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## Chelmsford City Council Overview and Scrutiny Committee

**6 February 2023**

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### Report from the Outside Bodies Task and Finish Group

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**Report by:**

Director of Connected Chelmsford

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**Officer Contact:**

Daniel Bird, [daniel.bird@chelmsford.gov.uk](mailto:daniel.bird@chelmsford.gov.uk) (01245) 606523

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**Purpose:**

The purpose of this report is to present the final recommendations from the Outside Bodies Task and Finish Group. The Committee are then asked to make recommendations accordingly to Full Council.

**Recommendations:**

1. That the Overview and Scrutiny Committee recommend to Full Council the recommendations detailed in section two of the report.
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## 1. Introduction

- 1.1 The Task and Finish Group was formed in 2022 to look into the Council's appointments to Outside Bodies. The Group was responsible for identifying which appointments continued to be beneficial, which ones may need a different number of representatives and to identify any new ones. The terms of reference are available as annex A to the report.
- 1.2 The group met on three occasions and received information from all of the Councillors who are representatives on outside bodies and the majority of the outside bodies too. The group has considered the information received and made recommendations accordingly.
- 1.3 The group were pleased to see that the vast majority of appointments were beneficial and therefore felt most of them should continue in the future.
- 1.3 The group has now produced a final report for consideration by the Overview and Scrutiny Committee, with recommendations ahead of the next appointments being made in May 2023. These are detailed below.

## 2. Recommendations

### 1) Outside bodies that no longer require an appointment:

- Fields in Trust (no meetings)
- South Woodham Ferrers Swimming Pool Steering Group (no meetings)
- William de Ferrers Centre users Committee (no response from Council representative, although they are a former Councillor)

### 2) Outside bodies that need to be added to the list:

- Chelmer & Blackwater Navigation Advisory Committee (this appointment was made part way through 2022/23 so needs to be added to the main list)

3) That the Overview and Scrutiny Committee receive annual updates from each appointed representative at their February meeting.

4) That the Overview and Scrutiny Committee review the appointments to any outside bodies that do not meet before May 2024.

5) That the Overview and Scrutiny Committee, consider which outside bodies they would like to invite to a meeting, to further understand their role when setting their future work programme.

3. Conclusion

- 3.1 The Committee are asked to consider and agree the above recommendations and to make any other suggestions for Full Council to consider in February.
- 3.2 After consideration by Full Council, appointments will then be made accordingly at Annual Council in May.

List of appendices:

Appendix 1 – Report from the Outside Bodies Task and Finish Group

Background papers:

None

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Corporate Implications

Legal/Constitutional: None

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

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Consultees:

- Members of the Task and Finish Group
- Representatives on outside bodies
- Outside bodies

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Relevant Policies and Strategies:

Not applicable

## **Report from the Outside Bodies Task and Finish Group – February 2023**

### **1. Introduction**

The task and finish group met on three occasions, 19<sup>th</sup> October, 28<sup>th</sup> November 2022 and 16<sup>th</sup> January 2023. The group was formed of Cllrs Mascot (Chair), Ashley, Daden, Fuller and Grundy. The group received officer support from Louise Goodwin, Murphie Manning, Daniel Bird and Jan Decena.

The Group sought information from all of the Council's representatives on outside bodies and the outside bodies themselves. This information is detailed in Annexes 2 and 3 to the report. During the meetings the group considered this information and have made recommendations to the Overview and Scrutiny Committee accordingly. During discussions at the meetings the group also developed other ideas of how the process could be monitored in the future and this is detailed in the report.

### **2. Information the group received**

The group sent out a Microsoft Form to all of the Council's representatives and a similar form was sent to each of the Outside bodies. The group received responses from all of the Council's representatives and the vast majority of the outside bodies. The Councillor responses are detailed in Annex 2 with the responses from the outside bodies in Annex 3. As detailed in the responses, the vast majority of the representatives and the outside bodies themselves, are happy with current arrangements and are keen for the relationships to continue. There were a few outside bodies which no longer met or have been inactive and the group have made recommendations to stop appointments to these accordingly.

### **3. Main findings**

#### *Appointments to continue:*

The group were pleased to see that the vast majority of appointments continued to be viewed as beneficial by both sides. Therefore, as detailed in the recommendations, for many of the outside bodies, no changes are being recommended to the current arrangements.

#### *Future reporting from representatives:*

The group did however feel that there needed to be a greater level of oversight by the Overview and Scrutiny Committee going forward. It was noted that in the past, only those appointments to more significant outside bodies, were asked to report back to the Committee. The group feel it would be beneficial for all Councillors to report on an annual basis to the February meetings. The group are not expecting Councillors to attend, but feel the annual completion of a form should be required.

*Future reporting from outside bodies:*

The group were keen to emphasise that for the outside bodies themselves, there were mechanisms already in place, for those who receive Council funding to report to the Council. Therefore, the group are not recommending that the outside bodies provide annual reports to the Committee, it is felt that the Councillors reports would be sufficient for this. They do however feel that the Committee would benefit from hearing from some of the larger outside bodies, so the Committee can further understand the role that they play. The group feel that this would benefit the outside body and the Committee itself. Therefore, the group are recommending that officers and members of the Committee, look into this when setting future work programmes. Therefore, in the future, outside bodies could be invited to attend a Committee meeting and highlight the work they are undertaking.

