



SUPPLEMENTARY REPORTS

DIRECTOR OF STRATEGY,
PERFORMANCE AND GOVERNANCE
Paul Dodson

08 June 2023

Dear Councillor

COUNCIL (EXTRAORDINARY) – 8 JUNE 2023

Please find enclosed the following reports, for consideration at the above meeting, which were unavailable when the agenda was issued.

10. **Leaders and Composition of Political Groups** (Pages 3 - 4)
11. **Appointment of Membership of Committees of the Council** (Pages 5 - 12)
15. **Appointment of Representatives to Local Government and Outside Bodies** (Pages 13 - 22)
16. **Appointment of Members to serve on Working Groups of the Council** (Pages 23 - 30)

Yours faithfully

Director of Strategy, Performance and Governance



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REPORT of DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE

to
COUNCIL (EXTRAORDINARY)
8 JUNE 2023

LEADERS AND COMPOSITION OF POLITICAL GROUPS

1. PURPOSE OF THE REPORT

- 1.1 To appoint the Leader and Deputy Leader of the Council for the Municipal year to May 2024.

2. RECOMMENDATIONS

- (i) That the Council considers ratification of the Leader-Designate as Leader of the Council;
- (ii) That the Council elects the Deputy-Leader of the Council.

3. SUMMARY OF KEY ISSUES

- 3.1 As required by the Local Government and Housing Act 1989, the Strategy, Performance and Governance Manager has been notified that the compositions of the political Groups on the Council are as follows:

Conservative Group	Leader	Councillor S J N Morgan
	Members	Councillors: D O Bown M F L Durham, CC W J Laybourn N R Miller C P Morley R G Pratt M E Thompson L L Wiffen
District Support Group	Leader	Councillor J C Stilts
	Members	Councillors: A S Fluker L J Haywood K M H Lagan M G Neall W Stamp
Liberal Democrat Group	Leader	Councillor J Driver
	Members	Councillors: S J Burwood K Jennings N D Spenceley P L Spenceley N J Swindle

Maldon Independent Group	Leader	Councillor R H Siddall
	Members	Councillors: M G Bassenger T Fittock J C Hughes E L Stephens N G F Shaughnessy

3.2 There are a further four elected Members that are not part of a political group:

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

3.3 In accordance with the Council's Political Parties and Associated Arrangements, Councillor S J N Morgan is therefore recognised as Leader-designate.

4. CONCLUSION

4.1 The information is provided for Members to appoint to the posts of Leader and Deputy Leader of the Council.

5. IMPACT ON STRATEGIC THEMES

5.1 The posts of Leader and Deputy Leader of the Council work across all six corporate priorities, but specifically help to contribute to the governance guiding principle, with Maldon District Council working with partners.

6. IMPLICATIONS

- Impact on Customers** – The Leader of the Council will be the Council's figurehead and promote customer engagement.
- Impact on Equalities** – None.
- Impact on Risk** – Appointment to posts underpins good governance and reduces risk.
- Impact on Resources (financial)** – None.
- Impact on Resources (human)** – None.
- Impact on the Environment** – None.
- Impact on Strengthening Communities** – The Leader of the Council will be the Council's figurehead and promote community engagement.

Background Papers: None.

Enquiries to: Paul Dodson, Director of Strategy Performance and Governance.



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

**to
COUNCIL (EXTRAORDINARY)
8 JUNE 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 allocation of seats on Committees as set out in section 3.6 below, be ratified;
- (ii) That the Member nominations set out in **APPENDIX A**, be approved;
- (iii) That where nominations have not been received, the Council appoints Members to these Committee positions;
- (iv) That Members appoint two Town / Parish Councillor nominees to sit on the Joint Standards Committee;
- (v) That Members note the Chairperson's job description ahead of appointments to Chairpersons of these Committees **APPENDIX B**.

