

Annual Council Meeting Agenda

Wednesday, 18 May 2022 at 7pm

Council Chamber, Civic Centre
Chelmsford

MEMBERSHIP

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

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, S M Dobson,
N A Dudley, J A Frasca, I D Fuller, J Galley, R J E Gisby,
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, J S Lardge, R J Lee, M J Mackrory, R Massey,
L A Millane, R J Moore, G H J Pooley, J A Potter, R J Poulter,
S Rajesh, J M C Raven, I C Roberts, S J Robinson, T E Roper,
E J Sampson, S J Scott, C M Shaw, M Sismey, A B Sosin,
J E Sosin, M S Steel, A G Thorpe-Apps, C R Tron, N M Walsh,
R T Whitehead, T N Willis, I Wright 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 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.

Annual Meeting of the Council

18 May 2022

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 Escort

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

The Deputy Mayor will introduce to the Council her Escort for her 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. Leader's Scheme of Delegation

To note any changes to the Scheme of Delegation.

10. Arrangements for and Appointments to City Council Bodies and Outside Bodies

To consider the proposed Schedule of appointments (to follow).

11. Community Governance Review – Authority to Implement Decisions

To consider the attached report.



Chelmsford City Council

18 May 2022

Leader's Scheme of Executive Delegation for 2022-23

Report by: Leader of the Council

Officer contact: Brian Mayfield, Connected Chelmsford,
brian.mayfield@chelmsford.gov.uk, 01245 606923

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 – 18 May 2022

SCHEDULE A - 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 2022/23 with the areas of responsibility shown:

Leader of The Council	Councillor S J Robinson
Deputy Leader and Cabinet Member for Connected Chelmsford	Councillor M C Goldman
- Cabinet Deputy for Community Engagement	Councillor N Dudley
Cabinet Member for Fairer Chelmsford	Councillor C K Davidson
- Cabinet Deputy for Affordable Housing	Councillor G H J Pooley
Cabinet Member for Sustainable Development	Councillor M J Mackrory
- Cabinet Deputy for The Economy and Small Business	Councillor S Goldman
Cabinet Member for a Greener and Safer Chelmsford	Councillor R J Moore
- Cabinet Deputy for Healthy Living	- Councillor A Davidson
- Cabinet Deputy for Community Safety	- Councillor S Rajesh

OPPOSITION SPOKESPERSONS

The following councillors are proposed as the Cabinet spokespersons for the Opposition Groups in 2022/23 with the areas of responsibility shown:

Function	Conservative Group	Chelmsford Independents Group	Chelmsford Residents Group
Leader's Responsibilities	Councillor R T Whitehead	Councillor R Hyland	Councillor I Roberts
Connected Chelmsford Cabinet Deputy – Community Engagement	Councillor A Thorpe-Apps Councillor J Raven	Councillor W Daden	
Fairer Chelmsford Cabinet Deputy – Affordable Housing	Councillor M Sismey Councillor R J Poulter	Councillor R Hyland	
Sustainable Development Cabinet Deputy – Economy and Small Business	Councillor M S Steel Councillor N Gulliver	Councillor R Hyland	Councillor K Bentley

Greener and Safer Chelmsford Cabinet Deputy – Healthy Living Cabinet Deputy – Community Safety	Councillor R Gisby Councillor N Chambers Councillor R Massey	Councillor W Daden	
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SCHEDULE B

ARRANGEMENTS FOR COMMITTEES AND SUB-COMMITTEES

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 of the Cabinet may be appointed to the Audit and Risk Committee
3. No substitutes are permitted for the Licensing Committee

<i>Body</i>	<i>Seats</i>	<i>Allocation</i>	<i>Membership</i>
Audit and Risk Committee	9	Liberal Democrat - 5 Conservative – 3 Chelmsford Independents - 1	Councillors N Walsh (Chair) D Clark N Dudley E Sampson A Sosin Councillors G B R Knight J Raven M Sismey Councillor W Daden
Chelmsford Policy Board	13	Liberal Democrat - 7 Conservative – 5	Councillors I Fuller (Chair) H Ayres D Clark G Pooley A Sosin N Walsh T Willis Councillors J Galley N Gulliver G B R Knight R Massey R Whitehead

		Chelmsford Residents Group – 1	Councillor I Roberts
Employment Committee	5	Liberal Democrat - 3 Conservative – 2	Councillors M Goldman R Moore S Robinson Councillor J Potter R Whitehead
Governance Committee	7	Liberal Democrat - 4 Conservative – 2 Chelmsford Residents Group - 1	Councillors H Ayres (Chair) N Dudley D Jones N Walsh T Willis (substitute) Councillors M Steel A Thorpe-Apps Councillor K Bentley And two independent persons (appointed under section 28(7) of the Localism Act 2011) NOTE – There are also three Parish Council representatives on the Committee (Councillor Valerie Chiswell – Great Baddow Parish Council, Councillor Peter Jackson – Great Waltham Parish Council and Councillor June Saltmarsh – Woodham Ferrers and Bicknacre Parish Council)
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)	13	Liberal Democrat – 7 Conservative – 5	Councillors L Mascot (Chair) L Ashley D Clark A Davidson J Frascina D Jones R Lee Councillors R Ambor A John L Millane T Roper S J Scott

		Chelmsford Residents Group – 1	Councillor I Roberts
Overview and Scrutiny Committee	13	Liberal Democrat - 7 Conservative – 5 Chelmsford Independents - 1	Councillors L Ashley M Bracken J Deakin I Fuller J Lager C Tron S Young Councillors R J Poulter (Chair) N Chamber R Gisby I Grundy M Steel Councillor W Daden
Planning Committee	13	Liberal Democrat - 7 Conservative – 5 Chelmsford Independents -1	Councillors J Sosin (Chair) L Ashley J Lardge R Lee G Pooley E Sampson C Shaw (Designated Substitutes – Councillors H Ayres, J Frasca, S Rajesh) Councillors S Dobson P Hughes R J Poulter T Roper I Wright (Designated Substitute – Councillor L Millane) Councillor R Hyland Designated Substitute – Councillor W Daden

Treasury Management and Investment Sub-Committee	7	<p>Liberal Democrat - 4</p> <p>Conservative – 3</p>	<p>Councillors C Davidson (Chair) M Bracken D Clark A Sosin</p> <p>Councillors G B R Knight M Sismey R Whitehead</p>
Local Staff Joint Committee (Council Side)	5	<p>Liberal Democrat – 3</p> <p>Conservative – 1</p> <p>Chelmsford Residents Group - 1</p>	<p>Councillors M Goldman R Moore S Robinson</p> <p>Councillor R Massey</p> <p>Councillor I C Roberts</p>

SCHEDULE C

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 2022/23

It is proposed that, unless indicated otherwise, the appointments below continue in 2022/23 subject to any changes or additions that may be agreed in accordance with the delegation in recommendation 3 below.

Equality and Diversity Champions

Councillors L Ashley, A Davidson (for Older Persons) and J Deakin.

