



SOUTH EAST ENGLAND COUNCILS CONSTITUTION

This constitution establishes South East England Councils as an unincorporated association.

1. Name

The body shall be known as South East England Councils (hereinafter referred to as **SEEC**).

2. Area covered

South East England (or South East) comprises the geographical county areas of the South East, namely Berkshire, Buckinghamshire, East Sussex, Hampshire, Isle of Wight, Kent, Oxfordshire, Surrey and West Sussex.

3. Objectives of SEEC

- 3.1 To be the body that represents and promotes the views and interests of local government in the South East of England, providing a means for the formulation and expression of the joint views of the constituent authorities to Government, and other regional, national and international institutions. Key priorities will be to promote the economic, social and environmental well-being of the South East of England, its residents and workforce.
- 3.2 To ensure the effective representation of local authority interests on appropriate regional, national and international bodies and ensure effective liaison and co-ordination with partner organisations.
- 3.3 To provide a forum for the consideration and determination of cross-boundary issues of common concern, including an oversight of strategic policies, priorities and investment needs.
- 3.4 To liaise and work in partnership with other organisations and agencies to ensure the needs of South East councils are reflected in central Government policy and investment decisions.
- 3.5 To scrutinise the policies, impact, activities and accountability of centrally-funded agencies and other unelected public bodies/public utilities in the South East.
- 3.6 To work closely with other areas of the country to represent the interests of the South East to neighbouring areas and at both national and European levels.

- 3.7 To provide such services to members as agreed by SEEC, to include the support of any SEEC staff that may be recruited to a shared co-ordination and support team.
- 3.8 To hold information, data and research relating to the South East and to make this bank of information, data and research publicly available via one or more websites, for use by all South East local authorities and their partner organisations.

4. Membership

- 4.1 Membership is only open to principal local authorities. Each District, County and Unitary local authority in the South East (as defined in section 2 above) shall be eligible to be a member of SEEC and shall be a member of SEEC if they so wish by paying the subscriptions in the manner provided for in the subscription scheme for the time being in force under section 10.1 below.
- 4.2 An eligible authority may become a member of SEEC at any time in the year on the payment in full of the subscription for that year. An authority not wishing to remain in membership must give at least 12 months' written notice of withdrawal to the SEEC Secretary and secretariat. Part-year subscriptions will not be refunded.
- 4.3 SEEC may, in future, review its qualifications for membership and/or its geographical area. Such changes would constitute changes to the SEEC constitution and would require approval from 75% of the membership as set out in section 12.
- 4.4 The SEEC Secretary and secretariat shall keep a register of members and their correspondence details.

5. Representation, nominations and substitutions

- 5.1 Each local authority in membership of SEEC shall be represented at all-member meetings of SEEC by one councillor as their SEEC lead representative, normally the Leader or another senior councillor. Each such local authority is required to nominate their SEEC lead representative and one formal substitute annually. The substitute will be eligible to represent the local authority at SEEC all-member meetings if their SEEC lead representative is unable to attend.
- 5.2 Where the representative from a SEEC member serves on a committee but is unable to attend a meeting of that committee, he or she may be substituted by another representative from the same political party. A nominated substitute from the same local authority does not automatically have the right to take the lead representative's seat on a SEEC committee.
- 5.3 Political groups will nominate members of their group to sit on SEEC committees annually at the AGM. A 'reserve list' will also be created to identify substitutes in the case of a nominated councillor being unable to attend a particular meeting, losing their seat, resigning, or otherwise ceasing to hold office, or their council changing political control. Nominated substitutes can come from any local authority that is a paid-up member of SEEC, provided they have appropriate skills & knowledge pertinent to the specific committee. The list (as at the date specified in such list) of SEEC committees and the templates governing political representation on the committees is attached as Appendix 1. The template will be updated annually after the local elections in May, based on the proportion of electors represented by each political party.

