

Annual Council Meeting Agenda

Wednesday, 22 May 2019 at 7 p.m.

**Council Chamber, Civic Centre, Duke Street,
Chelmsford, Essex**

MEMBERSHIP

The Mayor – Councillor Y.M. Spence
The Deputy Mayor – Councillor C. Garrett

and Councillors

R H Ambor, L Ashley, H Ayres, K Bentley, M W Bracken,
N B Chambers, D J R Clark, P H Clark, W A Daden,
A E Davidson, C K Davidson, J A Deakin, S M Dobson,
N A Dudley, C L Finnecy, J A Frasca, I D Fuller, J Galley,
M C Goldman, S M Goldman, I S Grundy, N Gulliver,
P V Hughes, R J J Hyland, A M John, D G Jones, G B R Knight,
J C S Lager, S Lardge, R J Lee, M J Mackrory, L A Mascot,
R Massey, L A Millane, R J Moore, G H J Pooley, J A Potter,
R J Poulter, J M C Raven, I C Roberts, S J Robinson, T E Roper, E J
Sampson, C M Shaw, R J Shepherd, M Sismey, A B Sosin,
J E Sosin, M Springett, M S Steel, C R Tron, N M Walsh,
M D Watson, R T Whitehead, T N Willis, I Wright, 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 Brian Mayfield in the Democracy Team on Chelmsford (01245) 606923, email brian.mayfield@chelmsford.gov.uk, call in at the Civic Centre, or write to the address above.

Recording of the part of this meeting open to the public is allowed. To find out more please use the contact details above.

ANNUAL MEETING OF THE COUNCIL

22 May 2019

AGENDA

1. **Apologies for Absence**
2. **To receive the Mayor's announcements**

CEREMONIAL BUSINESS

3. **Election of Mayor and Deputy Mayor**

The retiring Mayor will call for nominations for the 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**

(1) The Mayor will read and subscribe the Declaration of Acceptance of Office.

(2) The Deputy Mayor will read and subscribe the Declaration of Acceptance of Office.

5. **Mayor's Consort and Deputy Mayor's Escort**

The retiring Mayor's Consort will invest the Mayor's Escort with her badge and the Mayor's Escort will invest the retiring Mayor's Consort with his badge.

The retiring Deputy Mayor's Escort will in turn invest the Deputy Mayor's Escort with her badge and the Deputy Mayor's Escort will invest the retiring Deputy Mayor's Escort with her badge.

6. **Address by Mayor**

The Mayor will address the Council.

7. **Retiring Mayor and Retiring Mayoress**

- (1) Vote of thanks to the retiring Mayor and retiring Mayor's Consort for their services
- (2) Presentation of past Mayor's Badge to the retiring Mayor
- (3) The retiring Mayor to reply
- (4) Presentation of past Deputy Mayor's Badge to the retiring Deputy Mayor

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 Leader of the Council**

To elect the Leader for a four-year term of office.

10. **Leader's Scheme of Delegation**

To note the Scheme of Delegation and its inclusion in Part 3 of the Council's Constitution (to follow).

11. **Constitution of Political Groups and Arrangements for and Appointments to City Council and Outside Bodies**

To consider the proposed Schedules (to follow).

12. **Amendments to the Constitution**

To consider a report from the Chief Executive (to follow).

13. **Designation of Monitoring Officer**

To note the attached report from the Chief Executive.

CHELMSFORD CITY COUNCIL
ANNUAL COUNCIL MEETING – 22 May 2019

LEADER'S SCHEME OF EXECUTIVE DELEGATION
including Functions of Cabinet Members and Areas of Responsibility

Explanatory

1. 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").

Legal position

2. 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

The Scheme of Delegation

3. 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 his deputy to exercise that Executive function in situations where he is 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 his 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.

<p style="text-align: center;">CHELMSFORD CITY COUNCIL ANNUAL COUNCIL MEETING – 22 May 2019</p>
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<p style="text-align: center;">CONSTITUTION OF POLITICAL GROUPS AND ARRANGEMENTS FOR AND APPOINTMENTS TO CITY COUNCIL AND OUTSIDE BODIES</p>

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.