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 the Director of Strategy, Performance and Governance of four Political Groups constituted for the purposes of the political balance provisions namely:

Conservative Group	Leader	Councillor S J N Morgan
	Members	Councillors: D O Bown M F L Durham, CC W J Laybourn N R Miller C P Morley R G Pratt M E Thompson L L Wiffen
District Support Group	Leader	Councillor J C Stilts
	Members	Councillors: A S Fluker L J Haywood K M H Lagan M G Neall W Stamp
Liberal Democrat Group	Leader	Councillor J Driver
	Members	Councillors: S J Burwood K Jennings N D Spenceley P L Spenceley N J Swindle

- 3.4 There are a further four non-aligned Members of the Council.
- 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 The Council is asked to ratify the allocation of seats on Committees in the following manner:

Committee	Total Seats	Conservative Group	Maldon Independent Group	District Support Group	Liberal Democrat Group	Non-Aligned Combined
Performance, Governance and Audit	10	3	2	2	2	1
Strategy and Resources	11	3	2	2	2	2
Licensing	10	3	2	2	2	1
Overview and Scrutiny	10	3	2	2	2	1
Joint Standards	8	3	1*	1*	1*	1
		*Plus one member from either Liberal Democrat, District Support or Maldon Independent Groups				
Investigating and Disciplinary	5	1	1	1	1	1

	Total Seats	Conservative Group	Maldon Independent Group	District Support Group	Liberal Democrat Group	Non-Aligned Combined
Investigating and Disciplinary Panel	10	3	2	2	2	1
Appointments Board*	6	2	1	1	1	1
*subject to appointments of associated Member roles (see paragraph 3.12.1 below)						

3.7 In applying political balance to each Committee and then overall seat allocation, there is one seat on the Joint Standards Committee that the Liberal Democrat Group, District Support Group and Maldon Independent Group all have equal claim to. This seat will need to be appointed by the Council to a Member of one of the three Groups.

3.8 Members of the Strategy & Resources and Performance, Governance & Audit Committees are unable to sit on the Overview and Scrutiny Committee, other than for the purposes of substitutes.

3.9 In line with guidance from the Joint Secretaries, Members cannot sit on both the Investigating and Disciplinary Committee and the Investigating and Disciplinary Panel.

3.10 **Joint Standards Committee**

3.10.1 Two Parish / Town Councillors sit on the Joint Standards Committee. There are five nominations for the two vacancies and Members have been circulated profiles for the nominees. The Council is required to appoint two nominees from the five, as listed in **APPENDIX A**.

3.11 **Investigating and Disciplinary Panel**

3.11.1 In addition to the Committees of the Council referred to in Procedure Rule 15, the Council is required to establish an Investigating and Disciplinary Panel (see Procedure Rule 16(11)(a)) to which Members are appointed and the political balance provisions apply. This is distinct from the Investigating and Disciplinary Committee in terms of both purpose and membership and has therefore been included in the list. The Terms of Reference for this Panel provide for a minimum of five Members of which three shall be Councillors who have not served on the initial investigation carried out by the Investigating and Disciplinary Committee and two or three Independent Persons appointed by the Council to assist the Joint Standards Committee under the Localism Act 2011. The report seeks to appoint a pool of ten Members that can be called upon for meetings.

3.12 **Appointments Board**

3.12.1 The Council is also required to appoint Members to serve on the Appointments Board. The Council and Committee Procedure Rule 15 (8) provides for the constitution of this Board, to be made up of:

- Leader of the Council (or Deputy);
- Opposition Leader (or Deputy);
- Chairperson (or Vice-Chairperson) of the Strategy & Resources and the Performance, Governance & Audit Committees;

- Plus two other named Members appointed by the Council (political balance provisions shall apply).

3.13 Training

- Committee Chairperson training will take place in two repeated sessions, the first session will be Wednesday 14 June (online / MS Teams) with a further session to follow;
- Scrutiny training, compulsory for Overview and Scrutiny 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, and nominations sought for the non-aligned Council appointed vacancies.

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** – Council business will be able to run as required with appointed Committees.
- (iv) **Impact on Resources (financial)** – Specific Committee appointments have a link to council financial resources.
- (v) **Impact on Resources (human)** – Specific Committee appointments have a link to council human resources.
- (vi) **Impact on the Environment** – None.
- (vii) **Impact on Strengthening Communities** - Specific Committee appointments have a link to community work.

