

## REPORT of CHIEF EXECUTIVE

to  
ANNUAL COUNCIL  
15 MAY 2025

### 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 2026

#### 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 Assistant Director of Programmes, Performance and Governance has been notified that the compositions of the political Groups on the Council are as follows

Conservative Group (9)	Leader	Councillor S J N Morgan
	Members	Councillors: D O Bown J R Burrell- Cook M F L Durham, CC W J Laybourn C P Morley R G Pratt M E Thompson L L Wiffen
Liberal Democrat Group (6)	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 (5)	Leader	Councillor R H Siddall
	Members	Councillors: M G Bassenger A Fittock J C Hughes E L Stephens

District Support Group (4)	Leader	Councillor J C Stilts
	Members	Councillors: L J Haywood K M H Lagan W Stamp, CC

3.2 A further six members of the Council are not aligned to a political group. They are:

- Councillor V J Bell
- Councillor A S Fluker
- Councillor A M Lay
- Councillor M G Neall
- Councillor U G 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 PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028

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

#### 6. IMPLICATIONS

- (i) **Impact on Customers** – The Leader of the Council will be the Council's figurehead and promote customer engagement.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk (including Fraud implications)** – Appointment to posts underpins good governance and reduces risk.
- (iv) **Impact on Resources (financial)** – None.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on Devolution / Local Government Reorganisation** – Appointment to these posts provides member leadership that supports devolution and reorganisaton discussions

Background Papers: None.

Enquiries to: Cheryl Hughes, Assistant Director: Programmes, Performance and Governance



## REPORT of CHIEF EXECUTIVE

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15 MAY 2025

### APPOINTMENT OF 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 2026.

#### 2. RECOMMENDATIONS

- (i) That the Member nominations set out in **APPENDIX A**, be approved;
- (ii) That where nominations have not been received, Members are appointed to these Committee seats as set out in **APPENDIX A**;
- (iii) That the Council approves a special allowance of 37.5% for the Chairperson and no payment for the Vice-Chairperson of the District Planning Committee, in line with the 'Area Planning Committees' payment.

#### 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 (9)	Leader	Councillor S J N Morgan
	Members	Councillors: D O Bown J R Burrell- Cook M F L Durham, CC W J Laybourn C P Morley R G Pratt M E Thompson L L Wiffen

Liberal Democrat Group (6)	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 (5)	Leader	Councillor R H Siddall
	Members	Councillors: M G Bassenger A Fittock J C Hughes E L Stephens
District Support Group (4)	Leader	Councillor J C Stilts
	Members	Councillors: L J Haywood K M H Lagan W Stamp CC

- 3.4 There are a further six elected Members that are not part of a political group:
- Councillor V J Bell
  - Councillor A S Fluker
  - Councillor A M Lay
  - Councillor M G Neall
  - Councillor U G Siddall- Norman
  - Councillor S White
- 3.5 And one vacant member seat.
- 3.6 Each Member number accounts for 3.22% of membership and seat allocation. A seat on the Strategy & Resources and Investigating & Disciplinary Committees has been left vacant, so that no Group is allocated more seats than their percentage, and these will be available to the incoming elected Member following the by-election.
- 3.7 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.
- 3.8 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**.
- 3.9 Chairperson training will be available to those appointed to Chairperson and Vice-Chairperson positions, on either 22 May at 10am or 3 June at 6pm. An Overview and Scrutiny training session will take place on Monday 9 June at 6pm, available to all Members.

#### 4. CONCLUSION

- 4.1 Group nominations for allocated Committee seats are provided, and where nominations have not been received, Members are asked to appoint Committee seats as set out.

## **5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028**

- 5.1 Elements of all areas of Corporate Plan delivery are covered in the activities of the Committees.

## **6. IMPLICATIONS**

- (i) **Impact on Customers** – Customer delivery is driven by some of the Committee activity.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk (including Fraud implications)** – Risk management is covered in some of the Committee activity.
- (iv) **Impact on Resources (financial)** – Financial management is covered in some of the Committee activity.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on Devolution / Local Government Reorganisation** – None.

Background Papers: None.

Enquiries to: Cheryl Hughes, Assistant Director- Programmes Performance and Governance.