- 5.4 There is no limit on the number of annual terms that a SEEC lead representative may serve.
- 5.5 If a councillor from a SEEC member resigns their SEEC role, or otherwise ceases to hold office, or a council changes political control part way through a year, the nominating local authority should inform the SEEC Secretary and secretariat and will be asked to nominate a new lead representative and substitute for the remainder of the year.
- 5.6 Councillors who are board members of certain external bodies remain eligible to be their local authority's SEEC lead representative but must declare their interests and exclude themselves from discussions at the start of any relevant debate. Such councillors are not eligible to hold office as Chairman or Vice Chairmen or spokespersons of SEEC or any of the SEEC committees. The list (as at the date specified in such list) of external bodies where membership affects the ability to stand for SEEC office is attached as Appendix 2.
- 5.7 Councillors from local authorities which are not SEEC members, or those who have not paid subscriptions within two months of payment being due or requested, will not be eligible to sit on SEEC committees and will not be eligible to take up post as a SEEC nominee on any external body.
- 5.8 Each member of SEEC (via its representative) has the right to speak, to vote, to stand for office or nomination as a SEEC representative on an external body, as long as the conditions set out in sections 5.6 and 5.7 are observed.
- 5.9 Where a councillor loses their seat in an election, steps down from their council, or otherwise ceases to hold office, or their party loses control of a council, they will no longer be eligible to attend SEEC meetings or sit on SEEC committees as a representative of the local authority member. A representative holding office as a SEEC trustee (appointed pursuant to section 6.9) facing this situation may not remain as the SEEC representative of their local authority but will be entitled to remain as a SEEC trustee until a replacement trustee is appointed pursuant to section 6.9.
- 5.10 To limit subscription costs, SEEC does not pay allowances or travel costs for members attending meetings or serving on committees. However, member local authorities are encouraged to include recompense for SEEC responsibilities in their own allowance schemes.

6. SEEC members' meetings and committees

All-member meetings

- 6.1 SEEC shall hold at least one all-member meeting annually (the **AGM**). This will include the following business:
- (a) The election of SEEC's Chairman by those present. If there are more than two candidates for the office of Chairman, election will be by elimination ballot. If an initial ballot does not identify a single candidate with a simple majority, further ballots will be held, eliminating the lowest scoring candidate each time until one candidate has a simple majority.

- (b) The election of a Deputy Chairman who can substitute for the Chairman as and when required – for example in chairing/ attending meetings and representing SEEC views to the media when the chairman is unavailable.
 - (c) The election of a Secretary who will also act as SEEC's Treasurer.
 - (d) The election of spokespersons on key topics where SEEC wants to promote its views to Ministers, media and other organisations.
 - (e) The appointment of two Vice-Chairmen nominated by each of the two main party groups not represented by the Chairman.
 - (f) The nomination of members by party groups in accordance with the prevailing templates for SEEC committees as set out in Appendix 1.
 - (g) An annual report from the Chairman of SEEC, including a report on SEEC accounts and finances.
- 6.2 Additional SEEC all-member meetings may be held as required and may be summoned by the Chairman following consultation with the Vice-Chairmen, subject to at least 14 clear days' written notice (including email but excluding messages sent via SMS text messaging or mobile phone) being given to members.
- 6.3 The quorum of any all-member meeting of SEEC shall be not less than one-quarter of the local authorities then in membership of SEEC.
- 6.4 Notices of motions to be moved at all-member meetings of SEEC must be received in writing by the Chairman, Secretary and secretariat not less than 14 days before the meeting. Any matter may be raised without notice on a motion of urgency, subject to the agreement of the Chairman.
- 6.5 Minutes of SEEC all-member meetings and of SEEC committees will be kept and published on the SEEC website.
- 6.6 SEEC all-member meetings and main committees (listed in Appendix 1) are public meetings, with the exception of the management committee. Members of the public or interested parties may attend public meetings but may not vote or take part in debate. The public status of individual committees and groups is confirmed in Appendix 1.

Executive, additional committees and spokespersons

- 6.7 The **Executive Committee** shall be established as provided in this constitution and, subject to this constitution, the Executive Committee shall be responsible for, and shall have the power, to conduct the business and affairs of SEEC on behalf of the SEEC members.
- 6.8 Except for appointments to SEEC's own offices, all matters may be delegated to the Executive Committee for decision. The Executive Committee shall accordingly have power (without limitation) to:
- (a) Make SEEC appointments to external bodies.
 - (b) Raise funds by subscriptions.
 - (c) Set aside funds for special purposes or reserves or invest funds in any lawful manner.