Background Papers: None.

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

Committees and Political Balance

	Councillor nominations from:					
	Conservative Group	District Support Group	Liberal Democrat Group	Maldon Independent Group	Non-Aligned	Non-Members
Performance, Governance and Audit Committee (10)	N R Miller R G Pratt M E Thompson	W Stamp, CC J C Stilts	S J Burwood N D Spenceley	M G Bassenger N G F Shaughnessy	One Member <i>(Appointment of the Council)</i>	-
Strategy and Resources Committee (11)	D O Bown M F L Durham, CC M E Thompson	A S Fluker W Stamp	J Driver K Jennings	T Fittock R H Siddall	Two Members <i>(Appointment of the Council)</i>	-
Overview and Scrutiny Committee (10) (including Overview and Scrutiny Committee meeting as the Crime and Disorder Committee)	S J N Morgan C P Morley L L Wiffen	L J Haywood M G Neall	P L Spenceley N J Swindle	J C Hughes E L Stephens	One Member <i>(Appointment of the Council)</i>	

	Councillor nominations from:					
	Conservative Group	District Support Group	Liberal Democrat Group	Maldon Independent Group	Non-Aligned	Non-Members
Joint Standards Committee (8 plus 3 non-members)	W J Laybourn M E Thompson L L Wiffen	M G Neall *	S J Burwood *	M G Bassenger *	One Member (Appointment of the Council) * PLUS one member from either Liberal Democrat, Maldon Support or Maldon Independent Groups	Independent Person – J Mitchell Two Parish / Town Councillors to be appointed from the following nominees: <ul style="list-style-type: none"> • Steven Bardwell • Peter Allen Davey • Michael John Hall • Lester Magness • Stephen Stratton (Members, please note email sent on 6 June 2023 for nominee profiles)
Investigating and Disciplinary Committee (5)	M E Thompson	M G Neall	N J Swindle	E L Stephens	One Member (Appointment of the Council)	-
Investigating and Disciplinary Panel (pool of 10)*	D O Bown W J Laybourn S J N Morgan	L J Haywood J C Stilts	K Jennings N D Spenceley	N G F Shaughnessy R H Siddall	One Member (Appointment of the Council)	-
*Minimum of five Members of the Council – politically balanced – of which three have not served on the initial investigation carried out by the Investigating and Disciplinary Committee. In addition, two or three Independent Persons appointed by the Council to assist the Joint Standards Committee under the Localism Act 2011.						

APPOINTMENTS BOARD (6):

Conservative Group	District Support Group	Liberal Democrat Group	Maldon Independent Group	Non-Aligned
Councillors to be appointed following confirmation of all other Committee Membership, including Chairperson and Vice-Chairperson, taking into consideration the following.				
<p>Appointments Board Membership:</p> <ul style="list-style-type: none"> • Leader of the Council (or Deputy) • Opposition Leader (or Deputy) • Chairperson (or Vice-Chairperson) of the Strategy and Resources Committee • Chairperson (or Vice-Chairperson) of the Performance, Governance and Audit Committee • PLUS two other named Members appointed by the Council (political balance provisions shall apply). 				

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

to
COUNCIL (EXTRAORDINARY)
8 JUNE 2023

APPOINTMENT OF REPRESENTATIVES TO LOCAL GOVERNMENT AND OUTSIDE BODIES

1. PURPOSE OF THE REPORT

- 1.1 To consider the appointment of representatives to serve on the Local Government and Outside Bodies for the Municipal Year to May 2024.

2. RECOMMENDATIONS

- (i) That the appointment of representatives to Local Government and Outside Bodies, as detailed in **APPENDIX 1** nominated by the respective Political Groups, be agreed for the Municipal Year to May 2024;
- (ii) That where representations are not approved, Members appoint to these Outside Body seats;
- (iii) That Members appointed as representatives to Local Government and Outside Bodies are responsible for sharing minutes of meetings attended, to be stored centrally on the Modern.Gov library as per the details in section 3.3 below.