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## Committees and Political Balance

	Councillor nominations from:					
	Conservative Group	District Support Group	Liberal Democrat Group	The Maldon District Independent Group	Non-Aligned	Non-Members
Performance, Governance and Audit Committee (10)	D O Bown R G Pratt M E Thompson	W Stamp CC	S J Burwood N D Spenceley	M G Bassenger J C Hughes	Two Members <i>(Appointment of the Council)</i>	-
Strategy and Resources Committee (11)	J R Burrell-Cook M F L Durham CC M E Thompson	K M H Lagan J C Stilts	J Driver P L Spenceley	A Fittock R H Siddall	One Member <i>(Appointment of the Council)</i>	-
Licensing Committee (10)	M F L Durham CC S J N Morgan M E Thompson	L J Haywood	K Jennings N D Spenceley	M G Bassenger E L Stephens	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)	J R Burrell-Cook S J N Morgan C P Morley	L Haywood	P L Spenceley N J Swindle	A Fittock E L Stephens	Two Members <i>(Appointment of the Council)</i>	
Joint Standards Committee (8 plus 3 Non-Voting Members)	M F L Durham CC S J N Morgan M E Thompson	J C Stilts	S J Burwood	M G Bassenger	Two Members <i>(Appointment of the Council)</i>	Two Parish / Town Councillors: Parish Councillor Michael J Hall and Town Councillor S C Stratton  Independent Person J Mitchell K Payne (deputy)
Investigating and Disciplinary	M E Thompson	W Stamp CC	P L Spenceley		One Member	-

	Councillor nominations from:					
	Conservative Group	District Support Group	Liberal Democrat Group	The Maldon District Independent Group	Non-Aligned	Non-Members
Committee (5)					<i>(Appointment of the Council)</i>	
Investigating and Disciplinary Panel (pool of 10)*	J R Burrell-Cook M F L Durham CC S J N Morgan	K M H Lagan	J Driver N D Spenceley	M G Bassenger R H Siddall	Two Members  <i>(Appointment of the Council)</i>	-
	*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):**

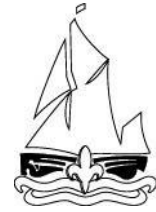
Conservative Group	District Support Group	Liberal Democrat Group	The Maldon District Independent Group	Non-Aligned
Councillors to be appointed following confirmation of all other Committee Membership, including Chairperson and Vice-Chairperson, taking into consideration the following.				
<p>Appointments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

	Councillor nominations from:				
	Conservative Group	District Support Group	Liberal Democrat Group	The Maldon District Independent Group	Non-Aligned
District Planning Committee (31)	D O Bown J R Burrell-Cook M F L Durham CC W J Laybourn S J N Morgan C P Morley R G Pratt M E Thompson L L Wiffen	L J Haywood K M H Lagan W Stamp CC J C Stilts	S J Burwood J Driver K Jennings N D Spenceley P L Spenceley N J Swindle	M G Bassenger A Fittock J C Hughes R H Siddall E L Stephens	V J Bell A S Fluker A M Lay M G Neall U G C Siddall-Norman S White  (Plus one vacancy)

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:

	Councillor nominations from:				
	Conservative Group	District Support Group	Liberal Democrat Group	The Maldon District Independent Group	Non-Aligned
Central Area Planning Committee (11)	J R Burrell-Cook	K M H Lagan J C Stilts	S J Burwood J Driver K Jennings N D Spenceley P L Spenceley N J Swindle		A M Lay  (One vacancy – Maldon West)
North Western Area Planning Committee (9)	M F L Durham CC S J N Morgan C P Morley M E Thompson L L Wiffen			J C Hughes R H Siddall E L Stephens	S White
South Eastern Area Planning Committee (11)	D O Bown W J Laybourn R G Pratt	L J Haywood W Stamp CC		M G Bassenger A Fittock	V J Bell A S Fluker M G Neall U G C Siddall-Norman

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## REPORT of CHIEF EXECUTIVE

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to  
ANNUAL COUNCIL  
15 MAY 2025

### 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 2026

#### 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 2026;
- (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:
- Bradwell Local Community Liaison Council reduced to one member representative.
  - Brickhouse Farm Management Committee, Local Government Association Coastal Issues Special Interest Group, Essex Housing Policy Portfolio, Local Government Flood Forum and West Maldon Community Association management committee removed from appointments.
  - Maldon Coastal and Flooding meeting and One Maldon District added to the list (these are existing Groups that were not yet in the annual meeting documents).