- (d) Open and operate bank accounts in the name of and for SEEC.
 - (e) Acquire, hold and dispose of property and assets.
 - (f) Employ and/or appoint and retain such staff or other personnel as may be necessary or desirable for the proper pursuit of SEEC's objectives and to make all reasonable provision for the remuneration or other payment (including pensions) of such persons.
 - (g) Take out and maintain any insurance for any officers or members.
 - (h) Co-operate with other associations, charities, bodies and authorities operating in furtherance of SEEC's objectives or with similar objectives and to exchange information and advice with the.
 - (i) Establish committees and/or sub-committees and/or spokesperson(s) for any object or purpose (and any such committee or sub-committee shall have, subject to this constitution, such members and any such powers as may be defined by or delegated to them by the Executive Committee).
 - (j) To do all such other lawful things as are reasonably necessary to advance or further SEEC's objectives.
- 6.9 The Executive Committee shall ensure that any property or assets of SEEC, and the title to the same, shall be vested in at least two individuals (being representatives of a local authority member) appointed by the Executive Committee (who may be members also of the Executive Committee) and holding as trustees for and on behalf of SEEC and its members. Individuals holding as trustees may be removed as such trustees by the Executive Committee at the Executive Committee's sole discretion and shall act only in accordance with the lawful directions of the Executive Committee. If individuals acting as trustees so act in accordance with the lawful directions of the Executive Committee, they shall not be liable for the acts and defaults of the Executive Committee (except to the extent that they are members of the Executive Committee in their capacity as such).
- 6.10 Any contract or other document to be entered into by or in the name of SEEC shall be signed by the SEEC Chairman and any two local authority members of the management committee on behalf of and for SEEC and its members.
- 6.11 The Executive Committee will be held to account by reporting back to all-member meetings of SEEC on issues considered, decisions made and actions taken.
- 6.12 Each political party group's nominations to the Executive Board must include nominations for the Chairman of SEEC, who will also chair the Executive Committee, and the two Vice-Chairmen.
- 6.13 Without prejudice to section 6.8, the Executive Committee may establish additional standing or time-limited committees and working groups as considered necessary. Any elected representative of any fully paid-up member authority may be nominated to sit on a committee or working group of SEEC.
- 6.14 Committees other than the Executive Committee (see Appendix 1) will each elect a Chairman and Vice-Chairman at their first meeting following SEEC's AGM every year, subject to the provisions of sections 5.6, 5.7 and section 6.8. In each case the committee Chairman is expected to consult with the Vice-Chairman as necessary on the management of the committee's business. The role of the Vice-Chairman is to act in respect of the committee's business on the Chairman's behalf in their absence. Once elected, the Committee Chairmen may be invited to become ex-officio members of the Executive Committee.

- 6.15 The Executive Committee may agree the need for SEEC spokespersons on particular topics of interest to members. Elections for any such posts will be held at the SEEC AGM each year, subject to the provisions of sections 5.6, 5.7 and 6.8. Once elected, the spokespersons may be invited to become ex-officio members of the Executive Committee.
- 6.16 The lead representative from each paid-up local authority member will have opportunities to propose topics for discussion at forthcoming SEEC meetings and committees. This will normally be managed as an invitation to contribute ideas approximately 4 weeks before the meeting date. Notwithstanding member invitations to contribute, the Chairman of each meeting or committee has ultimate discretion on whether topics proposed by members are included on the final agenda for a meeting and/or are discussed at a meeting.

7. Voting at SEEC meetings and committees

- 7.1 Voting at all-member meetings of SEEC shall be on the basis of a show of hands and by a simple majority. But paper ballots may be held for the election of Chairman and Deputy Chairman, if required, and must be held on any occasion when 10 or more members of SEEC call for a 'card' ballot.
- 7.2 Card ballots at all-member SEEC meetings will be on the basis of the following weighted voting system:

County councils: an allocation of votes equivalent to the number of district councils in their county area – at the date of this edition in aggregate 55 votes.

Unitary councils: an allocation of votes reflecting population size at the most recent census, as follows:

Up to 100,000	2 votes
100-150,000	3 votes
150-200,000	4 votes
200-300,000	5 votes
300-4 00,000	7 votes

District councils: 1 vote each – at the date of this edition in aggregate 55 votes.

- 7.3 At all-member meetings, motions subject to a card vote shall only be deemed to be carried if approved by a majority of any group of councils (county, district or unitary) present and voting. If a card vote decision is challenged a right of veto can be exercised by a majority vote of one of the three groups of councils. This will need to be exercised immediately.
- 7.4 Voting at all SEEC committee meetings shall be on the basis of one member, one vote.
- 7.5 In the case of an equality of votes at any all-member meeting of SEEC or of any SEEC committee, the Chairman of the relevant meeting shall have the casting vote in addition to any votes he or she may be entitled to cast as a representative for a SEEC member.