3. SUMMARY OF KEY ISSUES

- 3.1 A list of the proposed appointments to Local Government and Outside Bodies is attached at **APPENDIX 1**. These appointments are distinct from those made from within individual Committee memberships, which will be referred to Committees at their first meetings.
- 3.2 Attention is drawn to the Outside Bodies detailed below and the changes that have become apparent over the past year.
- 3.2.1 The following Outside Bodies have required representation throughout the year and are additions to the list for this year:
- Mid Essex Alliance (Leader of the Council).
- 3.2.2 The following have been removed from the list due to meetings no longer being held:
- Bradwell B Community Forum;
 - Bradwell B Joint Local Authorities Group;
 - Burnham-on-Crouch Business Board;

- British Red Cross Society- Essex County branch;
 - Maldon and district Youth Strategy Group
 - Maldon Business Board;
 - Maldon Operational Group;
 - Sense of Place Board;
 - West Maldon Community Association Management Committee.
- 3.3 At the Statutory Annual Meeting in November 2020, to enable Member visibility, it was resolved that where papers are not private and confidential, and subject to agreement by the relevant body, they would be stored on the central Modern.Gov library for all Members to access. The appointed Member representative(s) is asked to use the following FreshService link to submit papers - <https://maldon.freshservice.com/support/catalog/items/105>.
- 3.4 Those Outside Bodies that are shown in bold (in **APPENDIX 1**) are appointments associated with specific positions and do not require a representative from the Council specifically.
- 3.5 The Political Group Leaders have collectively submitted their appointment nominations for Outside Body representation, which are set out in **APPENDIX 1**.
- 3.6 Following recommendation from the November 2021 partnerships audit “The Council should ensure that sufficient documentation is maintained for the formal partners”. This should include:
- Terms of Reference;
 - Minutes from meetings;
 - Action Logs;
 - Updates from Council representatives Guidance on how to support this process is set out in section 3.3 of the report.

4. CONCLUSION

- 4.1 This report provides a list of Local Government and Outside Bodies for the Council and seeks Member appointment for the municipal year to May 2024.

5. IMPACT ON STRATEGIC THEMES

- 5.1 The Local Government and Outside Bodies representation links to outcomes across the Corporate Plan and all six priorities. Attendance helps to contribute to the Governance guiding principle, with Maldon District Council (MDC) working with partners.

6. IMPLICATIONS

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – None.

- (iii) **Impact on Risk** – Attendance limits risk, as MDC is aware of what is going on in wider partner context.
- (iv) **Impact on Resources (financial)** – None.
- (v) **Impact on Resources (human)** – Officer and Member time taken to attend Local Government and Outside Bodies.
- (vi) **Impact on the Environment** – Working with partners, some of these bodies link to environment themes.
- (vii) **Impact on Strengthening Communities** - Working with partners, some of these bodies link to community themes.

Background Papers: None.

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

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Representatives to Outside Bodies

Local Government Bodies:

BODY	REPRESENTATIVE	LEAD OFFICER
East of England Local Government Association	Leader of the Council	Director of Strategy, Performance and Governance
Local Government Association	Leader of the Council	Director of Strategy, Performance and Governance

Outside Bodies (not appointed by Maldon District Council but involve Members of the Council):

BODY	REPRESENTATIVE	LEAD OFFICER
Essex Partnership Board (Mid Essex Representative)	Leader of the Council	Director of Strategy, Performance and Governance
Essex Leaders and Chief Executives Group	Leader of the Council	Director of Strategy, Performance and Governance

Representatives to Outside Bodies made by the Council:

BODY	LEAD OFFICER	TO BE APPOINTED	PROPOSED MEMBERSHIP
Action for Family Carers Liaison Board	Thematic Lead, Community	One Member of Council	N J Swindle
Blackwater Estuary Siltation Steering Group – Annual meeting	River Bailiff / Lead Countryside and Coast Coordinator	One Member of the Council- same Member as Harbour Improvement Representative	A S Fluker
Bradwell Local Community Liaison Council	Strategy, Policy and Communications Manager	Four Members of the Council	T Fittock M G Neall R G Pratt P L Spenceley
Brickhouse Farm Management Committee	Customer, Community and Casework Manager	Two Members of the Council	K M H Lagan J C Stilts
Civilian and Military Partnership Board	Thematic Lead, Community	One Member of the Council	S J N Morgan

BODY	LEAD OFFICER	TO BE APPOINTED	PROPOSED MEMBERSHIP
Drapers Farm Sports Club Committee	Countryside and Coast Manager	One Member of the Council	S J Burwood <i>Reserve: N D Spenceley</i>
Essex Coastal Forum	Countryside and Coast Manager	One Member of the Council <i>Substitute: One Member of the Council</i>	T Fittock <i>Substitute: K M H Lagan</i>
Essex Countywide Traveller Unit Joint Committee	Lead Specialist, Community	One Member of the Council	J C Hughes
Essex Climate Action Forum District and Borough Climate Action Board	Lead Specialist - Community / Strategy Policy and Communications Manager	One Member of the Strategy and Resources Committee	T Fittock
Essex Flood Partnership Board	Lead Specialist- Community	One Member of the Council <i>Substitute: One Member of the Council</i>	P L Spenceley <i>Substitute: T Fittock</i>
Essex Housing Policy Portfolio	Lead Specialist- Community	One Member of the Council	Chairperson of the Strategy and Resources Committee
Essex Planning Policy Portfolio and Chairpersons Group	Lead Specialist Place / Strategy, Policy and Communications Manager	Chairperson of the Strategy and Resources Committee <i>Substitute: Vice-Chairperson of the Strategy and Resources Committee</i>	Chairperson of the Strategy and Resources Committee <i>Substitute: Vice-Chairperson Strategy and Resources Committee</i>
Essex Waste Member Partnership Board	Lead Specialist Community / Specialist for Commissioning and Contracts (Waste)	Chairperson of the Strategy and Resources Committee <i>Substitute: Vice-Chairperson Strategy and Resources Committee</i>	Chairperson of the Strategy and Resources Committee <i>Substitute: Vice-Chairperson Strategy and Resources Committee</i>

BODY	LEAD OFFICER	TO BE APPOINTED	PROPOSED MEMBERSHIP
Livewell Partnership Group	Customer, Community and Casework Manager / Strategy Theme Lead – Community	Six Members of the Council	S J Burwood A M Lay N G F Shaughnessy E L Stephens J C Stilts S White
Local Area Highways Panel	Highways Liaison Officer Essex County Council	One Member of the Council	S J N Morgan
Local Government Association Coastal Issues Special Interest Group	Countryside and Coast Manager	One Member of the Council <i>Substitute: One Member of the Council</i>	T Fittock <i>Substitute: R G Pratt</i>
Local Government Flood Forum	Lead Specialist – Community	One Member of the Council <i>Substitute: One Member of the Council</i>	P L Spenceley <i>Substitute: T Fittock</i>
Maldon District Dementia Alliance (appointed by the Council 18/03/21)	Strategy Theme Lead - Community	One Member of the Council	N J Swindle
Maldon District Tourism Board		One Member of the Council	J C Stilts <i>Reserve: N R Miller</i>
Maldon Harbour Improvement Commissioners <i>This position is an appointment as a Commissioner for a minimum period of three years (appointment will continue even if Member leaves the Council)</i>	River Bailiff / Countryside and Coast Manager	One member of Council - same as Blackwater Estuary representative	A S Fluker
Maldon High Street Focus Group (Council 16 July 2020)	Strategy Theme Lead – Place	Two Members of the Council	K Jennings N R Miller