*Groups that have not met in recent years:*

The group noted that a few outside bodies have not met in recent years but the representatives felt appointments should continue to be made. These were the Chelmsford Business Board, Danbury Lakes Country Park Forum the Marsh Farm Country Park Forum and the Tech Ambassadors. The group felt that the appointments should continue but both the representatives and officers should monitor the appointments closely in the future to ensure they are beneficial. The group agreed that if the body does not meet by May 2024, that the appointment should be reviewed.

*Number of appointees:*

The group also considered the number of appointees to each outside body. The group noted that in some instances the number was set in the outside body's constitution and therefore could not be altered. The group felt the number of appointees to the outside bodies were suitable but is something that should be kept under review in future years by the representatives.

*Chelmsford Voluntary Service:*

The group sought further information from the CVS as to the specific role they expect from their Councillor representative, this was due to the response provided by the representative. The group heard that the CVS felt having a representative, offered the Council a greater understanding of what they do, and their involvement in work that is sometimes rather hidden otherwise and why critical decisions were made. The group also noted that the representative can be an advocate for the Council too, in terms of explaining why decisions have been made and how challenges might impact on the work by the CVS. The group also heard that the relationships were crucial to the charity. Therefore, the group agreed to continue the appointment, as it was clear it would continue to be beneficial for both parties

## 4. Recommendations

- 1) Outside bodies that no longer require an appointment:
  - Fields in Trust (no meetings)
  - South Woodham Ferrers Swimming Pool Steering Group (no meetings)
  - William de Ferrers Centre users Committee (no response from Council representative, although they are a former Councillor)
- 2) Outside bodies that need to be added to the list:
  - Chelmer & Blackwater Navigation Advisory Committee (this appointment was made part way through 2022/23 so needs to be added to the main list)
- 3) That the Overview and Scrutiny Committee receive annual updates from each appointed representative at their February meeting.
- 4) That the Overview and Scrutiny Committee review the appointments to any outside bodies that do not meet before May 2024.
- 5) That the Overview and Scrutiny Committee, consider which outside bodies they would like to invite to a meeting, to further understand their role when setting their future work programme.

## Annex A – Terms of Reference

<b>Overview and Scrutiny Committee</b>  <b>Task and finish group to undertake a review of the Council's appointments to Outside Bodies</b>  <b>DRAFT</b> <b>TERMS OF REFERENCE</b>	
<b>Background:</b>	<ul style="list-style-type: none"> <li>- The Council appoints members to be representatives on various outside bodies at Annual Council each year. The Overview and Scrutiny Committee has received reports from those appointed at various intervals which provided an update on the work that had been undertaken. These reports also detailed how many meetings for example had been attended.</li> <li>- Members of the Committee raised at the last meeting that a detailed look into the appointments and their benefit to the Council and outside body would be beneficial.</li> </ul>
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>- Identify which outside body appointments are beneficial to both parties and should continue.</li> <li>- Identify which appointments are no longer beneficial.</li> <li>- Identify any outside bodies that need a lower or higher number of representatives.</li> <li>- Identify any other outside bodies which don't currently have representatives but could benefit.</li> </ul>
<b>Outcomes:</b>	<ul style="list-style-type: none"> <li>- To produce an updated list of which outside bodies should have representatives appointed to them ahead of Annual Council in 2023.</li> </ul>
<b>Members:</b>	Councillors TBC (Normally 5 Cllrs)
<b>Director lead:</b>	Director of Connected Chelmsford [Louise Goodwin]
<b>Co-ordinating officer:</b>	Democratic Services Officer [Daniel Bird]



