

APOLOGIES    Committee Services  
Email:        Committee.clerk@maldon.gov.uk

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

27 January 2021

Dear Councillor

You are summoned to attend the meeting of the;

## **COUNCIL**

on **THURSDAY 4 FEBRUARY 2021** at **6.00 pm**.

Please note that this will be a **remote meeting** – Members to access the meeting via Microsoft Teams. Members of the press and public may listen to the live stream via the [Council's YouTube channel](#).

A copy of the agenda is attached.

Yours faithfully



Director of Strategy, Performance and Governance

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## **AGENDA COUNCIL**

**THURSDAY 4 FEBRUARY 2021**

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1. **Chairman's notices**
2. **Apologies for Absence**
3. **Declaration of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests relating to items of business on the agenda having regard to paragraphs 6 - 8 inclusive of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

4. **Minutes - 17 December 2020** (Pages 7 - 20)

To confirm the Minutes of the council meeting held on 17 December 2020 (copy enclosed).

5. **Public Questions**

To receive questions from members of the public, of which prior notification in writing has been received (no later than noon two clear working days before the day of the Council meeting).

Should you wish to submit a question please complete the online form at [www.maldon.gov.uk/publicparticipation](http://www.maldon.gov.uk/publicparticipation).

6. **Chairman's Announcements**

7. **Minute Book**

To consider the Minutes of the under mentioned Committees (copy enclosed).

\* Please note that where Minutes contain recommendations to the Council the Minute reference for these recommendations are listed below for Members' information.

- a) **Performance, Governance and Audit Committee - 14 January 2020** (Pages 21 - 26)
- b) **Joint Standards Committee - 26 January 2021** (Pages 27 - 30)
  - Appointment of a New Independent Person and a Reserve

8. **Minutes of Meetings of the Council**

To note that since the last Council, up until Wednesday 27 January 2021 (Council agenda dispatch) the following Committees have met, and to receive any questions in accordance with Council and Committee Procedure Rule 6 (2).

Minutes published:

|                                       |                                  |
|---------------------------------------|----------------------------------|
| North Western Area Planning Committee | <a href="#">16 December 2020</a> |
|---------------------------------------|----------------------------------|

Minutes NOT finalised for publication:

|                                       |                                 |
|---------------------------------------|---------------------------------|
| North Western Area Planning Committee | <a href="#">13 January 2021</a> |
| South Eastern Area Planning Committee | <a href="#">20 January</a>      |
| Overview and Scrutiny Committee       | <a href="#">21 January</a>      |

9. **Questions in accordance with Procedure Rule 6(3) of which notice has been given**

10. **Climate Emergency Statement** (Pages 31 - 34)

To consider the report of the Director of Strategy, Performance and Governance, (copy enclosed).

11. **Member Training and Development Plan** (Pages 35 - 42)

To consider the report of the Director of Strategy, Performance and Governance (copy enclosed).

12. **Elections Scheduled for 6 May 2021 - Polling Stations** (Pages 43 - 44)

To consider the report of the Director of Strategy, Performance and Governance, (copy enclosed).

13. **Questions to the Leader of the Council in accordance with Procedure Rule 1 (3)(m)**

14. **Business by reason of special circumstances considered by the Chairman to be urgent**

15. **Exclusion of Public and Press**

To resolve that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

16. **Housing Market Reports** (Pages 45 - 50)

To receive the report of the Director of Strategy, Performance and Governance, (copy enclosed).

17. **Leisure Contract Update** (Pages 51 - 54)

To consider the report of the Leisure Contract Member Task and Finish Working Group (copy enclosed).

18. **Bradwell B Briefing** (Pages 55 - 58)

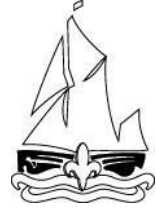
To receive and note the report of the Director of Strategy, Performance and Governance, (copy enclosed).

**NOTICES**

**Sound Recording of Meeting**

Please note that the Council will be recording and publishing on the Council's website any part of this meeting held in open session. At the start of the meeting an announcement will be made about the recording.

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**MINUTES of  
COUNCIL  
17 DECEMBER 2020**

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**PRESENT**

Chairman                      Councillor M S Heard

Vice-Chairman              Councillor C Mayes

Councillors                  Miss A M Beale, B S Beale MBE, M G Bassenger, V J Bell,  
Mrs P A Channer, CC, M R Edwards, A S Fluker, A L Hull,  
K W Jarvis, J V Keyes, K M H Lagan, C P Morley, C Morris,  
S P Nunn, N G F Shaughnessy, R H Siddall, N J Skeens,  
W Stamp, Mrs J C Stilts, C Swain, Mrs M E Thompson and  
Miss S White

**145. CHAIRMAN'S NOTICES**

The Chairman welcomed everyone to this remote meeting of the Maldon District Council, held under new regulations which had come into effect in response to the COVID-19 situation. The Chairman then went through some general housekeeping arrangements for the meeting.

A roll call of those Members present was taken.

**146. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors R P F Dewick, M F L Durham CC, Mrs J L Fleming and M W Helm.

**147. DECLARATION OF INTEREST**

Councillor Mrs P A Channer disclosed a non-pecuniary interest as a member of Essex County Council, advising that this applied to a number of items on the agenda, specifically Agenda Items:

- 11 – Bradwell B Power Station Working Group Recommendation: Letter of Support for Small Modular Reactors.
- 12 – Council Tax Base.
- 13 – Report of the Corporate Governance Working Group.
- 14 – Rural Settlements List.
- 20 – Site Allocations.
- 21 – Outstanding Loan – Financial Arrangements.

The following Members declared non-pecuniary interests in Agenda Item 11 - Bradwell B Power Station Working Group Recommendation: Letter of Support for Small Modular Reactors:

- Councillors K M H Lagan and N G F Shaughnessy advised that they had received communications with people in the Bradwell area;
- S P Nunn advised that he was patron of the RAF Bradwell Bay Preservation group;

Councillor Miss S White declared a non-pecuniary interest in Agenda Item 21 – Outstanding Loan – Financial Arrangements as she was a member of the consultative committee and sat on the new Bradwell Village Council committee.

#### **148. MINUTES - 5 NOVEMBER 2020**

##### **RESOLVED**

- (i) that the Minutes of the Annual Council meeting held on 5 November 2020 be received.

##### **Minute No. 25 – Joint Standards Committee Chairman**

Councillor Mrs P A Channer referred to an omission in the Minutes. She provided some background information and explained that during the debate Councillor Mrs J L Fleming had made a proposal for Councillor Mrs Channer to be nominated as Chairman of the Joint Standards Committee. The Chairman at that meeting had advised he would put the first proposal to the Council, but should that fail would then refer to the second (in the name of Councillor Mrs Fleming). This had not been recorded in the Minutes.

The omission was noted and it was agreed (by assent) that an amendment be made to this Minute, the wording of which was to be agreed with the Chairman outside of the meeting.

##### **RESOLVED**

- (ii) that subject to the above amendment, the Minutes of the Annual Council meeting held on 5 November 2020 be agreed.

#### **149. PUBLIC QUESTIONS**

There were none.

#### **150. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman congratulated Councillor Mrs P A Channer who had recently been chosen as Leader of the Opposition Party and said he looked forward to working with her.

The Chairman advised that he had recently hosted a virtual quiz for staff which had proved quite successful.

Members were informed that the Chairman and Councillor S P Nunn had recently attended a Dementia Friends training session. The Chairman provided some details of from the sessions and recommended that Members consider attending the next session scheduled at 10am on 20 January 2021.

**151. STRATEGY AND RESOURCES COMMITTEE - 19 NOVEMBER 2020**

**RESOLVED** (by assent) that the Minutes of the Strategy and Resources Committee held on 19 November 2020.

**152. STRATEGY AND RESOURCES COMMITTEE - 24 NOVEMBER 2020  
(SPECIAL MEETING)**

**RESOLVED**

- (i) That the Minutes of the special Strategy and Resources Committee meeting held on 24 November 2020 be received.

The Council considered the following recommendations set out in the Minutes:

**Minute 91 – IT Policies**

Councillor R H Siddall, Chairman of the Strategy and Resources Committee advised that in respect of the Information Security Policy the following had been omitted from the Policy appended to the Minutes of the Committee:

**Members:**

Conduct their business in accordance with this policy.