BODY	LEAD OFFICER	TO BE APPOINTED	PROPOSED MEMBERSHIP
North Essex Economic Board (NEEB)	Lead specialist prosperity	Leader of the Council	Leader of the Council
PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee 2022-23		One Member of the Council	E L Stephens
Plume Educational Trust (<i>Four yearly appointment</i>)		Two Members of the Council	C Swain (from 15 June 2021 until 14 June 2025) R H Siddall (until 14 June 2023) * <u>*From 15 June 2023 to confirm:</u> K Jennings (from 15 June 2023)
Essex Police Fire and Crime Panel (<i>The Substitute must be from the same Political Group</i>)	Director of Service Delivery	One Member of the Council <i>Substitute: One Member of the Council</i>	S J Burwood <i>Substitute: P L Spenceley</i>
Responsible Authorities Group (RAG) (Community Safety)	Director of Service Delivery / Director of Strategy, Performance and Governance / Community Safety Partnership Manager	One Member of the Council <i>Substitute: One Member of the Council</i>	T Fittock <i>Substitute: N D Spenceley</i>
River Crouch Coastal Community Team (Management Team)		One Member of the Council	D O Bown
Safer Essex Group	Director of Service Delivery	One Member of the Council	T Fittock
South Essex Parking Partnership – Joint Committee	Customer, Community and Casework Manager	One Member of the Council <i>Substitute: One Member of the Council</i>	S J N Morgan <i>Substitute: R G Pratt</i>
Superfast Essex Steering Board	Strategy Theme Lead - Place	Chairperson of the Strategy and Resources Committee	Chairperson of the Strategy and Resources Committee
*Southend Airport Consultative Committee	Strategy Theme Lead– Prosperity	One Member of the Council	D O Bown

BODY	LEAD OFFICER	TO BE APPOINTED	PROPOSED MEMBERSHIP
Stow Maries Aerodrome Consultative Committee (Appointed 20/12/18)	Director of Resources	Two Members of the Council	T Fittock N D Spenceley
The Thomas Plume Library Charitable Incorporated Organisation		One Member of Council	N D Spenceley
NEW – Mid Essex Alliance	Director of strategy, performance and governance	Leader of the Council	Leader of the Council

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

**to
COUNCIL (EXTRAORDINARY)
8 JUNE 2023**

APPOINTMENT TO WORKING GROUPS OF THE COUNCIL

1. PURPOSE OF THE REPORT

- 1.1 To appoint Members to serve on Working Groups of the Council for the Municipal year to May 2024.

2. RECOMMENDATIONS

- (i) That Members approve the nominations for the Working Groups provided by the respective Political Groups (**APPENDIX 1**);
- (ii) That where nominations are not approved, Members appoint to these Working Group vacancies;
- (iii) That Members appointed as the Chairperson of a Working Group will provide a leadership role, and present back Working Group recommendations to Committee / the Council;
- (iv) That a quorum be set for Working Groups of 50 per cent of the membership;
- (v) That substitutes for Working Groups are allowed, including non-aligned Members (who must notify directly) as the Working Groups do not need to be politically balanced;
- (vi) That the make-up of the Member Training and Development Working Group is changed to eight members of the Council, as reflected in the Political Group nominations (**APPENDIX 1**).

3. SUMMARY OF KEY ISSUES

- 3.1 A list of proposed nominations has been received from the respective Political Groups in respect of the Council's Working Groups and these are detailed in **APPENDIX 1** to this report.
- 3.2 The Performance, Governance and Audit Working Group has reviewed Working Groups and considered improvements may help their smooth running. These have been outlined in the recommendations of this report and sections 3.3 to 3.5 below.
- 3.3 Agendas should be published seven days in advance of the meeting and made available to all Members. Minutes should be published within ten working days of the meeting. (Please note: as a principle Working Group papers should be accessible to all Members.)

