

Council Meeting Agenda



Wednesday, 24 May 2023 at 7pm

**Council Chamber, Civic Centre
Chelmsford**

Membership

The Mayor – Councillor Sue Dobson
The Deputy Mayor – Councillor Bob Massey

and Councillors

C Aduwim, J Armstrong, N Bugbee, V Canning
N B Chambers, D J R Clark, H Clark, P H Clark, P Davey
A E Davidson, C K Davidson, S Davis, J A Deakin, N A Dudley, D
Eley, K Franks, L Foster,
J A Frasca, I D Fuller, M C Goldman, S M Goldman, I S Grundy,
S Hall, J Hawkins, R J Hyland, J Jeapes, A M John, G B R Knight, J
S Lardge, R J Lee, L Mascot, R J Moore, M O'Brien, V Pappa, G H
J Pooley, J A Potter, S Rajesh, J M C Raven, S J Robinson, E J
Sampson, S J Scott, T Sherlock, M Sismey, A B Sosin, J E Sosin, M
S Steel, S Sullivan, M Taylor, A Thompson, A G Thorpe-Apps, C R
Tron, N M Walsh, R T Whitehead, P Wilson, and S Young

Local people are welcome to attend this meeting, where your elected
Councillors take decisions affecting YOU and your City.

If you would like to find out more, please telephone Daniel Bird in the
Democracy Team on Chelmsford (01245) 605923, email daniel.bird@chelmsford.gov.uk, call in at the Civic Centre, or write to the address above.

Annual Meeting of the Council

24 May 2023

AGENDA

OPENING THE MEETING

The current Mayor will open the meeting and ask her Chaplain to say prayers.

1. Apologies for Absence

The current Mayor will ask for any apologies for absence.

2. Mayor's Announcements

To receive the current Mayor's announcements.

CEREMONIAL BUSINESS

3. Election of Mayor and Deputy Mayor

The retiring Mayor will ask for nominations for Mayor for the forthcoming year.

The nominated Mayor will then in turn make a nomination for the Deputy Mayor for the forthcoming year.

Following the election of the Mayor and Deputy Mayor the meeting will adjourn to permit the new Mayor and Deputy Mayor to robe.

4. Declarations of Acceptance of Office

The Mayor will take the Declaration of Acceptance of Office.

The Deputy Mayor will take the Declaration of Acceptance of Office.

5. Mayoress and Deputy Mayor's Escort

The Mayor will introduce to the Council his Mayoress for his year in office.

The Deputy Mayor will introduce to the Council her Escort for her year in office.

6. Address by Mayor

The Mayor will address the Council.

7. Retiring Mayor and Retiring Deputy Mayor

To thank the retiring Mayor and retiring Deputy Mayor for their service and present them with their past Mayor's and past Deputy Mayor's badges.

8. Mayor's Announcements

To receive the Mayor's announcements, including the appointment of the Chaplain and the Mayor's charities for the year.

ADMINISTRATIVE BUSINESS

9. Election of the Leader of the Council and Leader's Scheme of Delegation

To elect the Leader of the Council and note any changes to the Scheme of Delegation.

10. Arrangements for and Appointments to City Council Bodies and Outside Bodies

To consider the proposed Schedule of appointments

11. Appointment of Independent Persons and Parish Representatives to Governance Committee

To consider the attached report.



Chelmsford City Council

24 May 2023

Leader's Scheme of Executive Delegation for 2023-24

Report by: Leader of the Council

Officer contact: Daniel Bird, Democracy Team Manager,
daniel.bird@chelmsford.gov.uk, 01245 606523

1. Explanatory

The Scheme of Executive Delegation set out in paragraph 3 below is the current Scheme and has been agreed by the Leader. It describes who and/or which bodies exercise the Executive functions of Chelmsford City Council ("the Council"). It is submitted to the Council for information.