- 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>.

#### **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 2026.

#### **5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028**

- 5.1 Representation on outside bodies will support our corporate plan priorities.

#### **6. IMPLICATIONS**

- (i) **Impact on Customers** – Representation on some of the outside bodies listed will support our customers.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk (including Fraud implications)** – Attendance limits risk, as Maldon District Council 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 Devolution / Local Government Reorganisation** – None.

Background Papers: None.

Enquiries to: Cheryl Hughes, Assistant Director - Programmes, Performance and Governance

## Representatives to Outside Bodies

## Local Government Bodies:

BODY	REPRESENTATIVE	LEAD OFFICER
Local Government East (previously East of England LGA)	<b>Leader of the Council</b>	Chief Executive
Local Government Association	<b>Leader of the Council</b>	Chief Executive
District Council network	<b>Leader of the Council</b>	Chief Executive

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

BODY	REPRESENTATIVE	LEAD OFFICER
Essex Leaders and Chief Executives Group NB currently where Local Government Reorganisation (LGR) work sits	<b>Leader of the Council</b>	Chief Executive
Essex Partnership Board (Mid Essex Representative)	<b>Leader of the Council</b>	Chief Executive

## Representatives to Outside Bodies made by the Council:

BODY	LEAD OFFICER	TO BE APPOINTED	2025/26 Nomination
A12 Widening Member Group (Essex County Council (ECC))	Assistant Director- Planning and Implementation	One Ward Councillor from Great Totham and Wickham Bishops	J C Hughes (Great Totham) S J N Morgan (Wickham Bishops)
Action for Family Carers Liaison Board	Health Integration and Community Manager	One Member of Council	L J Haywood
Blackwater Estuary Siltation Steering Group – Annual meeting	Head of Assets, Coast and Countryside	One Member of the Council- <b>same Member as Maldon Harbour Improvement Commissioners Representative</b> – Councillor A S Fluker appointed until June 2026	A S Fluker (see note in Maldon Harbour Improvement Commissioners)

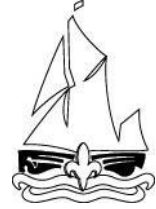
BODY	LEAD OFFICER	TO BE APPOINTED	2025/26 Nomination
Bradwell Local Community Liaison Council	None	One Member of the Council	M G Neall
Civilian and Military Partnership Board	Thematic Lead, Community	One Member of the Council	S J N Morgan
Crouch Valley Coastal Community (name change 18.03.24)	Lead Specialist, Prosperity	One Member of the Council	D O Bown
Drapers Farm Sports Club Committee	Head of Asset, Coast and Countryside	One Member of the Council <i>Substitute: One Member of the Council</i>	S J Burwood <i>Substitute: N D Spenceley</i>
Essex Coastal Forum	Head of Asset, Coast and Countryside	One Member of the Council <i>Substitute: One Member of the Council</i>	A Fittock <i>Substitute: K M H Lagan</i>
Essex Countywide Traveller Unit Joint Committee	Head of Environment /Head of community safety and customers	One Member of the Council	S J N Morgan
Essex Future of Leisure Board	Commercial Manager / Community Health and Wellbeing Officer	One Member of the Council	L J Haywood
Essex County Council (ECC twice yearly Climate Summits)	Head of Environmental Health, Waste and Climate Action	Leader of the Council	Leader of the council
Essex Flood Partnership Board	Head of Environmental Health, Waste and Climate Action	One Member of the Council <i>Substitute: One Member of the Council</i>	P L Spenceley <i>Substitute: A Fittock</i>
Essex Planning Portfolio Holders Group	Assistant Director: Planning and Implementation	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>

