



## SUPPLEMENTARY PACK

DIRECTOR OF STRATEGY,  
PERFORMANCE AND GOVERNANCE  
Paul Dodson

18 May 2023

Dear Councillor

### STATUTORY ANNUAL COUNCIL

Please find enclosed the following report, for consideration at the above meeting, which was unavailable when the agenda was published.

14. **Appointment of Membership of Committees of the Council** Pages 3 - 10)

Yours faithfully

Director of Strategy, Performance and Governance



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**CIRCULATED  
PRIOR TO THE  
MEETING**

**REPORT of  
DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE**

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**to  
ANNUAL COUNCIL  
18 MAY 2023**

**APPOINTMENT TO MEMBERSHIP OF COMMITTEES OF THE COUNCIL**

**1. PURPOSE OF THE REPORT**

1.1 To appoint serving Members to Committees for the Municipal year to May 2024.

**2. RECOMMENDATIONS**

- (i) That the Member nominations set out in **APPENDIX A**, be approved;
- (ii) That one Non-aligned Member is appointed to sit on the Licensing Committee as set out in **APPENDIX A**;
- (iii) That Members note the Chairperson’s job description (**APPENDIX B**) ahead of appointments to Chairpersons of these Committees.

**3. SUMMARY OF KEY ISSUES**

3.1 Under Section 15(1)(b) of the Local Government and Housing Act 1989, the Council is required at its Annual Meeting to review the representation of different Political Groups on Committees of the authority.

3.2 In carrying out such a review and in making appointments to Committees following that review, the Council is under a duty only to make such appointments as give effect to the principles contained in Section 15(5) of the above Act. In essence, this requires local authorities to review Committee membership and political representation annually. By law, seats on Committees must be allocated in proportion to the political composition of the Council. In addition, the total number of seats across all of the Committees must reflect the overall political balance of the Council.

3.3 Notification has been made to me of four Political Groups constituted for the purposes of the political balance provisions namely:

Conservative Group	Leader	Councillor S White
	Members	Councillors: D O Bown M F L Durham W J Laybourn N R Miller S J N Morgan C P Morley R G Pratt M E Thompson L L Wiffen

District Support Group	Leader	Councillor K M H Lagan
	Members	Councillors: A S Fluker L J Haywood M G Neall W Stamp J C Stilts
Liberal Democrat Group	Leader	Councillor J Driver
	Members	Councillors: S J Burwood K Jennings N D Spenceley P L Spenceley N J Swindle
The Maldon District Independent Group	Leader	Councillor R H Siddall
	Members	Councillors: M G Bassenger T Fittock J C Hughes E L Stephens N G F Shaughnessy

3.4 There are a further three non-aligned Members of the Council:

- V J Bell;
- A M Lay;
- U G C Siddall-Norman.

3.5 No Political Group has a majority of the Members of the Council (51% or more) so that it would have a right to request a majority on every Committee.

3.6 Ratification of some Committee seats has been deferred at group leader requests and this paper deals with Licensing, District Planning and Area Planning Committees. The political balance allocation of seats to the licensing committee are set out below.

	Total seats	Conservative Group	District Support Group	Liberal Democrat Group	The Maldon District Independent Group	Non-aligned
Licensing	10	3	2	2	2	1

3.7 In accordance with the Local Government (Committees and Political Groups) Regulations 1990 Part IV, Paragraph 16(a), the membership of the Area Planning Committees is confirmed in the attached **APPENDIX A**.

### 3.8 Training

- Compulsory Planning training for all Members took place on 16 May 2023, at Maldon District Council (MDC) offices.
- Compulsory Planning policy and enforcement training for all Members will take place on 24 May 2023 at MDC offices.
- Compulsory Local Development Plan (LDP) growth options workshop for all Members will take place on 7 June 2023, at MDC offices.
- Compulsory Licensing training for Committee Members is available on either 8 June 2023 at 7pm or 19 July 2023 in the daytime, both online.
- Code of Conduct training is available to all Members on either 23 or 31 May 2023, taking place at Maldon Town Hall.

- Scrutiny training, compulsory for Committee members and available to all will take place on 12 June 2023.

#### **4. CONCLUSION**

- 4.1 The Committee seat allocation and member nominations are provided for Member review.

#### **5. IMPACT ON STRATEGIC THEMES**

- 5.1 Committee appointments support across all six corporate plan priorities.

#### **6. IMPLICATIONS**

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – Committee seat allocation allows council business to be conducted.
- (iv) **Impact on Resources (financial)** – None.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on the Environment** – None.
- (vii) **Impact on Strengthening Communities** – None.

Background Papers: None.

Enquiries to: Cheryl Hughes, Programmes, Performance and Governance Manager.