8. Committee templates, quorums, substitutes

- 8.1 The composition of SEEC's committees (including the Executive Committee) by political party will be set by templates based upon the proportion of electors represented by each party in the region. These will be recalculated after the local council elections each year. No individual group or political party shall be eligible for membership of any committees until gaining a 5% threshold of councillors in the region.
- 8.2 Where a political party does not have enough lead SEEC representatives to fill all their political slots on committees, that party will be able to nominate councillors with specialist expertise to join particular committees as long as that councillor's local authority is a paid-up member of SEEC.
- 8.3 The composition of committees by type of council will be as close as possible to the proportions shown in the following template. Minor amendments to the balance of types of council may be permissible if approved by the Executive Committee.

	County	District	Unitary	Total
Executive Board	7	8	4	19

- 8.4 At the discretion of the Executive Committee, the Chairmen of SEEC's main committees and/ or SEEC spokespersons (see Appendix 1) on key topics may be invited to serve ex-officio on the Executive Committee.
- 8.5 The quorum for committee meetings is one third of the committee membership; the meeting will become inquorate whenever the numbers present fall below this threshold.
- 8.6 Each party group should nominate substitutes who are able to replace committee members if someone is unable to attend a meeting. Nominated substitutes can come from any local authority that is a paid-up member of SEEC, provided they have appropriate skills & knowledge pertinent to the specific committee. (See also section 5.3).

9. Finance and oversight

- 9.1 Each year the SEEC Executive must nominate individuals (who may, but need not, include those individuals acting as trustees pursuant to section 6.9) to maintain oversight of its finances and any bank accounts established, nominal ownership of any assets and property (including intellectual property) held on behalf of SEEC, as well as any recruitment and staffing commitments entered into on behalf of SEEC.
- 9.2 Oversight of SEEC's financial, property and staffing matters will be the responsibility of a **management committee** comprising 5 such individuals nominated pursuant to section 9.1. The management committee will be a sub committee of the Executive and will reflect appointments made at the SEEC AGM each year and will comprise the SEEC Chairman, Deputy Chairman, Secretary and the two Vice Chairmen. The management committee will, in addition to the 5 individuals nominated pursuant to section 9.1, also comprise two co-opted members from SEEC staff representing the communications & policy work streams.

- 9.3 The management committee will meet at least 5 times a year, or more frequently as required, to oversee SEEC's financial, property and staffing matters and also such matters relating to the management of the business of SEEC as the Executive Committee may from time to time delegate or award to it. The management committee will be accountable to the Executive Committee.
- 9.4 The quorum for management committee meetings is one half of the committee membership; the meeting will become inquorate whenever the numbers present fall below this threshold.

10. SEEC finances

- 10.1 The costs of SEEC not otherwise met shall be shared between member local authorities by way of annual subscriptions. The Executive Committee shall determine the criteria by which costs shall be so shared having due regard to differences in size and type of member local authorities. The subscriptions schedule (current as at the date stated) is included as Appendix 3.
- 10.2 SEEC's financial year shall run from 1 April to 31 March.
- 10.3 At least three months before the end of a financial year the budget and report on subscriptions for the ensuing financial year shall be presented to a meeting of the Executive Committee. Failure to agree a budget and subscription levels for the ensuing year (either by failure to achieve a majority or for any other reason) shall result in the budget and subscriptions being set at the level of the then current year.
- 10.4 All subscriptions shall become due on 1 April in every year. Each local authority agrees that it will, on and from payment of the first such subscription, agree to be bound, and to abide by, the rules set out in this constitution. SEEC shall have power to suspend representation, voting rights, officer support and revoke external nominations for any member whose subscription is not paid within two months of a demand in writing being sent to that member.
- 10.5 SEEC will maintain financial regulations to control the financial affairs of the organisation. The Executive Committee shall have the power to draw up and revise from time to time such financial regulations. Subject to compliance with those regulations, each local authority in membership of SEEC agrees to underwrite liabilities properly incurred by SEEC but only on the basis set out in this section. Where more than one member of SEEC is liable for the same obligation or liability (each such member being a 'relevant member' and together the 'relevant members'), liability for the total sum recoverable shall be attributed to the relevant members in such proportions as equal, from time to time, the percentage which the amount paid by each relevant member by way of annual subscription in the immediately preceding financial year of SEEC bears to the aggregate amount of the annual subscriptions in the immediately preceding financial year of SEEC paid by all the relevant members. Subject to the preceding provisions of this section and, unless expressly provided otherwise in this constitution, the liability of the members of SEEC for their respective obligations and liabilities (and those of their representatives and nominees) under this constitution shall be several and shall extend only to any loss or damage arising out of their (or their representatives' or nominees') own breaches and shall (to the fullest extent permitted by law) be limited to the amount (if any) paid by that member by way of annual subscription in the immediately preceding financial year of SEEC.

