

SUPPLEMENTARY PACK

DIRECTOR OF STRATEGY,
PERFORMANCE AND
GOVERNANCE'S OFFICE
DIRECTOR OF STRATEGY, PERFORMANCE
AND GOVERNANCE
Paul Dodson

05 November 2020

Dear Councillor

ANNUAL COUNCIL – 5 NOVEMBER 2020

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

11. **Minute Book**
 - b) Overview and Scrutiny Committee - 15 October 2020 (Pages 3 - 6)
Appendix 1 to Minute 6 – Committee Operating Protocol & Working Practices
14. **Leaders and Composition of Political Groups** (Pages 7 - 8)
15. **Appointment of Membership of Committees of the Council** (Pages 9 - 16)
18. **Appointment of Representatives to Local Government and Outside Bodies** (Pages 17 - 26)
19. **Appointment of Members to serve on Working Groups of the Council** (Pages 27 - 30)
21. **COVID-19 Economic Recovery - Car Parking** (Pages 31 - 32) ADDENDUM
24. **Leisure Contract Update** (Pages 33 - 34) ADDENDUM

Yours faithfully



Director of Strategy, Performance and Governance

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Purpose and Protocol / working practices for the Overview and Scrutiny committee

From November 2020, the Overview and Scrutiny Committee sits as 10 members, who are not serving on either the Performance, Governance and Audit or Strategy and Resources Committees.

The committee Terms of Reference can be found at:

<https://democracy.maldon.gov.uk/documents/s19942/Terms%20of%20Reference%20-%20Overview%20and%20Scrutiny%20Committee.pdf> .

The Working Group established and reporting to this committee will include Four members and:

- Review items of scrutiny suggested by members according to specific criteria and outcomes.
- Identify the details of scrutiny items e.g. specific outcomes, timescales and lead officers.
- Recommend a workplan for approval of the Committee.

The committee:

Will –

- Seek to confine its meetings to the carrying out of actual scrutiny work.
- Arrange for the review of Member suggestions for items and review validity of items based on set criteria, prior to inclusion in its Workplan.
- Be positive and forward looking including providing ‘critical friend’ challenge.
- Identify future improvements that will help the way the Council runs its business and provides public services.
- Seek to demonstrate added value from the scrutiny process.
- Review readiness for emerging strategy and future planning.
- Help Council and other Committees do their work better.
- Produce defined outcomes associated with each scrutiny item.
- Manage ‘watching brief’ items for areas of concern where the need for or the precise area of scrutiny has not been identified - to be picked up by the Working Group (e.g. lessons learned from Project Management Office).
- Refer potential scrutiny items to the working group for thorough review, and receive reports on items to be added to the workplan.
- Receive finalised Scrutiny reports and recommendations for review.
- Make recommendations to Council and other Committees on conclusions arising from scrutiny.

Won't –

- Develop a workplan based on 'pet projects' of individual Members or matters that should be properly dealt with elsewhere, e.g. via another Committee's remit.
- Duplicate review work being undertaken elsewhere, e.g. by another Committee.
- Look backwards or be focussed on blame, rather than come from a place of 'lessons learned'.
- Use Committee Meetings as a forum for receiving information, discussing/ planning the detail and validity of suggested scrutiny items.
- Accept items where Officers have not yet been approached and asked for response/ further detail on a matter.
- Accept items where they fall in the remit of another committee, and that committee hasn't made the referral, or first reviewed it within their Committee.
- Have a standing item for 'any other items of scrutiny members wish to consider' as under the proposed new process is designed to accommodate this.

**Terms of Reference
Working group of the Overview and Scrutiny Committee**

The working group will be made up of four Overview and Scrutiny committee members, and meet in the daytime in advance of the Committee meetings to consider, review and recommend to the Committee on:

1. Review new scrutiny item requests in accordance with the process and criteria established by the Committee and report to the Committee on valid and identifiable scrutiny items for inclusion in the Committee's Workplan.
2. Keep under review any other matters where the Committee has identified a need to seek information or to maintain a 'watching brief' pending the identification of a scrutiny item.
3. Support the Committee as directed in the planning of scrutiny work, including proposing timetables and expected Scrutiny Outcomes.

The Working Group meetings will include relevant officers where more detailed discussion can help inform these decisions.