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|-----|-------------------------------|------------|----------------|-------------------------|
| (a) | Liberal Democrat Group | 31 members | Leader: | Councillor S J Robinson |
| | | | Deputy Leader: | Councillor M C Goldman |

Councillors L Ashley, H Ayres, M W Bracken, D J R Clark, A E Davidson, C K Davidson, J A Deakin, N A Dudley, C L Finnecey, J A Frasca, I D Fuller, S M Goldman, D G Jones, J C S Lager, S Lardge, R J Lee, M J Mackrory, L A Mascot, R J Moore, G H J Pooley, E J Sampson, C M Shaw, A B Sosin, J E Sosin, M Springett, C R Tron, N M Walsh, T N Willis, S Young

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|-----|---------------------------|------------|----------------|--------------------------|
| (b) | Conservative Group | 21 members | Leader: | Councillor R T Whitehead |
| | | | Deputy Leader: | Councillor J Galley |

Councillors R H Ambor, N B Chambers, S M Dobson, I S Grundy, N Gulliver, P V Hughes, A M John, G B R Knight, R Massey, L A Millane, J A Potter, R J Poulter, J M C Raven, T E Roper, R J Shepherd, M Sismey, M S Steel, M D Watson, I Wright

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|-----|--------------------------------------|-----------|----------------|------------------------|
| (c) | Chelmsford Independents Group | 5 members | Leader: | Councillor P H Clark |
| | | | Deputy Leader: | Councillor I C Roberts |

Councillors K Bentley, W A Daden, R J J Hyland

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 2019/20 with the areas of responsibility shown:

Leader of The Council	Councillor S J Robinson
Deputy Leader and Cabinet Member for Connected Chelmsford - Cabinet Deputy for Communications - Cabinet Deputy for Community Engagement and Local Democracy	Councillor M C Goldman - Councillor E J Sampson - Councillor M Springett
Cabinet Member for Fairer Chelmsford - Cabinet Deputy for Affordable Housing	Councillor C K Davidson - Councillor C R Tron
Cabinet Member for Greener Chelmsford - Cabinet Deputy for The Economy and Small Business	Councillor M J Mackrory - Councillor M W Bracken
Cabinet Member for Safer Chelmsford - Cabinet Deputy for Recycling and Ecology	Councillor J A Deakin - Councillor R J Moore

OPPOSITION SPOKESMEN

The following councillors are proposed as the Cabinet spokesmen for the Opposition Groups in 2019/20 with the areas of responsibility shown:

Function	Conservative Group	Chelmsford Independents Group
Leader's Responsibilities	Councillor R T Whitehead	Councillor
Deputy Leader's Responsibilities	Councillor J Galley	Councillor
Fairer Chelmsford	Councillor M D Watson	Councillor
Greener Chelmsford	Councillor M S Steel	Councillor
Safer Chelmsford	Councillor M Sismey	Councillor

SCHEDULE C

ARRANGEMENTS FOR COMMITTEES AND SUB-COMMITTEES

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

<i>Body</i>	<i>Seats</i>	<i>Allocation</i>	<i>Membership</i>
Audit Committee	9	Liberal Democrat - 5 Conservative – 3 Chelmsford Independents – 1	Councillors D Clark (Chair) C Finnecy J Lardge E Sampson N Walsh Councillors J Raven M Sismey M Watson Councillor P Clark
Chelmsford Policy Board	17	Liberal Democrat - 9 Conservative – 6 or 7 Chelmsford Independents – 1 or 2	Councillors G H J Pooley (Chair) I Fuller M Goldman S Goldman C Finnecy R Moore A Sosin M Springett T Willis Councillors N Chambers J Galley N Gulliver G B R Knight R J Poulter R T Whitehead TBA
Employment Committee	6	Liberal Democrat - 5	Councillors C Davidson J Deakin M Goldman M Mackrory S Robinson

		<p>Conservative – 1</p> <p>Chelmsford Independents - 1</p>	<p>Councillor J A Potter</p> <p>Councillor P Clark</p> <p>And two independent persons (appointed under section 28(7) of the Localism Act 2011)</p>
Governance Committee	7	<p>Liberal Democrat - 4</p> <p>Conservative – 2</p> <p>Chelmsford Independents - 1</p>	<p>Councillors H Ayres (Chair) N Dudley D Jones N Walsh</p> <p>Councillors R Ambor I Wright</p> <p>Councillor K Bentley</p> <p>NOTE – There are also three Parish Council representatives on the Committee (Councillor Peter Brown – Little Waltham Parish Council, Councillor Peter Jackson – Great Waltham Parish Council and Councillor June Saltmarsh – Woodham Ferrers and Bicknacre Parish Council)</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)	17	<p>Liberal Democrat - 9</p> <p>Conservative – 6 or 7</p> <p>Chelmsford Independents – 1 or 2</p>	<p>Councillors L Mascot (Chair) L Ashley D Clark A Davidson J Frasca I Fuller D Jones D Lee C Tron</p> <p>Councillors P Hughes A John G B R Knight L Millane T E Roper R Shepherd</p> <p>Councillor I Roberts</p>

