finish groups attended by Members in the Municipal Year 2020/21. Attendance of meetings as a substitute or guest is not included.

Please note the figures of attendance on the Councillor profile pages on the website do differ from these figures because not all meetings are picked up by the online system.

Please note the attendance for Councillor Markiewicz is zero because he sadly passed away while in service.

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