N.B. in the March meeting, the agreed Members for this group were Councillors R H Siddall, V J Bell, M W Helm, and M S Heard.

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REPORT of DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE

**to
ANNUAL COUNCIL
5 NOVEMBER 2020**

LEADERS AND COMPOSITION OF POLITICAL GROUPS

1. PURPOSE OF THE REPORT

- 1.1 To appoint to the Leader and Deputy Leader of the Council for the remainder of the Municipal year (to May 2021).

2. RECOMMENDATIONS

- (i) That the Council considers 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;
- (iii) 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:

Independent Group	Leader	Councillor W Stamp
	Members	Councillors M G Bassenger, B S Beale MBE, V J Bell, M R Edwards, M S Heard, K M H Lagan, C Mayes, C Morris, S P Nunn, R G F Shaughnessy, R H Siddall, N J Skeens, J Stilts and C Swain
Conservative Group	Leader	Councillor E L Bamford
	Members	Councillors Miss A M Beale, Mrs P A Channer CC, M F L Durham CC, Mrs J L Fleming, A L Hull, J V Keyes, C P Morley, Mrs M E Thompson and Miss S White
Democratic Alliance Group	Leader	Councillor M W Helm
	Members	Councillors R G Boyce MBE, R P F Dewick and A S Fluker

- 3.2 In accordance with the Council's Political Parties and Associated Arrangements, Councillor W Stamp 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 strategic themes, but specifically help to contribute to Performance and Efficiency, with Maldon District Council (MDC) working with partners.

6. IMPLICATIONS

- (i) **Impact on Customers** – The Leader of the Council will be the Council's figure head, and promote customer engagement
- (ii) **Impact on Equalities** – Not applicable (N/A).
- (iii) **Impact on Risk** – Appointment to posts underpins good governance and reduces risk.
- (iv) **Impact on Resources (financial)** – N/A.
- (v) **Impact on Resources (human)** – N/A.
- (vi) **Impact on the Environment** – N/A.
- (vii) **Impact on Strengthening Communities** - The Leader of the Council will be the Council's figure head 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
**ANNUAL COUNCIL
5 NOVEMBER 2020**

APPOINTMENT OF MEMBERSHIP OF COMMITTEES OF THE COUNCIL

1. PURPOSE OF THE REPORT

- 1.1 To appoint serving Members for Committees for the remainder of the Municipal year (to May 2021).

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 haven't been received, to appoint Members to these Committee positions.

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 three political groups constituted for the purposes of the political balance provisions namely:

Independent	15 Members
Conservative	10 Members
Democratic Alliance	4 Members

- 3.4 There is a further one non-aligned member of the Council, and one vacant post.

- 3.5 Neither 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	Independent	Conservative	Democratic Alliance	Council appointment
Performance, Governance and Audit	5	3	1	1
Strategy and Resources	6	4	1	
Overview and Scrutiny	5	3	1	1
Joint Standards	4	3	1	
Investigating and Disciplinary Committee	2	2	1	
Investigating and Disciplinary Panel Pool	5	3	1	1
Licensing	5	3	1	1

- 3.7 As agreed by the Council on 6 August 2020 (Minute No. 1128 refers), Members of the Performance, Governance & Audit and Strategy & Resources Committees are unable to serve on the Overview and Scrutiny Committee.
- 3.8 In rounding the proportion of members to seat allocations, ten seat Committees all have a 'third' of a member for the following:
- Conservative Group;
 - Democratic Alliance Group;
 - Non-Aligned.

- 3.8.1 These Committees therefore have a Member listed as an appointment of the Council, that will need to come from one of the two groups listed or a non-aligned Member.

3.9 **Joint Standards Committee**

- 3.9.1 Two Conservative Independent Parish Councillors sit on the Committee (to be elected following receipt of nominations from the Essex Association of Local Councils).

3.10 **Investigating and Disciplinary Panel**

- 3.10.1 In addition to the Committees of the Council referred to in Procedure Rule 17, 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.