Overview and Scrutiny Committee	15	<p>Liberal Democrat - 8</p> <p>Conservative – 6</p> <p>Chelmsford Independents - 1</p>	<p>Councillors S Goldman (Vice Chair) L Ashley N Dudley C Finnecy D Jones J Lardge C Tron S Young</p> <p>Councillors J Galley (Chair) I Grundy M Sismey M S Steel M D Watson R T Whitehead</p> <p>Councillor R Hyland</p>
Planning Committee	15	<p>Liberal Democrat - 8</p> <p>Conservative – 6</p> <p>Chelmsford Independents -1</p>	<p>Councillors J Sosin (Chair) L Ashley H Ayres R Lee L Mascot G Pooley C Shaw M Springett</p> <p>(Designated Substitutes – Councillors J Frasca and S Lardge)</p> <p>Councillors S Dobson P Hughes R Poulter T Roper R Shepherd I Wright</p> <p>(Designated Substitute – Councillor L Millane)</p> <p>Councillor R Hyland</p>

Treasury Management Sub-Committee	5	<p>Liberal Democrat - 3</p> <p>Conservative – 1</p> <p>Chelmsford Independents - 1</p>	<p>Councillors C Davidson (Chair) M Bracken D Clark</p> <p>Councillor J Raven</p> <p>Councillor P Clark</p>
Local Staff Joint Committee (Council Side)	5	<p>Liberal Democrat – 5</p> <p>Conservative – 1</p> <p>Chelmsford Independents - 1</p>	<p>Councillors J Deakin M Goldman S Robinson</p> <p>Councillor R Massey</p> <p>Councillor R Hyland</p>

SCHEDULE D

OTHER APPOINTMENTS

South Essex Parking Partnership Joint Committee

Councillor M J Mackrory is proposed as the Council's representative on the South Essex Parking Partnership Joint Committee and its Sub-Committees (Councillor A B Sosin as substitute).

Appointment of Representatives to Outside Bodies 2019/20

It is proposed that the persons indicated below be appointed to the outside bodies shown.

	<i>Term of Office</i>	<i>No. of Representatives</i>	<i>Current Representatives</i>	<i>Nomination</i>
Chelmsford Age Concern	1 year	1	Councillor De Vries	Councillor A Davidson
Chelmsford Business Board	1 year	1	Councillors Gulliver and Whitehead	Councillors Bracken and Robinson
Chelmsford Business Improvement District	1 year	1	Councillor Wilson	Councillor Bracken
Chelmsford CAB Trustee Board	1 year	4	Councillors Ashley, Fowell, John and Lumley	Councillors Ashley, Ayres and Tron (and one other TBA)
Chelmsford Council for Voluntary Service	1 year	1	Councillor Garrett	Councillor Young
Chelmsford Cultural Development Trust (new appointment)	Length of appointment to be decided by the Council	1	Councillor Chandler	Councillor Frasca
Chelmsford Educational Foundation	3 years commencing 1 st May 2017	2	Councillors Ahmed and Seeley	Liz Ahmed and Graham Seeley
Chelmsford Local Highways Panel	1 year	4	Councillors Ambor, Holoway, Ride and Shepherd	Councillors Lager, Lardge, Shaw

Chelmsford United Charities	4 years commencing October 2015	3	Councillors Alcock, Hindi and Watson	No appointments required at this stage
	4 years commencing October 2016	3	Councillors Mountain and Shepherd and Mr D Jones	No appointments required at this stage
Chelmsford YMCA	1 year	1	Councillor Wilson	Councillor Mascot
Chelmsford Youth Strategy Group	1 year	1	Councillor Scott	Councillor Frascona
City Centre Liaison Group	1 year	1	Councillor Alcock	Councillor Pooley
Danbury Lakes Country Park Forum	1 year	2	Councillors Poulter and Wright	Councillors Finnecy and Willis (Councillor Hyland?)
Essex Countywide Traveller Unit Joint Committee	No fixed term	1	Councillor Sullivan	Councillor J Sosin
Essex Health Overview and Scrutiny Committee	1 year	1	Councillor Sismey	Councillor Finnecy
Essex Police and Crime Panel	1 year	1 (and one substitute)	Councillor Shepherd (Substitute - Councillor Wright)	Councillor Springett (Councillor Lager)
Essex Shoreline Management Group – Elected Members Forum	1 year	1	Councillor Sismey	Councillor (Independent?)
Essex Waste Partnership IAA Member Working Group	1 year	1	Councillor Sismey	Councillor Lardge
Essex Waste Partnership Member Board	1 year	1	Councillor Sismey	Councillor Moore
Fields in Trust	1 year from February 2019	1	Councillor Alcock	Councillor Lee