Take responsibility for familiarising themselves with this policy and understanding the obligations it places on them.

Subject to the above addition, the Council agreed (by assent) the recommendation as set out in the report.

**RESOLVED**

- (ii) That subject to the above amendments, the following policies which set out the security requirements that all staff and Members must adhere to when using Maldon IT systems to ensure data security and appropriate use, be reviewed and agreed:
- ICT Acceptable Use (attached as Appendix 1 to the Minutes of the Committee);
  - Email and Communications (attached as Appendix 1 to the Minutes of the Committee);
  - Information Security (attached as Appendix 1 to the Minutes of the Committee and subject to the above amendment).

#### **Minute No. 92 Planning Enforcement**

In response to questions raised, the Lead Specialist Place advised that all Members would be informed of any notices due to be issued. The Officer also advised that although the proposed new policy did not contain the investigation flow chart this had been incorporated into internal processes set out in the Council's constitution.

**RESOLVED** (by assent)

- (iii) that the Planning Enforcement Policy (attached at Appendix 4 to the Minutes of the Committee) be adopted.

#### **Minute No. 94 – North Quay Development Brief Supplementary Planning Document**

**RESOLVED** (by assent)

- (iv) that the North Quay Development Brief be adopted as a Supplementary Planning Document.

#### **Minute No. 99 – Document Retention Policy Update**

**RESOLVED** (by assent)

- (v) That the Document Retention Policy, attached at Appendix 5 to the Minutes of the Committee, be approved;
- (vi) That Delegated Authority be given to the Director of Resources, in consultation with the Data Protection Officer to make any operational changes to the retention periods contained within the Policy subject to an annual report to the Strategy and Resources Committee on any changes made.

**RESOLVED**

- (vii) That subject to the above decisions the Minutes of the special Strategy and Resources Committee be agreed.

### **153. PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE - 26 NOVEMBER 2020**

**RESOLVED** (by assent) that the Minutes of the Performance, Governance and Audit Committee held on 26 November 2020 be agreed.

### **154. MINUTES OF MEETINGS OF THE COUNCIL**

**RESOLVED** (by assent) that the list of Committees that had met since the last meeting of the Council, up to Wednesday 9 December 2020 for which Minutes had been published be noted.

**155. STATEMENT OF THE LEADER OF THE COUNCIL**

Councillor W Stamp, Leader of the Council (the Leader) made a statement (attached at **APPENDIX 1** to these Minutes) setting out the Council's report and programme for the remainder of the municipal year. The statement also highlighted the work of the Council, its partnerships and thanked Officers for their hard work through the transformation and current pandemic. She then commended this to the Council.

In her response to the statement from the Leader of the Council, the Leader of the Opposition, Councillor Mrs P A Channer referred to the current pandemic, the innovative actions that the Council had taken to assist residents and the work of Officers who had worked round the clock to look after residents during the difficult times.

The Leader of the Council thanked the Leader of the Opposition and commented on the positivity of her speech and how she planned to keep the Council moving forward.

**156. QUESTIONS IN ACCORDANCE WITH PROCEDURE RULE 6(3) OF WHICH NOTICE HAS BEEN GIVEN**

There were none.

**157. BRADWELL B POWER STATION WORKING GROUP  
RECOMMENDATION: LETTER OF SUPPORT FOR SMALL MODULAR  
REACTORS**

The Council considered the report of the Director of Strategy, Performance and Governance outlining the recommendation of the Bradwell B Power Station Working Group (the Working Group) that a letter of support for the ongoing development of Small Medium Reactors (SMR) be sent to John Whittingdale OBE MP and to Stephen Speed, Director of Nuclear at the Department for Business, Energy and Industrial Strategy (BEIS).

The report provided background to the Government's announcement in 2010 that Bradwell was one of the eight sites it considered suitable for the siting of a nuclear power station and the consultation undertaken by Bradwell B Power Generation Company Limited (BRB). It was noted that whilst the adopted Local Development Plan (LDP) strongly supported the principle of development of a new nuclear power station at Bradwell the Council had resolved to reconsider this position at the next planned review of the LDP.

Members were informed that SMRs were a type of nuclear reactor smaller than conventional reactors and how a consortium led by Rolls Royce had been developing proposals for a SMR that it hoped to introduce to the nuclear market in the coming years.

The Working Group at a recent meeting had considered that SMR technology could have advantages when compared with the conventional nuclear technology, as smaller units could have less environmental impacts, be quicker to install and potentially easier to finance. The Working Group had therefore proposed that the Council consider sending a letter of support.

Following an introduction to the report by the Leader of the Council and Director of Strategy, Performance and Governance, the Chairman of the Council proposed that the Officers' recommendation be approved. This was duly seconded.

Some Members raised concern regarding sending the letter, whilst others supported it. Reference was made to the Bradwell B proposals and the potential impact this would have on the District.

The Chairman then put the recommendation as set out in the report. In accordance with Procedure Rule No. 13 (3) Councillor M G Bassenger requested a recorded vote and this was duly seconded. The voting was as follows:

For the recommendation:

Councillors Miss A M Beale, B S Beale, Mrs P A Channer, M R Edwards, A L Hull, J V Keyes, C P Morley, R H Siddall, N J Skeens, C Swain, Mrs M E Thompson and Miss S White.

Against the recommendation:

Councillors M G Bassenger, V J Bell, A S Fluker, J W Jarvis, K M H Lagan, C Mayes, C Morris, S P Nunn, N G F Shaughnessy, W Stamp and J Stilts.

Abstention:

Councillor M S Heard.

The Chairman declared that the recommendation was therefore agreed.

**RESOLVED** a letter of support for the ongoing development of Small Medium Reactors be sent to John Whittingdale OBE MP and to Stephen Speed, Director of Nuclear at the Department for Business, Energy and Industrial Strategy.

## **158. COUNCIL TAX BASE**

The Council considered the report of the Director of Resources relating to the Council Tax Base for 2021 / 22. It was noted that the Council had to notify its tax base calculations to Essex County Council, Essex Fire Authority, the Police and Crime Commissioner for Essex and Parish Councils by 31 January 2021.

The report explained that the tax base figure was an integral part of the calculations for setting the level of Council Tax. The detailed calculation of the relevant amounts for 2021 / 22 were shown in Appendix A to the report.

Members were informed that the tax base used for 2020 / 21 (the current year) was 25,090.8. The proposed new figure for the forthcoming year represented a decrease of 131.7 or 0.52%. This decrease related to the expected fall in collection rate of 1.3% and the increase in Local Council Tax Support of 6.3%

The Chairman moved that the recommendation as set out in the report be agreed. This was duly seconded and upon a vote being taken agreed.

In response to a question, the Director of Resources advised that Council Tax increases for the district were capped at 2% and anything above this would require a local

referendum. Members were reminded that the setting of Council Tax for 2021 / 22 would be a Council decision scheduled to take place at the February budget meeting.

**RESOLVED** that in accordance with the Local Authorities (Calculation of Tax Base) Regulations 2012 the amount calculated by Maldon District Council as its council tax base for the 2020 / 21 year shall be set at 25,090.8.

## **159. REPORT OF THE CORPORATE GOVERNANCE WORKING GROUP**

The Council considered the report of the Corporate Governance Working Group (the Working Group) providing information and recommendations from a recent meeting of the Working Group.

There were four main areas which had been considered by the Working Group and put forward for consideration by the Council, these were:

- a review of the remote meeting protocol and the updates proposed by Officers and reviewed at the Council meeting on 1 October. As a result a further revised version of the remote meeting protocol was Attached at (Appendix A to the report);
- setting a maximum meeting length time and an addition to Procedure Rule 1(6) was proposed;
- reduction to the number of Overview and Scrutiny Committee meetings following establishment of an Overview and Scrutiny Committee Working Group;
- clarification to Procedure Rule 1(10) regarding presiding votes for the Chairman of the Council in relation to special meetings at the annual Council meetings (set out in Appendix B to the report).

The Leader of the Council and Councillor R H Siddall introduced the report. The Chairman then moved the recommendations as set out in the report, which were duly seconded.