Outside Bodies	Councillor Representatives	What are the main functions or purpose of the outside body?	How many meetings of the body have you attended in the past 12 months?	In summary, what has your role on the outside body involved so far?	Do you feel the Council should continue to appoint a representative to the outside body?	Please detail why you feel a representative should continue or not continue to be appointed?	Any other comments
Age Concern	Ann Davidson	To run a Day Centre (Mon – Fri) for residents over 60, provide them with a 2-course hot lunch using fresh ingredients, to provide an opportunity for socialising and participating in activities and, to help combat loneliness.	I don't attend trustee meetings, but I have now asked to. I've visited the centre 6-8 times over the last year.	I was involved in discussions with the trustees when the building work on the first-floor extension was being built.  I have asked to attend the regular trustee meetings.  I'm working with our Community Sport & Wellbeing Team to set up some indoor activities for those attending the centre to participate in.	Yes	Age Concern applies for an annual grant of £5,000 from CCC, and I think it is important that someone takes an interest in how they use it. They are providing a vital service for the older members of our community who rate it highly. By talking to the regulars, it also gives the opportunity to understand other challenges faced by our older residents in the hope that we may be able to help them with these.	None.
The Business Improvement District	Simon Goldman	Business Improvement Districts are business led partnerships which are created through a ballot process to deliver additional services to local businesses.  They can be a powerful tool for directly involving local businesses in local activities and allow the business community and local authorities to work together to improve the local trading environment.	Approximately 20 meetings	Attending regular meetings to discuss future events in the City and to discuss finances. I have also help steer the direction of the BID.	Yes	We need to maintain the partnership as the BID and CCC are very much interlinked with the events that are going on and we can get a lot more for our buck. We can also help influence how the City centre is shaped in the future.	
Chelmer & Blackwater Navigation Advisory Committee	Richard Lee	Members of the committee are all those who have an interest in the well being of the navigation.	Two meetings	Encouraging Essex Waterways Ltd to continue to invest in our rivers so the residents can enjoy it for pleasure, be it walking or on the river itself.	Yes	It's a valuable group that is willing to listen, and some improvements such as access have been made since joining the group as a result of our influence	Note this does not yet appear on the 'Outside Appointments list', as joined in the summer this year. It has been ok'd both with the leader, Cllr. Robinson and Lorraine Brown. This should be added in the formal list.
Chelmsford Business Board	Marie Goldman	To liaise and build relationships with local businesses about issues affecting them within Chelmsford.	No meetings	Attending meetings - but it hasn't met for a very long time	Yes	It's important to build relationships with local business, but the body has to have a purpose. Although I feel this should continue, it should only be if there is a genuine need for and purpose to the engagement.	None.
Chelmsford Centre for Voluntary Service	Sue Young	Coordination of and support for voluntary organisations in and around Chelmsford. Securing funding for voluntary organisations. Coordinating the recruitment and placing of volunteers through its Volunteer Bureau.	Approximately 4 meetings	My position is as an observer on the Board of Trustees. I have an oversight of operations and financial position of the organisation and often asked for my opinion on a variety of matters. I can influence but have no voting rights.	Unsure	Given that CCVS receives funding from CCC, the ability to oversee the operation is a way to see that the objectives set through any funding grant are achieved. However the Council has in place a monitoring process for those its funds so from that aspect may be this is a doubling up. I can help signpost trustees to the correct person/department. It is not clear exactly what the CCC representative/observer role is/should be unlike other organisations where the CCC representative is a Trustee/board member with voting rights.	It should be clear what the commitment and role of any representative should be from both parties perspective. There should be added value for both CCC and the outside body.
Chelmsford Citizens Advice	Chloe Tron	Citizens Advice Chelmsford offers free, confidential, impartial and independent advice and information on a wide range of subjects.	Trustee meeting every 6 weeks, Trustee strategy day (full-day face to face), a number of ad-hoc meetings as required	Attending trustee meetings, undertaking mandatory training annually, feeding into strategic business plan, being asked to lead on a strategic business plan strand, supporting an employed adviser on an individual basis when going through a challenging time.	Yes	The CAB receives significant grant funding from CCC and I can therefore see why we may want to have councillor representation. However, I feel that 4 is excessive and would also question whether it is necessary for them to be Trustees, could they be advisory positions for example.	My understanding is that 4 elected councillors are appointed as Trustees, and believed this was driven by CCC. However, following a change in the constitution recently (which was agreed by all Trustees), we are now all Trustees in our own right. Remit has grown since I was appointed in 2019, primarily due to a change in Chair of Trustees and a need for Trustees to become more active and involved in supporting the strategic business plan, Leadership Assessment (regular review to determine delivery against key objectives set by National Citizens Advice). My personal view is that the Trustee position for this organisation is a big commitment, both legally and in terms of the time needed to undertake your duties to the required level. All Trustees are now leading on strands of the strategic business plan. For those of us who work full time, it is a bid additional commitment on top of being a councillor.
Chelmsford Educational Foundation	Julia Franscona	To award grants to support students from Chelmsford who are struggling financially to enable them to continue with their studies.	Three meetings	To participate in the meetings where individual applications are discussed and to help shape the general philosophy behind decision making. To support the Board in publicising the support that's available and in ensuring good governance and procedures.	Yes	I think it's a good way for Councillors appointed to gain an insight into the difficulties experienced by some young people in completing their studies. It's also good to have oversight of a body that has financial power to assist specifically Chelmsford residents or those who were mostly educated in Chelmsford.	This is not a party political appointment but I feel it's beneficial to have a Board member who is a sitting Councillor.

