

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

15 DECEMBER 2022

AGENDA ITEM 11

Subject	Forward plan and meeting dates for 2023/24
Report by	The South Essex Parking Partnership Manager

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Purpose

The report sets out the forward plan of agenda items for approval by the Joint Committee and the proposed meeting dates for the Joint Committee for the 2023/24 municipal year.

Options

The Joint Committee can agree, reject or add items to the forward plan of agenda items and agree, reject or alter any of the proposed meeting dates.

Recommendation(s)

1. That the Joint Committee agrees the forward plan of agenda items
2. That the Joint Committee agrees the future meeting dates of 13 July 2023, 28 September 2023, 14 December 2023, 14 March 2024, each commencing at 2pm
3. That the Joint Committee agrees to hold those meetings at the Chelmsford City Council offices

Consultees

Lead officers from each of the Partner Authorities as set out in Appendix B of the Joint Committee Agreement 2022.

1.	<u>Introduction</u>
1.1	The consideration of the Forward Plan is a standing item of the Joint Committee's agenda.

1.2	The Joint Committee has one more meeting scheduled within this current municipal year on 16 March 2023. New dates are proposed for the municipal year 2023/24.
2.	<u>Forward Plan of Agenda Items</u>
2.1	An updated Forward Plan of Agenda Items for the scheduled meetings in 2023/24 has been prepared for consideration by the Joint Committee and is contained at Appendix A.
3.	<u>Meeting Dates for 2023/24</u>
3.1	Clause 17 of the Joint Committee Agreement sets out the arrangements for meetings. The first meeting of the Joint Committee shall be the annual meeting for the year and thereafter the first meeting held after 1 st April in any year shall be the annual meeting and the Joint Committee shall meet at least four times a year
3.2	The proposed dates for meetings of the Joint Committee are: <ul style="list-style-type: none"> ▪ 13 July 2023 ▪ 28 September 2023 14 December 2023 ▪ 14 March 2024 commencing at 2pm
3.4	All meetings of the Joint Committee have so far been held at the Chelmsford City Council offices. This venue seems to have worked well with free parking on-site and making it easier to provide the necessary legal and democratic support to the Committee. It is proposed that this arrangement continues for 2023/24.
4.	<u>Conclusion</u>
4.1	The Joint Committee will meet at least four times in any one year and dates for the 2023/24 municipal year are proposed. A Forward Plan of Agenda Items has been prepared to ensure that the Joint Committee is fulfilling the requirements as set out in the Joint Committee Agreement.
<u>List of Appendices</u>	
Appendix A Forward Plan of Agenda Items	
<u>Background Papers</u>	
South Essex Parking Partnership Joint Committee Agreement 2022	

APPENDIX A FORWARD PLAN OF AGENDA ITEMS

Standing items

Apologies and substitutions
 Minutes of previous meeting
 Matters arising
 Public Question Time
 Operational and Performance Report (Russell Panter)
 Financial Report (Michael Packham)
 Forward Plan (Nick Binder)

Date of meeting	Items	Lead
Thursday 16 March 2023	Progress on Business Plan 2022/23	Nick Binder
Thursday 13 July 2023	Financial Outturn 2022/23 Report Annual Report of the South Essex Parking Partnership (for the period 1 April 2022 to 31 March 2023)	Michael Packham Nick Binder
Thursday 28 September 2023	Review of Policies <ul style="list-style-type: none"> ▪ Discretion policy ▪ Operational protocols ▪ Parking Policy Framework including Enforcement policy ▪ TRO implementation policy Progress on Business Plan 2023/24	Nick Binder Nick Binder
Thursday 14 December 2023	Business Plan 2024/25 Dates of Joint Committee meetings for 2024/25	Nick Binder Nick Binder
Thursday 14 March 2024	Progress on Business Plan 2023/24	Nick Binder