3.10.2 The report seeks to appoint a pool of ten members that can be called upon for meetings.

3.11 **Appointments Committee**

3.11.1 The Council is also required to appoint Members to serve on the Appointments Committee. The Council and Committee Procedure Rule 17(8) provides for the constitution of this Committee, to be made up of:

- Leader of the Council (or Deputy),
- Opposition Leader (or Deputy),
- Chairmen (or Vice-Chairmen) of the Strategy & Resources and the Performance, Governance & Audit Committees,
- Plus two other named Members appointed by the Council (political balance provisions shall apply).

3.12 **Area Planning Committees**

3.12.1 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 in the attached **APPENDIX A**.

4. CONCLUSION

4.1 The Committee seat allocation and member nominations are provided for member review, and nominations sought for the non-aligned and Council appointment positions.

5. IMPACT ON STRATEGIC THEMES

5.1 The Committee structure underpins the Performance and Efficiency Corporate Goal.

6. IMPLICATIONS

- (i) **Impact on Customers** – Not applicable (N/A).
- (ii) **Impact on Equalities** – N/A.
- (iii) **Impact on Risk** – N/A.
- (iv) **Impact on Resources (financial)** – Specific committees have an impact on this area.
- (v) **Impact on Resources (human)** – N/A.
- (vi) **Impact on the Environment** – Specific Committees have an impact on this area.

- (vii) **Impact on Strengthening Communities** - Specific committees have an impact on this area.

Background Papers: None

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

Committees and Political Balance

	Nominations from the Independent Group	Nominations from the Conservative Group	Nominations from the Democratic Alliance Group	Council appointment	Non Aligned	Non-Members
Performance, Governance and Audit Committee (10)	Councillors: M S Heard S P Nunn N G F Shaughnessy W Stamp J Stilts	Councillors: Mrs P A Channer CC A L Hull J V Keyes	Councillor M W Helm	1 Member to be appointed (see section 3.8 of the report)		-
Strategy and Resources Committee (11)	Councillors: M R Edwards K M H Lagan R H Siddall N J Skeens W Stamp C Swain	Councillors: Mrs P A Channer CC M F L Durham CC Mrs M E Thompson Miss S White	Councillor R G Boyce MBE			-
Licensing (10)	Councillors: M G Bassenger B S Beale MBE C Mayes R H Siddall J Stilts	Councillors: M F L Durham CC A L Hull Mrs M E Thompson	Councillor M W Helm	1 Member to be appointed (see section 3.8 of the report)		-
Overview and Scrutiny Committee (10) (including Overview and Scrutiny Committee meeting as the Crime and Disorder Committee)	Councillors: M G Bassenger B S Beale MBE V J Bell C Mayes C Morris	Councillors: E L Bamford J V Keyes C P Morley	Councillor R P F Dewick	1 Member to be appointed (see section 3.8 of the report)		-

APPENDIX A

	Nominations from the Independent Group	Nominations from the Conservative Group	Nominations from the Democratic Alliance Group	Council appointment	Non Aligned	Non-Members
Joint Standards Committee (8 plus 3 non-members)	Councillors: M G Bassenger C Mayes S P Nunn R H Siddall	Councillors: Mrs P A Channer CC Mrs J L Fleming Mrs M E Thompson	Councillor R G Boyce MBE			Two Parish / Town Councillors Independent Person (one from a Pool of three)
Investigating and Disciplinary Committee (5)	Councillors: C Mayes R H Siddall	Councillors: E L Bamford Mrs P A Channer CC	Councillor M W Helm			-
Investigating and Disciplinary Panel (pool of 10) Minimum of five Members of the Council – politically balanced – of which three have not served on the initial investigation carried out by the Investigating & Disciplinary Committee. In addition, two or three Independent Persons appointed by the Council to assist the Joint Standards Committee under the Localism Act 2011.	Councillors: V J Bell M S Heard S P Nunn W Stamp C Swain	Councillors: Mrs J L Fleming Mrs M E Thompson Miss S White	Councillor M W Helm	1 Member to be appointed (see section 3.8 of the report)		-

APPENDIX A

	Nominations from the Independent Group	Nominations from the Conservative Group	Nominations from the Democratic Alliance Group	Council appointment	Non Aligned	Non-Members
Appointments Board (6)	*Councillors: W Stamp Plus two others	*Councillors: E L Bamford Plus one other	*Councillor M W Helm			
	* Committee Membership - Leader of the Council (or Deputy), Opposition Leader (or Deputy), Chairmen (or Vice-Chairmen) of the Strategy and Resources and the Performance, Governance and Audit Committees, plus two other named Members appointed by the Council (political balance provisions shall apply)					