- 10.6 SEEC's finances and budgets may only be used to further the objectives of the association and not for any other purpose.
- 10.7 Day to day management of the SEEC bank account(s) will be delegated to nominated SEEC staff with regular oversight from the SEEC Treasurer. The management committee (see section 9) will nominate staff as cheque signatories to manage day to day payments, with one senior staff signature required for amounts up to £20,000, two senior staff signatures required for amounts up to £50,000 and an additional trustee signature required for amounts over £50,000. Other details to ensure financial probity will be set out in SEEC's financial regulations.
- 10.8 SEEC annual accounts will be independently examined to ensure accuracy.
- 10.9 The income and property of SEEC shall be applied solely towards the promotion of its objectives and no part shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise by way of profit, to members of SEEC, or any of their representatives and no officer of SEEC (which, for the purpose of this section shall include any member of any committee or sub-committee of SEEC) shall be appointed to any office of or position with SEEC paid by salary or fees or receive any remuneration or other benefit in money or money's worth from SEEC provided that nothing in this constitution shall prevent any payment in good faith by or on behalf of SEEC:
- (a) Of the usual professional charges for business done by any officer who is a solicitor, accountant or other person engaged in a profession, or by any partner of his/hers, when instructed by SEEC to act in a professional capacity on its behalf: provided that at no time shall a majority of the officers benefit under this provision and that an officer shall withdraw from any meeting at which his/her appointment or remuneration, or that of his/her partner, is under discussion.
 - (b) Of reasonable and proper remuneration for any services rendered to SEEC by any member, officer or employee of SEEC.
 - (c) The payment in good faith of any premium in respect of any indemnity insurance to cover the liability of the officers of SEEC which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to SEEC provided that any such insurance shall not extend to any claim arising from any act or omission which the officers of SEEC knew to be a breach of trust or breach of duty which was committed by them in reckless disregard to whether it was a breach of trust or breach of duty or not and provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against them in their capacity of officers of SEEC.
 - (d) Of interest on money lent by any member of SEEC or of its Executive Committee at a reasonable and proper rate per annum not exceeding two per cent less than the published base lending rate of a clearing bank to be selected by the Executive Committee.
 - (e) Of reasonable and proper rent for premises demised or let by any member of SEEC or of its Executive Committee.

- (f) To any member of its Executive Committee of reasonable out-of-pocket expenses.

11. Staffing

The management committee, in consultation with the Executive Committee, may make such arrangements as appropriate for officer support to SEEC members.

12. Amendments to the Constitution

Amendments to the constitution must be ratified by a three quarters majority of those present and voting at an all-member meeting of SEEC.

13. Interpretation

Where there is any doubt as to interpretation of any of the provisions of this constitution, the decision of the Chairman of the Executive Committee shall be final and binding (in the absence of fraud or manifest error).

14. Dissolution

14.1 A motion for the dissolution of SEEC must be approved by at least three-quarters of those present and voting at a SEEC all-member meeting.

14.2 If SEEC is to be dissolved, the Executive Committee shall be responsible for the orderly winding up of its affairs.

14.3 Subject to any prior claims for repayment of specific grants no longer required, if on a winding up of SEEC, after all of SEEC's debts and liabilities have been satisfied or settled, there remains any property, it shall not be paid to or distributed amongst the members of SEEC but shall be given to or transferred to some other group or groups having objectives similar to the objectives of SEEC which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on SEEC by section 10.9 chosen by the members of SEEC at or before the time of the dissolution of SEEC and, if that cannot be done, to some charitable purpose.

15. Notices

15.1 All notices with respect to SEEC or this constitution shall be in writing and signed by or on behalf of SEEC or the person giving it. In the case of any notice served by email, the notice shall state that it is served as a notice under this constitution and an email so marked shall be deemed to be signed for the purposes of this section 15. A notice served by email shall be deemed to be signed for the purposes of this clause if the name of the sender appears in a signature position after the body of the email and has not been added automatically by the sender's email server.

15.2 Any notice referred in section 15.1 may be served (a) by delivering it by hand; or (b) by first class pre-paid post (provided that a certificate of posting is obtained); or (c) by fax; or (d) by email; to, in the case of a notice to a member, the address of that member shown from time to time in the records maintained by SEEC and, in the case of SEEC, to its correspondence address shown from time to time on its website.

