



Public Document Pack


Southend-on-Sea City Council

Executive Director (Strategy, Change and Governance):

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30 May 2023

Dear Councillor

THE COUNCIL - THURSDAY, 18TH MAY, 2023

Please find enclosed, for consideration at the next meeting of the The Council taking place on Thursday, 18th May, 2023, the following report(s) that were unavailable when the agenda was printed.

Agenda No Item

4. **Administration for 2023/24 following May 2023 Local Authority Elections and associated matters** (Pages 3 - 20)

Report of Executive Director (Finance and Resources) attached

5. **Appointment of Councillors and Substitutes to Regulatory and Scrutiny Committees, Licensing Sub-Committee C, Standards Committee and Audit Committee** (Pages 21 - 34)

List C attached

9. **Appointments to Outside Bodies** (Pages 35 - 54)

List E attached

10. **Calendar of Meetings 2023/24** (Pages 55 - 58)

Calendar attached

Robert Harris
Principal Democratic Services Officer

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Southend-on-Sea City Council

Agenda
Item No.

4

Report of Executive Director (Finance & Resources)

to
Council
on
18th May 2023

Report prepared by: Colin Gamble
(Head of Democratic Services)

Administration for 2023/24 following May 2023 City Council Elections and associated matters

Part 1 (Public Agenda Item)

1. Purpose of Report

For the Council to:

- Note the details of the Political Groups, following the Local Elections on 4th May 2023;
- Note the details of the new Cabinet and Cabinet Committee appointed by the Leader of the Council;
- Agree the subsequent changes to the Cabinet Working Parties in Part 3, Schedule 2 of the Constitution and the revised terms of reference of the Corporate Parenting Group (Board);
- Endorse the Council's Constitution (which is on the internet), including the Scheme of Delegation in Part 3, Schedule 3.

2. Recommendations

2.1 To note that following the Local Elections on 4th May 2023, the make-up of the Council is as follows:

• Conservative Group	22
• Labour Group	16
• Liberal Democrat Group	4
• Independent Group	3
• Residents' First Group	3
• Non-aligned/Green	<u>3</u>
	<u>51</u>

2.2 To note the changes to the titles and responsibilities of Cabinet Members made by the Leader of the Council, and to note that these changes will be reflected in an amendment to Schedule 1(a) of Part 3 to the Constitution (circulated at the meeting)

- 2.3 To note the appointments to the Cabinet (and substitutes) made by the Leader of the Council, including the arrangements for the Deputy Leader (circulated at the meeting as **List A**).
- 2.4 To note the appointments to the Cabinet Committee (and substitutes) made by the Leader of the Council (to be circulated at the meeting as **List B**).
- 2.5 That the eight Cabinet Working Parties referred to in sections 3.1 – to 3.8 of Part 3 Schedule 2 of the Constitution be replaced by new Working Parties with terms of reference to reflect the remit of the Cabinet Members.
- 2.6. That the revised terms of reference for the Corporate Parenting Group (Board) as set out at Appendix 1 to this report be approved.
- 2.7 That authority be delegated to the Chief Executive to confirm the appointments to the working parties, panels and forums etc in accordance with the nominations of the Group Leaders.
- 2.8 To endorse the Council's Constitution, including the Scheme of Delegation in Part 3, Schedule 3.

3. Background

- 3.1 In accordance with Article 7 in Part 2 of the Constitution and in accordance with the law, it is for the Leader of the Council to:
 - Decide on the number of Cabinet Members and their titles and responsibilities.
 - Appoint the Cabinet Members (and substitutes).
 - Appoint the Cabinet Committee (and substitutes).
- 3.2 In terms of places on relevant Committees and Sub-Committees, these have been allocated on the basis of political proportionality to nominees of the 5 political groups on the Council; with the remaining places being allocated to the ungrouped councillors (Non-aligned/Green).

This matter, together with appointment of Chairs and Vice-Chairs, is dealt with at **Agenda Items 5 and 6** and **List C** has been circulated at the meeting for the Council to agree.
- 3.3 In terms of appointments to Working Parties, Forums, Panels etc., these will also be allocated, by convention, on the basis of political proportionality to nominees of the 5 political groups on the Council.
- 3.4 The Leader has decided to increase the number of Cabinet Working Parties to 10 (as a consequence of increasing the number of Cabinet members). Each new Cabinet Working Party will be linked to the functions of the relevant Cabinet Member in the new Administration.