	Independent Group	Conservative Group	Democratic Alliance Group	Non Aligned	Non Members
District Planning Committee (31)	Councillors: M G Bassenger B S Beale MBE V J Bell M R Edwards M S Heard K M H Lagan C Mayes C Morris S P Nunn N G F Shaughnessy R H Siddall N J Skeens W Stamp Mrs J C Stilts C Swain	Councillors: E L Bamford Miss A M Beale Mrs P A Channer CC M F L Durham CC Mrs J L Fleming A L Hull J V Keyes C P Morley Mrs M E Thompson Miss S White	Councillors: R G Boyce MBE R P F Dewick M W Helm	Councillor K W Jarvis	-

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:

	Independent Group	Conservative Group	Democratic Alliance Group	Non-aligned
Central Area Planning Committee (10 + one vacancy)	Councillors: M R Edwards M S Heard K M H Lagan C Mayes C Morris S P Nunn N G F Shaughnessy Mrs J C Stilts C Swain	Councillor Miss A M Beale	-	-
North Western Area Planning Committee (9)	Councillor R H Siddall	Councillors: E L Bamford M F L Durham CC Mrs J Fleming J V Keyes C P Morley Mrs M E Thompson Miss S White	-	Councillor K W Jarvis
South Eastern Area Planning Committee (11)	Councillors: M G Bassenger B S Beale MBE V J Bell N J Skeens W Stamp	Councillors: Mrs P A Channer CC A L Hull	Councillors: R G Boyce MBE R P F Dewick M W Helm	



REPORT of DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE

to
**ANNUAL COUNCIL
5 NOVEMBER 2020**

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 remainder of the Municipal Year (to May 2021).

2. RECOMMENDATIONS

- (i) That the appointment of representatives to Local Government and Outside Bodies, as detailed in **APPENDIX 1**, be agreed for the remainder of the Municipal Year;
- (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 3.4 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 following Outside Bodies and the changes that have become apparent over the past year. These changes are:

New (denoted with shaded rows in **APPENDIX 1**)

- Bradwell B Community Forum;
- Brickhouse Farm Management Committee (was aligned to the Performance, Governance and Audit Committee);
- Essex Climate Action Forum;
- Essex Housing Policy Portfolio;

- Maldon High Street Focus Group;
- Superfast Essex Steering Board.

Removed

- Southminster Heritage Economic Regeneration Scheme Steering Group;
- Parking and Traffic Regulations Outside London Adjudication Joint Committee;
- Maldon Sure Start;
- Mid Essex Hospital Services NHS Foundation Trust.

3.3 Although the Group Leaders have collectively submitted their appointments for Outside Body representation, there are three within the list where we have received too many nominations.

3.3.1 All nominations are listed, and the Council is requested to determine the representatives. The bodies are:

- Bradwell Local Community Liaison Council
- Local Area Highways Panel
- Maldon and District Youth Strategy Group
- Stow Maries Aerodrome Consultative Committee

3.4 Member feedback has highlighted little visibility or understanding of what goes on in these groups across the wider membership. We propose that all Members have visibility, where papers are not private and confidential, and subject to agreement by the relevant body the appointed representatives use the following Fresh Service link <https://maldon.freshservice.com/support/catalog/items/105> to then be stored on the central Modern.Gov library for all Members to access.

3.5 Those outside bodies that are highlighted in **grey** are appointments associated with specific positions and do not require a representative from Council specifically.

4. CONCLUSION

4.1 The report provided provides a list of Local Government and Outside Bodies for the Council and seeks Member appointment for the remainder of the municipal year.

5. IMPACT ON STRATEGIC THEMES

5.1 The Local Government and Outside Bodies representation links to outcomes across the Corporate Plan and all strategic themes. Attendance helps to contribute to Performance and Efficiency, with Maldon District Council (MDC) working with partners.