- 15.3 Notices shall be deemed to have been received, if delivered by hand, on the day of delivery; if sent by first class pre-paid post, two business days after posting, exclusive of the day of posting; and, if sent by fax or email, at the time of transmission unless sent after 17.00 in the place of receipt in which case it shall be deemed to have been received on the next business day in the place of receipt.
- 15.4 In proving service by (a) by delivery by hand, it shall be necessary only to produce a receipt for the notice signed by or on behalf of the addressee or an affidavit of service from the person effecting delivery; (b) by post, it shall be sufficient to prove that the envelope containing such notice was addressed to the address of the relevant person and delivered either to that address or into the custody of the postal authorities as a first class pre-paid post (and evidenced by a certificate of posting); (c) by fax, it shall be necessary only to produce the sender's transmission slip bearing the addressee's fax number showing the fax received by the addressee; and (d) by email, it shall be necessary only to produce a paper copy of the sender's email bearing sender's name and the time and date when the email was sent together with the time and date of any read or received receipt.
- 15.5 Any notice or communication given under or pursuant to these rules shall not be validly served if sent by SMS messaging or text messaging via mobile phone.

List of SEEC committees - July 2010

SEEC standing committees and any additional elected posts as at 10 July 2010 are set out below along with any relevant templates currently governing political representation on these committees. These committee meetings are in addition to the SEEC all-member meetings:

A1.1 Management committee (this is not a public meeting)

Membership comprises five trustees: Chairman, Deputy Chairman, Secretary/Treasurer and SEEC's two Vice Chairmen. In addition, two senior SEEC staff representing policy and communications work streams will be co-opted members of the management committee.

Political balance will be determined by the AGM's elections to the posts of Chairman, Deputy Chairman and Secretary/Treasurer. The membership of SEEC's Vice Chairmen ensures representation of opposition parties on the committee.

A1.2 Executive committee (this is a public meeting)

Membership comprises 19 members nominated by SEEC party groups. The political template governing these nominations for 2010-11 is:

Political Party	Percentage of Votes 2010	Executive Seats
Conservative	64.61%	13
Liberal Democrat	22.06%	4
Labour	8.27%	2
Other	5.05%	-
Total		19

In addition, the balance of types of local authority represented on the Executive committee will be as close as possible to the following template.

	County	District	Unitary	Total
Executive Board	7	8	4	19

The Executive committee may also invite elected spokespersons and/or chairmen of any future SEEC standing committees to join the Executive committee as ex officio members.

A1.3 Spokespersons

SEEC currently has three elected posts, providing spokespersons on topics of key interest to members. These posts are:

- Planning, housing and sustainability
- Transport and infrastructure
- Economy and skills

A1.4 Future changes to committee structure

Changes to this committee structure can be made by the Executive committee, which has power to review/ establish/ disband standing or time limited committees, working groups, task groups and spokespersons roles. The terms of reference of these committees and groups must be ratified by a meeting of the SEEC Executive and committee/ group chairman will be required to report back to the Executive committee on a regular basis.

List of external bodies where likely conflicts of interest prevent SEEC members holding office as Vice Chairmen/Committee Chairmen or Spokespersons - July 2010

A2.1 List of bodies

The relevant list of bodies as at 10 July 2010 is:

- SEEDA (South East England Development Agency)
- Environment Agency
- Homes & Communities Agency
- Improvement and Efficiency South East.

Subscriptions - July 2010

A3.1 Current subscriptions schedule

The proposed subscription rates as at 10 July are as follows:

AUTHORITY		Multiplier	Base rate	Subscriptions income
£3,225 per district, city, borough council	55	1	3,225	177,375
County Councils				
Buckinghamshire		4		12,900
East Sussex		5		16,125
Hampshire		11		35,475
Kent		12		38,700
Oxfordshire		5		16,125
Surrey		11		35,475
West Sussex		7		22,575
Unitary Authorities				
Bracknell Forest		3		9,675
Brighton and Hove		5		16,125
Isle of Wight		3		9,675
Medway		5		16,125
Milton Keynes		5		16,125
Portsmouth		4		12,900
Reading		3		9,675
Slough		3		9,675
Southampton		5		16,125
West Berkshire		3		9,675
Windsor and Maidenhead		3		9,675
Wokingham		3		9,675
			Total	499,875