- 3.5 Adjustments are proposed to the terms of reference of the Corporate Parenting Group (to be renamed Corporate Parenting Board) to enhance its effectiveness. The revised terms of reference of the Board are attached as Appendix A to this report.
- 3.6 It has not been possible to seek nominations to the Cabinet Working Parties from all the Groups in advance of the meeting. In the circumstances, it is suggested that authority be delegated to the Chief Executive to confirm the appointments to the Cabinet working parties and other working parties, panels and forums etc in accordance with the nominations to be submitted by Group Leaders.
- 3.7 In terms of appointments to Outside Bodies, these will be dealt with by the Council and **List E** has been circulated at the meeting for Council to agree. **(Agenda Item 9)**.
- 3.8 In December 2009 the High Court handed down a judgement in a case involving Leeds City Council, which confirmed that the Council did have a valid Scheme of Delegation notwithstanding the fact that it did not confirm the Scheme on an annual basis. Nevertheless, to be on the safe side it is recommended that the Council endorses the Council's Constitution (which is on the Internet), including the Scheme of Delegation in Part 3, Schedule 3.

4. Financial Implications

With the Cabinet members increasing from 8 to 10, there will be two additional cabinet members allowances to be paid of £11,816 each. For a full year this is an additional cost on the Council's budget of £23,632 (circa £20,700 for part year 2023/24).

The sum of £20,700 for 2023/24 will be funded from the Council's contingency and that the budget setting for 2024/25 will need to consider the ongoing position for 2024/25.

5. Background Papers

None

6. Appendix 1 – Terms of Reference of the Corporate Parenting Board.

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**SOUTHEND-ON-SEA CITY COUNCIL
CORPORATE PARENTING BOARD
TERMS OF REFERENCE**

1. Vision for our Children Looked After

“ We want the children we look after, and those young people leaving our care, to be happy and healthy. As corporate parents we want and strive to be ambitious for our children and committed to enabling them to be as successful as they can be, and supported to reach their full potential socially, emotionally and academically. We are committed to listening to, and working with, the children we care for and those that leave our care. We will therefore strive to provide them with the best opportunities available to enable this to happen. “

1.1 It is important that we work alongside our children and young people to enable them to shape, plan and organise our services to ensure we are delivering the right support at the right time. We will strive to ensure that we are providing excellent care and support for every child and young person. We will enable participation in decision making, providing opportunities for their involvement to shape decisions about their lives. We will provide secure and safe environments for them to grow and develop and will take pride in every achievement each child and young person makes. We will work together across all services and alongside our partners, to achieve consistently high-quality parenting for all our children in care and care experienced young people.

2. Purpose of Board

2.1 To raise awareness of the Council’s corporate parenting responsibilities and develop expertise and knowledge among elected members and officers.

2.2 To provide a forum for elected members, with officers to oversee the progress of all children looked after, through the implementation of the Children Looked After and Care Leavers Strategy and our Local Offer to our care experienced young people.

- 2.3 To ensure that all children looked after and young people have a positive experience and that the strategy enhances their outcomes, with the support of the Council and partner agencies.
- 2.4 To encourage all partners, whether they work for health, Education or social care services or the voluntary sector, to work together in the best interests of the children we care for and care experienced young people, acting as Corporate Parents.
- 2.5 To hold all partners to account for their role in the delivery of services to children looked after and care experienced young people.

3. Proposed model

- 3.1 The model has been developed to build on the previous strengths and achievements of the Corporate Parenting Board. It will draw on what has worked well in Southend on Sea City Council and in other Local Authorities.
- 3.2 The Corporate Parenting Board will meet a minimum of 5 times per year on a bi-monthly basis.
- 3.3 The meetings will be administered with clear agendas and a forward plan. These will be administered corporately.
- 3.4 The Corporate Parenting Board will undertake a themed approach to strategic delivery of our Corporate Parenting responsibilities being;
 - Safety – how we keep our children and young people safety and protected.
 - Housing, Fostering and Commissioning – what arrangements do we make for accommodation.
 - Health and wellbeing – ensure healthy living and outcomes.
 - Participation and engagement – encourage direct contribution and activities with our children and young people.
 - Education, Employment and Training – aspiration to achieve the best educational outcomes and support with making contribution.