Climate Ambassador

Councillor T Willis

<i>Body</i>	<i>Term of Office</i>	<i>No. of Representatives</i>	<i>Current Representatives New or changed appointment highlighted</i>
Chelmsford Age Concern	1 year	1	Councillor A Davidson
Chelmsford Business Board	1 year	1	Councillors M Goldman and S Goldman
Chelmsford Business Improvement District	1 year	1	Councillor S Goldman
Chelmsford CAB Trustee Board	1 year	4	Councillors Ashley, Ayres, Rajesh and Tron
Chelmsford Council for Voluntary Service	1 year	1	Councillor Young
Chelmsford Cultural Development Trust	1 year	1	Councillor Frasca
Chelmsford Educational Foundation	3 years commencing 1 st May 2020	2	Councillor Frasca and Liz Ahmed
Chelmsford Fairtrade	1 year	1	Councillor Dudley
Chelmsford Local Highways Panel	1 year	4	Councillors Lager, Lardge, Shaw, Potter
Chelmsford United Charities	4 years	3	Councillors Dudley and Willis and Mr Ron Alcock from October 2019 Councillors Gulliver and Jones, and Mrs F B Mountain
Chelmsford YMCA	1 year	1	Councillor Shaw
Chelmsford Youth Strategy Group	1 year	1	Councillor Frasca
Danbury Lakes Country Park Forum	1 year	2	Councillors Hyland and Willis
Essex Countywide Traveller Unit Joint Committee	No fixed term	1	Councillor J Sosin

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Essex Police, Fire and Crime Panel	1 year	1	Councillor Lager (Councillor M Goldman, sub)
Essex Waste Partnership Member Board	1 year	1	Councillor Moore
Fields in Trust	1 year from February 2021	1	Councillor Lee
Flood Partnership Board	1 year	1	Councillor Mackrory
Galleywood Heritage Centre	1 year	1	Councillor Hyland
King Edward VI Grammar School Historic Foundation Governors	3 years commencing 1st July 2020	4	Councillors Galley, A Sosin and Whitehead and Mrs Myra Merchant
Local Government Association – Assembly and Conference - Delegate	1 year	1	Councillor Robinson
Local Government Association – District Councils Network	1 year	1	Councillor Robinson
Marsh Farm Country Park Forum	1 year	2	Councillors Roberts and Walsh
One Chelmsford Partnership Strategic Board	1 year	1	Councillor Robinson (Substitute – Councillor Pooley)
PATROL (Parking and Traffic Regulations Outside London) Adjudication joint Committee.	1 year	1	Councillor Mackrory
South Woodham Ferrers Swimming Pool Steering Group	1 year	2	Councillors Bentley and Massey
Springfield United Charities	4 years commencing May 2019	3	Councillors Fuller and Tron and Mr R Stevens

Success Essex (formerly the Essex Business Board)	1 year	1	Councillor M Goldman
Tech Ambassadors	1 year	2	Councillors Bracken and M Goldman
The Barge Susan Trust	2 years commencing 1 st May 2021	1	Mrs F B Mountain
William de Ferrers Centre Users Committee	4 years from September 2020	1	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 Connected Chelmsford or representative	Director of Connected Chelmsford or representative

RECOMMENDED that:

1. The appointments detailed in Schedules A, B and C 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 B;
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.



Chelmsford City Council

18 May 2022

Delegation to Implement Community Governance Review

Report by: Leader of the Council

Officer contact: Lorraine Browne, Legal & Democratic Services Manager & Monitoring Officer. Email: lorraine.browne@chelmsford.gov.uk, Tel: (01245) 606560.

Purpose

To consider a proposed officer delegation in relation to the implementation of the Community Governance Review in accordance with the decisions already made by Full Council.

Recommendation

That any decisions relating to the implementation of the Community Governance review are delegated to the Monitoring Officer in consultation with the Leader of the Council.

1. Introduction

- 1.1. The Council has already approved the detailed outcome(s) within all parishes within Chelmsford and the unparished area of the city at the special meeting on 22 March 2022.

1.2. Several operational steps are now needed to implement those decisions. By way of example(s), in relation to the creation of the new parishes entering into agreements for relevant asset transfers, the setting up of shadow parish councils and the making of the reorganisation order.

2. Conclusion

2.1. To assist the efficient completion of the operational steps required to complete the Community Governance Review it is proposed that any decision(s) relating to the implementation of the review outcomes as determined by members are delegated to the Monitoring Officer in consultation with the Leader of the Council.

List of appendices:

None

Background papers:

Nil

Corporate Implications

Legal/Constitutional:

None

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:

None

Relevant Policies and Strategies:

None