BODY	LEAD OFFICER	TO BE APPOINTED	2025/26 Nomination
Essex Police Fire and Crime Panel <i>(The Substitute must be from the same Political Group)</i>	Deputy Chief Executive	One Member of the Council  <i>Substitute: One Member of the Council</i>	J C Stilts  <i>Substitute: W Stamp</i>
Essex Waste Member Partnership Board	Waste Commissioning and Contracts Manager	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>
Livewell Partnership Group	Health Integration and Community Manager	Six Members of the Council	M G Bassenger L J Haywood A M Lay S J N Morgan P L Spenceley M E Thompson
Dementia Friendly Community	Strategy Theme Lead - Community	One Member of the Council	L J Haywood
Digital Essex steering group	Assistant Director- Strategy, Partnerships and Communications	Chairperson of the Strategy and Resources Committee	Chairperson of the Strategy and Resources Committee
Maldon Coastal and Flooding Meeting	Deputy Chief Executive	Leader of the Council <i>And One Member of the Council</i>	Leader of the Council  P L Spenceley
Maldon District Tourism Group	Lead Specialist Prosperity	One Member of the Council  <i>Substitute: One Member of the Council</i>	J C Stilts  <i>Substitute: K Jennings</i>

BODY	LEAD OFFICER	TO BE APPOINTED	2025/26 Nomination
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>	Head of Assets, Coast and Countryside	One member of Council - same as Blackwater Estuary representative	A S Fluker (until June 2026)
Maldon High Street Focus Group (Council 16 July 2020)	Lead Specialist Prosperity	Two Members of the Council	J R Burrell-Cook K Jennings
NHS Mid and South Essex Alliance (NEW)	Assistant Director- Strategy, Partnerships and Communications	Leader of the Council	Leader of the Council
North Essex Economic Board (NEEB)	Assistant Director- Strategy, Partnerships and Communications	Leader of the Council	Leader of the Council
One Maldon District	Assistant Director- Strategy, Partnerships and Communications	Leader of the Council One Opposition Leader	Leader of the Council J Driver ( <i>Substitute: J C Stilts</i> )
PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee (annual meeting)	None	One Member of the Council	S J N Morgan
Plume Educational Trust (Four yearly appointment)	None	Two Members of the Council	N D Spenceley (from 15 June 2025)  K Jennings (from 15 June 2023 until 14 June 2027)
Responsible Authorities Group (RAG) (Community Safety)	Head of Customer and Community Safety / Assistant Director Service Delivery	One Member of the Council  <i>Substitute: One Member of the Council</i>	N D Spenceley J C Stilts
Safer Essex Group	Assistant Director Service Delivery	One Member of the Council	J C Stilts

BODY	LEAD OFFICER	TO BE APPOINTED	2025/26 Nomination
South Essex Parking Partnership – Joint Committee	Head of Customer and Community Safety / Assistant Director Service Delivery	One Member of the Council <i>Substitute: One Member of the Council</i>	S J N Morgan <i>Substitute: R G Pratt</i>
Southend Airport Consultative Committee	Strategy Theme Lead– Prosperity	One Member of the Council	D O Bown
Stow Maries Aerodrome Consultative Committee (Appointed 20/12/18)	Director of Resources	Two Members of the Council	D O Bown A Fittock
The Thomas Plume Library Charitable Incorporated Organisation	None	One Member of Council	N D Spenceley

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## REPORT of CHIEF EXECUTIVE

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to  
ANNUAL COUNCIL  
15 MAY 2025

### APPOINTMENT OF MEMBERS TO SERVE ON 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 2026

#### 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 working group terms of reference are updated as per the details and member seat numbers highlighted in section 3.2 of the report.
- (iv) That a new Local Government Reorganisation and Devolution Working Group is established and the Terms of Reference attached at **APPENDIX 2** adopted;
- (v) That the Terms of Reference for the new Leisure Contract Board at **APPENDIX 3** are adopted.

#### 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 An annual housekeeping review of the working groups has taken place with senior officers as part of the process, as a result the following changes are recommended this year
- Air Quality Management (Market Hill) Member Officer Working Group is closed, with the activity now reporting under the Member and Officer Net Zero Working Group, and this Group is now increased in size to eight members.
  - Strategic Asset Group number updated to ten members, as has the Finance Member Group.
  - Strategic Housing Board (Housing and Homelessness reference Group) increased from six to nine member appointments. It is also suggested that a

review of the Terms of Reference of the Group takes place and reports back to the Council in the coming months.