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## Committees and Political Balance

<b>Nominations from:</b>	<b>Conservative Group</b>	<b>District Support Group</b>	<b>Liberal Democrat Group</b>	<b>The Maldon District Independent Group</b>	<b>Non-Aligned Members</b>
Licensing (10)	Councillors: M F L Durham, W J Laybourn M E Thompson	Councillors: L J Haywood J C Stilts	Councillors: J Driver N D Spenceley	Councillors: M G Bassenger E L Stephens	One member (Appointment of the Council)

	<b>Conservative Group</b>	<b>District Support Group</b>	<b>Liberal Democrat Group</b>	<b>The Maldon District Independent Group</b>	<b>Non-Aligned Members</b>
District Planning Committee (31)	Councillors: D O Bown M F L Durham W J Laybourn N R Miller S J N Morgan C P Morley R G Pratt M E Thompson S White L L Wiffen	Councillors: A S Fluker L J Haywood K M H Lagan M G Neall W Stamp J C Stilts	Councillors: S J Burwood J Driver K Jennings N D Spenceley P L Spenceley N J Swindle	Councillors: M G Bassenger T Fittock J C Hughes N G F Shaughnessy R H Siddall E L Stephens	Councillors V J Bell A M Lay U G C Siddall-Norman

In accordance with the Local Government (Committees and Political Groups) Regulations 1990 Part IV, Paragraph 16(a), the membership of the Area Planning Committees is confirmed as follows:

	<b>Conservative Group</b>	<b>District Support Group</b>	<b>Liberal Democrat Group</b>	<b>The Maldon District Independent Group</b>	<b>Non-Aligned Members</b>
Central Area Planning Committee (11)	Councillors: N R Miller	Councillors: K M H Lagan J C Stilts	Councillors: S J Burwood J Driver K Jennings N D Spenceley P L Spenceley N J Swindle	Councillors: N G F Shaughnessy	Councillors A M Lay
North Western Area Planning Committee (9)	Councillors: M F L Durham S J N Morgan C P Morley M E Thompson S White L L Wiffen	-	-	Councillors: J C Hughes R H Siddall E L Stephens	-
South Eastern Area Planning Committee (11)	Councillors: D O Bown W J Laybourn R G Pratt	Councillors: A S Fluker L J Haywood M G Neall W Stamp	-	Councillors: M G Bassenger T Fittock	Councillors: V J Bell U G C Siddall-Norman



## Job Description for a Chairperson

Job title: Chair of \_\_\_\_\_

The role of the Chairperson (chair) is to lead the Committee, ensuring that it fulfils its responsibilities for the governance of the organisation, to work in partnership with the management team in their respective roles, helping them achieve the aims of the organisation; and to optimise the relationship between the Committee and Officers. The Vice-chairperson acts for the chair when the chair is not available and undertakes assignments at the request of the chair. The responsibilities of the chair as well as those listed in the [Chairperson's guide](#) will include:

- Providing leadership for the Members, enabling the Committee to act strategically to meet both policies and priorities, keeping in mind the terms of reference of the committee;
- To identify training needs for your committee as appropriate and ensure mandatory courses are attended.
- Delivering the annual cycle of meetings for your Committee, and any ad-hoc extraordinary requirements that are required to dispose of efficient business;
- To liaise closely with the Committee clerks about dates, arrangements and agendas for Committee meetings, including attending agenda meetings and reviewing order of items, improving the agenda and requesting additional information;
- To build knowledge of the Constitution, procedure rules, Committee Terms of Reference and appropriately exercise these in Committee meetings
- To receive and digest digital information sent by officers, and agenda packs, primarily through the Mod.Gov system
- To have live liaison (at Committee meetings) with Committee clerks and wider officers involved in the meetings through MS Teams on your device
- To attend a Chairperson meeting and share learning and updates across committee Chairs to be scheduled as required.
- To have a good understanding of the Members' Code of Conduct and highlight any potential issues to the Monitoring Officer that arise from your Committee. (notwithstanding that all members have a responsibility to declare their own interests)
- Chairing and managing order in your Committee meetings;
- Monitoring that decisions taken at meetings are implemented, including any actions that come out of the meeting;
- To ensure an effective relationship between the Committee and Officers. Where appropriate to have meetings with officers, to gain further information on agenda items.
- To handover prompts and meeting information and arrange cover with your vice-chair where necessary
- To handover committee knowledge, including outstanding/ ongoing issues, to incoming Chairpersons when you exit your role
- To attend outside working bodies/group that are associated with the terms of reference for the committee and to represent the council. To gain knowledge and

information that can be given to committee members and the rest of the council.  
Ensure along with officers that are present that minutes from the working group are filed at MDC

- To attend internal working groups that are associated with the terms of reference for the committee. To ensure that key information from working groups is fed to the committee.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Helpful Hints At the meeting:**

- The chair should start the meeting on time and keep to time limits, nevertheless allowing reasonable time for each item on the agenda. Constitutionally, a 2.5 - 3 hour maximum limit is recommended.
- To prepare a personal chairmans note to facilitate the meeting, and to ensure that you understand the recommendations, and which officers will be contributing at the meeting.
- Encourage your committee members to approach officers ahead of the meeting and give a good idea of specific/ detailed questions that may come up, so that officers are able to provide thorough updates and deal with the business of the committee in the meeting
- Inform the Committee of any key information provided between meetings.
- Follow the information and guidance provided by Committee clerks and monitoring officer.
- To use MS teams chat during the meeting to send and receive messages from Committee Clerk and other officers
- Facilitate discussion during the meeting, encouraging all Members to participate in the decision-making process. To control members input to ensure that a member does not dominate the meeting. To ensure that any contribution is relevant to the discussion and control any repetition of points from members.
- To bring in officers to provide clarification and additional information for members during the discussion.
- Bring items on the agenda to a conclusion by a brief review of points (this may involve inviting specific proposals or decisions from the Committee).
- If a vote has to be taken, to clarify the voting procedure and enact this procedure (in the event of a tie the chairperson may have the casting vote).
- Inform the Committee of any developments, e.g. correspondence has been received or sent on the behalf of the committee, consultation responses or good news.
- If the meeting is being held via teams, to be able to understand the functions of the software, how chat functions and the sequence of raise hands.