

Council Meeting Agenda



Wednesday, 15 May 2024 at 7pm

**Council Chamber, Civic Centre
Chelmsford**

Membership

The Mayor – Councillor Linda Mascot
The Deputy Mayor – Councillor Jude Deakin

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, S. Dobson, 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, B. Massey, 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

15 May 2024

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 Consort

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

The Deputy Mayor will introduce to the Council their Consort for their 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. Provision of substitutes for the Licensing and Regulatory Committees

To consider changes to the Constitution.

10. Leader's Scheme of Delegation

To note any changes to the Scheme of Delegation.

11. Arrangements for and Appointments to City Council Bodies and Outside Bodies (To follow)

To consider the proposed Schedule of appointments.

Chelmsford City Council

15 May 2024

Provision of substitutes for the Licensing and Regulatory Committees

Report by: Leader of the Council

Officer contact:

Dan Sharma-Bird, Democracy Team Manager, dan.sharma-bird@chelmsford.gov.uk, 01245 606523

Purpose

To consider changes to the Constitution to enable the appointment of substitutes for the Licensing and Regulatory Committees.

Recommendation:

- 1) To approve the amendments to the Constitution detailed in the report, enabling the appointment of substitutes to the Licensing and Regulatory Committees.
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1. Details of proposed amendments to the Constitution

1.1 The Monitoring Officer has consulted with members of the Constitution Working Group, Governance Committee and the Cabinet on adding in a provision to the Constitution to allow substitutes on the Licensing and Regulatory Committees.

1.2 The proposal has been considered by consulting these members, rather than going to each body, to allow the change to be come into effect at the Annual Meeting, when appointments to Committee memberships are made.

1.3 Currently 4.2.11.7 of the Constitution excludes these Committees from appointing substitutes. If the change was to be approved, any substitutes would have to undergo training for the Committees, before they could act as substitutes, in the same way that named substitutes operate for the Planning Committee.

1.4 The proposed changes detailed by highlights below, would need to be approved, to allow the appointment of substitutes.

4.2.11.7 – remove reference to Licensing and Regulatory Committee so that this reads “No substitutes shall be permitted at meetings of the Cabinet”.

*4.2.11.9 – At the Annual Meeting of the Council, each Group on the Council will be permitted to nominate members to act as substitutes on the Planning, **Licensing and Regulatory** and Governance Committees for the ensuing year, provided that those members receive appropriate training on the work of those committees before acting as substitutes. In the case of Planning Committee, each Group may nominate three named members, in the case of the **Licensing and Regulatory Committees, two named members** and Governance Committee, one named member.*

1.5 Members of the Constitution working group, Governance Committee and Cabinet, were happy with the proposed changes when consulted.

2. Conclusion

2.1 Council is asked to consider the amendments to the Constitution at paragraphs 4.2.11.7 and 4.2.11.9 as detailed in paragraph 1.4 of the report.

Chelmsford City Council

15 May 2024

Leader's Scheme of Executive Delegation for 2024-25

Report by: Leader of the Council

Officer contact: Dan Sharma-Bird, Democracy Team Manager, dan.sharma-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 – 15 May 2024

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 Frascaona, 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** 19 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 Massey, M O'Brien, V Pappa, J Potter, J Raven, S Scott, M Sismey, M Steel, S Sullivan and P Wilson
- (c) **Chelmsford Independents Group** 3 members Leader: Councillor R Hyland
- Councillors P Clark and S Davis
- (d) **Independent Councillors not in a political group**
- Councillors B Knight and M Taylor

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 2024/25 with the areas of responsibility shown:

Leader of The Council	Councillor Stephen Robinson
Cabinet Deputy for Economic Development and Strategic Projects	Councillor Simon Goldman
Cabinet Deputy for Sustainable Transport	Councillor Terry Sherlock
Deputy Leader and Cabinet Member for a Connected Chelmsford	Councillor Marie Goldman
Cabinet Member for a Greener Chelmsford	Councillor Rose Moore
Cabinet Member for an Active Chelmsford	Councillor Natacha Dudley
Cabinet Member for a Safer Chelmsford	Councillor Donna Eley
Cabinet Member for a Fairer Chelmsford	Councillor Lynne Foster
Cabinet Member for Finance	Councillor Chris Davidson

OPPOSITION SPOKESPERSONS

The following councillors are proposed as the Cabinet spokespersons for the largest opposition group in 2024/25 with the areas of responsibility shown:

Function	Conservative Group
Leader's Responsibilities	Councillor Roy Whitehead
Cabinet Deputy for Economic Development and Strategic Projects	Councillor James Raven
Cabinet Deputy for Sustainable Transport	Councillor Sue Dobson
Deputy Leader and Cabinet Member for a Connected Chelmsford	Councillor Thorpe-Apps
Cabinet Member for a Greener Chelmsford	Councillor James Armstrong
Cabinet Member for an Active Chelmsford	Councillor Julia Jeapes
Cabinet Member for a Safer Chelmsford	Councillor Philip Wilson
Cabinet Member for a Fairer Chelmsford	Councillor Mike Steel
Cabinet Member for Finance	Councillor Roy Whitehead

SCHEDULE C

ARRANGEMENTS FOR COMMITTEES AND SUB-COMMITTEES

Political Proportionality

The Local Government and Housing Act 1989 sets out the requirements for political proportionality in relation to the allocation of committee seats to councillors within political groups. Set out below is an explanation of how the annual review of the allocation of seats has been undertaken and asks Full Council to approve this approach.

Two or more councillors may form a political group by giving notice of its membership and group leader to the proper officer of the council. The political balance of the Council is as follows:-

Liberal Democrat 33
Conservative 19
Chelmsford Independents Group 3
Others 2

Total 57

The Council then allocates committee seats to those political groups in accordance with the political balance rules.

These rules are :-

1. Not all seats are allocated to the same political party
2. The majority party must have a majority of seats on every committee.
3. Subject to (1) and (2), the total number of ordinary committee seats must be proportionate. For example, a group with 33% of Council seats should have 33% of the seats on ordinary committees.
4. Subject to (1) and (2), each individual committee must be as proportionate as possible. A group with 33% of Council seats should have 33% of the seats on each committee.

The political balance rules do not always completely determine the balance of each committee. Sometimes the Council unavoidably has some discretion as to how to apply those rules. For example, if there are committees of the same size which have to be balanced differently under the rules, there is a discretion as to which committees receive which allocation. Council is asked to consider the allocation of seats to councillors within political groups on this basis set out in Appendix C.

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 each of the Cabinet or Overview and Scrutiny Committee may be appointed to the Audit and Risk Committee
3. No more than two members of Cabinet may be appointed to Governance Committee and the Leader, Mayor or Deputy mayor may not be appointed

4. Trained standing substitutes are permitted to Planning Committee and Governance Committee. There is a proposal within the agenda for Annual Council to permit trained standing substitutes for Licensing and Regulatory Committee

<i>Body</i>	<i>Seats</i>	<i>Allocation</i>	<i>Membership</i>
Audit and Risk Committee	9	Liberal Democrat – 6 Conservative - 3	Councillor Nora Walsh (Chair) Councillor Nicola Bugbee Councillor Hazel Clark Councillor Natacha Dudley Councillor Kieron Franks Councillor Andrew Sosin Councillor James Raven Councillor Malcom Sismey (Vice Chair) Councillor Roy Whitehead
Chelmsford Policy Board	13	Liberal Democrat – 7 Conservative – 5 Chelmsford Independents Group – 1	Councillor Charlene Adutwim (Chair) Councillor Ian Fuller Councillor Graham Pooley Councillor Andrew Sosin (Vice Chair) Councillor Nora Walsh Councillor Sue Young Councillor Jude Deakin Councillor Julia Jeapes Councillor Bob Massey Councillor Murrough O'Brien Councillor Andrew Thorpe-Apps Councillor Roy Whitehead Councillor Paul Clark
Employment Committee	5	Liberal Democrat – 3 Conservative - 2	Councillor Stephen Robinson Councillor Marie Goldman Councillor Rose Moore Councillor Andrew Thorpe-Apps Councillor Roy Whitehead
Governance Committee	7	Liberal Democrat – 5	Councillor Kieron Franks (Chair) Councillor Ian Fuller Councillor Smita Rajesh (Vice Chair) Councillor Janetta Sosin Councillor Sue Young