Galleywood Heritage Centre	1 year	1	Councillor Villa	Councillor Hyland
King Edward VI Grammar School Historic Foundation Governors	3 years commencing 1st July, 2017	4	Councillors Galley, Shepherd and Whitehead and Mr. A Sosin	Councillors Galley, Shepherd, A Sosin and Whitehead
Local Government Association – Assembly and Conference - Delegate	1 year	1	Councillor Whitehead	Councillor Robinson
Local Government Association – District Councils Network	1 year	1	Councillor Whitehead	Councillor Robinson
Marsh Farm Country Park Forum	1 year	2	Councillor L. Denston and Sismey	Councillors Roberts and Walsh
One Chelmsford Partnership Strategic Board	1 year	1	Councillor Whitehead (Substitute – Councillor Galley)	Councillor Robinson (Substitute – Councillor Pooley)
South Woodham Ferrers Swimming Pool Steering Group	1 year	2	Councillors R. Denston and Massey	Councillors Bentley and Massey
Springfield United Charities	4 years commencing May 2015	3	Councillors Hutchinson, Sullivan and Ward	Councillors Fuller and Tron and Mr R Stevens
The Barge Susan Trust	2 years commencing 1st May 2017	1	Councillor F B Mountain	Mrs F B Mountain
William de Ferrers Centre Users Committee	4 years from September 2016	1	Councillor R Denston	Mr R Denston to continue

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 Corporate Services or representative	Director of Corporate Services or representative

RECOMMENDED that:

1. The appointments detailed in Schedules A and B above be approved;
2. The Legal and Democratic Services Manager be authorised to make or amend an appointment to any of the non-Executive bodies listed in Schedules A and B above in accordance with the nomination by a political group, where the position has previously been allocated by the Council to that group.
3. The Legal and Democratic Services Manager, after consulting the Group Leaders, be authorised to finalise or amend the appointments to Outside Bodies in Schedule D.

AMENDMENTS TO THE CONSTITUTION

Introduction

1. Following the local elections on 2 May 2019, the Liberal Democrats are now the majority group on the Council. That Group and the new Leader of the Council wish to make a number of changes to the administration of the Council which require amendments to its Constitution.

Special Responsibility Allowances for Members of the Cabinet

2. The Leader intends to delegate most Executive decision-making to a Cabinet. It will comprise the Leader, a Deputy Leader (with portfolio) and three other Cabinet Members. The Leader also intends to appoint five Deputies to those Cabinet Members, although the Deputies will not be members of the Cabinet.
3. The appointment of the new Cabinet and the Leader's wish that the Deputies receive a Special Responsibility Allowance requires an amendment to the Members' Allowances Scheme. The Leader, Deputy Leader and Cabinet Members will receive the allowances for those positions that came into effect on 1 April 2019. It is intended that the Deputy Cabinet Members will each receive an allowance which is 66% of that of a Cabinet Member. Overall, this will result in a saving of £8,277.80 in the cost of Special Responsibility Allowances for those on the Cabinet than currently budgeted for in 2019/20.
4. This would be an interim change to the Members' Allowances Scheme pending the full review of the Scheme later this year.

Cabinet Portfolios

5. Part 3.3.2(i) of the Constitution sets out the areas of responsibility of each Cabinet Member. These have been amended to reflect the changes to the size of the Cabinet and are shown in Appendix 1 to this report.

Chelmsford Policy Board

6. The new Administration proposes to replace the Development Policy Committee with the Chelmsford Policy Board. The Board will have a wide remit and will be responsible for the review and development of all policies, not only planning policy. The proposed terms of reference of the new Board are at Appendix 2.

Consequential amendments

7. A number of amendments to the Constitution are needed as a result of the above changes. These mainly involve the deletion of references to the Development Policy Committee and changes to the delegations to officers in Part 3.4 of the Constitution. Authority is sought to allow the Legal and Democratic Services Manager to make those consequential changes to the Constitution.