In response to a question regarding the Working Group reporting to the Council and not the Performance, Governance and Audit Committee, Members were reminded that this was a Working Group of the Council and correct process had been followed.

The Chairman put the recommendations set out in the report and upon a vote being taken these were duly agreed.

### **RESOLVED**

- (i) that the remote meeting protocol updates as revised by the Corporate Governance Working Group (CGWG) and set out in Appendix A to the report, be adopted;
- (ii) that the Council agrees a maximum Council / Committee meeting length of 2.5 - 3 hours, and adopts the associated updates to Procedure Rule 1(6) set out in Appendix B to the report;

- (iii) that the Council approves and adopts the updates to Procedure Rule 1(10) as set out in Appendix B to the report, to clarify Chairman of the Council presiding over special meetings of Committees during the Council's Annual meeting;
- (iv) that from May 2021, Overview and Scrutiny Committee meetings are scheduled as required for a scrutiny item, rather than part of the regular schedule.

#### **160. RURAL SETTLEMENTS LIST**

The Council considered the report of the Director of Service Delivery proposing a Rural Settlement List for the financial year 2021 / 22 (Appendix A to the report) to determine and award Rural Rate Relief to eligible businesses.

The Director of Resources advised that the dates referred to in the report were incorrect and should refer to 2021 / 22. However, those dates in the appendix were correct. This was noted.

It was noted that Section 43 of the Local Government Act 1988 (as amended by the Local Government Finance and Ratings Act 1997) placed an obligation on local authorities to publish a rural settlement list each financial year. There had been no significant developments and no changes were proposed to the previously published list.

The Chairman moved the recommendation set out in the report. This was duly seconded and agreed by assent.

**RESOLVED** that the Rural Settlement List for 2021 / 22 be approved.

#### **161. RESIGNATION OF COUNCILLOR E L BAMFORD AND ASSOCIATED VACANCIES**

The Council considered the report of the Director of Strategy, Performance and Governance presenting details of vacancies following the resignation of Councillor E L Bamford as a District Councillor.

An addendum to the report was circulated prior to the meeting which provided details of all Political Group nominations for the vacant positions. Members were advised that Councillor Mrs P A Channer had been elected as Leader of the Conservative Group and therefore became Leader of the Opposition. The addendum highlighted a few further changes required in light of this change.

The report advised of the recent resignation of Councillor E L Bamford and the vacancies on Committees and Working Groups as a result of this.

Following presentation of the report by the Leader of the Council, the Chairman put the recommendations set out in the report and addendum. This was duly seconded and agreed by assent.

**RESOLVED** that the following appointments to Committees, Working Groups and Outside Bodies be agreed:

| <b>Committee</b>                         | <b>Nomination – Councillors:</b>                    |
|--|---|
| Appointments Board                       | Mrs J L Fleming                                     |
| Investigating and Disciplinary Committee | C Mayes   |
| Joint Standards Committee                | A L Hull<br>(to replace Councillor Mrs P A Channer) |
| Overview and Scrutiny Committee          | Miss A M Beale                                      |

| <b>Working Group</b>  | <b>Nomination – Councillors:</b> |
|---|----------------------------------|
| Asset Management Working Group                                  | M F L Durham CC                  |
| Bradwell ‘B’ Power Station Working Group                        | Mrs J L Fleming                  |
| Corporate Governance Working Group                              | J V Keyes                        |
| COVID-19 Reset and Recovery Member Working Group                | C P Morley                       |
| Strategies and Engagement Member Task and Finish Working Group. | Mrs M E Thompson                 |

| <b>Outside Body</b>                      | <b>Nomination – Councillors:</b> |
|--|----------------------------------|
| Bradwell Local Community Liaison Council | Miss S White                     |
| Livewell Partnership Group               | Miss A M Beale                   |
| Strategic Housing Board                  | M F L Durham CC                  |

## **162. SCHEDULE OF MEETINGS**

The Council considered the report of the Director of Strategy, Performance and Governance presenting for Members’ consideration, an update to the 2020 / 21 Schedule of meetings to reflect budget deadlines (attached as Appendix 2 to the report) and a draft schedule of meetings for 2021 / 22 (attached as Appendix 1).

Following presentation of the report by the Leader of the Council, the Chairman put the recommendations as set out in the report and these were duly seconded and agreed by assent.

**RESOLVED** that the Schedule of Meetings for 2021 / 22 and the updated Schedule for 2020 / 21 be approved.

## **163. EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED** by assent, that under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

## **164. LEISURE CONTRACT UPDATE**

The Council considered the report of the Leisure Contract Member Task and Finish Working Group (the Working Group) advising of recommendations coming forward from the Working Group in relation to the current position with the Leisure Services Contract and seeking authorisation to extend the current arrangement with Places Leisure. The report also sought approval for the Working Group to continue to meet to review further proposals, negotiations and make further recommendations to the Council.

The report provided background information following the report to the Council in July 2020 and the opening of the Blackwater and Dengie 100 Leisure Centres on Monday 10 August 2020.

It was noted that the Working Group had considered the legal advice, analysed and challenged information provided and were now making a number of recommendations to the Council. The Minutes of this meeting along with figures provided by Places Leisure were set out in Appendix 1 to the report.

Legal advice, cost implications along with the long-term options for the leisure centres were set out in the report.

The Leader of the Council presented the report and thanked all Members and Officers involved. Councillor K W Jarvis, Chairman of the Working Group highlighted key points and provided further information.

The Chairman then put the recommendations as set out in the report and this was duly seconded.

A debate ensued and in response to a number of questions further information was provided by the Commercial Manager and Director of Service Delivery.

In response to a question regarding the specific number of people using the Leisure Centres, the Commercial Manager advised that he did not have this information to hand but would circulate it outside of the meeting.

The Chairman moved the recommendations which were agreed by assent.

### **RESOLVED**

- (i) That the Council extends its provision of financial support to Places Leisure to 31 March 2021 (previously agreed to 31 December 2020);
- (ii) that the Leisure Contract Member Task and Finish Working Group (the Working Group) continues to meet to consider future variations to the leisure contract and provide further updates to meetings of the Council in relation to the long-term provisions of the contract;
- (iii) that the Working Group reports back to the Council on 4 February 2021 with further updates and recommendations.

## 165. SITE ALLOCATIONS

The Council considered the report of the Director of Strategy, Performance and Governance seeking Members' consideration for the purchasing of new land that would be allocated for housing through the upcoming review of the Local Development Plan (LDP).

Members were advised that as required by the National Planning Policy Framework, the Council had recently instigated a review of the LDP. At this time the Council would also be bringing forward an up to date Housing Needs Assessment (LHNA). As part of the review the Council will need to allocate new land for housing.

The Chairman put the recommendation as set out in the report and this was duly seconded.

A lengthy debate ensued, some concerns were raised and in response to questions the Lead Specialist Place provided additional information and clarification. It was noted that for transparency purposes it was necessary for there to be separation between sites required by the Council and those sites allocated. If a new plan was produced for the next 15 years the Council would need to provide housing for the next 15 years too.

The report outlined proposals for achieving this and these were discussed by Members. The Lead Specialist Place outlined how once a call for sites had been carried out a complex scoring process would have to be undertaken and one of the key aspects of this was the deliverability of the sites.

In accordance with Procedure Rule No. 13 (3) Councillor W Stamp requested a recorded vote. This was duly seconded and the voting on the recommendation as set out in the report was as follows:

For the recommendation:

Councillors M G Bassenger, B S Beale MBE, V J Bell, M R Edwards, K M H Lagan, C Mayes, C Morris, S P Nunn, N G F Shaughnessy, R H Siddall and W Stamp.

Against the recommendation:

Councillors Miss A M Beale, Mrs P A Channer, A S Fluker, A L Hull, J V Keyes, C P Morley, Mrs M E Thompson and Miss S White.

Abstention:

Councillors M S Heard, N J Skeens, J Stilts and C Swain.

The Chairman advised that the recommendation was therefore agreed.

**RESOLVED** that the content of the report be noted and permission granted for the Director of Strategy, Performance and Governance in consultation with the Chairman of the Strategy and Resources Committee to enter into land option agreements (limited to a cost of £1,000 for each agreement) to look to deliver additional housing required through the review of the Local Development Plan.