4. Membership

- 4.1 Corporate Parenting Board will be chaired by the statutory lead member for Children services. In the absence of the chair the meeting should be chaired for by the nominated vice chair, who is to be nominated by the inaugural Corporate Parenting Board.
- 4.2 Other members include:
 - Opposition lead member for Children’s Services

- Named Councillors (min of 6)
- Children in Care Council representatives
- Executive Director for Children, Public Health and Learning
- Director for Children’s Services
- Director of Education, Inclusion and Early Years
- Director of Housing
- Director of Children’s Social Work, Early Help & Youth Support
- Principal Social Worker
- Head of Service Corporate Parenting
- Director of Adult Social Care Operations
- Head of Virtual School
- LAC Nurse
- Senior representative SET CAMHS and Partnerships
- Senior representative Mid and South Essex ICB
- Representative GP
- Representative Foster carer ambassador
- Representative senior police
- Others co-opted officers and representatives from partner agencies as required.

4.3 Quoracy will be a minimum of three members.

4.4 The Board will also have the power to co-opt Councillors and Officers.

5. **Governance**

5.1 Corporate Parenting Board will report to the Cabinet and the full Council at least once a year.

5.2 It will also inform the Safeguarding Partnership of its activity and findings.

5.3 The Board will be supported by a Corporate Parenting Outcomes Group, that will be an operational meeting to review and implement actions.

6. **Frequency of Meetings**

6.1 The Board shall meet no less than 5 times a year in addition to a training session.

7. **Access to Meetings**

7.1 The Corporate Parenting Board is not a public meeting. There is no provision for public attendance or participation at Corporate Parenting Board meetings and is not subject to the Council’s public participation scheme. All papers will be marked as exempt.

8. Conduct

- 8.1** The Board and its members will operate in accordance with the standards of behaviour and principles required by the Council's Code of Conduct, which applies to councillors, council officers and any person appointed as a co-opted member to a board or committee of the Council.

Appointment of Cabinet Members, substitutes and details of Portfolios

Portfolio	Cabinet Member	Substitute (S.O.31.7)
Leader of the Council - Special Educational Needs & Disability	Cox	Davidson
Environment (Deputy Leader)	Davidson	Cox
Economic Growth & Investment	Nelson	Moyies
Public Health, Adult Social Care & Constitutional Affairs	Moyies	Courtenay
Highways, Transport & Parking	Buck	Nelson
Children's Services, Education & Learning	Boyd	Lamb
Community Safety & Public Protection	Courtenay	Buck
Housing & Planning	Garston	Jarvis
Arts, Culture, Heritage & Leisure	Jarvis	Garston
Regulatory Services	Lamb	Boyd

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Appointment of Cabinet Committee and substitutes

	Member	Substitute
Chair	Buck	Other Cabinet Members
Vice-Chair	Nelson	Other Cabinet Members
Member	Cox	Other Cabinet Members

(3 Cabinet Members)

(Chair and Vice Chair must be the Chair and Vice Chair of the Traffic Regulations Working Party)

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The Portfolios

1. LEADER (SPECIAL EDUCATIONAL NEEDS & DISABILITY)

- Civic Affairs
- Corporate Budget and Resources Planning
- Audit
- Partnership Performance Delivery
- Performance Delivery
- Corporate Planning and Strategic Direction
- Corporate Governance
- Corporate Project Management
- Transformation
- Emergency Planning & Business Continuity
- Equality and Diversity
- Media and Communications
- National and Regional Affairs (including Partnerships, LEP, Thames Gateway, Devolution etc.)
- Council Tax and Business Rates
- Human Resources
- Learning and Workforce Development
- Legal Services and Land Charges
- Oversight of Joint Ventures and Companies
- Children with a Special Educational Need and Disability (SEND)
- Home to School Transport Contract
- Passenger Transport/Vehicle Fleet

2. DEPUTY LEADER (ENVIRONMENT)

- Air quality and Pollution (Physical and Public Health)
- All matters relating to trees, plants, grass verges and other flora
- Climate Change, Renewable energy and Energy Saving
- Marine and Maritime affairs
- Parks and open spaces, grounds maintenance
- Cleansing of highways and public realm
- Waste collection, disposal, management, recycling and sanitation
- Waste and recycling (strategic)