RECOMMENDED that the Council:

1. approves the changes to the Members' Allowances Scheme described in paragraph 3 above;
2. notes the revised Cabinet portfolios in Appendix 1;
3. approves the replacement of the Development Policy Committee with the Chelmsford Policy Board and the Board's terms of reference set out in Appendix 2; and
4. authorises the Legal and Democratic Services Manager to make the necessary direct and consequential amendments to the Constitution arising from recommendations 1 to 3 above.

Cabinet Portfolios

Connected Chelmsford	
	In accordance with policies and strategies adopted by the Council, to be responsible for the powers and duties of the Council with respect to, and arising from:
1.	<p><u>Central Services</u></p> <ul style="list-style-type: none"> (i) The Council's workforce and its duties as an employer; (ii) the development of customer care objectives and the delivery of associated initiatives; and (iii) the Council's legal, business and democratic services functions, including the Mayoralty but excluding electoral matters.
2.	<p><u>Communications and engagement</u></p> <ul style="list-style-type: none"> (i) Corporate communications, consultation, public relations and information services in connection with the Council's activities; (ii) the oversight of town centre management; (iii) community development and the promotion of partnerships with other bodies; and (i) community engagement, with particular reference to Individual Electoral Registration.
3.	<p><u>Digital services</u></p> <p>The powers and duties of the Council with respect to and arising from the strategic development of information technology and its use to enhance the delivery of the Council's services and strategies.</p>
4.	<p><u>Museums and culture</u></p> <ul style="list-style-type: none"> (i) The provision of entertainment and cultural activities and facilities, including theatres, galleries and special events; (ii) community and village halls; (iii) the development and management of arts, cultural and entertainment facilities and services and the award of grants in appropriate cases; (iv) Museum services.

Fairer Communities	
	In accordance with policies and strategies adopted by the Council, to be responsible for the powers and duties of the Council with respect to, and arising from:
1.	<u>Finance</u> <ul style="list-style-type: none"> (i) The efficient and effective management of the Council's financial resources, in conjunction with the Director of Financial Services as the designated officer under Section 151 of the Local Government Act 1972; (ii) the presentation of an annual budget to the Cabinet and Council and making recommendations on the budget process; (iii) determining the parameters for deciding the level of fees and charges; (iv) receipt of the Annual Report and Statement of Accounts and the write-off of debts; (v) arrangements to consult with representatives of non-domestic ratepayers under Section 65 of the Local Government Finance Act 1992; (vi) the funding of local voluntary and community groups and projects; the efficient and cost-effective procurement of goods and services required by the Council; (vii) the delivery of a full and effective internal audit function, in consultation with the Audit Committee; (viii) fraud investigation.
2.	<u>Strategic housing</u> <ul style="list-style-type: none"> (i) Meeting the housing needs of the City, including the statutory homeless; (ii) the provision of housing and other advice to the local community; (iii) overseeing the development of housing policy and strategy and development of the Council's enabling role for housing provision; (iv) promoting partnerships with Registered Social Landlords to secure and effectively manage affordable housing in the City; (v) residential and related property retained, whether tenanted or leased to partner organisations; (vi) monitoring the Stock Transfer Agreement.

3.	<p><u>Land and property</u></p> <p>In accordance with policies and strategies adopted by the Council, to be responsible for the powers and duties of the Council with respect to, and arising from the administration, in conjunction with the relevant Cabinet Members, of the Council's land and property, including its public buildings and all commercial and industrial landholdings, and to identify strategic opportunities in relation to the acquisition, disposal and use of land and property.</p>
Greener Communities	
	In accordance with policies and strategies adopted by the Council, to be responsible for the powers and duties of the Council with respect to, and arising from:
1.	<p><u>Planning and economic development</u></p> <ul style="list-style-type: none"> (i) All matters (with the exception of functions relating to town and country planning, development control and tree preservation orders) relating to the physical development of the City, including the preparation of supplementary planning guidance, the designation of conservation areas, the removal of permitted development rights, the making of compulsory purchase orders and the designation of clearance areas; (ii) transportation policy; (iii) all building regulations and associated matters; (iv) economic development, local employment and tourism.
2.	<p><u>Car Parking</u></p> <p>The operation of the Council's car parks and residents parking schemes and to oversee all matters relating to parking enforcement.</p>
Safer Communities	
	In accordance with policies and strategies adopted by the Council, to be responsible for the powers and duties of the Council with respect to, and arising from:
1.	<p><u>Technical services</u></p> <p>Municipal engineering, architectural design, facilities management, building maintenance and residual highways matters.</p>

2,	<p><u>Community and safety</u></p> <ul style="list-style-type: none"> (i) The development and management of play facilities and oversight of issues affecting the young people of the City; (ii) the safety of the community and accident prevention, including emergency planning; (iii) the aims of the Community Safety Strategy, in partnership with others.
3.	<p><u>Environmental services</u></p> <ul style="list-style-type: none"> (i) The protection of the local environment and the promotion of sustainability; (ii) the provision of environmental services in the City, including: <ul style="list-style-type: none"> a) public and environmental health; b) consumer protection, food and drugs; (iii) the condition and standards of housing; (iv) the development of policies relating to the Council's licensing and regulatory functions.
4.	<p><u>Leisure</u></p> <p>The provision of sporting and leisure facilities, including Hylands House.</p>
5.	<p><u>Parks</u></p> <ul style="list-style-type: none"> (i) Parks strategy and development; (ii) open spaces, ground maintenance, horticulture and allotments; (iii) biodiversity; (iv) Countryways services; and (v) all matters relating to the cemeteries and crematorium.
6.	<p><u>Waste Management and Recycling</u></p> <ul style="list-style-type: none"> (i) Strategies on waste collection and recycling; (ii) overseeing the functions of the Council's Direct Services Organisation, including the arrangements for waste collection and recycling, street cleansing and works to the highway; and (iii) the operation of Chelmsford market.

Miscellaneous Functions Allocated to the Leader

In accordance with policies and strategies adopted by the Council, to be responsible for the powers and duties of the Council with respect to, and arising from:

- (i) overseeing the performance of the Council, in consultation with the Overview and Scrutiny Committee;
- (ii) monitoring of the Council's major projects to ensure that they are being developed and implemented in a timely and cost-effective manner;
- (iii) the preparation and review of the Community Plan and corporate strategies of the Council not primarily the responsibility of other Cabinet members;
- (iv) inclusivity matters;
- (v) ensuring compliance with and responding to any external assessment regimes to which the Council may be subject.

CHELMSFORD POLICY BOARD				
Membership	Quorum	Substitutes	Politically Balanced	Frequency of meetings
SEVENTEEN	FIVE	YES	YES	SIX PER YEAR
Functions/Purpose				Delegations
<p>1. To review existing and develop new policies in relation to any function for which the City Council is responsible and to make recommendations to the Cabinet and Council, as appropriate.</p> <p>2. To establish working groups to examine in detail existing policies, develop new ones and to make recommendations on new or revised policies to the Chelmsford Policy Board. The Working Groups may, where appropriate, invite non-Board members to attend their meetings.</p>				None
Procedures	Part 4.2 – Cabinet and Committees Procedure Rules			
Codes	Part 5.1 – Code of Conduct for Councillors			

DESIGNATION OF MONITORING OFFICER

1. A local authority is legally required to designate certain statutory officer posts, among which is the role of Monitoring Officer under the provisions of Section 5 of the Local Government and Housing Act 1989. The primary role of the Monitoring Officer is to ensure lawfulness and fairness of decision making. The Monitoring Officer contributes to the promotion and maintenance of high standards of conduct through the provision of support to the Governance Committee. The officer is also responsible for the maintenance of the Register of Members' Interests and the separate Register of Gifts and Hospitality and provides advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, and budget and policy framework issues to all Councillors.
2. At the City Council, the holder of the post of Legal and Democratic Services Manager is normally designated as the Monitoring Officer, and the interim Manager, Graham White, is therefore the current designee. A recruitment process for a permanent appointment to the post of Legal and Democratic Services Manager has been carried out and Lorraine Browne has accepted the position; she will be taking up the post on 3 June 2019.
3. To avoid delay in the recruitment process, the Council on 27 February 2019 authorised the Chief Executive to approve the appointment of the Legal and Democratic Services Manager and Monitoring Officer and formally to designate the appointee as Monitoring Officer under Section 5 of the Local Government and Housing Act 1989; he did so on 15 March 2019.

RECOMMENDED that the Council note the designation under Section 5 of the Local Government and Housing Act 1989 of Lorraine Browne as the Monitoring Officer with effect from 3 June 2019.