## **166. OUTSTANDING LOAN - FINANCIAL ARRANGEMENTS**

Councillor A S Fluker declared an interest in this item of business and in the interest of openness and transparency left the meeting at this point and did not return.

The Council considered the report of the Director of Service Delivery, seeking Members' consideration of a request to convert an outstanding loan into a grant. A copy of the request was attached at Appendix 1 to the report.

The report provided background information in relation to the loan, reviews undertaken, instalment schedule and the costs to the Council should it agree to convert the loan into a grant.

The Leader of the Council presented the report, following which the Chairman put the recommendation as set out in the report. This was duly seconded. However following some debate both the Chairman and the seconder agreed to withdraw this proposal.

Councillor Miss S White proposed that consideration of this matter be deferred as she felt there were outstanding figures which were required in order to make a decision. A debate ensued and following advice from the Lead Legal Specialist and Monitoring Officer, the proposal was amended to defer consideration to the most convenient Council meeting. The proposal was duly seconded and agreed by assent.

**RESOLVED** that consideration of the request to convert the outstanding loan into a grant be deferred to the most convenient Council meeting, pending further financial information.

There being no further items of business the Chairman closed the meeting at 8.55 pm.

M S HEARD  
CHAIRMAN

17<sup>th</sup> December 2020 Full Council

Leaders Statement

Agenda Item 9

Thank you, Chairman, my fellow councillors, members of the public and press. I present to you as the elected leader of Maldon District Council, the councils report and programme for the remainder of the municipal year.

It is a huge honour & privilege to represent the district as its new Independent council leader. It means a great deal to all the elected Independent Councillors that won their seats in May 2019 and the high number of residents who voted for change. Thank you for giving us this opportunity and believe me we do not intend to waste it. I personally wish to thank Cllr Stephen Nunn my first-class Deputy who has also hit the ground running.

What happens in Maldon District matters to me.

The people we work with, the people we work for, and the people we serve. Regardless of our differences, this is the one thing that unites us all. We have the responsibility of looking after the Maldon District and leaving a positive legacy.

We have already demonstrated how we want to work together for the benefit of the residents by being inclusive. We should all show kindness, respect to each other, and recognise everyone's qualities and values.

The Independent administration of this Council is keen to change Maldon District Council, and importantly, how the council has been perceived, recently following the last few months of turmoil.

That does not mean we are going to rip up all the policies that have gone before, we will look to keep what is good and to make the necessary changes in a balanced and measured way. We will challenge and seek to change what currently appears to be "inconvenient to the system" whether that is excessively slow responses from our partners or "that's how it has always been done". We will look at strengthening and revising parts of our constitution including our Code of Conduct ensuring that even if something may not be deemed illegal it could be ill advised and reflect negatively on our Council as a whole. We need to ensure integrity, openness, and transparency. We will look to improve working in partnership with our communities, listening to our residents and focussing on providing excellent customer service.

We will build on the great partnerships that already exist; we recognise how effective partnership working has been in dealing with the Covid response. The Covid response across the Maldon District has been fantastic. That has been because organisations have worked together - whether that is the District Council, our partners in the voluntary sector, health providers, police, County Council, Town & Parish Councils, and the communities themselves. With common purpose and

understanding of each other's roles and strengths, we have been able to provide more support and work together better than ever. It is that co-operative shared approach we want to take forward with our partner organisations and our communities.

With that in mind we will be looking to develop and update our Corporate Plan, we are keen to build on the current work the Council is delivering, but with a renewed focus in key areas including:

- Climate and Environment – we will be bringing forward a Climate Emergency Declaration early in the New Year and will then establish a Climate and Environment Strategy to follow.
- Economic recovery, we will focus on working with our businesses to help them to recover from the current challenges and to enable the District economy to thrive. Creating new jobs.
- Commercial Strategy & Financial Stability – this is paramount, and we will be taking a more business commercial approach to futureproof and safeguard the council for the future.
- Strengthening Communities and enabling them to thrive - recognising how well we worked together this year and capturing that approach to deliver wider benefits.

I have embraced the Leadership role and have loved working more closely with the Officers who are full of ideas and energy. Teamwork is essential for the council to feel

free and comfortable to voice suggestions no matter how extreme or sometimes unpopular they maybe.

I have attended numerous meetings, watching an excellent "Scrum" meeting, enabling cross team support, ideas, actions, tasks, and important updates for the benefit of the whole District – I was extremely impressed - so many new ideas in the pipeline which will be brought to the Council in the future – I hope.

Our officers work exceptionally hard and sometimes I feel there is a need for this to be publicised and recognised more. Directors and officers are working with Members and our partners to make Maldon District a better place to live – to work – to visit.

I would like to thank the officers and support staff for all their hard work not only through the transformation but this year dealing with the covid pandemic. It would not be fair to single out anyone team as they are just that. A TEAM. having faced and still facing huge challenges and extra work they have taken on, as well as operating business as usual.

Finally, I am proud to represent and live in the Maldon District and I hope my leader's speech has empowered you and inspired you to share my vision to demonstrate that we are a professional, hard-working council that cares. Thank you Chairman.



**MINUTES of  
PERFORMANCE, GOVERNANCE AND AUDIT COMMITTEE  
14 JANUARY 2021**

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**PRESENT**

|               |   |
|---------------|---|
| Chairman      | Councillor Mrs J C Stilts   |
| Vice-Chairman | Councillor K W Jarvis   |
| Councillors   | Mrs P A Channer, CC, M S Heard, M W Helm, A L Hull,<br>J V Keyes, S P Nunn, N G F Shaughnessy and W Stamp |
| In Attendance | Councillor C Morris   |

**177. CHAIRMAN'S NOTICES**

The Chairman welcomed everyone to the remote meeting, held under new regulations which came into effect on 4 April 2020 in response to the COVID-19 pandemic. She took Members through some general housekeeping issues, together with the etiquette for the meeting. Finally, she asked Officers and Councillors in attendance to introduce themselves.

This was followed by a roll call of Committee Members present.

**178. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**179. MINUTES OF THE LAST MEETING**

**RESOLVED** by assent that the Minutes of the meeting of the Committee held on 26 November 2020 be approved and confirmed.

**180. DISCLOSURE OF INTEREST**

Councillor Mrs P A Channer, CC, declared a non-pecuniary interest as a Member of Essex County Council in relation to any items on the agenda pertaining to that organisation.

**181. PUBLIC PARTICIPATION**

No requests had been received.

## **182. VERBAL UPDATE FROM THE DIRECTOR OF RESOURCES**

The Director of Resources updated the Committee on the External Audit fee situation. As a result of the substantial increase in audit fees for 2021/22 (in relation to the 2020/21 accounts) and following discussions with the External Auditors it had been agreed to refer the issue to the Public Sector Audit Appointments Limited (PSAA) for review. The response, due by the end of January 2021, will then be discussed with the external auditors. It was noted that due to pressures in the audit market and increased audit requirements, both the government and the PSAA have stated that audit fees for Local Government will increase.

## **183. INTERNAL AUDIT REPORT:- PROGRESS, SECTOR UPDATE, FOLLOW-UP OF RECOMMENDATIONS, WORKFORCE MANAGEMENT AUDIT AND INFORMATION MANAGEMENT AUDIT**

The Committee considered the report of the Director of Resources and associated appendices that covered six reports from the Internal Auditors BDO LLP, the *Internal Audit Progress Report; Sector Update; Follow-up of Recommendations Report; Workforce Management and Information Management Audits*.

The Chairman introduced the report and deferred to the Internal Auditors to present the detail. The Internal Audit Partner then presented the Progress, Sector Update and Follow-up of Recommendations reports.

With reference to the Progress report he said that, in addition to the two audits on today's agenda, work was finalised supporting Officers on the new leases accounting standard. Overall progress was good despite delays as a result of Covid, five out of eleven pieces of work completed, two other audits underway and on track to provide the internal audit opinion within the normal timescales. The Sector Update report was self-explanatory, and the Follow-up of Recommendations report had one outstanding recommendation. This related to climate change and waste strategy which had been delayed due to operational pressures.