- 3.4 Where there are cross over topics, similar Members should be appointed.
- 3.5 Working Group papers should be linked as background papers to Committee reports if they don't have a recommendation.
- 3.6 The following Working Groups have been removed from the list:
- Alderman and Alderwoman Working Group;
 - Bradwell 'A' Care and Maintenance Working Group;
 - Bradwell 'B' Power Station Working Group;
 - Climate Action Strategy Working Group;
 - Strategies and Engagement Member Task and Finish Working Group.
 - Five Year Housing Land Supply (removed due to report considered by the Council 18 May 2023).
- 3.7 The following Working Group has been added to the list:
- Devolution Working Group.
- 3.8 Additional Working Groups that are specific to a Committee will be dealt with at the first meeting of that Committee.
- 3.9 Nominations for the Working Groups have been provided by the Political Group Leaders in readiness for this meeting and Member consideration. Some of the Working Group positions that are listed are appointments associated with specific positions and do not require appointment of a representative from the Council specifically.

4. CONCLUSION

- 4.1 The report provides a list of Member Working Group appointments for approval for the municipal year to May 2024.

5. IMPACT ON STRATEGIC THEMES

- 5.1 Working Group appointments support the guiding principle of Governance in the Corporate Plan, with Members understanding and working through detail to bring back to Committee for consideration.

6. IMPLICATIONS

- (i) **Impact on Customers** – Some Working Groups contribute to customer strategy.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – Working Groups help manage corporate risk / inform decisions and recommendations.
- (iv) **Impact on Resources (financial)** – Some Working Groups link to financial processes.

- (v) **Impact on Resources (human)** – Officer and Member time to attend and manage the Working Groups.
- (vi) **Impact on the Environment** – Some Working Groups link to the Environment themes.
- (vii) **Impact on Strengthening Communities** - Some Working Groups link to the Communities themes.

Background Papers: None.

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

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Member Working Groups**Appointed by the Council:**

Member Working Group	Lead Officer	To appoint	Nominations	Notes
Asset Management Working Group	Director of Service Delivery	Eight Members of the Council	M G Bassenger J Driver M F L Durham, CC T Fittock A S Fluker S J N Morgan P L Spenceley J C Stilts	
Air Quality Management (Market Hill) Member Officer Working Group	Strategy, Policy and Communications Manager	Eight Members of the Council	J C Hughes K M H Lagan A M Lay N R Miller N G F Shaughnessy P L Spenceley J C Stilts N J Swindle	
Corporate Projects Member Working Group	Director of Resources	Eight Members of the Council	J Driver M F L Durham, CC T Fittock A S Fluker K M H Lagan R H Siddall N D Spenceley W Stamp, CC	

Member Working Group	Lead Officer	To appoint	Nominations	Notes
Finance Member Working Group	Director of Resources	Eight Members of the Council	J Driver M F L Durham, CC T Fittock A S Fluker R H Siddall N D Spenceley W Stamp, CC M E Thompson	
Leisure Contract Working Group	Commercial Manager / Director of Service Delivery	Eight Members of the Council	M F L Durham, CC T Fittock L J Haywood A M Lay S J N Morgan P L Spenceley E L Stephens N J Swindle	
Member Training and Development Member Working Group	Programmes, Performance and Governance Manager	Leader, Deputy Leader and all Chairman of Committees Eight members of the Council	S J Burwood S J N Morgan R H Siddall N D Spenceley W Stamp, CC E L Stephens J C Stilts M E Thompson	
Planning Policy Working Group	Director of Strategy, Performance and Governance	Eight Members of the Council	J Driver T Fittock A S Fluker K M H Lagan S J N Morgan R H Siddall P L Spenceley M E Thompson	

Member Working Group	Lead Officer	To appoint	Nominations	Notes
Strategic Housing Board	Senior Specialist - Housing	Six Members of the Council	K Jennings S J N Morgan N G F Shaughnessy W Stamp, CC E L Stephens N J Swindle	
NEW – Devolution working group	Director of Strategy, Performance and Governance	Leader of the Council Leader of the Opposition Chairperson of the Performance, Governance and Audit Committee (PGA) Chairperson of the Strategy and Resources Committee (S&R) And four other members plus three Essex County Council (ECC) Councillors	Leader of the Council Leader of the Opposition Chairperson of PGA Chairperson of S&R J Driver T Fittock K M H Lagan P L Spenceley Three ECC Councillors	Suggested as a new Working Group for 2023 / 24 by the PGA Working Group

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