6. IMPLICATIONS

- (i) **Impact on Customers** – Not applicable (N/A).
- (ii) **Impact on Equalities** – Not applicable (N/A).
- (iii) **Impact on Risk** – Attendance limits risk, as MDC are aware of what is going on in wider partner context.
- (iv) **Impact on Resources (financial)** – N/A.
- (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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**LOCAL GOVERNMENT BODIES
AND OUTSIDE BODIES (NOVEMBER 2020 – MAY 2021)**

LOCAL GOVERNMENT BODIES:

BODY	REPRESENTATIVE(S)	LEAD OFFICER
East of England Local Government Association	Leader of the Council	Head of Paid Service
Essex Local Government Association	Leader of the Council	Head of Paid Service
Local Government Association	Leader of the Council	Head of Paid Service

OUTSIDE BODIES (not appointed by Maldon District Council but involve Members of the Council):

BODY	REPRESENTATIVE(S)	LEAD OFFICER
Essex Partnership Board (Mid Essex representative)	Leader of the Council	Head of Paid Service
Essex Leaders and Chief Executives Group	Leader of the Council	Director of Strategy, performance and governance

OUTSIDE BODIES:

BODY	LEAD OFFICER	TO BE APPOINTED	<u>PROPOSED REPRESENTATIVES</u> FROM NOVEMBER 2020
Blackwater Estuary Siltation Steering Group (p) – annual meeting	River Bailiff / Lead Countryside and Coast Coordinator	One Member of the Council- <u>same member as Harbour Improvement rep</u>	Councillor K M H Lagan
<u>Bradwell B Community Forum</u>	<u>Bradwell B project Manager</u>	<u>Two members of Council</u>	Councillors Mrs P A Channer CC and N J Skeens
Bradwell Local Community Liaison Council	Director of Strategy, Performance and Governance	Four members of Council	Councillors E L Bamford, K M H Lagan, C Mayes, N J Skeens and Miss S White
<u>Brickhouse Farm Management Committee (c)</u>	<u>Customer, Community and Casework Manager</u>	<u>Two members of Council</u>	Councillors K M H Lagan and J Stilts
British Red Cross Society – Essex County	Director of Strategy, Performance	Chairman of the Council	Chairman of the Council

**LOCAL GOVERNMENT BODIES
AND OUTSIDE BODIES (NOVEMBER 2020 – MAY 2021)**

BODY	LEAD OFFICER	TO BE APPOINTED	<u>PROPOSED REPRESENTATIVES</u> FROM NOVEMBER 2020
Branch	and Governance		
Drapers Farm Sports Club Committee	Lead Countryside and Coast Coordinator	One Member of the Council	Councillor C Morris <i>Reserve: Councillor M R Edwards</i>
Essex Coastal Forum (p)	Lead Countryside and Coast Coordinator	One Member of the Council <i>Substitute: One Member of the Council</i>	Councillor N J Skeens
Essex Countywide Traveller Unit Committee	Strategy, Policy and Communications Manager / Specialist – Local Plan	One Member of the Council	Councillor M F L Durham CC
<u>Essex Climate Action Forum</u>	Lead Specialist- Community	One Member of the Strategy and Resources Committee	Councillor C Swain
*Essex Flood Partnership Board	Lead Specialist- Community	One Member of the Council <i>Substitute: One Member of the Council</i>	Councillor S P Nunn
<u>Essex Housing Policy Portfolio</u>	Lead Specialist- Community	One Member of the Council	Chairman of the Strategy and Resources Committee
* Essex Planning Policy Portfolio and Chairman's Group (p)	Strategy, Policy and Communications Manager	Chairman of the Strategy and Resources Committee <i>Substitute: Vice-Chairman of the Strategy and Resources Committee</i>	Chairman of the Strategy and Resources Committee <i>Substitute: Vice-Chairman of the Strategy and Resources Committee</i>
* Essex Waste Inter Authority Agreement Member Working Group (c)	Lead Specialist – Community / Specialist – Commissioning and Contracts (Waste)	Chairman of the Performance, Governance and Audit Committee <i>Substitute: Vice-Chairman of the Performance, Governance and Audit</i>	Chairman of the Performance, Governance and Audit Committee <i>Substitute: Vice-Chairman of the Performance, Governance and Audit</i>
* Essex Waste Member Partnership Board (c)	Lead Specialist – Community / Specialist – Commissioning and	Chairman of the Strategy and Resources Committee	Chairman of the Strategy and Resources Committee