3. ECONOMIC GROWTH & INVESTMENT

- Regeneration and business growth
- Economic Development
- Queensway Development
- Major Capital programmes
- Inward Investment
- Levelling Up Fund
- Tourism
- Marketing (Place Branding/Tourism)

4. ADULT SOCIAL CARE, HEALTH, PUBLIC HEALTH & CONSTITUTIONAL AFFAIRS

- Adult Social Care
- Commissioning
- Mental Health Services
- Occupational Therapy
- Health and Wellbeing Partnership
- Health and Wellbeing Board
- Health Integration (SE Essex Alliance)
- Domestic Abuse (social aspects)
- Tackling inequality
- Community Cohesion and community assets
- Domestic abuse (social)
- Community engagement and 3rd Sector support
- Health Inequalities (Strategic Lead)
- Public Health
- Customer Contact
- Council Constitution Matters
- Councillor Development
- Democratic Services
- Digital and Technology

5. HIGHWAYS, TRANSPORT & PARKING

- Car parks and all car parking matters
- Concessionary Fares
- Engineering (Bridges and Structures)
- Highways (including maintenance)
- Highways and Transport
- Public Transport
- Transport (including Transport Policy and Licensing)
- Street signs and all signage (Highways)

6. CHILDREN'S SERVICES, EDUCATION & LEARNING

- Children's Services
- Schools, Education and Learning
- Youth and Connexions
- Youth Justice Service
- Family Centre, Early Years and childcare
- Children's safeguarding
- Statutory Lead for Children's Services
- Better Start
- Adult and Community Learning

7. COMMUNITY SAFETY & PUBLIC PROTECTION

- Town Centre Management
- CCTV
- Community Safety
- Regulatory services
- Police Community Liaison
- Public Spaces Protection Orders
- Public Toilets
- Domestic Abuse (regulatory)
- Drugs and Alcohol Service

8. HOUSING & PLANNING

- Homelessness and rough sleeping
- Housing Management (including ALMO)
- Housing Development
- Housing Strategy
- Planning Policy and Control and Building Control
- Liaison with regional housing boards and RSLs
- Private sector housing standards and grants
- Housing Benefit
- Sea and foreshore Defences

9. ARTS, CULTURE, HERITAGE & LEISURE

- Conservation and Heritage
- Pier and Foreshore
- Sport Development
- Museums and Galleries, Theatres and Libraries

10. REGULATORY SERVICES

- Financial Services (including Insurance etc.)
- Corporate Procurement
- Property and Commercial
- Asset Management
- Risk Management
- Registration Services
- Cemeteries, Crematoria and Bereavement Services
- Environmental Health
- Health and Safety (Internal)

Schedule 1(b) – Joint Arrangements

1. The Council has entered into the following joint arrangements:
 - (a) The Health & Wellbeing Board and related partnership arrangements
 - (b) Southend Community Safety Partnership
 - (c) South East Local Enterprise Partnership
 - (d) Parking & Traffic Regulations Outside London Adjudication Joint Committee (PATROLAJC)
 - (e) Joint Independent Remuneration Panel (with Thurrock Council)
 - (f) Rochford & Southend-on-Sea Area Action Plan Committee (re Airport)
 - (g) Essex Waste Partnership
 - (h) Essex and Southend Joint Waste Project Board
 - (i) The Association of South Essex Authorities (ASELA)

2. The Cabinet has delegated power to enter or vary any joint arrangements dealing with executive functions.

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**SCRUTINY AND REGULATORY COMMITTEES
AND LICENSING SUB-COMMITTEE C
PLUS COUNCIL COMMITTEES (AUDIT AND STANDARDS)**

**POLICY & RESOURCES SCRUTINY COMMITTEE
(No Cabinet Members)**

5

Party	Members	Total 17	Substitutes
CON	Brian Beggs Steve Buckley Owen Carty Fay Evans Nigel Folkard John Harland Chris Walker Jack Warren	8	All (Except Cabinet Members)
LAB	Margaret Borton Laurie Burton (Vice-Chair) Matt Dent Stephen George Maxine Sadza	5	All (Except Cabinet Members)
IND	Steve Wakefield (Chair)	1	All (Except Cabinet Members)
LD	Robert McMullan Peter Wexham	2	All (Except Cabinet Members)
RF	Tricia Cowdrey	1	All