<b>Chelmsford Fairtrade Committee</b>	<b>Natacha Dudley</b>	Promoting awareness of the Fairtrade Campaign. Encouraging the purchase of Fairtrade products in Chelmsford via events such as Fairtrade Fortnight.	Five meetings	Attending and chairing meetings	Yes	Yes because Chelmsford is a Fairtrade City.	
<b>Chelmsford Local Highways Panel</b>	<b>Chris Shaw</b>	Decisions on funding within a budget for locally requested small highways schemes not prioritised for funding through other dedicated highways budgets. This includes traffic management improvements, road safety schemes, cycling schemes, passenger transport improvements and improvements to public rights of way.	Three meetings	Taking part in discussions on merits of different schemes and paying particular attention to schemes affecting the area I represent.	Yes	It gives the City Council a say in highways matters affecting Chelmsford, bearing in mind that ECC is the highways authority.	A spread of councillors from different parts of the city helps to ensure that no individual area gets more favourable treatment than other areas.
	<b>Wendy Daden</b>	Recommends and monitors highway improvements within the Chelmsford borough.	Three meetings	I represent Parish Councils on the panel; I have highlighted schemes that parish councils have felt forgotten and been an extra pair of ears to meet, listen and understand why the scheme is important to the parish, and report back to the PCs.	Yes	The more local people, that are members of the LHP, and understand the schemes proposed will make for the best recommendations and spending of the funding. To be able to prioritise correctly needs in touch local knowledge.	The position should continue.
<b>Chelmsford United Charities</b>	<b>Neil Gulliver</b>	Management of Almshouses located in Moulsham Street.	Three meetings	Attending meetings	No	Not of benefit to the council.	None.
	<b>Tom Willis</b>	The running of a group of almshouses	Four meetings	Attendance at meetings of the trustees and visits to the residents, individually and as a group	Yes	I have no doubt that CCC representation should be maintained. It ensures support for a small but significant local charity, whose purpose -the provision for those in need of sheltered housing--is one of the Council's major responsibilities. It ensures that the wider public interest can be brought to bear.	
	<b>Natacha Dudley</b>	The charity manages and maintains the 6 Mildmay Almshouses on Moulsham Street	Two meetings	I am now the deputy chair of the Trustees. My role involves attending meetings and interacting with the Almshouses residents. At meetings, we discuss ongoing maintenance of the buildings and occasionally pastoral issues.	Yes	Firstly because the City has traditionally appointed Trustees for the Almshouses. ( I believe it is a legal requirement of the Trust). Secondly, the Almshouses are located within the City district. Finally, although in my case I do not live in Moulsham, I believe in the past the City Council Trustees were usually Councillors for the Moulsham area.	Existing and former City Councillors form the majority of the current Trustees.
	<b>David Jones</b>	To administer the finances and maintain the properties (Moulsham Street Almshouses) in the best interests of the residents and the Charity's future.	Three meetings	Attending meetings, where the clerk, who visits the residents weekly, updates us on the residents' well-being and advises us on any upcoming issues. We collectively make decisions on matters such as building improvements, ensuring compliance with the listed-building status of the almshouses. We make visits to individual residents on an annual basis to make sure he/she is happy and determine whether any action is necessary. A summer get-together is held between all the trustees and residents.	Yes	Councillors and former councillors are in unique position, with local knowledge and contacts, to be able to assist in the smooth running of the Charity. Councillors are drawn from all walks of life and so able to provide expertise beyond their role as a representative.	An example of the latter point in Q6 would be how, as former water treatment chemist, I was able assist the clerk, in the interpretation of the water systems report carried out by contractors earlier this year.
<b>Chelmsford Youth Strategy Group</b>	<b>Julia Franscona</b>	To bring together representatives of those bodies involved in the welfare of young people in mid Essex, including ECC Youth Service, charitable foundations, the police, youth parliament etc to learn about and scrutinise plans and schemes to support young people, including those with special needs.	Three meetings and two stakeholder events	To contribute to discussions regarding the schemes offered by ECC and to help shape priorities and identify any gaps in provision. Also to engage with stakeholders and to help promote the good work being done in Mid Essex.	Yes	The welfare of young people in Chelmsford is very important, and as CCC is not directly responsible it's valuable to have insight into what is being done to support them and to be able to provide a voice for local youth.	I believe that it's vital to continue to appoint a CCC representative to this body as not to do so would suggest that CCC does not care about provision for young people in our City.
<b>Citizens Advice Chelmsford</b>	<b>Lee Ashley</b>	Registered Charity	Approximately 7 meetings (meetings happen every 6 weeks)	Equality and Diversity and also a sub committee which looks at the Quality Advice side of the organisation. Monitoring the score we have been given by outside assessor. To either raise our score if we need to, or maintain our score. Colour coded Red Amber Yellow and Green.	Yes	Chelmsford citizens advice requires Trustees that have various skills and life experience to ensure the board can cover and discuss the growing need for a free advisory service in the City. The service is much needed in these times, and as a charity is well respected.	There is an ongoing need for new trustees, as Trustees move or retire. Currently all four councillors are from the same party, not that this is an issue, but it would be good to have a Conservative or Independent councillor on the board of Trustees, as obviously it is like all outside bodies non political.

Culture Chelmsford	Julia Franscona	To encourage & support culture in Chelmsford by developing a cultural strategy and by seeking and taking advantage of opportunities to raise funds through grants, sponsorship and other forms of funding. The aim is to support the cultural objectives of CCC for the benefit of all residents of & visitors to Chelmsford.	Six meetings and have also attended informal meetings and interview panels.	Participating in meetings, helping to shape the aims & objectives of the Trust. Interviewing potential trustees. Supporting the Chairman & Secretary in their roles. Communicating with other Councillors including the Leader & relevant Cabinet Member, supporting & explaining the perspective & priorities of the Trust to CCC & vice versa.	Yes	Culture Chelmsford exists for the benefit of Chelmsford residents, to support the cultural development of our City and the objectives of CCC so it's vital that a representative from the Council sits on the board.	I believe that it's a requirement of the Trust that there's a representative from CCC on the Board.
Danbury Lakes Country Park Forum	Richard Hyland	Oversight of Danbury Lakes & Country Park activities, investment and assets	No meetings	Nothing despite continually asking for invites, visiting Danbury Parish Council to understand connections and role a City Councillor plays, no minutes past have been provided or published to my knowledge. I would be interested to hear what Cllr Tom Willis has to say. If his experience has been the same considering he is council incumbent.	Yes	I think Oversight and scrutiny of Danbury Lakes & Country Park activities, investment and assets is in the interest of Chelmsford City Council	I think CCC are failing residents if there is no proper oversight.
Essex Countrywide Traveller Unit	Jannette Sosin	To oversee the finance commitment by the councils involved.	Two meetings	Understanding the role of the rural engagement team and the officers who support travellers to access health and education advice.	Yes	It is an essential role. Because of their lifestyle travellers face considerable lack of understanding by settled communities. Communication and trust are both key. County staff involved with travellers are small in number but are able to give advice and encouragement to access health services. They help children to stay in the school system. They also encourage children to access higher education if possible. The rural engagement team helps unauthorised encampments to be moved on with as little friction as possible and helping the travellers to understand the laws which apply to them.	If it were possible I would increase our involvement with the ECTU. More staff would help enormously to engage travellers and avoid problems. For now most local councils in Essex are paying a small amount with the County paying the most.
Essex Flood Partnership Board	Mike Mackrory	To inform the representative members of all Essex Authorities of all flood prevention works to be undertaken or the progress of works underway. This includes all government bodies and agencies, voluntary organisations and Essex Councils.	Three meetings	Observing so far but an item on the potential flood risk at South Woodham Ferrers is planned at our request	x	Although not strictly a coastal authority Chelmsford CC is subject to tidal rivers and estuaries flooding during exceptional high tides. The residential area most affected is South Woodham Ferrers which is why a presence on the Board is required.	The meetings have been an eye opener for me as I was unaware of the amount of flood prevention work going on or planned in Essex.
Essex Police, Fire and Crime Panel (sub)	Marie Goldman	To consider matters related to the police, fire and crime.	No meetings	Nothing - I have not needed to attend as a substitute.	Yes	It is important that Chelmsford is represented on this panel.	None
Essex Waste Partnership Board	Rose Moore	The Essex Waste Partnership comprises elected members and officers from Essex County Council, the 12 district and borough councils and the unitary authority of Southend-on-Sea Borough Council. In 2019, its purpose was solely to ensure cost-efficient and sustainable waste management services across the county. This is now evidently broader, with a focus on moving towards the Circular Economy in response to the Climate and Ecological Emergency, and recommendations from Essex Climate Commission.  The current priority is to agree a Joint Municipal Waste Strategy for the whole of Essex based on the Circular Economy model. The board is working on a draft strategy now, which will go out to public consultation in 2023.	Four meetings - a mix of online and face-to-face sessions	As Cabinet Member for Greener and Safer Chelmsford, I have contributed to the emerging Joint Municipal Waste Strategy for Essex, developing evaluation criteria for the strategy supported by Keith Nicholson. Interactive workshops led by Ricardo (ECC's partner) have distilled elements of the strategy – the focus is now far more centred around carbon and waste reduction, and the Circular Economy. I have also had the opportunity to highlight best practice by Chelmsford City Council – the wide-ranging kerbside collections, separated streams for recycling, free garden waste collection, bulky items collection. Flats recycling campaign and c. 60% recycling rate.	Yes	The Essex Waste Partnership includes elected members and officers from local authorities across Essex. It is important that Chelmsford continues to be represented in this way on the Board, to gain an understanding of the challenges we face as individual authorities, share potential solutions, best practice, and agree a joint strategy to reduce, re-use and recycle as much as possible. This will benefit everyone living and working in our county and the wider environment. In addition, Chelmsford's robust Climate Action Plan and comprehensive kerbside collection service have set the bar high in Essex. Through representation on the EWP Board, I can encourage and support other elected members who may be considering improving their own systems and operations to reduce carbon emissions. As representatives of Chelmsford, Keith Nicholson and I will continue to push for a strategy that recommends the future design of waste collection and disposal services reflects the provisions of the Environment Act 2021 and is guided by national waste and resources policy, and that the assessment of any options takes an end-to-end, evidence led approach to ensure efficient and effective services for the Essex taxpayer	I have found face-to-face meetings at County Hall to be the most effective platform for discussion when compared to online sessions, but the Board also meets in a hybrid format to reduce travel from across the county, which is admirable.
Fields in Trust	Richard Lee	Supports parks and green spaces by protecting them for people to enjoy in perpetuity.	No meetings.	None	No	Had zero dealings with the organisation. Also, as council we are pretty protective of our open spaces already.	None.
Galleywood Heritage Centre	Richard Hyland	Oversight of Galleywood Heritage Centre activities, investment and assets	Twelve meetings	I have been elected as Chairman and continue to have Oversight of Galleywood Heritage Centre activities, investment and assets	Yes	I think Oversight and scrutiny of Galleywood Heritage Centre activities, investment and assets is in the interest of Chelmsford City Council	CCC need to devise a report back mechanism What is required from representatives whilst not be over onerous
KEGS Foundation Governors	Roy Whitehead	To advance the education of the pupils of the school	Two meetings	To be a member of the Finance sub-committee and to give advice on the City Council's policies when appropriate	Yes	The Foundation requires representatives from both Local Authorities to be appointed under its Constitution	There are currently 4 appointments made by the City Council. However, a new Constitution is being adopted and this will reduce the number appointed to two. As such this is a more suitable number and I would recommend that the City Council continues to make two appointments for a period of four years.  Update as of 27/01/2023: The Foundation Governors are agreeing a new Constitution which will reduce the number of City Councillors to two from the present four. We have a meeting on the 15th February for an update, but all Governors are in agreement