**LOCAL GOVERNMENT BODIES
AND OUTSIDE BODIES (NOVEMBER 2020 – MAY 2021)**

BODY	LEAD OFFICER	TO BE APPOINTED	PROPOSED REPRESENTATIVES FROM NOVEMBER 2020
	Contracts (Waste)	<i>Substitute: Vice-Chairman Strategy and Resources Committee</i>	<i>Substitute: Vice-Chairman Strategy and Resources Committee</i>
* Joint Bradwell Member Board (p) (Council 29/10/18) Renamed on 20/7/20: Bradwell B Joint Local Authorities Group	Director of Strategy, Performance and Governance	Leader and Deputy Leader of the Council *Chairman and Vice-Chairman of the Strategy and Resources Committee <u>Please note:</u> The JMBB is currently reviewing its Terms of Reference and the above change (*) is subject to confirmation by the Board.	Leader and Deputy Leader of the Council Chairman and Vice-Chairman of the Strategy and Resources Committee (subject to confirmation by the Joint Member Bradwell Board)
Livewell Partnership Group (previously Strengthening Communities Task and Finish Working Group and combined with Livewell Partnership Group)	Customer, Community and Casework Manager / Strategy Theme Lead – <u>Community</u>	Six Members of the Council	Councillors E L Bamford, M G Bassenger, Mrs P A Channer CC, J Stilts, C Swain and Miss S White
Local Area Highways Panel (p)	Highways Liaison Officer Essex County Council	Three Members of Council	Councillors M R Edwards, Mrs J L Fleming, R H Siddall and W Stamp
Local Government Association Coastal Issues Special Interest Group (p)	Lead Countryside and Coast Coordinator	One Member of the Council <i>Substitute: One Member of the Council</i>	Councillor N J Skeens
Local Government Flood Forum (p)	Lead Specialist – Community / Strategic Team Leader – Place	One Member of the Council <i>Substitute: One Member of the Council</i>	Councillor Miss S White
Maldon and District Youth Strategy Group	Strategy Theme Lead – Community	None	Councillors V J Bell and A L Hull

**LOCAL GOVERNMENT BODIES
AND OUTSIDE BODIES (NOVEMBER 2020 – MAY 2021)**

BODY	LEAD OFFICER	TO BE APPOINTED	<u>PROPOSED REPRESENTATIVES</u> FROM NOVEMBER 2020
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 / Lead Countryside and Coast Coordinator	One member of Council- same as Blackwater Estuary rep	Councillor K M H Lagan
<u>Maldon High Street Focus Group</u> <u>(Council 16 July 2020)</u>	<u>Strategic Theme Lead – Place</u>	Two Members of Council	Councillors C Mayes and S P Nunn
Maldon Locality Board	Corporate Leadership Team	Leader of the Council Deputy Leader of the Council Leader of the Opposition (or representative) Chairmen (or Vice-Chairman) of the Performance, Governance & Audit and Strategy & Resources Committees	Leader of the Council Deputy Leader of the Council Leader of the Opposition (or representative) Chairmen (or Vice-Chairman) of the Performance, Governance & Audit and Strategy & Resources Committees
Maldon Operational Group <i>(Previously Maldon Health Hub)</i>	Director of Strategy, Performance and Governance	Chair of Strategy and Resources And One Member of Council	Chairman of the Strategy and Resources Committee Councillor Mrs P A Channer CC
Plume Educational Trust <i>(Four yearly appointment)</i>		None	Councillor R H Siddall <i>(from June 2019 to June 2023)</i> P G L Elliott <i>(from June 2017 to June 2021)</i>
Police and Crime Panel	Director of Service Delivery	One Member of Council <i>Substitute: One Member of the Council</i>	Councillor M S Heard
Responsible Authorities Group (RAG) (Community Safety) (c)	Director of Service Delivery / Community Safety Partnership Manager	One Member of the Council <i>Substitute: One Member of the Council</i>	Councillor M S Heard
* Sense of Place Board (p)	Director of Strategy, Performance and Governance	Chairman of the Strategy and Resources Committee	Chairman of the Strategy and Resources Committee