PEOPLE SCRUTINY COMMITTEE

(No Cabinet Members)

(NB: Council appointed representative on Essex Partnership University NHS Foundation Trust (EPUT) must NOT be appointed as a Member or Substitute to this Committee)

Party	Members	Total 17+7	Substitutes
CON	Brian Beggs Steve Buckley Colin Campbell Alan Dear Nigel Folkard Darryl Jones John Harland	7	All (Except Cabinet Members)
LAB	Cheryl Nevin Gabriel Leroy Aston Line Mandy O'Connor Donna Richardson	5	All (Except Cabinet Members)
IND	Nick Ward	1	All (Except Cabinet Members)
LD	Paul Collins	1	All (Except Cabinet Members)
RF	Tricia Cowdrey (Chair)	1	All
Non-aligned/ Green	Richard Longstaff Kathy Murphy (Vice-Chair)	2	
	<u>Statutory Co-opted Members:</u> Church of England Diocese – Revd. Canon Louise Williams (Voting on education matters only) Roman Catholic Diocese – VACANT (Voting on education matters only)	4	No nomination received from Roman Catholic Diocese

	Parent Governors – (1) VACANT (Voting on education matters only) (2) VACANT (Voting on education matters only) <u>Other Co-opted Members:</u> Southend Association of Voluntary Services – Anthony Quinn (Non-voting) Healthwatch Southend – Owen Richards (Non-Voting) Southend Carers – Tim Watts (Non-voting) <u>Observers:</u> Southend Youth Council (Non-voting)	 3 2	No applications for co-option received from Parent Governors
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PLACE SCRUTINY COMMITTEE
(No Cabinet Members)

Party	Members	Total 17	Substitutes
CON	Colin Campbell Owen Cartey Alan Dear Fay Evans John Harland Darryl Jones Chris Walker Jack Warren	8	All (Except Cabinet Members)
LAB	Martin Berry Daniel Cowan Ian Gilbert Lydia Hyde Anne Jones Kevin Robinson	6	All (Except Cabinet Members)
IND	Martin Terry	1	All (Except Cabinet Members)
LD	Carole Mulroney (Vice-Chair)	1	All (Except Cabinet Members)
RF	Ron Woodley (Chair)	1	All

APPEALS COMMITTEE (A)
(No Cabinet Members)

Party	Members	Total	Substitutes
CON	Brian Beggs (Vice-Chair) Steve Buckley Alan Dear	3	All (Except Cabinet Members)
LAB	Martin Berry Margaret Borton	2	All (Except Cabinet Members)
RF	Mike Stafford (Chair)	1	All
Non-aligned/ Green		1	

APPEALS COMMITTEE (B)
(No Cabinet Members)

Party	Members	Total	Substitutes
CON	Nigel Folkard (Chair) Chris Walker (Vice-Chair) Jack Warren	3	All (Except Cabinet Members)
LAB	Anne Jones Gabriel Leroy	2	All (Except Cabinet Members)
RF	Mike Stafford	1	All
Non-aligned/ Green		1	All

THE APPOINTMENTS AND DISCIPLINARY COMMITTEE

(*Note: When agenda includes appointment of, or disciplinary action against, the Head of Paid Service, Deputy Chief Executive, Executive Director or Director, the relevant Cabinet Member(s) should be a member of the Committee.)

NOTE: The maximum number of Cabinet Members is 3

Party	Members	Total	Substitutes
CON	Tony Cox (Chair) Meg Davidson (Vice-Chair) Derek Jarvis	7 3	All
LAB	Daniel Cowan Cheryl Nevin	2	All
IND	Martin Terry	1	All
LD	Paul Collins	1	All

DEVELOPMENT CONTROL COMMITTEE

Party	Members	Total 17	Substitutes
CON	Brian Beggs Steve Buckley Alan Dear Fay Evans (Vice-Chair) Nigel Folkard John Harland Chris Walker	8	All
LAB	Martin Berry Margaret Borton Matt Dent Anne Jones Maxine Sadza	5	All
IND	Nick Ward (Chair)	1	All
LD	Carole Mulroney	1	All
RF	Ron Woodley	1	All
Non-aligned/ Green	Richard Longstaff	1	

GENERAL PURPOSES COMMITTEE

Party	Members	Total 9	Substitutes
CON	Colin Campbell (Vice-Chair) James Courtenay Darryl Jones (Chair) Daniel Nelson	4	All
LAB	Gabriel Leroy Aston Line Mandy O'Connor	3	All
LD	Robert McMullan	1	All
Non- Aligned/ Green	Kathy Murphy	1	

LICENSING COMMITTEE

Party	Members	Total 15	Substitutes
CON	Steve Buckley Alan Dear (Vice-Chair) Nigel Folkard John Harland Chris Walker Jack Warren (Chair)	6	All
LAB	Martin Berry Margaret Borton Anne Jones Aston Line Donna Richardson	5	All
IND		1	All
LD	Carole Mulroney	1	All
RF	Ron Woodley	1	All
Non- Aligned/ Green		1	N/A

LICENSING SUB-COMMITTEES A & B

To be drawn from the Members of Licensing Committee as required

LICENSING SUB-COMMITTEE C

Party	Members	Total 8	Substitutes
CON	Steve Buckley Nigel Folkard Chris Walker	3	All
LAB	Martin Berry Margaret Borton Aston Line	3	All
IND		1/0	All
LD	Carole Mulroney (Vice-Chair)	1	All
RF	N/A	1/0	

Note: Licensing Sub-Committee C to be proportional – but it is not reflected in the overall proportionality calculation for committees

COUNCIL COMMITTEES

AUDIT COMMITTEE

(Note: To include not more than one Cabinet Member, who should not be the Leader. The Chair shall not be a Cabinet Member)

Party	Members	Total 9	Substitutes
CON	Owen Cartey (Vice-Chair) Nigel Folkard John Harland	3	All (Except Cabinet Members)
LAB	Laurie Burton Matt Dent Mandy O'Connor	3	All (Except Cabinet Members)
IND	Martin Terry (Chair)	1	All (Except Cabinet Members)
LD	Paul Collins	1	All (Except Cabinet Members)
RF	Mike Stafford	1	All
	Independent Co-opted member (Non-voting): Mr. Kash Pandya	1	

STANDARDS COMMITTEE

Party	Members	Total 9+4	Substitutes
CON	Brian Beggs Steve Buckley (Vice-Chair) James Moyies (Chair) Daniel Nelson	4	All
LAB	Ian Gilbert Lydia Hyde Kevin Robinson	3	All
IND	Martin Terry	1	All
LD	Paul Collins	1	All
	2 Leigh-on-Sea Town Council nominees (non-voting):	2	
	2 Independent persons: J Tetley and J Morgan (Observers).	2	

NB: Standards Committees complies with the requirements of the LOCALISM ACT 2011.

HEALTH AND WELLBEING BOARD

(The Chair shall be the Leader or such other Cabinet Member as he shall appoint)

(Note: The Membership should include the Cabinet Member with the responsibility for Health. Members of the People Scrutiny Committee / the Scrutiny Committee with the responsibility for Health Scrutiny should not be appointed to the Board)

Party	Members	Total 6	Substitutes
CON	Helen Boyd Meg Davidson James Moyies (Chair)	3	All
LAB	Anne Jones Maxine Sadza	2	All
LD	Carole Mulroney	1	All

List E

No.	Title	Group	No.	Appointee(s)	Notes
1	1312 (Southend-on-Sea) Squadron Air Training Corps: Civilian Welfare Committee	Other Body	1 x Councillor	Jack Warren	
2 35	A Better Start Southend Partnership Board	Partner Organisation	1 x Councillor, 4 x Officers	Helen Boyd	
3	Active Southend	Other Body	4 x Councillors, 1 x Officer	Kevin Buck Cheryl Nevin Daniel Nelson Derek Jarvis	

4	Age Concern	Other Body	1 x Councillor	Cheryl Nevin	
5	Anglian Eastern Regional Flood Coastal Committee	Other Regional Body	1 x Councillor	Kevin Buck	
36					
6	ASELA (Association of South Essex Local Authorities) Joint Committee	Regional body	1 x Councillor, 1 x Substitute	Tony Cox Meg Davidson (Substitute)	Leader of the Council should be appointed to this body. Deputy Leader as substitute