- Levelling Up Delivery Board has been closed, as no longer required.
- A new Working Group Leisure Contract Board established to replace Leisure Contract Task and Finish Group.
- A new Local Government Reorganisation and Devolution Group is established.

3.3 Additional Working Groups that are specific to a Committee will be dealt with at the first meeting of that Committee.

#### **4. CONCLUSION**

4.1 The report provides a list of Member Working Group appointments for approval for the Municipal Year to May 2026

#### **5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2025 - 2028**

5.1 Working group activity will help inform areas of Corporate plan delivery.

#### **6. IMPLICATIONS**

- (i) **Impact on Customers** – Some Working Group activity links to customers.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk (including Fraud implications)** – Working Group activity helps to bring forward informed reports and reduces operational risks
- (iv) **Impact on Resources (financial)** – Some Working Group activity links to Council finances.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on Devolution / Local Government Reorganisation** – New working group established to support member input on Devolution / Local Government Reorganisation.

Background Papers: None.

Enquiries to: Cheryl Hughes, Assistant Director - Programmes, Performance and Governance.

**Member Working Groups**

**Appointed by the Council**

Member Working Group	Lead Officer	To appoint	2025/26 nominations
Finance Member Group	Chief Finance Officer	<p>Ten (*Eight) Members of the Council consisting of:</p> <ul style="list-style-type: none"> <li>• Political Group Leaders</li> <li>• Chairperson of the Strategy and Resources Committee (S&amp;R)</li> <li>• Vice-Chairperson of the S&amp;R</li> <li>• Chairperson of the Performance, Governance and Audit Committee (PGA)</li> <li>• Vice-Chairperson of the PGA</li> </ul>	<p>10 Members:</p> <p>Political Group Leaders Chairperson of the S&amp;R Vice-Chairperson of the S&amp;R Chairperson of the PGA Vice-Chairperson of the PGA</p> <p>Plus: M G Bassenger A Fittock P L Spenceley M E Thompson</p>
<b>Leisure contract partnership board</b> - new Terms of Reference (TOR) attached at <b>APPENDIX 3</b>	Commercial Manager	Eight Members of the Council (plus Places Leisure representatives)	<p>8 Members, new TOR will be provided:</p> <p>M F L Durham, CC L J Haywood K M H Lagan A M Lay S J N Morgan R H Siddall P L Spenceley E L Stephens</p>
Member and Officer Net Zero Working Group	Head of environment	Eight Members of the Council	<p>Increased to 8 Members:</p> <p>D O Bown L J Haywood R H Siddall U G C Siddall-Norman N D Spenceley P L Spenceley E L Stephens J C Stilts</p>

Member Working Group	Lead Officer	To appoint	2025/26 nominations
Member Training and Development Member Working Group	Assistant Director - Programmes, Performance and Governance	Eight Members of the Council	8 Members: L J Haywood S J N Morgan R H Siddall N D Spenceley P L Spenceley E L Stephens J C Stilts M E Thompson
Planning Policy Working Group	Assistant Director of Planning and Implementation	Eight Members of the Council	8 Members: M G Bassenger J Driver A Fittock S J N Morgan R H Siddall P L Spenceley W Stamp, CC M E Thompson
Strategic Asset Group (NEW)	Deputy Chief Executive	Ten Members of the Council	10 Members: J Driver M F L Durham, CC A Fittock K M H Lagan A M Lay S J N Morgan R H Siddall P L Spenceley W Stamp, CC M E Thomson

Member Working Group	Lead Officer	To appoint	2025/26 nominations
<p>Strategic Housing Board (Housing and Homelessness Reference Group)</p> <p>NOTE- REVIEW OF TOR TO TAKE PLACE IN MUNICIPAL YEAR</p>	Head of Housing Operations	Nine Members of the Council (Update from six in Terms of Reference)	<p>9 Members:</p> <p>A Fittock L J Haywood K Jennings S J N Morgan R H Siddall P L Spenceley E L Stephens J C Stilts M E Thompson</p>
Local Government Reorganisation and Devolution Working Group	Chief Executive	<p>Ten Members of the Council, inclusive of:</p> <ul style="list-style-type: none"> <li>• Leader of the Council</li> <li>• Opposition Leader(s)</li> </ul>	<p>10 Members:</p> <p><u>Leader of the Council</u> R H Siddall</p> <p><u>Opposition Leaders:</u> J Driver S J N Morgan J C Stilts</p> <p><u>Members:</u> M G Bassenger A Fittock K M H Lagan P L Spenceley W Stamp, CC M E Thompson</p>

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## **Local Government Reorganisation (LGR) and Devolution Working Group.**

### **Terms of Reference**

**Membership** (to be appointed at each Statutory Annual meeting)

Ten members of the Council, inclusive of:

- Leader of the Council
- Opposition Leader(s)

The Group will be attended by the Chief executive, Deputy Chief Executive, and senior officers of the Council where relevant.

### **Background**

Following the publication of the government's English Devolution White Paper on 16 December 2024, there was a full Council discussion of a Devolution and Local Government Reorganisation paper on 25 February 2025

<https://democracy.maldon.gov.uk/documents/s37962/Devolution.pdf> the outcome of the Council meeting provided a steer and informed Chief Executive and Leader for further discussions as part of the wider Essex LGR initial response submitted late March 2025. This Group is now established to receive information from the wider LGR Greater Essex Working Groups and to feed into further business case work and submissions and keep members updated on the progress of LGR and Devolution.

### **Purpose**

The Working Group will:

- receive updates and provide a Maldon member voice and steer for the Chief Executive and Leader to take back to the wider Greater Essex LGR and Devolution groups.
- provide cross-party member engagement and discussion with officers on documentation and strategic options as these emerge
- provide regular updates to the Council on the progress of LGR and Devolution
- Nominate members to attend meetings and feed into the business case workstreams where appropriate

### **Scheduling**

The meetings will be scheduled for a regular six-weekly slot, with agendas provided by the Chief Executive

A Chairperson will be confirmed at the first meeting of the Group.

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**MALDON**  
DISTRICT COUNCIL

## **Maldon District Council (MDC) & Places Leisure Partnership Board Terms of Reference**

### **PURPOSE**

For the duration of the Partnership, Places Leisure will be required to work cooperatively with the Council to discharge its responsibilities in relation to the delivery of services and outcomes identified within the contract. Places Leisure are to apply its specialist knowledge, skill and expertise to ensure the best possible service is delivered at all times.

The parties shall work together under this Agreement through the Partnership Board to provide strategic direction of the Partnership, in accordance with the provisions set out within the contract.

The Partnership Board shall meet quarterly and is responsible for the overall development and strategic management of the contract.

### **STRUCTURE**

The Partnership Board will be composed of representatives from Places Leisure, Councillors and officers of the Council. The Council will appoint a Councillor to act as chairperson at the first meeting following Statutory Annual Council.

The Partnership Board shall consist of the following members:

The Council's representatives are to include:

- Contract Manager (Commercial Manager)
- Corporate Leadership Team (CLT) member (Chief Executive, Deputy Chief Executive or Section 151 Officer)
- Lead Asset Officer
- Lead Health and Wellbeing Officer
- 8 Maldon District Councillors (nominated at the Statutory Annual Council)

Places Leisure representatives are to include:

- Contract Manager
- Area Manager
- Specialist staff as and when required (e.g. site manager, healthy communities lead)

### **QUORUM**

The Quorum for the meeting to go ahead is five and must have in attendance, three Maldon Councillors, a Management representative from Places Leisure, and a Management representative from Maldon Council.

## DECISIONS

The Partnership Board provides a strategic steer on the contract for consideration of all parties. The Group is able to inform officer decisions on any operational contract changes (which may subject to a change control process set out within the contract) which will report back to Council annually.

## GENERAL TERMS

1. The Partnership Board will receive, on behalf of each of the parties, quarterly and annual management information of the Contract. This will be supplied by both the Council and Places Leisure contract manager's and circulated prior to the scheduled meeting.
2. The Partnership Board meetings may be attended by persons who are not members of the Partnership Board, at the invitation of the Partnership Board.
3. The Partnership Board meetings will be supported by the Contract manager from both Places leisure and the Council.
4. **The functions of the Partnership Board are:**
  - 4.1 To set and agree targets for the Contract. Establish and agree appropriate targets on at least an annual basis in accordance with the Strategic Direction and Priorities of the Council. In particular establishing and agreeing procedures for self-monitoring and reporting through the use of a performance dashboard and Key Performance Indicators.
  - 4.2 To Monitor Service Performance - ensure the Services are delivered to a high standard in accordance with the contract. In particular by when required, commissioning qualitative and quantitative reports on performance and implementing / reviewing procedures for self-monitoring and reporting through the use of the pre-agreed Key Performance Indicators.
  - 4.3 To monitor financial performance – both parties to operate under 'open-book accounting' processes and provide quarterly reports on financial performance, including an outturn forecast, financial risks and profit share.
  - 4.3 Both Parties shall hold monthly Partnership Review Meetings to discuss all matters relating to the contract and to monitor performance. These meetings will help inform this quarterly Partnership Board with the board providing strategic direction.
  - 4.5 To oversee and review the Risk and Project Register - establish a joint approach to risk and project management by creating and regularly reviewing a register of the risks and projects associated with the implementation and ongoing service delivery of the agreement and determining which of the parties should assume responsibility for the risk(s) and project actions.
  - 4.6 To be Innovative - develop and/or consider proposals for continuous service improvement to the offer for users and for greater cost-effectiveness in the delivery of the Services on a whole life cycle costs basis. This is to be undertaken by studying examples of best practice elsewhere, implementing studies, reports and projects managed by the Council and Places Leisure.
  - 4.7 To be Proactive - anticipate and consider proposals for any change in the Services that may be required, for example, by any change in law or policy, or by any change in economic or social circumstances or expectations. To implement studies, reports and projects managed by the Council and Places Leisure.

- 4.8 To Ensure Partnership Working - consider any representations that may be made by either party concerning any matter that appears to be inconsistent with the parties' commitment to work cooperatively.
- 4.9 To Resolve Differences - seek the rapid and fair resolution of any differences between the parties. The parties commit to discuss problems as soon as they arise and to work together in a no blame culture. To put in place procedures for referring disputes to the Partnership Board if they cannot be resolved at contract Level.
- 4.10 To Review Contract Performance - receive quarterly and annual reports prepared jointly by each of the parties setting out an open account of the Contractors' opinion of the state of the Partnership, successes and shortcomings over the year, and proposals for improvement in the Contract in the future.

**PARTNERSHIP DUTIES**

The Council's Representative and Places Leisure Representative will meet weekly to ensure that the day-to-day operational requirements of the Contract are being met. The dates for these meetings will be agreed between the parties and will vary according to operational requirements. In addition to the weekly operational meetings contract meetings will be held on a monthly basis. The progress of these meetings will inform the quarterly partnership board reports. These meetings will be attended by a Council representative and a senior Manager of the Places Leisure.

Places Leisure will administer all minutes, agendas and documents relating to this process for the weekly operational meetings and monthly contract meetings. Both contract managers (from Places Leisure and MDC) will work collaboratively to prepare the management information for the board.

**Annex A: Contract principles**

As part of the contract and these terms of reference each party accept a duty to:

- Make a sincere effort to understand the other party's obligations, goals, expectations, duties, and objectives in performing their obligations under the contract.
- Operate in good faith in all dealings relating to the Partnership and to the contract, and to give a true account of such dealings.
- Work at all times within a spirit of co-operation to ensure the delivery of the services to a high standard.
- Resolve differences that may arise in relation to the contract by discussion and negotiation wherever possible.
- Communicate clearly and effectively, and in a timely manner, on all matters relating to the contract.
- Make the most efficient use of resources and seek to achieve cost effective savings to the benefit of both parties.
- Make every endeavour to ensure that all persons engaged on the Contract diligently and faithfully employ themselves to bring about its performance to a high standard.
- Give an early warning to the other party of any mistake discrepancy or omission of which either party becomes aware within the Contract and offer fair and reasonable solutions where practicable.
- Give an early warning to the other part of any matter that they become aware of that could affect the achievement of any objective, obligation, or the like contained in the Contract.

This Agreement shall commence on the Effective Date and continue for the same period. as the Leisure Partnership Contract.