

# CHELMSFORD CITY COUNCIL

ANNUAL COUNCIL MEETING – 14 May 2025

CONSTITUTION OF POLITICAL GROUPS AND ARRANGEMENTS FOR AND APPOINTMENTS TO CITY COUNCIL AND OUTSIDE BODIES
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## 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) | <b>Liberal Democrat Group</b> | 33 members | Leader:        | Councillor S J Robinson |
|     |                               |            | Deputy Leader: | Councillor L Foster     |

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

- |     |                           |            |                |                          |
|-----|---------------------------|------------|----------------|--------------------------|
| (b) | <b>Conservative Group</b> | 19 members | Leader:        | Councillor R T Whitehead |
|     |                           |            | Deputy Leader: | Councillor A Thorpe Apps |

Councillors J Armstrong, G. Bonnett, V Canning, N Chambers, S Dobson, 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) | <b>Chelmsford Independents Group</b> | 3 members | Leader: | Councillor R Hyland |
|-----|--------------------------------------|-----------|---------|---------------------|

Councillors P Clark and S Davis

- |     |   |
|-----|---|
| (d) | <b>Independent Councillors not in a political group</b> |
|-----|---|

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 2025/26 with the areas of responsibility shown:

Leader of The Council	Councillor Stephen Robinson
Deputy Leader and Cabinet Member for a Fairer Chelmsford	Councillor Lynne Foster
Cabinet Member for Economic Development & Property	Councillor Simon Goldman
Deputy Cabinet Member for Sustainable Transport	Councillor Terry Sherlock
Cabinet Member for a Greener Chelmsford	Councillor Rose Moore
Cabinet Member for an Active Chelmsford	Councillor Natacha Dudley
Deputy Cabinet Member for Cultural Services	Councillor Jennie Lardge
Cabinet Member for a Safer Chelmsford	Councillor Donna Eley
Deputy Cabinet Member for Support Services	Councillor Joanne Hawkins
Cabinet Member for Finance	Councillor Chris Davidson

### OPPOSITION SPOKESPERSONS

The following councillors are proposed as the Cabinet spokespersons for the largest opposition group in 2025/26 with the areas of responsibility shown:

*(Please note the Conservative appointments are subject to change and any changes will be made under the delegation detailed at point 2 in the recommendations for this report)*

Function	Conservative Group
Leader's Responsibilities	Councillor Roy Whitehead
Cabinet Member for Economic Development and Property	Councillor Susan Sullivan
Cabinet Deputy for Sustainable Transport	Councillor James Raven
Cabinet Member for a Greener Chelmsford	Councillor James Armstrong
Cabinet Member for an Active Chelmsford	Councillor Julia Jeapes
Deputy Cabinet Member for Cultural Services	TBA
Cabinet Member for a Safer Chelmsford	Councillor Philip Wilson
Deputy Cabinet Member for Support Services	Councillor Gillian Bonnett
Cabinet Member for a Fairer Chelmsford	Councillor Mike Steel

## 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 must be balanced differently under the rules, there is a discretion as to which committees receive which allocation. Council can only depart from these rules provided no member votes against a resolution to do so. It is on this basis that an additional seat is again proposed to be allocated to the independent group. 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

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4. Trained standing substitutes are permitted to Governance Committee, Licensing and Regulatory Committee and Planning Committee.

*(Please note the Conservative appointments are subject to change and any changes will be made under the delegation detailed at point 2 in the recommendations for this report)*

<i>Body</i>	<i>Seats</i>	<i>Allocation</i>	<i>Membership</i>
Audit and Risk Committee	9	<p>Liberal Democrat – 6</p> <p>Conservative - 3</p>	<p>Councillor Nora Walsh (Chair) Councillor Nicola Bugbee Councillor Hazel Clark Councillor Natacha Dudley (Vice Chair) Councillor Smita Rajesh Councillor Andrew Sosin</p> <p>Councillor Gillian Bonnett Councillor James Raven Councillor Malcom Sismey</p>
Chelmsford Policy Board	13	<p>Liberal Democrat – 7</p> <p>Conservative – 5</p> <p>Chelmsford Independents Group – 1</p>	<p>Councillor Charlene Adutwim (Chair) Councillor Helen Ayres Councillor Pete Davey Councillor Ian Fuller Councillor Sean Manley Councillor Andrew Sosin (Vice Chair) Councillor Sue Young</p> <p>Councillor Julia Jeapes Councillor Bob Massey Councillor Murrough O'Brien Councillor Andrew Thorpe-Apps Councillor Roy Whitehead</p> <p>Councillor Paul Clark</p>
Employment Committee	5	<p>Liberal Democrat – 3</p> <p>Conservative - 2</p>	<p>Councillor Stephen Robinson Councillor Lynne Foster Councillor Rose Moore</p> <p>Councillor Andrew Thorpe-Apps Councillor Roy Whitehead</p>
Governance Committee	7	Liberal Democrat – 5	<p>Councillor Kieron Franks (Chair) Councillor Helen Ayres Councillor Ian Fuller Councillor Ashley Thompson Councillor Sue Young (Vice Chair)</p>

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		Chelmsford Independents Group – 1	<b>TBA</b> Councillor Steve Davis
Planning Committee	13	<p>Liberal Democrat – 7</p> <p>Conservative – 5</p> <p>Chelmsford Independents Group – 1</p>	<p>Councillor Richard Lee (Chair) Councillor Hazel Clark Councillor Julia Frascona Councillor Steve Hall Councillor Jennie Lardge Councillor Eleanor Sampson Councillor Chloe Tron</p> <p><i>Councillor Helen Ayres (SUB)</i> <i>Councillor Joanne Hawkins (SUB)</i> <i>Councillor Nora Walsh (SUB)</i></p> <p>Councillor Jacob Armstrong Councillor Sue Dobson (Vice Chair) Councillor Vetri Pappa Councillor Andrew Thorpe-Apps Councillor Philip Wilson</p> <p><i>Councillor Murrough O'Brien (SUB)</i></p> <p>Councillor Richard Hyland</p>
Treasury Management and Investment Sub-Committee	7	<p>Liberal Democrat – 4</p> <p>Conservative – 2</p> <p>Chelmsford Independents Group – 1</p>	<p>Councillor Kieron Franks (Chair) Councillor Steve Hall Councillor Andrew Sosin Councillor Nora Walsh (Vice Chair)</p> <p>Councillor Malcolm Sismey Councillor Roy Whitehead</p> <p>Councillor Paul Clark</p>
<b>SCHEDULE D</b>  <b>OTHER APPOINTMENTS</b>			
<b>South Essex Parking Partnership Joint Committee</b>  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 2025/26**

It is proposed that, unless indicated otherwise, the appointments below continue in 2025/26 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 Adutwim  
Councillor Hazel Clark  
Councillor Jude Deakin

**Armed Forces Champion**

Councillor Hazel Clark

**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 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 Kieron Franks

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Crouch Valley Coastal Community (TBC)	1 Year	1	
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 2025	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)



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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 Simon Goldman and Nora Walsh
The Barge Susan Trust	2 years commencing May 2025	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. 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;
3. 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.