	<b>Andrew Sosin</b>	Providing funds for new assets associated with land and buildings of KEGS (leased to Academy from trust)	Three meetings	Providing advice and commentary to proposals	Yes	Representatives can advise on local plan etc, that might related to trust plans	There is a new Constitution in draft that would reduce City Council representatives to two.
<b>Local Government Association (Assembly, DCN, and East)</b>	<b>Stephen Robinson</b>	To address issues of common concern to all councils.	Five meetings	To ensure that issues of concern to Chelmsford CC are raised at national and regional level	Yes	Now more than ever we need national government to properly understand what councils do.	None
<b>Marsh Farm Country Park Forum</b>	<b>Ian Roberts</b>	Monitoring the operation of the "Marsh Farm Country Park"	No meetings	None.	Yes	We need to get ECC to carry out their agreed works- a name change agreed several years ago	The name change was agreed back in 2014/15 but to date no action by ECC. Marsh Farm is now a separate private fun park business and a change of name was agree to South Woodham Ferrers Country Park - this change leaves the fun Park to use the Marsh Farm name.
<b>One Chelmsford Board</b>	<b>Stephen Robinson</b>	For all statutory services in the district to share concerns. In particular, to fulfil the legal requirement for a Crime & Disorder Reduction Partnership.	Three meetings	Working to get an agreed set of shared objectives.	Yes	Legal requirement	Enables CCC Members and Officers to address issues of common concern with other agencies.
<b>PATROL</b>	<b>Mike Mackrory</b>	To keep LA's with street parking responsibilities informed about changes to legislation and government guidance affecting their work. To enable LA's to make representations on their behalf to the relevant authorities. To share best practice between LA's.	None, they only meet annually to my knowledge.	To receive information and discuss same with the South Essex Parking Partnership Lead Officer, Nick Binder.	Yes	In Chelmsford City Council's best interest.	There is no requirement to actually attend meetings as information is circulated when available.
<b>South Woodham Ferrers Swimming Pool Steering Group</b>	<b>Bob Massey</b>	To oversee the swimming pool in South Woodham Ferrers	No Meetings	I have not been invited to any meetings	No	Not aware of any meetings being held.	None.
	<b>Keith Bentley</b>	Unsure - the group never met during the administration	No meetings	The group has not met	Yes	I feel it is important that there is local oversight but the group must meet at least once a year in order to have proper engagement with the vision and requirements of the swimming pool and other leisure centre facilities in our town. Sadly, this hasn't happened due to a decision made before the current administration took over.	This has been a very disappointing non-experience for me. I put myself forward for this position hoping to get a better feel for the leisure offering in my home town and nothing has been forth-coming.
<b>Springfield United Charities</b>	<b>Ian Fuller</b>	Awarding grants to those in need, hardship and distress	Three meetings	Trustee for the charity. Looking at grant applications and seeking to improve the awareness of the charity to the local community	Yes	It is a requirement of the constitution of the charity that the council should appoint three trustees. The council acts as 'treasurer'.	The charity has appointed a new secretary who has been tasked with raising the charity's profile online and on social media.
	<b>Chloe Tron</b>	To provide grants to families in the Springfield parish who are in need	One meeting	Since being appointed as a Trustee in 2019, I have attended meetings (on average 1 per year) where we have reviewed & agreed the accounts, discussed reviewing the constitution, discussed how we could promote this service further and how we might go about that.	Yes	This is a small charity and I expect that without the appointment of Councillors, it would struggle to find Trustees. The Secretary position has been vacant for some time (although now looks as though it will be filled) and another Trustee has recently retired and stepped down.	It is not particularly onerous as meetings in my experience to date have only been once or twice a year. The meetings (in my experience) have been sufficient so far to discuss what is required and make decisions, so the time taken supporting this charity is not excessive.
<b>Success Essex</b>	<b>Marie Goldman</b>	As one of the federated boards of the South East Local Enterprise Partnership (SELEP), this board is business-led with additional members from Further and Higher Education, as well as local government. It receives reports on strategic economic decisions affecting Essex and makes recommendations on the allocations of funding which is available to SELEP.	Three meetings	Attending meetings and participating in discussions.	Yes	It is important that Chelmsford is represented on this body.	None.
<b>Tech Ambassadors</b>	<b>Martin Bracken</b>	To promote and share the expansion of technological employment and opportunities in Chelmsford	No Meetings	To engage with other technology companies in Chelmsford and facilitate dialogue.	Yes	It is important to the economic development of Chelmsford that we as a council understand what and be able to contribute to developments are ongoing in the technology sector .	Although Covid has meant that Tech Ambassadors have not met for the past year, the body will become active again in the near future.
	<b>Marie Goldman</b>	To bring together the businesses in Chelmsford that specialise in technology and innovation, providing a platform for strategic discussion and networking.	No Meetings	Attending meetings and participating in discussions.	Yes	Although this group has not met recently, there is still enthusiasm for it amongst local businesses. It has sparked some good collaborations, which may not otherwise have happened, and strengthened the Council's relationship with the businesses represented on the group.	None.
<b>YMCA Essex</b>	<b>Chris Shaw</b>	Meeting the needs of children and young people and their families and supporting them to develop and grow. It is an inclusive Christian charity, working across Essex, and runs a nursery, youth clubs, holiday activities, supported housing for young people, out of school clubs and other support activities.	Five meetings	Attending board meetings as a non-voting member, including an away day to discuss future visions for YMCA Essex, contributing to all discussion at meetings, not limited to items directly affecting CCC. Recently being involved in discussions on plans for redevelopment of headquarters building in Chelmsford.	Yes	I feel a representative should continue to be appointed, both to be a part of varied input to the board and also as CCC provides a grant to the YMCA. It also means that any important issues can be fed back to CCC.	I feel that the YMCA do appreciate having a representative from the Council contributing to their discussions.