2. Legal position

When elected, the Leader of the Council holds all of its Executive functions but may delegate them to one or more of the following: -

- (a) the Cabinet as a whole
- (b) individual members of the Cabinet
- (c) committees of the Cabinet
- (d) officers
- (e) joint executive committees or under joint arrangements

3. The Scheme of Delegation

This Scheme of Executive Delegation provides that the following arrangements exist for the discharge of Executive functions:

- (a) The Cabinet may discharge all Executive functions. Functions to be discharged by the Cabinet are set out in Part 3.3.2(i) of the Council's Constitution.
- (b) Individual members may only discharge functions delegated to them by the Leader in accordance with paragraph 2 above.

- (c) The Leader may discharge any Executive function where it is not possible for the Cabinet to do so in a timely manner.
 - (d) Committees of the Cabinet may discharge the functions described in Part 3.3.4 of the Constitution.
 - (e) Officers may discharge, subject to paragraph 5, those delegations described in Part 3.4 of the Constitution, "Officer Scheme of Delegation", which are Executive functions.
4. Under this Scheme, no arrangements are made for the delegation of executive functions by:
- (a) a committee of the Cabinet
 - (b) an individual member of the Cabinet (other than the Leader)
5. Any officer authorised to exercise an Executive function by this Scheme of Executive Delegation may from time to time by giving written notice to the Legal and Democratic Services Manager nominate another officer as their deputy to exercise that Executive function in situations where they are not available through annual leave, sick leave or other leave of absence. The Legal and Democratic Services Manager will keep a record of these nominations. A nominated deputy exercising an Executive function must comply with the requirements of this Scheme of Delegation.
6. All current specific delegations of authority granted by the Cabinet prior to the making of this Scheme of Executive Delegation shall remain in full force and effect.
7. Deputising Arrangements. The Leader must appoint a Deputy Leader and notify their appointment to the Council. This will be done by notice in writing to the Legal and Democratic Services Manager, who will report the appointment to the next available meeting of the Council. If for any reason the Leader is unable to act, or the office of elected Leader is vacant, the Deputy Leader will act in their place. If the Leader is unable to act or the office of elected Leader is vacant, and the Deputy Leader is unable to act, or the office of Deputy Leader is vacant, then the Cabinet must act or arrange for a Cabinet Member to act.

Interpretation and changes

8. Any questions about the interpretation of any part of this Scheme of Delegation will be determined by the Legal and Democratic Services Manager.
9. Any changes to this Scheme of Delegation will come into operation 48 hours after receipt by the Legal and Democratic Services Manager or another date or time specified by the Leader. The Legal and Democratic Services Manager will ensure that an up-to-date version of the scheme is available for councillors, officers and the public and notify any changes to councillors.

CHELMSFORD CITY COUNCIL

ANNUAL COUNCIL MEETING – 24 May 2023

CONSTITUTION OF POLITICAL GROUPS AND ARRANGEMENTS FOR AND APPOINTMENTS TO CITY COUNCIL AND OUTSIDE BODIES

SCHEDULE A

POLITICAL GROUPS

In accordance with the Regulations made under the Local Government and Housing Act 1989 the following political groups have been constituted.

- (a) **Liberal Democrat Group** 33 members Leader: Councillor S J Robinson
Deputy Leader: Councillor M C Goldman

Councillors C Adutwim, N Bugbee, D Clark, H Clark, P Davey, A Davidson, C Davidson, J Deakin, N Dudley, D Eley, L Foster, K Franks, J Frascona, I Fuller, S Goldman, S Hall, J Hawkins, J Lardge, R Lee, L Mascot, R Moore, G Pooley, S Rajesh, E Sampson, T Sherlock, A Sosin, J Sosin, A Thompson, C Tron, N Walsh and S Young

- (b) **Conservative Group** 21 members Leader: Councillor R T Whitehead
Deputy Leader: Councillor A Thorpe Apps

