



Chelmsford City Council Cabinet

27th January 2026

Greater Essex Combined County Authority – Terms of Reference for nominating body for non-constituent members and future delegation arrangements

Report by:

Leader of the Council

Officer Contact:

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Purpose

To approve Terms of Reference for the nominating body for non-constituent district tier representation for the Greater Essex Combined County Authority and approve a delegation for future executive decisions.

Options

1. Agree the Terms of Reference.
2. Not agree the Terms of Reference.

Preferred option and reasons

The preferred option is Option 1.

Recommendations

1. That Cabinet agrees the Terms of Reference for the nominating body for non-constituent members of the Greater Essex Combined Authority (GECCA).
 2. That Cabinet further agrees that the Leader of the Council should take any appropriate executive actions that arise from devolution.
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1. Background

- 1.1. This report relates to devolution and the creation of the new Greater Essex Combined County Authority (GECCA). It is anticipated that legislation will shortly be laid to create the GECCA. As well as constituent members, GECCA can appoint non constituent (and associate members). In November 2025, the Leaders of Southend, Thurrock and Essex wrote to the Chair of Essex Leaders and Chief Executives to invite district tier councils to nominate two leaders to sit on the GECCA as non-voting non-constituent members.
- 1.2. All district tier councils within Essex have been consulted in relation to the creation of a nominating body and the terms of reference for this body have been proposed. This report seeks approval of the terms of reference for the nominating body which will determine the two district tier representatives that sit on GECCA as non-voting non-constituent member of the new authority. Each district tier authority is being asked to approve the content of the terms of reference for the nominating body.
- 1.3. Prior to the establishment of the GECCA, the intention is for a Shadow Board to mirror, as closely as possible, the final composition of the future GECCA Board. Arrangements are being made for nominations for membership to GECCA to ensure full representation for all parties are in place for when the Shadow Board meets. The nominating body will be asked to appoint the two representatives referred to above and the approval of the terms of reference will enable this decision to be taken.
- 1.4. It is recommended that Cabinet approves the terms of reference and the delegation for the future.

List of appendices:

Appendix 1 – draft Terms of Reference

Background papers:

Report to Essex Leaders and Chief Executives (December 2025)

Corporate Implications

Legal/Constitutional: This is an executive matter which falls within the remit of Cabinet. There are other executive actions that may arise in relation to devolution.

Whilst the Leader of the Council has the legal power to take delegated decisions in relation to executive matters it has not been Chelmsford City Council's practice for any individual Cabinet Members to take such decisions. An exception has already been made in relation to local government reorganisation. Given the timeframes and nature of the matter it is recommended that in relation to devolution, the Leader of the Council also uses this legal power to take delegated decisions.

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:

Other non-constituent district tier bodies

Relevant Policies and Strategies:

None

[Essex Nominating Body]

DRAFT Terms of Reference

1. Role and Purpose

- 1.1 The *[Essex Nominating Body]* is an unincorporated association, established to provide a constituted forum where Essex Leaders from the Membership below, meet to undertake the role of the Nominating Body to the Greater Essex Combined County Authority (the Combined Authority), or any other committee, sub-working group or scrutiny committee established by the Combined Authority.
- 1.2 The Combined Authority (or such other name as it may be known) will consist of Constituent Members and Non-Constituent Members.
- 1.3 Each of the Non-constituent Authorities listed below, has agreed to establish the *[Essex Nominating Body]* through their own governance arrangements, and have agreed to these Terms of Reference.

2. Membership

- 2.1 The *[Essex Nominating Body]* shall consist of the Leader from each of the following Essex Authorities:

- Basildon Council
- Braintree District Council
- Brentwood Borough Council
- Castle Point Borough Council and
- Chelmsford City Council
- Colchester City Council
- Epping Forest District Council
- Harlow District Council
- Maldon District Council
- Rochford District Council)
- Tendring District Council and
- Uttlesford District Council.

Together known as the Non-constituent Authorities.