In response to a question on the moderate assessment of the Safeguarding Audit at the last committee he said that the auditors were content that this was an appropriate assessment level. They identified overall reasonable processes in place and a number of mitigating controls to ensure no abuses take place. It was noted that following this meeting an update would be circulated to Members on the detailed timetable for delivery of the Safeguarding recommendations.

The Audit Manager then presented the two audits. The *Workforce Management* audit level of assurance was substantial on both design and effectiveness. The auditors had looked at the Workforce Management Audit strategy and plan which aligned with both the Medium-Term Financial Plan and IT Strategy and was on track to achieve the objectives outlined in the Council's Corporate Plan. The People Workforce Development Plan was supported by action plans covering recruitment/resourcing, retention, learning and development and employee engagement, all monitored by the Human Resources Service Plan. The auditors found that there was an action plan in place to address issues raised in response to the staff survey and an updated plan will be produced in February 2021, monitored by the Corporate Leadership Team (CLT).

Overall there was clear direction and appropriate oversight of the workforce strategy and appropriate response to COVID issues, hence the substantial assurance level.

The *Information Management* audit level of assurance was moderate on both design and effectiveness. The purpose of the audit was to assess the design and effectiveness of the Council's information management controls and processes for the storage, retention and destruction of paper documents to support compliance with the Council's document retention schedule and current legislation.

The auditors noted that the Council had identified, and recorded assets and a detailed information Asset Register was in place. There were appropriate controls to ensure information was only accessed where there was a valid business need and a Document Retention Schedule was in place in line with current legislation and statutory requirements, together with defined procedures for the destruction of documents.

The auditors identified two medium level findings 1) that document retention and data protection policies were out of date at the time of the audit but have now been updated and approved by the Strategy and Resources Committee in November 2020, which included a refresh of digital records, and 2) that responsibility of information asset owners had not been defined but will be covered through the annual review of the Asset Register this year.

There being no further comment the Chairman moved the recommendations in the report and they were seconded by Councillor Nunn. She then put the recommendations to the Committee and they were agreed by assent.

**RESOLVED** that the Committee considered, commented and approved the:

- (i) Internal Audit Progress Report - December 2020 at **APPENDIX 1**;
- (ii) Internal Audit Sector Update – January 2021 at **APPENDIX 2**;
- (iii) Follow-up of Recommendation Report – December 2020 at **APPENDIX 3**;
- (iv) Workforce Management Audit – November 2020 at **APPENDIX 4**;
- (v) Information Management – December 2020 at **APPENDIX 5**.

#### **184. BALANCE SCORECARD EXCEPTIONS REPORT**

The Committee considered the report of the Director of Strategy, Performance and Governance that required the Committee to be given visibility of any identified Balance Scorecard key performance indicators (KPI) that have met their threshold, supported by an action plan to ensure targets were met. This provided assurance that operational performance was being managed proactively and effectively.

The Chairman introduced the report and deferred to the Programmes, Performance and Governance Manager to present the detail. The Manager took the Committee through the report that built further on the Council's performance insight, providing the operational exceptions in addition to the corporate outcomes reported quarterly to the Committee. She advised that internally the Extended Leadership Team reviewed a monthly performance dashboard that covered financial, operational, customer,

organisational and statutory performance indicators. It was noted that a full copy of this was available on the Members' SharePoint.

This report aimed to draw Members' attention to the exceptions, where, as a Council, there was either underperformance or performance that surpassed targets. She referred to section 3.5 of the covering report where areas of underperformance were highlighted, along with their associated management response and action. These were impacted by the changes brought about by the pandemic and wider economic issues, but the reporting provided the opportunity to track the extent of the impact and account for this in the medium term financial strategy.

She then drew Members' attention to section 3.6 of the covering report where areas of overperformance were highlighted around channel shift and website feedback. It was noted that work continued around digital improvements, a website refresh and moving processes online, and, in addition, these indicators were likely to have been impacted by the pandemic and general customer move to online transactions.

Councillor Nunn observed that given the current difficult climate the hard work by Officers and performance levels achieved were remarkably good. In response to a question regarding phone contact performance the Manager said that the contact statistic of over 90% related to channel shift only. She added that going forward phone contact data would be included. Councillor Heard observed that 90% online contact was a great achievement given the demographic of the district.

There being no further comment the Chairman then moved the recommendations in the report and they were seconded by Councillor Helm. She then put the recommendations to the Committee and they were agreed by assent.

## **RESOLVED**

- (i) That the committee reviewed and commented on exceptions to service reporting provided in the report;
- (ii) That Members confirmed they were assured through this review, Operational performance was being managed effectively.

## **185. ANNUAL GOVERNANCE STATEMENT ACTIONS UPDATE**

The Committee considered the report of the Director of Strategy, Performance and Governance that updated the Committee on the actions identified in the 2019/20 Annual Governance Statement (AGS).

The Chairman introduced the report and deferred to the Programmes, Performance and Governance Manager to present the detail. The Manager took the Committee through the report and advised that although there were no significant areas of Governance concerns, some aspirational actions around best practice for future Governance had been identified in the annual governance statement.

She reminded Members that the Annual Governance Statement was approved as part of the Annual Statement of accounts at Council on 13 December 2020, although it was separately approved by Performance Governance and Audit Committee on 30 July

2020. It was noted that this was the first time the Committee had received an update on the Annual Governance Statement actions and that this would be reported quarterly going forwards as agreed at the July 2020 meeting.

The Manager drew Members' attention to the table at section 3.4 of the covering report that contained details of the actions taken and a commentary on their progress. She advised that depending on levels of progress, some actions would also be included in the 2020/21 Annual Governance Statement.

Councillor Nunn, noting the reference in the report around monitoring the impacts of Covid, observed that it was crucial to assess this as having to redirect support to deal with the additional demands of Covid-19 would have a knock-on effect resourcing other elements of the service. The Manager concurred and said that there would be significant focus on this area in the next iteration of the AGS.

There being no further comment the Chairman moved the recommendation in the report and it was seconded by Councillor Helm. She then put the recommendation to the Committee and it was agreed by assent.

**RESOLVED** that the Committee reviewed the AGS action table and updates and challenged where appropriate.

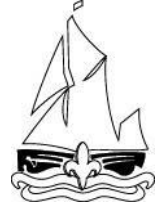
**186. ANY OTHER ITEMS OF BUSINESS THAT THE CHAIRMAN OF THE COMMITTEE DECIDES ARE URGENT**

The Chairman reported that the issue of setting up a Working Group for the Performance, Governance and Audit Committee would form part of the agenda for a future meeting. She concluded by thanking Officers for their reports and all in attendance for their contributions.

The meeting closed at 2.36 pm.

MRS J C STILTS  
CHAIRMAN

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**MINUTES of  
JOINT STANDARDS COMMITTEE  
26 JANUARY 2021**

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**PRESENT**

|                    |   |
|--------------------|---|
| Chairman           | Councillor M G Bassenger  |
| Vice-Chairman      | Councillor Mrs J L Fleming  |
| Councillors        | R G Boyce MBE, A L Hull, C Mayes, S P Nunn, R H Siddall,<br>Mrs M E Thompson and Stilts |
| Town Councillor    | Councillor P Stilts   |
| Independent Person | Mr N Hodson   |
| In Attendance      | Councillors Mrs P A Channer, M S Heard, K M H Lagan and<br>C Morris                     |

**1. CHAIRMAN'S NOTICES**

The Chairman welcomed everyone to the remote meeting, held under new regulations which came into effect on 4 April 2020 in response to the COVID-19 pandemic. He took Members through some general housekeeping issues, together with the etiquette for the meeting. Finally, he asked Officers and Councillors in attendance to introduce themselves.

This was followed by a roll call of Committee Members present.

**2. APOLOGIES FOR ABSENCE**

No apologies had been received.

**3. MINUTES OF THE LAST MEETING**

**RESOLVED** by assent that the Minutes of the meeting of the Committee held on 27 October 2020 be approved and confirmed.

**4. DISCLOSURE OF INTEREST**

Councillor S P Nunn declared a non-pecuniary interest in Agenda Item 7 – Appointment of a New Independent Person and a Reserve, as he was acquainted with two of the candidates.

## **5. COMMITTEE ON STANDARDS IN PUBLIC LIFE - BEST PRACTICE RECOMMENDATIONS**

The Committee considered the report of the Monitoring Officer that set out the Council's position in relation to the Committee on Standards in Public Life Best Practice Recommendations attached at Appendix 1.

The Chairman introduced the report and deferred to the Lead Legal Specialist and Monitoring Officer to present the detail. He took the Committee through the fifteen Best Practice Recommendations.

Members commented on the majority of recommendations and the consensus was that they were largely relevant. In response to queries raised the Monitoring Officer responded as follows:

- that gifts in excess of £50 accepted by Members must be declared. These were generally related to hospitality;
- that there was a link on the Council's homepage to the Code of Conduct;
- that Members resolve when reviews take place bearing in mind that a new Code of Conduct was due to be introduced this year;
- that breaches alone should be published, not allegations;
- that anyone seconded on a project from another Local Authority for the purpose of the Council's functions were treated as an employee, e.g. another Monitoring Officer to support the complaints procedure

In response to the Monitoring Officer raising the issue of the potential need for a public interest test under Best Practice Recommendation 6 Councillor Thompson proposed that the addition of a definition of public interest test be included in the complaints procedure information and this was seconded by Councillor Mayes.

The Chairman moved the recommendation as set out in the report with the addition of the inclusion of the public interest test in the complaints procedure information to the Committee. This was seconded by Councillor Thompson and the Committee agreed the recommendation by assent.

**RESOLVED** that the Joint Standards Committee considered the Committee on Standards in Public Life Best Practice Recommendations at Appendix 1, made any necessary changes to the standards procedures and agreed to include the public interest test under recommendation 6 in the complaints procedure information.

## **6. ADJOURNMENT OF THE MEETING**

**RESOLVED** that the Committee adjourn for a short comfort break at 15:01pm.

## **7. RESUMPTION OF BUSINESS**

**RESOLVED** that the business of the meeting resumed at 15:10pm.

## **8. EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED** that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

## **9. APPOINTMENT OF A NEW INDEPENDENT PERSON AND A RESERVE**

The Committee considered the report and associated appendices of the Monitoring Officer that provided details of candidates for the roles of Independent Person and a Reserve and recommended that an allowance should be given to the Reserve.

The Chairman introduced the report and deferred to the Lead Legal Specialist and Monitoring Officer to present the detail. He took Members through the summary of key issues. It was noted that the two periods of four years served by both the current Independent Person and Reserve would end on 28 February 2021, therefore new appointments had to be made. He drew Members' attention to the candidate details at Appendix 1 and the role requirements at Appendix 2. He concluded by thanking both the Independent Person and Reserve for their skills, commitment and support over the past eight years.

The Chairman then took the Committee through the process for the remainder of this item. He advised that before the Committee dealt with the recommendations as set out in the report, the five candidates would be interviewed. Following the interviews, he would ask each individual Committee member to state their preference for both roles. The Committee would then come together to agree the appointments and recommendation (i).

The five interviews then took place and the Committee agreed the successful applicants for both roles. The Chairman moved recommendation (i) as set out in the report and this was seconded by Councillor Fleming. He put recommendation (i) to the Committee and it was agreed by assent.

The Chairman then moved recommendation (ii) as set out in the report and this was seconded by Councillor Mayes.

Following a brief discussion on allowances the Chairman put recommendation (ii) to the Committee and it was agreed by assent.

### **RECOMMENDED**

- (i) That Mr John Mitchell be appointed as the new Independent Person and Mrs Kathy Payne as the new Reserve Independent Person.

### **RESOLVED**

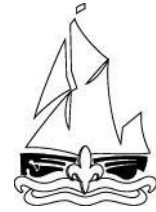
- (ii) That an allowance of 7% of the Members' basic allowance should be awarded to the role of Reserve Independent Person from 1 March 2021.

## **10. CLOSURE OF THE MEETING**

Before closing the meeting, the Chairman thanked Mr Norman Hodson, the Independent Person present at the meeting, for all his hard work and support over the years. He concluded by thanking all Members and Officers for their contributions.

There being no further items of business the Chairman closed the meeting at 5.15 pm.

M G BASSENGER  
CHAIRMAN



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

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**to  
COUNCIL  
4 FEBRUARY 2021**

### **CLIMATE EMERGENCY STATEMENT**

#### **1. PURPOSE OF THE REPORT**

- 1.1 To provide a Climate Emergency Statement for Member discussion and adoption.

#### **2. RECOMMENDATION**

That the Council adopts and publishes the Climate Emergency Statement attached at **APPENDIX 1**.

#### **3. SUMMARY OF KEY ISSUES**

- 3.1 The Inter Parliamentary Climate Commission (IPCC) (United Nations) advise we have until 2030 to take urgent action on climate change in order to keep the earth's rising temperature below 1.5 degree Celsius. This means the current global target to cut carbon emissions by 80% by 2050 is simply not enough to avoid a catastrophic change in our climate.
- 3.2 Climate change is the biggest environmental threat that the world currently faces and Governments and Administrations worldwide have responded to the evolving climate change issue by committing to reduce carbon emissions in the coming decades. In June 2019, the UK Government set a legally binding target for the UK to achieve net zero greenhouse gas emissions by 2050.
- 3.3 **Local Context**
- 3.3.1 The District of Maldon is bounded by 70 miles of coast line and there are a number of areas around Mayland, Tollesbury and Goldhanger where sea defences are at risk of being below the acceptable level of protection, potentially causing flooding to valuable agricultural land.
- 3.3.2 Areas of air quality concern have also been identified within our District due to the use of older, more polluting heavy goods vehicles.
- 3.3.3 With the prospect of greater development occurring across the District and the increased risk of sea levels and rising pollution, we will seek to identify ways to reduce carbon emissions across Maldon, by developing strong partnership links,

improving transport initiatives, encouraging greener developments and supporting green infrastructure.

- 3.3.4 Declaring a Climate emergency will be the first step in working toward a cleaner and more sustainable Council working for the benefit of our residents and future generations.

### 3.4 Next Steps

- 3.4.1 Maldon District Council will be developing a Climate Strategy, to set out how we intend to protect the environment and work with partner to address climate change.

## 4. CONCLUSION

- 4.1 Business as usual is no longer an option and the publishing of a Climate Emergency Statement seeks to demonstrate Maldon District Councils commitment to playing its part in helping the District reduce carbon dioxide by agreeing to reduce carbon emissions and become a net zero carbon organisation by 2030.

## 5. IMPACT ON STRATEGIC THEMES

- 5.1 The Climate Emergency has a wide effect across our strategic themes, impacting on Place, Community and potentially the prosperity of the District.

## 6. IMPLICATIONS

- (i) **Impact on Customers** – Recognition of the Climate Emergency and development of a Climate Strategy will potentially benefit all customers.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – Environmental impacts, including flooding and air quality are significant risks to the District.
- (iv) **Impact on Resources (financial)** – The statement will require no financial input, but the development and delivery of a Climate Strategy will require a financial commitment by the Council in due course.
- (v) **Impact on Resources (human)** – Officer time to develop the commitments in the Statement.
- (vi) **Impact on the Environment** – First step towards a zero carbon Maldon District
- (vii) **Impact on Strengthening Communities** – The Statement seeks to engage communities in the environmental action.

Background Papers: None.

Enquiries to: Damien Ghela, Lead Specialist Community.

*Climate Emergency Statement*

**Climate Emergency Statement**

Maldon District Council herewith seeks to declare a Climate Emergency. In doing so we acknowledge the growing consensus that unless we significantly reduce UK and global greenhouse gas emissions, the consequences of climate change will be severe.

The District of Maldon is bounded by 70 miles of coast line and there are a number of areas around Mayland, Tollesbury and Goldhanger where sea defences are at risk of being below the acceptable level of protection, potentially causing flooding to valuable agricultural land.

Areas of air quality concern have also been identified within our District due to the use of older, more polluting heavy goods vehicles.

With the prospect of greater development occurring across the District and the increased risk of sea levels and rising pollution, we will seek to identify ways to reduce carbon emissions across Maldon, by developing strong partnership links, improving transport initiatives, encouraging greener developments and supporting green infrastructure.

Our aspiration is:

To develop a Climate Strategy with the aim to be a carbon neutral District Council by 2030 and ensure that all our strategic decisions, budgets and approaches to planning decisions are in line with a shift to net-zero carbon by 2030

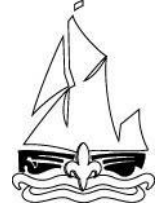
To support and work with all other relevant agencies towards making Maldon District and its parishes net-zero carbon within the same timescale

To work with, influence and inspire partnerships across the District to help deliver the goals through all relevant strategies, plans and shared resources

To seek to include young people in the process, ensuring that they have a voice in shaping the future

We make this declaration to show our commitment to making a positive change which we hope will benefit our residents and future generations.

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

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**to  
COUNCIL  
4 FEBRUARY 2021**

### **MEMBER TRAINING AND DEVELOPMENT PLAN**

#### **1. PURPOSE OF THE REPORT**

- 1.1 To provide further detail and a Member training and development plan for adoption

#### **2. RECOMMENDATIONS**

- (i) That the Councillor Training and Development Plan as set out in **APPENDIX A**, be adopted;
- (ii) that compulsory Member attendance where relevant, be agreed;
- (iii) that further scoping of the full course details be delegated to the Director of Strategy, Performance and Governance, in Consultation with the Leader of the Council.

#### **3. SUMMARY OF KEY ISSUES**

- 3.1 An initial report and suggested Member development plan was considered by the Council on 5 November 2020, and Members requested further detail and course outcomes before fully adopting a course schedule and agreeing modules as compulsory.
- 3.2 The Local Government Association (LGA) has met with officers and agreed to manage some of the initial training and their offer, that would be bespoke to Maldon, and greatly support our knowledge development at no additional cost. This would also ensure that course content is in line with national best practice.
- 3.3 A merged proposal of the original officer plans and the detailed courses that the LGA has offered to deliver are now brought back for Member review, with course content and outcomes set out in **APPENDIX B**.
- 3.4 A high-level suggested timetable for Member Training is available at **APPENDIX A**.
- 3.5 Further details on each course outlined in the high-level timetable, explaining the course rationale and expected coverage are in the supporting **APPENDIX B**.

- 3.6 Should Members agree in principle to the detail provided, further work will then be done to fully scope these courses with the LGA, which we suggest is also done in Consultation with the Leader of the Council to allow for Member input.

#### **4. CONCLUSION**

- 4.1 The training and development plan is provided for Member adoption, and a mix of compulsory attendance / highly recommended attendance is set out in Appendix A, to ensure all members are supported to the same level.

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

- 5.1 The courses detailed all help to underpin the ‘performance and efficiency’ corporate goal.

#### **6. IMPLICATIONS**

- (i) **Impact on Customers** – Training is a good way to help Members make well-informed decisions, supporting our customers in a positive way.
- (ii) **Impact on Equalities** – Specific equality and diversity training is listed, to support Members.
- (iii) **Impact on Risk** – Training is a good way to help Members make well-informed decisions, and therefore reduce Corporate Risk
- (iv) **Impact on Resources (financial)** – No additional costs will be required to deliver the training set out
- (v) **Impact on Resources (human)** – There will be officer time required to deliver training, but the LGA offer greatly supports this and reduces the resources impact
- (vi) **Impact on the Environment** – Not applicable (NA).
- (vii) **Impact on Strengthening Communities** – NA.

Background Papers: None.

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

| Course name  | Run by?   | Attendees  | Oct-20 | Nov-20 | Dec-20 | Jan-21 | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 | Jul-21 | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb-22 | Mar-22 |
|--|---|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Chairmanship training  | Maldon District Council (MDC)<br>- Programmes, Performance and Governance (PPG) | Compulsory for Chairmen / Vice-Chairmen                                    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Licensing training   | MDC lead legal/ Chelmsford  | Compulsory for all Members of the Licensing Committee                      |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Planning- intro including the newly launched Planning Review                                       | Local Government Association (LGA)  | All Members - Compulsory   |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Planning- Leadership Essentials Planning Programme   | LGA   | All Members - Compulsory for Planning Committee Chairmen and Vice-Chairmen |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Planning- quarterly surgeries  | MDC- Lead Specialist Place  | All Members - Attendance encouraged  |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Budget building and monitoring   | MDC - Director of Resources   | All Members - Attendance encouraged  |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Member and Officer Relationships: Scrutiny   | LGA   | All Members - Compulsory for Overview and Scrutiny Committee (O&S) Members |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Member and Officer Relationships: Effective Ward Councillors                                       | LGA   | All Members - Attendance encouraged  |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Member and Officer Relationships: Top Team Development   | LGA   | Specifically identified Members  |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Data & Digital: LG Inform  | LGA   | All Members - Attendance encouraged  |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Data & Digital: Civility in public life: digital citizenship workshop - date To Be Confirmed (TBC) | LGA   | All Members - Attendance encouraged  |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Local code of Conduct training   | MDC - Lead Specialist Legal   | All Members - Compulsory   |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |

KEY:

Attendance Compulsory

Attendance encouraged

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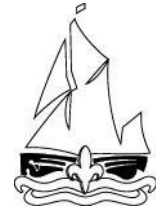
## Maldon District Council Training and Development Programme

| Course title   | Expected cover and outcomes  |
|--|--|
| Chairmanship training  | <ul style="list-style-type: none"> <li>• Expected chairmanship procedures</li> <li>• Chairing of remote meetings</li> <li>• Committee processes and timelines</li> <li>• Constitutional reminders</li> <li>• Rules of debate</li> <li>• Planning versus programme Committees</li> </ul>  |
| Licensing training   | <ul style="list-style-type: none"> <li>• Run by Lead Legal Specialist and Chelmsford Licensing Manager</li> <li>• Licensing processes and context</li> <li>• How to conduct a licensing hearing</li> </ul>   |
| Planning- intro including the newly launched Planning Review | <p>The Planning Advisory Service (PAS) can deliver a review / health check of a council's virtual planning committee.</p> <p>Through the reviews we will highlight examples of good practices and support improvements in the delivery of virtual committees; to an end aim of producing evidence to support the present temporary relaxations of national regulations to deliver virtual committees to become permanent and used at councils' own discretion.</p> <p>The expectation is that a review would occur over a one week period to include analysis of data presented by the authority, a full or a couple part days of interviews with key people involved in the committee, the viewing of the recorded or live virtual committee and production of the report.</p> <p>We would make suggestions through the review of any issues and changes in process, practices, behaviours, etc. We can also make suggestions of support or access to further training and work with officers to develop internal development sessions.</p> |
| Planning- Leadership Essentials Planning Programme           | <p>Leadership Essentials Planning provides an opportunity to learn about leading planning services. It provides a forum where attendees from across the political spectrum can meet and talk about common issues, hear from leading experts and take part in discussions and exercises, to develop understanding and thinking and learn new things.</p> <p><b>Leadership Essentials Planning: Planning Committee Decision-Making</b></p> <p><b>Decision making at planning committee: how to run a good planning committee</b><br/> <b>– for Planning committee Chairs and Vice-Chairs</b></p> <p>This PAS' popular leadership essentials programme is back again on 4 / 5 March 2021. It's perfect for councillors new and getting to grips with the role and for the more experienced to refresh and update. It's our most popular programme for councillors and places are limited.</p>   |