Outside Bodies	What are the main functions or purpose of the outside body?	How many meetings of the body have you attended in the past 12 months?	Do you feel it has been beneficial for a Chelmsford City Councillor to be appointed to the outside body?	Any other comments
<b>Age Concern Chelmsford</b>	Lunch club for the elderly - meal delivery during covid	Six meetings	Yes	It is important for a member of the Council to be the voice of the elderly and to champion services and charities that cater for their needs.
<b>Chelmsford Business Improvement District</b>	To improve the business community in the city centre	Twelve meetings	Yes	Cllr Goldman has been invaluable as a Director of the BID supporting our projects and events
<b>Chelmsford Citizens Advice Bureau</b>	Provision of free at the point delivery Advice, Information and Guidance and empowering individuals to gain access to services that otherwise they would be unable to do so.	Nine meetings	Yes	As we have direct contact with members of the public, the direction offered by ward members is invaluable in assisting us to deliver the services most beneficial to the City.
<b>Chelmsford CVS</b>	<p>Chelmsford CVS is an independent support and development organisation set up to champion, support and strengthen local charities, voluntary and community groups.</p> <p>We work locally and in collaboration with other partners across Essex, Southend and Thurrock to maximise voluntary and community action, develop strong communities and enhance local wellbeing.</p> <p>We host numerous different projects across Chelmsford City, its villages, South Woodham Ferrers and beyond. From Social Prescribing to a Mens Shed. Find out about each individual project below.</p>	Not known	Yes	<p>Its really important to have a Cllr get involved with the CVS at Board level. It helps the Council get to know in detail what we do, our involvement in work that is sometimes rather hidden otherwise, and why critical decisions are made.</p> <p>The relationship that is built is so important in helping charities like ours to be better understood and supported by the Council. The Cllr can be an advocate for the Council too (often explaining why decisions are made and how your challenges might impact on our work or on the wellbeing of our community).</p> <p>We see our relationship with the Council as one of partnership rather than transactional (and its my understanding that this is a mutual feeling). The relationships enhanced by the observer role are crucial to this charity and we would not wish to be without it.</p>
<b>Chelmsford Educational Foundation</b>	An educational trust that awards grants to individuals to assist with education or training such as books, fees, tools or equipment to help them achieve employment or professional qualification.	Three meetings	Yes	Benefit to have educational background. It is a Constitutional requirement that we have 2 council representatives.
<b>Chelmsford United Charities</b>	Provision of 6 almshouses in Moulsham Street, Chelmsford	Four meetings	Yes	Under our constitution, 6 of our 8 Trustees are appointed by Chelmsford City Council
<b>Chelmsford Youth Strategy Group</b>	To allocate funding to young people community services.	Four meetings	Yes, it is part of the terms of reference.	

<b>Culture Chelmsford</b>	Culture Chelmsford is charity working to develop the city's cultural potential by: fundraising for creative projects that enrich the lives of everyone in Chelmsford, and facilitating a Chelmsford-wide Cultural Strategy	Six meetings	Yes
<b>Essex Countrywide Traveller Unit</b>	Committee that brings together representatives of Councils that are members of the ECTU, and the Fire and Police Services to oversee the work of the ECTU to bring education, health and welfare services to Gypsies and Travellers and to supervise approved sites.	Two meetings	Yes, as CCC is a partner of the ECTU.
<b>Essex Flood Partnership Board</b>	The Partnership brings together all key stakeholders to contribute to a strategic overview of matters surrounding flooding in Essex, to ensure a consistent and coordinated approach with regard to flood risk management. The Board meets quarterly and contributes to key decisions on projects, strategies funding and communications. The Partnership comprises an elected member from each of the District, Borough and City councils within Essex and is administrated by Essex County Council.	Four meetings	Yes Cllr Mike Mackrory is your current rep on Flood Board.
<b>Essex Police, Fire and Crime Panel (sub)</b>	The Essex Police and Crime Panel was established under the Police Reform and Social Responsibility Act 2011. The Panel became known as the Essex Police, Fire and Crime Panel in 2017. What the Panel does: The Panel examines the actions and decisions of the Essex Police, Fire and Crime Commissioner (PFCC). It plays a vital role in holding the Commissioner to account. The Panel's functions are to: •scrutinise the Commissioner's Annual Report and Fire Statement •review and scrutinise the decisions and actions of the Commissioner •review the Commissioner's proposed council tax precept levels and have the power to veto the decision •review the Commissioner's proposed senior appointments and recommend to appoint or not •review the proposed appointment of the Chief Constable and recommend to appoint or not (or veto the appointment) •review the conduct of the Commissioner and Deputy Commissioner, and consider non-criminal complaints against them •appoint an Acting Commissioner, if required.	Six formal Panel Meetings, plus a number of workshops, working groups and sub-committee meetings	Yes, this is part of the balanced appointment objective for membership of the panel, to ensure that all parts of the police force area are represented. Each local authority in the force area is required to appoint a councillor to serve on the panel under the Police Reform and Social Responsibility Act 2011.  I am happy to provide more information on the Panel if required.

<b>Essex Waste Partnership Member Advisory Board</b>	Responsible for the development and steering of all pan Essex waste management partnership working	Two meetings	Yes	The board has representation from ECC (Waste Disposal Authority), plus all 12 district, borough and city councils (Waste Collection Authorities). Joint working on strategic waste management is essential to delivery of efficient and effective services to the Essex taxpayer and to ensure we have a pan-county response to national policy and legislative change forthcoming.
<b>Galleywood Heritage Centre</b>	To keep and give access to residents in the local vicinity to local Heritage historical information. We also hire out venue to residents for Health, wellbeing and leisure activities.	Nine meetings	Yes, it has been beneficial for a Chelmsford City Councillor to be appointed.	We have appreciated the time the City Councillor appointed has given to our organisation.
<b>KEGS Foundation Governors</b>	To advance the education of the beneficiaries in providing and assisting in the provision of benefits of any kind as the charity trustees deem appropriate to KING EDWARD VI GRAMMAR SCHOOL, Chelmsford.	Two meetings	Yes, the current constitution allows for four appointments	
<b>Local Government Association (District Council's Network)</b>	National representative body for district and borough councils across England	Meetings open to all members happen on a regular basis approx every 2 months. AGMs held four times a year.	Yes- as a representative body we rely on the engagement of our member council Leaders	Leaders at our member councils have traditionally been the appointed representative to DCN and are the council representative empowered to vote on any DCN constitutional matter at our AGMs. We very much appreciate the input and involvement of Leaders from across our network.
<b>Mildmay Almshouses Moulsham Street</b>	To keep the six Armshouses in Moulsham Street in good decorative order and sound as well as keeping an eye on finance's. We also make sure the tenants are happy and have no problems. If there should be anything that they want done or discuss any problem they have our telephone numbers to call. We regularly telephone them and visit their home and this establishes a good relationship.	We have four meetings a year and two social meetings.	Yes as we are able to advise the tenants of what can be available to them from the City Council like healthy eating, fitness and social clubs. We also advise should they need any help financially that the Council may be of assistance.	The tenants are very appreciative of the trustees visits and relationship. They love living in the Armshouses and always express how lucky they are to be more or less in the City center itself. The constitution of Chelmsford United Charities empowers Chelmsford City Council to appoint 6 out of the 8 Trustees.

<p><b>Susan Trust</b></p>	<p>To ensure that the Susan Lighter Barge is restored to her original state as she is the only remaining Lighter left in Essex and is part of Chelmsford History. We have done several fundraising events in order to achieve the nearing completion of the Barge. The hull is nearly finished as the boatbuilder is painting the hull with the rudders being fitted. The engine is at Sanford Mill but arrangements are being made to get this transported to the boat yard.</p>	<p>Because of COVID we have been able to keep in touch with each other by zoom or email as to the progress and also the boatbuilder. During this time there have been delays due to the hold up with materials that we need. Meetings or reports are made every couple of months.</p>	<p>Yes it has been valuable as it is Chelmsford's History that "Susan" had played a most valuable asset in the past. We would like her to be used on the river and as an educational resource for the future.</p>	<p>It has taken so long to restore only there were huge problems due to the length of time she remained at Sanford Mill. With the willingness of several volunteers of the boating community it created a social bond as well as the workforce to help restore "Susan".</p>
<p><b>Success Essex Board</b></p>	<p>It acts as one of the Federated Boards of the South East Local Enterprise Partnership, specifically focussing on North and Mid Essex. The SEB takes a leading role in driving forward strategic economic growth priorities for Essex; informing key decisions and providing a strong collaborative voice for the private and public sector to lobby for funding and unlock opportunities for the Essex economy. By working together large employers, academic institutions, SMEs, the third sector and local government, provide the leadership to tackle the economic challenges faced. The SEB is non-politically affiliated and is business led. The SEB works proactively and collaboratively to drive economic growth, innovation and prosperity throughout Essex. This is achieved through promoting economic opportunities, lobbying government, using evidence for strategic planning and by setting clear objectives.</p>	<p>Three meetings</p>	<p>Yes</p>	