		Chelmsford Independents Group – 1	Councillor Mike Steel Councillor Philip Wilson Councillor Steve Davis
Planning Committee	13	Liberal Democrat – 7 Conservative – 5 Chelmsford Independents Group – 1	Councillor Janetta Sosin (Chair) Councillor Steve Hall Councillor Jennie Lardge Councillor Richard Lee Councillor Graham Pooley Councillor Eleanor Sampson Councillor Chloe Tron <i>Councillor Hazel Clark (SUB)</i> <i>Councillor Julia Frasca (SUB)</i> <i>Councillor Nora Walsh (SUB)</i> Councillor Jacob Armstrong Councillor Sue Dobson (Vice Chair) Councillor Vetri Pappa Councillor Andrew Thorpe-Apps Councillor Philip Wilson <i>Councillor Murrough O'Brien (SUB)</i> Councillor Richard Hyland
Treasury Management and Investment Sub-Committee	7	Liberal Democrat – 4 Conservative – 2 Chelmsford Independents Group – 1	Councillor Chris Davidson (Chair) Councillor Kieron Franks (Vice Chair) Councillor Steve Hall Councillor Andrew Sosin Councillor Malcolm Sismey Councillor Roy Whitehead Councillor Paul Clark
SCHEDULE D			
OTHER APPOINTMENTS			
South Essex Parking Partnership Joint Committee			

Councillor Terry Sherlock is proposed as the Council's representative on the South Essex Parking Partnership Joint Committee and its Sub-Committees (Councillor Andrew Sosin as substitute).

Appointment of Representatives to Outside Bodies 2024/25

It is proposed that, unless indicated otherwise, the appointments below continue in 2024/25 subject to any changes or additions that may be agreed in accordance with the delegation in recommendation 3 below.

Equality, Diversity and Inclusion Champions

Councillor Charlene Aduwim
Councillor Ann Davidson
Councillor Jude Deakin

Armed Forces Champion

Councillor Jude Deakin

Climate & Ecology Ambassador

Councillor Terry Sherlock

Health and Wellbeing Ambassador

Councillor Ann Davidson

<i>Body</i>	<i>Term of Office</i>	<i>No. of Representatives</i>	<i>Representative(s)</i>
Chelmer and Blackwater Navigation Advisory Board	1 year	1	Councillor Richard Lee
Chelmsford Age Concern	1 year	1	Councillor Ann Davidson
Chelmsford Business Improvement District	1 year	1	Councillor Simon Goldman
Chelmsford CAB Trustee Board	1 year	2	Councillors Hazel Clark and Smita Rajesh
Chelmsford Council for Voluntary Service	1 year	1	Councillor Sue Young
Chelmsford Cultural Development Trust	1 year	1	Councillor Julia Frascona
Chelmsford Educational Foundation	3 years commencing May 2023	2	Councillor Julia Frascona and Sue Young
Chelmsford Fairtrade	1 year	1	Councillor Natacha Dudley

Chelmsford Local Highways Panel	1 year	2	Councillor Kieron Franks Councillor Steph Scott
Chelmsford YMCA	1 year	1	Councillor Jude Deakin
Danbury Lakes Country Park Forum	1 year	2	Councillor Richard Hyland
Essex Countywide Traveller Unit Joint Committee	No fixed term	1	Councillor Janetta Sosin
Essex Police, Fire and Crime Panel	1 year	1	Councillor Donna Eley
Essex Waste Partnership Member Board	1 year	1	Councillor Donna Eley
Flood Partnership Board	1 year	1	Councillor Rose Moore
Galleywood Heritage Centre	2 years commencing May 2023	1	Councillor Richard Hyland
King Edward VI Grammar School Historic Foundation Governors	3 years commencing 1st July 2023	2	Councillor Andrew Sosin and Mrs Myra Merchant
Local Government Association – Assembly and Conference - Delegate	1 year	1	Councillor Stephen Robinson
Local Government Association – District Councils Network	1 year	1	Councillor Stephen Robinson
Marsh Farm Country Park Forum	1 year	1	Councillor Terry Sherlock
Mid and South Essex ICS – Mid Essex Locality representative	1 year	1	Councillor Ann Davidson

One Chelmsford Partnership Strategic Board	1 year	1	Councillor Stephen Robinson (Substitute – Councillor Natacha Dudley)
PATROL (Parking and Traffic Regulations Outside London) Adjudication joint Committee.	1 year	1	Councillor Terry Sherlock
Springfield United Charities	4 years commencing May 2023	3	Councillors Ian Fuller and Chloe Tron and Mr R Stevens
Tech Ambassadors	1 year	2	Councillors Marie Goldman and Nora Walsh
The Barge Susan Trust	2 years commencing May 2023	1	Mrs F B Mountain

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.