| Course title                               | Expected cover and outcomes   |
|--|---|
|  | <p>A council's planning committee is a very public window into a council's sometimes complex and often controversial decision-making process. The outcomes from the committee are then seen in the developments that are delivered through the decisions made. The aim of the planning committee must be that those people that engage with it to be satisfied with the decision-making process, if not always the outcome.</p> <p>Chairing a committee, and all the preparation and lead-in required for good decision making can be challenging. The course will focus on good quality decision making at planning committee and how a good planning committee is run. Attendees will be able to compare how their committee operates with other authorities and share ideas with other councillors.</p> <p><b>Programme 6:</b> Thursday 4 March - Friday 5 March 2021 - Warwick Conferences, Coventry CV4 7SH</p>  |
| Planning- quarterly surgeries              | <ul style="list-style-type: none"> <li>• Encouraging regular review and learning from experience</li> <li>• Led by Lead specialist Place</li> <li>• Addressing common issues and queries that come up</li> <li>• Constitutional and Legislation reminders</li> <li>• Processes to utilise going forwards</li> </ul>   |
| Budget building and monitoring             | <ul style="list-style-type: none"> <li>• Led by S151 Officer</li> <li>• Outline of annual budget cycle</li> <li>• Overview of the budget (including funding)</li> <li>• Detail around processes for budget build and monitoring</li> <li>• Overview of the Medium-Term Financial Strategy</li> <li>• Reserves</li> </ul>  |
| Member and Officer Relationships: Scrutiny | <p>Designed and developed specifically for Maldon</p> <p>We would suggest the Centre for Governance and Scrutiny (CfGS) deliver a couple of sessions to cover the wide-ranging role of scrutiny for all members.</p> <ul style="list-style-type: none"> <li>• <u>Session 1:</u> developing a culture of good scrutiny. Understanding the mindset and behaviours that underpin the function; <ul style="list-style-type: none"> <li>○ The four principles of good scrutiny;</li> <li>○ Working as a team;</li> <li>○ Having a clearly defined role and focus for the function;</li> <li>○ The importance of good member and officer relationships;</li> </ul> </li> <li>• <u>Session 2:</u> using information to develop challenging lines of questioning and ensuring effective councillor oversight; <ul style="list-style-type: none"> <li>○ What sources of information are out there;</li> <li>○ Using information to identify priorities and develop questioning lines;</li> </ul> </li> </ul> |

| Course title   | Expected cover and outcomes   |
|--|---|
|  | <ul style="list-style-type: none"> <li>○ Questioning styles and techniques;</li> <li>○ The importance of the chair's role</li> </ul> <p>Key learning outcomes:</p> <ul style="list-style-type: none"> <li>• What scrutiny is and its role.</li> <li>• How scrutiny works and what it can achieve.</li> <li>• How to prioritise and work with others.</li> <li>• Using data and information and gathering evidence.</li> <li>• The conduct of scrutiny</li> <li>• Scrutiny at Maldon</li> </ul>  |
| Member and Officer Relationships: Effective Ward Councillors | <p>looks at the nature of 21st century political leadership and the potential of a ward councillor to shape, influence and make a difference to the lives of their residents and communities. It covers:</p> <ul style="list-style-type: none"> <li>• The role of a ward councillor;</li> <li>• Knowing your ward – statistics and where to find them (Local Government (LG) Inform / Council information);</li> <li>• How to represent local voices, be known and keep people informed;</li> <li>• Empowerment and facilitation skills;</li> <li>• Tensions and challenges;</li> <li>• Communication and influencing;</li> <li>• Managing case work and the use of surgeries;</li> <li>• Role of the media and social media / digital.</li> </ul> <p>Key learning out outcomes:</p> <ul style="list-style-type: none"> <li>• Clarifying what the role is and the key skills needed;</li> <li>• Handling case work;</li> <li>• Dealing with the pressures of the role.</li> </ul> |
| Member and Officer Relationships: Top Team Development       | <p>An opportunity for the council's senior political and managerial leadership team, to help improve strategic direction and leadership to the council and wider community. Initiated by day-long awayday, designed in partnership with the council and focussing on the key leadership issues identified. The programme is delivered by a team of skilled Local Government Association (LGA) Advisers / Associates, an accredited peer, or other co-facilitators as appropriate.</p> <p>Depending upon the development need the programme might cover:</p> <ul style="list-style-type: none"> <li>• Roles and relationships;</li> <li>• Team building (using the Myers Briggs Type Indicator (MBTI), Team Management Systems (TMS) or Belbin Team Role tool if</li> </ul>  |

| Course title   | Expected cover and outcomes  |
|--|--|
|  | <p>appropriate);</p> <ul style="list-style-type: none"> <li>• Leadership styles;</li> <li>• Budgeting and financial monitoring;</li> <li>• Performance management;</li> <li>• Communication;</li> <li>• Visioning.</li> </ul>  |
| Data & Digital: LG Inform  | <p>This is the LGA's free data benchmarking service, which presents you with up-to-date published data about your local area and the performance of your council. It provides a single point of access to a wide range of data in a 'ready to use' format across the whole spectrum of services. It also provides:</p> <ul style="list-style-type: none"> <li>• Series of readymade reports</li> <li>• Report building tools for presentation and/or investigation</li> <li>• comparison and review over time</li> </ul> <p>It releases councils from gathering data, allowing more time to use it. All councils can use it, 3,655 registered users. There are also 160 authorities in our LA benchmarking club sharing data quarterly.</p> <p>LG Inform case studies are available on:</p> <ul style="list-style-type: none"> <li>• Risk Management and Benchmarking;</li> <li>• Transparency: Embedding;</li> <li>• Underpinning council reporting frameworks;</li> <li>• Saving resources and direct data feed (API).</li> </ul> <p>We can deliver a tailor-made presentation to members, detailing your own performance data and the scope of LG Inform tools, related to the council's own performance systems.</p> |
| Data & Digital: Civility in public life: digital citizenship workshop- | <p>The LGA is coordinating a 'Civility in public life' programme in response to growing concerns about the impact an increasing level of public intimidation and toxicity of debate is having on our country's democratic processes. The programme includes a wide range of activities to support councils and councillors, and to prevent and de-normalise harassment and intimidation</p>  |
| Local code of conduct training   | <p>Managed by the Lead Legal specialist</p> <ul style="list-style-type: none"> <li>• A run through of the Member code of Conduct.</li> <li>• Expected processes for Conduct Complaints.</li> <li>• The role of the Joint Standards Committee.</li> <li>• Processes for declaring interests and other legal requirements</li> </ul>   |



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

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**to  
COUNCIL  
4 FEBRUARY 2021**

**ELECTIONS SCHEDULED FOR 6 MAY 2021 – POLLING STATIONS**

**1. PURPOSE OF THE REPORT**

- 1.1 To delegate authority to the Council's Returning Officer to decide on an alternative polling station at the forthcoming elections in May 2021, in the event of any designated venues not being available for use.

**2. RECOMMENDATION**

That for the elections being held on 6 May 2021, the Council delegates authority to the Returning Officer to decide on a suitable alternative venue, should any designated polling station become unavailable.

**3. SUMMARY OF KEY ISSUES**

- 3.1 As required by Schedule A1 to the Representation of the People Act 1983 (RPA 1983) the last review of polling places took place in 2019.
- 3.2 At the time of writing this report, having given prior notice (at least two years) of the need to use all designated polling stations in May, the booking agents for sixteen polling stations have yet to confirm that we can use their premises. The Agents are being chased, but we cannot assume that their premises can be used until confirmation is received.
- 3.3 Of the responses received, one school has advised we cannot use their premises, with no reason given. An alternative, not far from the school has been approached, and we are hopeful that we will be able to use this in May. There is another polling station, which is available, but we would prefer to use another site in close proximity, which has ample car parking and has been used without problems for a number of years.
- 3.4 With polling day fast approaching, it is likely that the polls will take place on 6 May 2021, as prescribed last year. Therefore in order to deal with any other changes of polling stations, without delay, it is imperative that we can deal with these as quickly as possible so as not to delay the production of poll cards, which are scheduled for dispatch around mid-March 2021.

#### **4. CONCLUSION**

- 4.1 We must ensure that all electors are able to cast their vote on polling day and know as soon as possible the polling station venue if that differs from the normal venue.

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

- 5.1 None.

#### **6. IMPLICATIONS**

- (i) **Impact on Customers** – We must ensure that the elections are conducted in accordance with the election timetables.
- (ii) **Impact on Equalities** – If necessary, it is important that we provide stations which are accessible to everyone.
- (iii) **Impact on Risk** – We could be challenged if we do not provide a polling station fit for purpose.
- (iv) **Impact on Resources (financial)** – A different venue may result in a different hire fee.
- (v) **Impact on Resources (human)** – No effect.
- (vi) **Impact on the Environment** – No effect.
- (vii) **Impact on Strengthening Communities** – Ensuring those who can vote, are able to do so.

Background Papers: None.

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

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of the Local Government Act 1972.

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