**LOCAL GOVERNMENT BODIES
AND OUTSIDE BODIES (NOVEMBER 2020 – MAY 2021)**

BODY	LEAD OFFICER	TO BE APPOINTED	<u>PROPOSED REPRESENTATIVES</u> FROM NOVEMBER 2020
		<i>Substitute: Vice-Chairman of the Strategy and Resources Committee</i>	<i>Substitute: Vice-Chairman of the Strategy and Resources Committee</i>
South Essex Parking Partnership – Joint Committee (c)	Director of Service Delivery	One Member of the Council <i>Substitute: One Member of the Council</i>	Councillor C Mayes <i>Substitute: One Member of the Council (If use of substitute, must notify the Committee 30 minutes prior to the start of a meeting)</i>
<u>Superfast Essex Steering Board</u>	<u>Director of Strategy, Performance and Governance</u>	<u>One Member of the Council</u>	Chairman of the Strategy and Resources Committee
*Southend Airport Consultative Committee (p)	Strategic Team Leader – Prosperity	One Member of the Council	Councillor S P Nunn
Stow Maries Aerodrome Consultative Committee (Appointed 20/12/18)		Two Members of the Council	Councillors S P Nunn*, C Swain and Miss S White
The Thomas Plume Library Charitable Incorporated Organisation		None	Leader of the Council <i>Substitute: Deputy Leader of the Council</i>
*West Maldon Community Association Management Committee (c)	Lead Community Engagement Co-ordinator	<u>One Member of Council</u> / Ward Member	Councillor N G F Shaughnessy

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

**to
ANNUAL COUNCIL
5 NOVEMBER 2020**

**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 remainder of the Municipal year (to May 2021).

2. RECOMMENDATIONS

- (i) That members approve the nominations provided for the Working Groups (**APPENDIX 1**);
- (ii) That where nominations are not approved, Members appoint to these Working Group seats.

3. SUMMARY OF KEY ISSUES

- 3.1 A list of proposed nominations has been received in respect of the Council's Working Groups and these are detailed in **APPENDIX 1** to this report.
- 3.2 There is a Working Group where we have received more nominations or conflicting nominations to those required, and Council are specifically requested to determine the appointments. Which is:
- Bradwell 'B' Power Station Working Group
- 3.2.1 There is also one vacancy on the Leisure Contract Task and Finish Working Group to be appointed by Council.
- 3.3 The Transformation Programme Board has been removed from the nominations for this municipal year due to their being no further items of business.
- 3.4 Additional Working Groups that are specific to a Committee will be dealt with at their first meeting.
- 3.5 Nominations for the Working Groups have been provided by the Group Leaders in readiness for this meeting and member consideration.

- 3.6 Working group positions that are highlighted in Grey are appointments associated with specific positions and do not require a representative from Council specifically.
- 3.7 The Council on 1 October 2020 resolved to establish a new Working Group to review the remote meeting protocol. As the Corporate Governance Working Group (CGWG) is being reconstituted as part of this Annual meeting, officers recommend addressing this item through the CGWG as this fits under their remit.

4. CONCLUSION

- 4.1 The report provides a list of member appointments for approval for the remainder of the municipal year.

5. IMPACT ON STRATEGIC THEMES

- 5.1 Working Group appointments support the Performance and Efficiency goal, with members understanding and working through detail to bring back to Committee for consideration.

6. IMPLICATIONS

- (i) **Impact on Customers** – Not applicable (N/A).
- (ii) **Impact on Equalities** – N/A.
- (iii) **Impact on Risk** – N/A.
- (iv) **Impact on Resources (financial)** – N/A.
- (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: Paul Dodson, Director of Strategy, Performance and Governance.

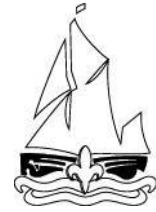
CORPORATE WORKING GROUPS:

BODY	LEAD OFFICER	TO BE APPOINTED	PROPOSED REPRESENTATIVES FROM NOVEMBER 2020
Air Quality Management (Market Hill) Member Officer Working Group (Council 12/09/19)	Strategy, Policy and Communications Manager	Eight members of Council	Councillors Mrs P A Channer CC, M R Edwards, Mrs J L Fleming, C Mayes, C P Morley, S P Nunn, N G F Shaughnessy and Miss S White
Alderman and Alderwoman Working Group (Amended by Council 21 November 2019)		Chairman of the Council Leader of the Council Leader of the Opposition And three members of Council	Chairman of the Council Leader of the Council Leader of the Opposition Councillors S P Nunn, N J Skeens and Miss S White
Asset Management Working Group	Director of Resources	Leader and Deputy Leader of the Council And six members of the Council	Leader and Deputy Leader of the Council Councillors E L Bamford, Mrs P A Channer CC, M R Edwards, Mrs J L Fleming, R H Siddall, and C Swain
Bradwell 'A' Care and Maintenance Working Group (Council – 12/09/19)	Strategy, Policy and Communications Manager	Six members of the Council	Councillors A L Hull, J V Keyes, C Mayes, S P Nunn, N J Skeens and Miss S White
Bradwell 'B' Power Station Working Group (Council – 12/09/19)	Strategy, Policy and Communications Manager	Leader and Deputy Leader of the Council Chairman and Vice-Chairman of the Strategy and Resources Committee And Seven members of the Council	Leader and Deputy Leader of the Council Chairman and Vice-Chairman of the Strategy and Resources Committee Councillors E L Bamford, M G Bassenger, Mrs P A Channer CC, Mrs J L Fleming, Mrs A L Hull, K M H Lagan, C Mayes and N G F Shaughnessy.

APPENDIX 1

BODY	LEAD OFFICER	TO BE APPOINTED	PROPOSED REPRESENTATIVES FROM NOVEMBER 2020
Corporate Governance Working Group	Head of Paid Service / Director of SPG	Leader of the Council Leader of the Opposition And six members of Council	Leader of the Council Leader of the Opposition Councillors Mrs P A Channer CC, M F L Durham CC , S P Nunn, R H Siddall, J Stilts and Mrs M E Thompson
Corporate Projects Member Task and Finish Working Group <i>(Appointed by the Council on 8 September 2016)</i>	Director of Resources	Six members of Council.	Councillors M F L Durham CC, J V Keyes, C P Morley, R H Siddall, W Stamp, C Swain
COVID-19 Reset and Recovery Member Working Group	Director of Strategy, Performance and Governance	Six members of Council	Councillors E L Bamford, Mrs P A Channer CC, Mrs J L Fleming, C Mayes, R H Siddall and J Stilts
Leisure Contract Task & Finish Working Group	Commercial Manager / Director of Service Delivery	Eight members of Council	Councillors M F L Durham CC, Mrs J L Fleming, A L Hull, S P Nunn, W Stamp, J Stilts and Miss S White And one vacancy for Council appointment
Strategic Housing Board <i>(Council 16 February 2017 – Minute No, 991 refers)</i>	Senior Specialist - Housing	Six members of Council	Councillors E L Bamford, Mrs J L Fleming, J V Keyes, C Mayes, C Morris and C Swain
Strategies and Engagement Member Task and Finish Working Group <i>(Council – 16 May 2019)</i>	Strategy, Policy and Communications Manager	Six members of the Council	Councillors E L Bamford, Mrs P A Channer CC, S P Nunn, R H Siddall, W Stamp and Miss S White

**CIRCULATED PRIOR
TO THE MEETING**



REPORT of RE-SET AND RECOVERY WORKING GROUP

**to
ANNUAL COUNCIL
5 NOVEMBER 2020**

ADDENDUM

AGENDA ITEM NO.21: COVID-19 ECONOMIC RECOVERY - CAR PARKING

1. PURPOSE OF THE REPORT

- 1.1 Since drafting the report to the Council regarding support to local businesses through the provision of free car parking times, the Government has announced a new National Lockdown which commenced today, 5 November and will run to 2 December 2020.
- 1.2 Specific days were identified during November and December to apply free parking periods and these can be found at section 3.1.2 of the main report. Clearly the National Lockdown and closure of the hospitality sector and non-essential retail activity may impact upon the benefit of free parking to local business.
- 1.3 To reflect the above it is suggested the Director of Service Delivery be given the flexibility to change the six dates if necessary. Any changes would be in consultation with local business to ensure maximum benefit is achieved. The flexibility could also include a run into 2021 if necessary. The most important point is we provide free parking when it is needed.
- 1.4 Members are asked to approve the existing report recommendations noting the request to allow flexibility in dates as suggested. The Christmas Eve option (recommendation (ii)) is still valid as is the consultation on evening charges.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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