7	British Destinations	Other Body	1x Councillor, 1 x Substitute	Daniel Nelson	The Leader of the Council should be appointed to this body
8 37	Chair of Audit Committees Forum - Eastern Region	Regional Body	1 x Councillor	Martin Terry	
9	Citizens Advice	Other Body	1 x Councillor	Margaret Borton	

10	Disabled Information Advice Line Southend	Other Body	1 x Councillor	Donna Richardson	
11	East of England LGA Local Government Employers Panel	LGA Body	2 x Councillors	Tony Cox James Moyies	The Leader of the Council and relevant Cabinet Member should be appointed to this position.
12	East of England Local Government Association	LGA Body	1x Councillor, 1 x Substitute	Tony Cox Meg Davidson (Substitute)	The Leader of the Council should be appointed to this position with Deputy Leader as substitute.

13	East of England Strategic Authority Leaders Group	East of England Body	1x Councillor, 1 x Substitute, 1 x Officer	Tony Cox Meg Davidson (Substitute)	The Leader of the Council should be appointed to this position.
14	Essex & Southend Member Joint Project Board (Waste)	Wider Essex Body	3 x Councillors	Kevin Buck Meg Davidson	This body should include three relevant Cabinet Members
39					
15	Essex Waste Partnership Board	Wider Essex Body	1 x Councillor	Meg Davidson	Cabinet Member with responsibility for Waste should be appointed to this position

16	Essex Chief Executive Leaders' Group	Wider Essex Body	1x Councillor, 1 x Substitute, 1 x Officer	Tony Cox Meg Davidson (Substitute)	Leader and Chief Executive should be appointed, with Deputy Leader and Deputy Chief Executive as substitutes
17	Essex Heritage Trust	Other Body	1 x Councillor	Derek Jarvis	
40					
18	Essex Partnership University NHS Foundation Trust (EPUT)	NHS Body	1 x Councillor	James Moyies	

19	Essex Pension Fund Strategy Board	Wider Essex Body	1 x Councillor	John Lamb	
21 41	Essex Waste Partnership - Inter Authority Member Working Group	Wider Essex Body	1 x Councillor, 1 x Substitute	Meg Davidson Kevin Buck (Substitute)	
22	Essex Police, Fire and Crime Panel	Wider Essex Body	1 x Councillor	James Courtenay	

23	Homeless Action Resource Project (HARP)	Other body	1 x Councillor	David Garston	
24	Jazz Centre UK	Other Body	1 x Councillor	Derek Jarvis	
25	Kent & Essex Inshore Fisheries and Conservation Authority	Other Regional Body	1 x Councillor	John Lamb	

26	Key Cities	Other Regional Body	1 x Councillor, 1 x Substitute	Kevin Buck	
27	Leigh Port Partnership	Other Body	1 x Councillor	Owen Cartey	
43					
28	Local Government Association Coastal Issues Interest Group	LGA body	1 x Councillor, 1 x Officer	Kevin Buck	

29	Local Government Association General Assembly	LGA Body	4 x Councillors	Tony Cox Meg Davidson James Moyies Ron Woodley	The Leader of the Council must be one of the appointed Councillors.
30	Local Government Association Urban Commission	LGA Body	1 x Councillor, 1 x Officer	Meg Davidson	
44					
31	London Southend Airport Consultative Committee	Partner Organisation	4 x Councillors, 2 x Officers	Kevin Buck David Garston Robert McMullan Steve Wakefield	

32	National Association of Councillors	Other Regional Body	1 x Councillor	James Moyies	
33 45	Opportunity South Essex	SELEP Body	1x Councillor, 1 x Substitute, 1 x Officer	Tony Cox	The Leader of the Council should be appointed to this position.
34	PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee	Other Body	1 x Councillor	Kevin Buck	

25	PSP Southend LLP	Joint Venture	3 x Councillors	Kevin Buck Tony Cox Meg Davidson	The Leader of the Council and two other Cabinet Members should be appointed to these positions.
36	SOS Domestic Abuse Project	Other Body	2 x Councillors	Tricia Cowdrey Kathy Murphy	
46					
37	South Essex Advocacy Services (SEAS)	Other Body	1 x Councillor	Aston Line	

38	South East Local Enterprise Partnership (SELEP)	SELEP Body	1x Councillor, 1 x Substitute, 1 x Officer, 1 x Officer Substitute	Tony Cox	The Leader of the Council should be appointed to this position.
39 47	South Essex Alliance of Landlords and Residents (SEAL)	Other Body	1 x Councillor	Tricia Cowdrey	
40	South Essex Homes Board	Trading Company	3 x Councillors	Brian Beggs Kevin Buck Martin Terry	

41	South Essex Relate Executive Committee	Other Body	1 x Councillor		
42	Southend Association of Voluntary Services	Other Body	1 x Councillor	John Lamb	The relevant Cabinet Member should be appointed to this position
44	Southend Business and Community Charter - Charter Committee	Other Body	1 x Councillor	Daniel Nelson	The relevant Cabinet Member should be appointed to this position

45	Southend Business Improvement District Committee	Partner Organisation	1 x Councillor	Daniel Nelson	The relevant Cabinet Member should be appointed to this position
46	Southend Business Partnership Executive Committee	Other Body	1 x Councillor	Daniel Nelson	The relevant Cabinet Member should be appointed to this position
49					
47	Southend Community Safety Partnership Board	Other Body	1 x Councillor	James Courtenay	The relevant Cabinet Member should be appointed to this position

48	Southend Education Board	Partner Organisation	1 x Councillor	Helen Boyd	The relevant Cabinet Member should be appointed to this position which is a non-voting appointment.
49	Southend-on-Sea Access Group	Other Body	2 x Councillors	Paul Collins	
50	Southend-on-Sea Compact Action Group	Other Body	5 x Councillors	Paul Collins	

51	Southend-on-Sea Forum Management Ltd	Joint Venture	2 x Councillors	Derek Jarvis Daniel Nelson	
52	Southend Pier Museum Trust	Other Body	1 x Councillor	Derek Jarvis	
51					
53	Southend Strategic Safeguarding Board - Adults	Other Body	1 x Councillor	James Moyies	The relevant Cabinet Member should be appointed to this body as a participant observer only

54	Southend Strategic Safeguarding Board - Children	Other Body	1 x Councillor	Helen Boyd	The relevant Cabinet Member should be appointed to this body as a participant observer only
55	Southend Tourism Partnership	Other Body	1 x Councillor	Daniel Nelson	The relevant Cabinet Member should be appointed to this position
56	Southend University Hospital NHS Foundation Trust	NHS Body	1 x Councillor	James Moyies	

57	Southend SEND Strategic Partnership Board	Partner Organisation	1 x Officer	Executive Director (Children & Public Health)	Councillor L Burton nominated by the Labour Group, but this is an officer appointment
58	Thames Gateway South Essex Transport Board	Thames Gateway	1 x Councillor, 1 x Substitute	Kevin Buck	The relevant Cabinet Member should be appointed to this position

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Calendar of Meetings 2023-2024

2023

MAY

ANNUAL COUNCIL

COUNCIL (Appointment of Committees etc

Development Control Committee

3.30pm

6.30pm

2.00pm

Thursday, 11th May

Thursday 18th May

Wednesday, 31st May

10

JUNE

Place Scrutiny Committee – Cycle 1

People Scrutiny Committee – Cycle 1

Policy & Resources Scrutiny Committee – Cycle 1

Southend Health and Wellbeing Board

CABINET – Cycle 1

Traffic Regulation Working Party & Cabinet Committee

6.30pm

6.30pm

6.30pm

5.00pm

6.30pm

6.30 pm

Monday 5th June

Tuesday 6th June

Thursday 8th June

Thursday, 15th June

Wednesday, 28th June

Tuesday 27th June

JULY

Place Scrutiny Committee – Cycle 2

People Scrutiny Committee – Cycle 2

Development Control Committee

Policy and Resources Scrutiny Committee – Cycle 2

Shareholder Board

COUNCIL – Cycle 1

Audit Committee

CABINET – Cycle 2

6.30pm

6.30pm

2.00pm

6.30pm

6.30pm

6.30pm

6.30pm

6.30pm

6.30pm

Monday, 3rd July

Tuesday, 4th July

Wednesday, 5th July

Thursday, 6th July

Wednesday, 12th July

Thursday, 13th July

Wednesday, 19th July

Monday 24th July

AUGUST

Development Control Committee

Place Scrutiny Committee – Cycle 3

Development Control Committee

People Scrutiny Committee – Cycle 3

Policy & