

**CIRCULATED AT
THE MEETING**

CHIEF EXECUTIVE'S OFFICE
CHIEF EXECUTIVE
Fiona Marshall

12 May 2016

Dear Councillor

STATUTORY ANNUAL COUNCIL – 12 MAY 2016

Please find enclosed the following Agenda Items, for consideration at the meeting tonight, which were previously marked 'to follow' on the published agenda.

13. **Leaders and Composition of Political Groups** (Pages 3 - 4)
- (i) The Chief Executive **to table for information**, the Leaders and composition of each political group.
 - (ii) The Council to consider the ratification of the Leader-designate as Leader or to elect the Leader of the Council.
 - (iii) To elect the Deputy Leader of the Council.
14. **Appointment of Membership of Committees of the Council** (Pages 5 - 12)
- To appoint Members to serve on Committees, as required by Procedure Rule 17. (Report of the Chief Executive on the nominations of the Leader of the Council and the Opposition Leader to the places allocated to their respective groups to be circulated).
17. **Appointment of Representatives to Local Government and Outside Bodies** (Pages 13 - 18)
- To consider the report of the Chief Executive (copy to follow).
18. **Appointment of Members to serve on Working Groups of the Council** (Pages 19 - 20)
- To consider the report of the Chief Executive (copy to follow).

Yours faithfully



Chief Executive

This page is intentionally left blank

**CIRCULATED AT
THE MEETING**



REPORT of CHIEF EXECUTIVE

**to
ANNUAL COUNCIL
12 MAY 2016**

LEADERS AND COMPOSITION OF POLITICAL GROUPS

1. As required by the Local Government and Housing Act 1989, the Chief Executive has been notified that the compositions of the political Groups on the Council are as follows:-

Conservative	27 Members	Leader: Councillor Miss M R Lewis
Independent	2 Members	Leader of the Opposition Group: Councillor B S Beale

In addition, there two single Members who although not part of a political Group constitutes the political make-up of the Council:

- Councillor Mrs B E Acevedo (UK Independence Party),
- Councillor Miss S White (Other).

In accordance with the Council's Political Parties and Associated Arrangements, Councillor Miss M R Lewis is therefore recognised as Leader-designate.

2. Council is now asked:
 - (i) to consider the ratification of the Leader-designate as Leader of the Council;
 - (ii) in the event that the Council does not confirm the Leader-designate, to elect the Leader of the Council.
3. To elect the Deputy Leader of the Council.

This page is intentionally left blank

**CIRCULATED AT
THE MEETING**



**REPORT of
CHIEF EXECUTIVE**

**to
ANNUAL COUNCIL
12 MAY 2016**

APPOINTMENT OF MEMBERSHIP OF COMMITTEES OF THE COUNCIL

**1. LOCAL GOVERNMENT AND HOUSING ACT 1989 - POLITICAL
BALANCE ON COMMITTEES**

- 1.1 Under Section 15 (1) (b) of the 1989 Act, the Council is required at its Annual Meeting to review the representation of different political groups on committees of the authority.
- 1.2 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 Act.
- 1.3 Notification has been made to me of two political groups constituted for the purposes of the political balance provisions namely:

Conservative	27 Members
Independent	2 Members
UK Independence Party (UKIP)	1 Member
Other	1 Member

- 1.5 The Conservative Group has an absolute majority of the Members of the Council so that it has a right to request an absolute majority on every committee.
- 1.7 The Council is asked to ratify the allocation of seats on Committees in the following manner:

	Conservative	Independent	UKIP	Other
Finance and Corporate Services Committee	8	-	1	-
Community Services Committee	8	1	-	1
Planning and Licensing Committee	9	1	-	-
Audit Committee	7	1	-	-
Overview and Scrutiny Committee	7	1	-	-
Investigating and Disciplinary Committee	4	-	1	-

	Conservative	Independent	UKIP	Other	Parish Councillors
Joint Standards Committee	4	-	1	-	Councillors B Ledger and S Nunn

- 1.8 In addition, the Council is required to appoint Members to serve on the Appointments Committee and the Appeals Sub-Committee. The Council and Committee Procedure Rule 17(8) provides for the constitution of these Committees to comprise a combination of ex-officio and appointed Members.
- 1.9 Members are advised that the Finance and Corporate Services Committee has recommended that the Council replace the Appeals Sub-Committee with new arrangements.

2. NOMINATIONS OF THE LEADER OF THE COUNCIL AND OPPOSITION LEADER

- 2.1 The nominations of the Leader of the Council to the places allocated to the Conservative Group are:-

Finance and Corporate Services Committee	Councillors: J P F Archer I E Dobson Mrs H E Elliott A S Fluker B E Harker M R Pearlman Rev. A E J Shrimpton D M Sismey
Community Services Committee	Councillors: Miss A M Beale A T Cain I E Dobson M F L Durham Mrs B D Harker Miss M R Lewis R Pratt N R Pudney
Planning and Licensing Committee	Councillors: E L Bamford H M Bass R G Boyce MBE, CC Mrs P A Channer, CC P G L Elliott Miss M R Lewis A K M St Joseph S J Savage Mrs M E Thompson

Overview and Scrutiny Committee	Councillors: E L Bamford H M Bass Mrs P A Channer, CC R P F Dewick M W Helm N R Pudney S J Savage
Audit Committee	Councillors: M F L Durham Mrs H E Elliott A S Fluker B E Harker R Pratt A K M St Joseph Mrs M E Thompson
Joint Standards Committee	Councillors: R G Boyce MBE, CC M R Pearlman Rev. A E J Shrimpton Mrs M E Thompson
Investigating and Disciplinary Committee	Councillors R G Boyce MBE, CC M R Pearlman Rev. A E J Shrimpton Mrs M E Thompson
Appeals Sub-Committee	No nominations made due to recommendation from the Finance and Corporate Services Committee to the Council to replace the Appeals Sub-Committee with new arrangements.
Appointments Committee	Leader of the Council Chairman of the Council Councillors M F L Durham Mrs B D Harker

2.2 The nominations of the Opposition Leader to the places allocated to the Independent Groups are:

Community Services Committee	Councillor M S Heard
Planning and Licensing Committee	Councillor B S Beale MBE
Audit Committee	Councillor M S Heard
Overview and Scrutiny Committee	Councillor M S Heard
Appeals Sub-Committee	Leader of the Opposition
Appointments Committee	Leader of the Opposition

- 2.3 It is proposed that a place on the following Committees be allocated for Councillors Mrs B E Acevedo and Miss S White:

Community Services Committee	Councillor Miss S White
Finance and Corporate Services Committee	Councillor Mrs B F Acevedo
Joint Standards Committee	Councillor Mrs B F Acevedo
Investigating and Disciplinary Committee	Councillor Mrs B F Acevedo

3. RECOMMENDATIONS

- (i) that the Council notes the nominations of the Leader of the Council and the Opposition Leader to the places allocated to their respective Groups and the proposed allocations made for Councillors Mrs B E Acevedo and Miss S White;
- (ii) Accordingly, the Council is asked to agree the membership of the Committees of the Council as follows:

Finance and Corporate Services Committee	<p>Councillors: Mrs B E Acevedo J P F Archer I E Dobson Mrs H E Elliott A S Fluker B E Harker M R Pearlman Rev. A E J Shrimpton D M Sismey</p> <p><i>Plus ex-officio non-voting Members:</i> <i>Leader of the Council</i> <i>Deputy Leader of the Council</i> <i>Leader of the Opposition</i></p>
Community Services Committee	<p>Councillors: Miss A M Beale A T Cain I E Dobson M F L Durham Mrs B D Harker M S Heard Miss M R Lewis R Pratt N R Pudney Miss S White</p> <p><i>Plus ex-officio non-voting Members:</i> <i>Deputy Leader of the Council</i> <i>Leader of the Opposition</i></p>

Planning and Licensing Committee	<p>Councillors: E L Bamford H M Bass B S Beale, MBE R G Boyce MBE, CC Mrs P A Channer, CC P G L Elliott Miss M R Lewis A K M St Joseph S J Savage Mrs M Thompson</p> <p><i>Plus ex-officio non-voting Members: Deputy Leader of the Council</i></p>
Overview and Scrutiny Committee	<p>Councillors: E L Bamford H M Bass Mrs P A Channer, CC R P F Dewick M W Helm M S Heard N R Pudney S J Savage</p>
Audit Committee	<p>Councillors: M F L Durham Mrs H E Elliott A S Fluker B E Harker M S Heard R Pratt A K M St Joseph Mrs M E Thompson</p>
Joint Standards Committee	<p>Councillors: Mrs B E Acevedo R G Boyce MBE, CC M Pearlman Rev. A E J Shrimpton Mrs M E Thompson</p> <p>Parish Councillors: Councillor B Ledger Councillor S Nunn</p>
Investigating and Disciplinary Committee	<p>Councillors: Mrs B E Acevedo R G Boyce MBE, CC M Pearlman Rev. A E J Shrimpton Mrs M E Thompson</p>

<p>Appeals Sub-Committee</p> <p><i>The constitution of the Sub-Committee provides for meetings to comprise of five Members drawn from a 'pool' of seven named Members appointed by the Council.</i></p>	<p>Leader of the Opposition</p> <p>No further nominations made due to recommendations from the Finance and Corporate Services Committee to the Council to replace the Appeals Sub-Committee with new arrangements.</p>
<p>Appointments Committee</p> <p><i>Procedure Rule 16 (6) provides for the Chairman of the Council, the Leader of the Council and Leader of the Opposition, plus up to three other Members.</i></p>	<p>Leader of the Council Chairman of the Council Leader of the Opposition</p> <p>Councillors M F L Durham Mrs B D Harker</p>

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

<p>Central Area Planning Committee</p>	<p>Councillors: Miss A M Beale A T Cain I E Dobson Mrs B D Harker B E Harker M S Heard Miss M R Lewis C A R MacKenzie M R Pearlman S J Savage Rev. A E J Shrimpton</p> <p><i>Plus ex-officio non-voting Member: Chairman of Planning and Licensing Committee</i></p>
<p>North Western Area Planning Committee</p>	<p>Councillors J P F Archer E L Bamford H M Bass M F L Durham J V Keyes A K M St. Joseph D M Sismey Mrs M E Thompson Miss S White</p> <p><i>Plus ex-officio non-voting Member: Chairman of Planning and Licensing Committee</i></p>

<p>South Eastern Area Planning Committee</p>	<p>Councillors Mrs B E Acevedo B S Beale MBE R G Boyce MBE, CC Mrs P A Channer, CC R P F Dewick Mrs H E Elliott P G L Elliott A S Fluker M W Helm R Pratt N R Pudney</p> <p><i>Plus ex-officio non-voting Member: Chairman of Planning and Licensing Committee</i></p>
---	---

This page is intentionally left blank

CIRCULATED AT
THE MEETING



REPORT of CHIEF EXECUTIVE

to
ANNUAL COUNCIL
12 MAY 2016

APPOINTMENT OF REPRESENTATIVES ON 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 ensuing Municipal Year.

2. RECOMMENDATIONS

- (i) that the changes to the Local Government and Outside Bodies as set out in paragraph 3.2 below, be noted; and
- (ii) that the Council agrees the appointment of representatives to Local Government and Outside Bodies, as detailed in **APPENDIX 1**, for the ensuing Municipal Year.

3. SUMMARY OF KEY ISSUES

- 3.1 A list of the proposed appointments to Local Government and Outside Bodies is attached as **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 following Outside Bodies and the changes that have become apparent over the past year. These changes have been reflected within the list attached at **APPENDIX 1**.
- **Essex County Council Transport Group (Maldon)** – Removed as the Group no longer meets. The Council will be represented on the Heart and Haven Transport Board.
 - **Essex Outward Bound Association** – Removed as the Council has no direct involvement with the Essex Outward Bound Association. The Council now works closely with Active Essex.
 - **Heart of Essex and Haven Gateway Local Enterprise Partnership** – Name changed to Haven Gateway Partnership.

- **Maldon Citizens' Advice Bureau (CAB)** - This Group has been removed as Members are no longer appointed as Trustees with voting rights. The Council's liaison with the CAB will be via the Maldon Citizens Advice Bureau Liaison Committee and its Membership will be increased from two to three Members.
- **Maldon District Business Association** – Removed as this Association no longer exists.
- **Maldon District Rural Housing Task Group** – The Community Services Committee is recommending to the Council that this group be terminated (Minute No. 1136 refers). If the Council agrees this recommendation then this Group should be removed from the list of proposed appointments to Local Government and Outside Bodies (**APPENDIX 1**).
- **Maldon Older People's Floating Service Steering Group** – The Council has been advised by One Support that this Group no longer meets, but the Strategic Housing Manager is seeking further clarification on this and requirements under the Groups Terms of Reference.
- **Relate – North Essex and East Herts (Family Services)** – Removed as Councillor R Pratt advises this body no longer meets.
- **Sense of Place Board** – Added to Outside Bodies aligned with the Planning and Licensing Committee, as appointed by the Council.
- **The Sparsity Partnership for Authorities Delivering Rural Services (SPARSE)** – The Council agreed on 7 April 2016 not to continue subscription to SPARSE. In accordance with its constitution, 12 months' notice of termination of membership is required.

4. IMPLICATIONS

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – None.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to: Fiona Marshall, Chief Executive (Tel: 01621 875711).

**APPOINTMENT OF REPRESENTATIVES ON LOCAL GOVERNMENT AND
OUTSIDE BODIES
2016 - 2017**

LOCAL GOVERNMENT BODIES	2016 / 17 NOMINATIONS OF THE LEADER OF THE COUNCIL
East of England Local Government Association	Leader of the Council
Essex Local Government Association	Leader of the Council
Local Government Association	Leader of the Council

The list of Outside Bodies seeking a Member(s) representative has been split into three. The first section covers Outside Bodies with a wide remit covering the whole of the Council's services. The second and third sections of the list cover Outside Bodies with particular remits that are closely aligned with the Community Services Committee and Planning and Licensing Committee respectively. In these instances, the Council may feel it is more appropriate to nominate Members who sit on those Service Committees.

OUTSIDE BODIES	2016 / 17 NOMINATIONS OF THE LEADER OF THE COUNCIL
Bradwell Local Community Liaison Council	Councillors B S Beale MBE, A S Fluker and R Pratt
British Red Cross Society – Essex County Branch	Chairman of the Council
Essex Countywide Traveller Unit Committee	Councillor M F L Durham
Essex Flood Partnership Board	Councillor A K M St. Joseph <i>Substitute: Councillor Mrs P A Channer CC</i>
Haven Gateway Partnership <i>(Previously Heart of Essex and Haven Gateway Local Enterprise Partnerships)</i>	Leader of the Council and Chairman of the Planning and Licensing Committee <i>Substitute: Deputy Leader of the Council and / or Vice-Chairman of the Planning and Licensing Committee, as appropriate</i>
Maldon District Locality Board	Leader of the Council Deputy Leader of the Council Leader of the Opposition (or representative) Chairmen (or Vice-Chairmen) of the Community Services, Planning and Licensing and Finance and Corporate Services Committees

OUTSIDE BODIES	2016 / 17 NOMINATIONS OF THE LEADER OF THE COUNCIL
Maldon District Rural Housing Task Group <i>*Please see note in report*</i>	On behalf of the Community Services Committee: Councillor Mrs B D Harker On behalf of the Planning and Licensing Committee: Councillor H M Bass
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>	Councillor A S Fluker
Maldon and District Youth Strategy Group	Councillor Miss S White
Mid Essex Hospital Services NHS Foundation Trust - Council of Governors	Councillor N R Pudney
Police and Crime Panel	Councillor Mrs P A Channer, CC <i>Substitute Councillor M F L Durham</i>
Plume Educational Trust <i>(Four yearly appointment)</i>	Councillor A T Cain <i>(to June 2019)</i> D N Williams <i>(to June 2017)</i>
The Sparsity Partnership for Authorities Delivering Rural Services (SPARSE) <i>*Please see note in report*</i>	Chairman or Vice-Chairman of the Finance and Corporate Services Committee

Outside Bodies aligned with the Community Services Committee's responsibilities.

OUTSIDE BODIES	2016 / 17 NOMINATIONS OF THE LEADER OF THE COUNCIL
Drapers Farm Sports Club Committee	Councillor Miss M R Lewis
Essex Waste Inter Authority Agreement Member Working Group	Chairman of Community Services <i>Substitute: Vice Chairman of Community Services</i>
Essex Waste Member Partnership Board	Chairman of Community Services <i>Substitute: Vice Chairman of Community Services</i>
Maldon and District Community Transport Liaison Group	Councillors B E Harker and Rev. A E J Shrimpton
Maldon Children's Centre Partnership Group	Councillor N R Pudney <i>Substitute: Councillor Rev A E J Shrimpton</i>
Maldon Older People's Floating Service Steering Group <i>*Please see note in report*</i>	Councillor E L Bamford <i>Substitute: Councillor Miss S White</i>
Moat Homes Ltd Joint Strategic Board	Chairman and Vice-Chairman of the Community Services Committee Leader of the Council

OUTSIDE BODIES	2016 / 17 NOMINATIONS OF THE LEADER OF THE COUNCIL
Parking and Traffic Regulations outside London Adjudication Joint Committee (PATROL)	Councillor R Pratt <i>Substitute: Councillor Rev. A E J Shrimpton</i>
Responsible Authorities Group (RAG) (Community Safety)	Councillor Miss S White <i>Substitute: Councillor Mrs B D Harker</i>
South Essex Parking Partnership – Joint Committee <i>(NB representative to be member of Community Services Committee)</i>	Councillor R Pratt <i>Substitute: From Community Services Committee (If use of substitute, must notify the Committee 30 minutes prior to the start of a meeting)</i>
West Maldon Community Association Management Committee	Councillor M S Heard

Outside Bodies aligned with the Planning and Licensing Committee’s responsibilities

OUTSIDE BODIES	2016 / 17 NOMINATIONS OF THE LEADER OF THE COUNCIL
Bradwell Legacy Partnership (Membership amended by the Council 07/04/16)	Chairman of the Planning and Licensing Committee (<i>Substitute: Vice-Chairman of the Planning and Licensing Committee</i>) <u>Representing the Dengie Peninsular</u> Councillor R G Boyce MBE CC (<i>Substitute: Councillor E L Bamford</i>)
Blackwater Estuary Siltation Steering Group	Councillor A K M St. Joseph
“Dawn” Sailing Barge Trust Limited	Councillor R G Boyce MBE CC
Essex Coastal Forum	Councillor M F L Durham <i>Substitute: Councillor A S Fluker</i>
Local Highways Panel	Councillors M F L Durham, Mrs B D Harker, M W Helm, Miss M R Lewis, R Pratt and Mrs M E Thompson
Local Government Association Coastal Issues Special Interest Group	Councillor A K M St. Joseph <i>Substitute: Councillor Miss S White</i>
Local Government Flood Forum	Councillor Miss M R Lewis <i>Substitute: Councillor A K M St. Joseph</i>
Sense of Place Board	Chairman of the Planning and Licensing Committee <i>Substitute: Vice-Chairman of the Planning and Licensing Committee</i>
Southend Airport Consultative Committee	Councillor P G L Elliott
Southminster Heritage Economic Regeneration Scheme Steering Group	Councillor A S Fluker

The following body is not appointed by Maldon District Council but involves Members of the Council:

Essex Partnership Board (Mid Essex representative)	Leader of the Council (appointed 4 April 2013)
--	---

This page is intentionally left blank



REPORT of CHIEF EXECUTIVE

**to
ANNUAL COUNCIL
12 MAY 2016**

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.

2. RECOMMENDATIONS

- (i) that the Community Engagement Working Group be disbanded;
- (ii) that the appointments to the Working Groups as set out in Section 3.1 of this report be confirmed.

3. SUMMARY OF KEY ISSUES

3.1 The following nominations have been received from the Leader of the Council and Leader of the Opposition in respect of the following Working Groups.

3.1.1 Community Hospital Working Group:

- Leader of the Council
- Leader of the Opposition Party
- Councillor Mrs P A Channer CC
- Councillor P G L Elliott
- Councillor Mrs B D Harker
- Councillor R Pratt
- Councillor N R Pudney

3.1.2 Community Services and Hospital Project Board:

- Councillor Mrs P A Channer CC
- Councillor Mrs B D Harker

3.1.3 Corporate Governance Working Group:

- Councillor B S Beale MBE
- Councillor H M Bass
- Councillor M F L Durham
- Councillor P G L Elliott
- Councillor A S Fluker
- Councillor Mrs M Thompson
- Leader of the Council

3.1.4 Devolution Member Task and Finish Working Group:

- Leader of the Council
- Deputy Leader of the Council
- Leader of the Opposition
- Chairman of the Community Services, Finance & Corporate Services and Planning & Licensing Committees *

** Substitutes: Vice-Chairman of the Community Services, Finance & Corporate Services and Planning & Licensing Committees*

3.1.5 Transformation Board:

- Councillor M F L Durham
- Councillor A S Fluker

3.2 **Community Engagement Working Group:**

- 3.2.1 This Working Group has now completed its work and it is therefore proposed that it be disbanded.

4. IMPLICATIONS

- (i) **Impact on Customers** – None.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – None.
- (iv) **Impact on Resources (financial)** – None.
- (v) **Impact on Resources (human)** – None.
- (vi) **Impact on the Environment** – None.

Background Papers: None.

Enquiries to: Fiona Marshall, Chief Executive, (Tel: 01621 875711).