Councillors J Armstrong, V Canning, N Chambers, S Dobson, I Grundy, J Jeapes, A John, B Knight, B Massey, M O'Brien, V Pappa, J Potter, J Raven, S Scott, M Sismey, M Steel, S Sullivan, M Taylor and P Wilson

- (c) **Chelmsford Independents Group** 3 members Leader: Councillor R Hyland

Councillors P Clark and S Davis

SCHEDULE B - APPOINTMENTS TO THE CABINET AND AREAS OF RESPONSIBILITY

The Leader of the Council (Councillor Stephen Robinson) proposes the appointment of the following councillors to the Cabinet in 2023/24 with the areas of responsibility shown:

Leader of The Council - Cabinet Deputy for Finance and Audit	Councillor Stephen Robinson Councillor Joanne Hawkins
Deputy Leader and Cabinet Member for a Connected Chelmsford	Councillor Marie Goldman
Cabinet Member for a Greener and Safer Chelmsford - Cabinet Deputy for Community Safety	Councillor Rose Moore Councillor Donna Eley
Cabinet Member for an Active Chelmsford	Councillor Natacha Dudley
Cabinet Member for a Growing Chelmsford - Cabinet Deputy for Economy & Strategic Projects	Councillor Ian Fuller Councillor Simon Goldman
Cabinet Member for a Fairer Chelmsford	Councillor Lynne Foster

OPPOSITION SPOKESPERSONS

The following councillors are proposed as the Cabinet spokespersons for the largest opposition group in 2023/24 with the areas of responsibility shown:

Function	Conservative Group
Leader's Responsibilities	Councillor Roy Whitehead
Cabinet Deputy for Finance and Audit	TBC
Cabinet Member for a Connected Chelmsford	Councillor Andrew Thorpe-Apps
Cabinet Member for a Greener and Safer Chelmsford Cabinet Deputy for Community Safety	Councillor Bob Massey Councillor Philip Wilson
Cabinet Member for an Active Chelmsford	Councillor Julia Jeapes
Cabinet Member for a Growing Chelmsford Cabinet Deputy for Economy and Strategic Projects	Councillor Mike Steel Councillor James Raven
Cabinet Member for a Fairer Chelmsford	Councillor Susan Sullivan

SCHEDULE C

ARRANGEMENTS FOR COMMITTEES AND SUB-COMMITTEES

The following Committees and Sub-Committee are proposed with the numbers, membership and chairs shown.

Note the following Constitutional restrictions on appointments to those bodies:

1. No member of the Cabinet or a Cabinet Deputy may be appointed to the Overview and Scrutiny Committee.
2. No more than two members of the Cabinet may be appointed to the Audit and Risk Committee
3. No substitutes are permitted for the Licensing Committee

<i>Body</i>	<i>Seats</i>	<i>Allocation</i>	<i>Membership</i>
Audit and Risk Committee	9	Liberal Democrat – 6 Conservative - 3	Cllr Nora Walsh (Chair) Cllr Nicola Bugbee Cllr Dan Clark Cllr Natacha Dudley Cllr Kieron Franks Cllr Andrew Sosin Cllr Ian Grundy Cllr Barry Knight Cllr James Raven
Chelmsford Policy Board	13	Liberal Democrat – 7 Conservative – 5 Chelmsford Independents Group – 1	Cllr Charlene Adutwim (Chair) Cllr Graham Pooley Cllr Eleanor Sampson Cllr Terry Sherlock Cllr Andrew Sosin Cllr Nora Walsh Cllr Sue Young Cllr Julia Jeapes Cllr Bob Massey Cllr Murrough O'Brien Cllr Andrew Thorpe-Apps Cllr Roy Whitehead Cllr Paul Clark
Employment Committee	5	Liberal Democrat – 3 Conservative - 2	Cllr Stephen Robinson Cllr Marie Goldman Cllr Rose Moore Cllr Janette Potter Cllr Roy Whitehead
Governance Committee	7	Liberal Democrat – 5	Cllr Chris Davidson (Chair) Cllr Hazel Clark Cllr Donna Eley

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		Conservative - 2	<p>Cllr Smita Rajesh Cllr Janetta Sosin</p> <p>Cllr Janette Potter Cllr Mike Steel</p> <p>And two independent persons (appointed under section 28(7) of the Localism Act 2011)</p> <p>NOTE – There are also three Parish Council representatives on the Committee</p>
Licensing and Regulatory Committee (Depending on the matters to be considered this Committee will sit as either the Regulatory Committee or as the Licensing Committee)	13	<p>Liberal Democrat – 7</p> <p>Conservative – 5</p> <p>Chelmsford Independents Group - 1</p>	<p>Cllr Richard Lee (Chair) Cllr Nicola Bugbee Cllr Dan Clark Cllr Pete Davey Cllr Ann Davidson Cllr Julia Frascona Cllr Smita Rajesh</p> <p>Cllr Nicolette Chambers Cllr Ashley John Cllr Vetri Pappa Cllr Steph Scott Cllr Philip Wilson</p> <p>Cllr Steve Davis</p>
Overview and Scrutiny Committee	13	<p>Liberal Democrat – 7</p> <p>Conservative – 5</p> <p>Chelmsford Independents Group – 1</p>	<p>Cllr Ashley Thompson (Vice Chair) Cllr Hazel Clark Cllr Pete Davey Cllr Jude Deakin Cllr Ann Davidson Cllr Kieron Franks Cllr Sue Young</p> <p>Cllr Julia Jeapes (Chair) Cllr Victoria Canning Cllr Sue Dobson Cllr Barry Knight Cllr Mark Taylor</p> <p>Cllr Steve Davis</p>
Planning Committee	13	Liberal Democrat – 7	<p>Cllr Janetta Sosin (Chair) Cllr Steve Hall Cllr Jennie Lardge Cllr Richard Lee Cllr Eleanor Sampson Cllr Ashley Thompson</p>

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Navigation Advisory Committee			
Chelmsford Age Concern	1 year	1	Councillor A Davidson
Chelmsford Business Board	1 year	1	Councillors M Goldman and S Goldman
Chelmsford Business Improvement District	1 year	1	Councillor S Goldman
Chelmsford CAB Trustee Board	1 year	2	Councillors H Clark and Rajesh
Chelmsford Council for Voluntary Service	1 year	1	Councillor Young
Chelmsford Cultural Development Trust	1 year	1	Councillor Frascona
Chelmsford Educational Foundation	3 years commencing May 2023	2	Councillor Frascona and Young
Chelmsford Fairtrade	1 year	1	Councillor Dudley
Chelmsford Local Highways Panel	1 year	2	Councillor Franks Councillor Scott
Chelmsford United Charities	Until end of 2023, when constitution is expected to change.	4	Councillor Dudley, Mr Ron Alcock Mr David Jones, and Mrs F B Mountain
Chelmsford YMCA	1 year	1	Councillor Deakin
Chelmsford Youth Strategy Group	1 year	1	Councillor Franks
Danbury Lakes Country Park Forum	1 year	2	Councillor Hyland
Essex Countywide Traveller Unit Joint Committee	No fixed term	1	Councillor J Sosin

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Essex Police, Fire and Crime Panel	1 year	1	Councillor Eley
Essex Waste Partnership Member Board	1 year	1	Councillor Moore
Flood Partnership Board	1 year	1	Councillor Moore
Galleywood Heritage Centre	2 years commencing May 2023	1	Councillor Hyland
King Edward VI Grammar School Historic Foundation Governors	3 years commencing 1st July 2023	2	Councillor A Sosin and Mrs Myra Merchant
Local Government Association – Assembly and Conference - Delegate	1 year	1	Councillor Robinson
Local Government Association – District Councils Network	1 year	1	Councillor Robinson
Marsh Farm Country Park Forum	1 year	2	Councillor Sherlock
One Chelmsford Partnership Strategic Board	1 year	1	Councillor Robinson (Substitute – Councillor Eley)
PATROL (Parking and Traffic Regulations Outside London) Adjudication joint Committee.	1 year	1	Councillor Fuller
Springfield United Charities	4 years commencing May 2023	3	Councillors Fuller and Tron and Mr R Stevens
Success Essex (formerly the Essex Business Board)	1 year	1	Councillor M Goldman
Tech Ambassadors	1 year	2	Councillors M Goldman & Walsh

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The Barge Susan Trust	2 years commencing May 2023	1	Mrs F B Mountain	
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Bradwell Local Community Liaison Council	1 year	1	Director of Public Places or representative	Director of Public Places or representative
Essex Society for Archaeology and History	1 year	1	Director of Connected Chelmsford or representative	Director of Connected Chelmsford or representative

RECOMMENDED that:

1. The appointments detailed in Schedules A, B, C and D above be approved;
2. Part 3.2.3 of the Constitution be amended to reflect the changes to the number of places on the bodies referred to in Schedule C;
3. The Legal and Democratic Services Manager, after consulting the relevant Group Leaders, be authorised to:
 - (a) make appointments to an Employment Appeals Committee should the need for that Committee arise;
 - (b) make appointments to or approve other changes to the representation of other non-Executive bodies that become necessary during the municipal year, provided that the political balance of those bodies continues to be observed;
4. The Legal and Democratic Services Manager, after consulting the political Groups, be authorised to finalise, amend or add to the appointments to Outside Bodies and to make any changes to them during the municipal year.



Chelmsford City Council

24 May 2023

Appointment of Independent Persons & Parish Representatives to Governance Committee

Report by:

Chair of the Governance Committee

Officer Contact:

Daniel Bird, Democracy Team Manager, daniel.bird@chelmsford.gov.uk, 01245 606523

Purpose

To appoint two new Independent Persons in addition to the re-appointment of the existing Independent Persons as recommended by the Governance Committee together with changes to the Terms of Reference to reflect this. To appoint one parish representative to the committee.

Recommendations

1. Mr Jeremiah and Mr Lamb be appointed as two of the Council's Independent Persons together with the re-appointment of the existing Independent Persons (Mrs Gosling and Mrs Mills)
 2. That the Terms of Reference for Governance Committee be updated to reflect that between two and four Independent Persons can be appointed to the Governance Committee.
 3. That Cllr Peter Jackson (Great Waltham) be re-appointed as a parish representative to the Governance Committee.
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1. Background

- 1.1 The Council is required under the Localism Act 2011 to promote and maintain high standards of conduct by its members and co-opted members. In achieving this aim the Act requires that the Council appoints at least one Independent Person to undertake duties to support the discharge of these functions.
- 1.2 Additionally, duties within the Employment Committee relating to disciplinary action against Statutory Officers and Directors also require input from at least two Independent Persons.
- 1.3 The appointment of an Independent Person is made by Full Council following interview and recommendation by the Governance Committee.
- 1.4 The Governance Committee sought to recruit an additional Independent Person as a result of the health concerns of one of the Independent Persons.
- 1.5 The Council received six applicants for the role who were interviewed by Governance Committee on 8 March 2023. Governance Committee unanimously decided that two of the candidates, who met the requirements to fulfil the role should be appointed in addition to the existing Independent Persons which will help in inducting and training the new Independent Persons.
- 1.6 The terms of reference for the Governance Committee at paragraph 3.2.3 (c) Governance Committee under “other information” should be amended to “Between two and four Independent persons are to be recommended for appointment by the Governance Committee”.
- 1.7 Only one of the existing parish representatives decided to continue in office and the Governance Committee also considered this at the March meeting. The Committee unanimously recommends their continued appointment as a parish representative. Applications for two further parish representatives will shortly be sought.

List of appendices:

None.

Background papers:

None.

Corporate Implications

Legal/Constitutional: These are set out in the report

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

Consultees: None

Relevant Policies and Strategies:

None relevant