- 2.2 The Chair of the *[Essex Nominating Body]* shall be elected from the Non-constituent Authorities.
- 2.3 If the Leader of one of the Authorities listed at 2.1 above is unable to attend, then their Deputy Leader shall be entitled to attend and vote in their absence.

3. Roles and Responsibilities

- 3.1 The *[Essex Nominating Body]* will have the following responsibilities:
 - (a) To act as the Essex Nominating Body for the Combined Authority;

- (b) To appoint two Leaders to be the Nominated Representatives, as non-constituent members of the Combined Authority;
- (c) To be informed of any key decisions, strategy development and thematic areas being discussed at a Combined Authority level;
- (d) Be provided with an opportunity to consider any representation(s) it would like its Nominated Representatives to make; and
- (e) To be provided with updates following all meetings of the Combined Authority.

4. Arrangements for Meetings

- 4.1 Meetings of the [*Essex Nominating Body*] will be timed to run in sequence with the Combined Authority meetings.
- 4.2 Additional meetings may be arranged as required.
- 4.3 The [*Essex Nominating Body*] meetings if required may take place in a private session.
- 4.4 Meetings will take place at a location convenient to the Non-constituent Authorities, and shall be notified in advance of any meetings called.
- 4.5 The co-ordination of the meetings will be undertaken by officers supporting the Chair of the [*Essex Nominating Body*].
- 4.6 The [*Essex Nominating Body*] will establish its priorities and agendas for meetings that seek to ensure delivery towards its roles and responsibilities set out in section three above.
- 4.7 Requests for additional items should be made to the Chair's office no later than ten days prior to the meeting. Additional items received after this will be included at the discretion of the Chair.
- 4.8 In order to assist discussion at the meeting, Officers responsible for items of business on the agenda may be asked to prepare a report, presentation or short briefing note on the agenda item. This item should be submitted to the Chair's office no later than ten days before meeting.
- 4.9 The agenda for the meeting will be circulated in the week before the meeting and, where available, it shall include the reports, presentations, short briefing notes related to each item.
- 4.10 Following the meeting the Chair's office will prepare and circulate notes of the meeting setting out decisions and agreed actions. This will normally be within ten days of the meeting.

- 4.11 Costs associated in administering the arrangements and support for the meetings will be met by the Council holding the Chair of the *[Essex Nominating Body]*.
- 4.12 Voting on matters before the *[Essex Nominating Body]* will be determined by way of a simply majority.

5. Nominated Representatives Role Profile

- 5.1 Those nominated to the Combined Authority on behalf of the Non- constituent Authorities are expected to be involved in decisions reflecting the views and objectives of the Combined Authority area as a whole as well as those of their individual local authority.
- 5.2 In addition, they will be required to maintain a strong working relationship with the Mayor and Portfolio Lead Members, as well as maintain effective working relationships with Officers of the Combined Authority.
- 5.3 It is the responsibility of the Nominated Representatives to ensure that the Non- constituent Authorities are informed of any lead member approvals (where relevant), key decisions, strategy development and thematic areas for discussion at a Combined Authority level and that the Non- constituent Authorities has an opportunity to consider any representation(s) that it would like that Nominated Representatives to make.
- 5.4 The Nominated Representatives should make themselves aware of what the Combined Authority expects from them. In so doing, may seek information from appropriate Combined Authority officers in relation to the Combined Authority Constitution, Committee Terms of Reference, and accounts etc.
- 5.5 The Nominated Representatives are expected to operate within the rules of the Combined Authority Constitution and adhere to the Code of Conduct for the Combined Authority.
- 5.6 Nominated Representatives are expected:
- (a) to attend meetings of the Combined Authority to which they are appointed;
 - (b) to report on the activities of the Combined Authority to the Non- constituent Authorities and the impact of those activities on the Non- constituent Authorities, taking advice as appropriate.
- 5.7 The Nominated Representatives should take an active and informed role in the affairs of the Combined Authority and in the appropriate representation of the Non- constituent Authorities.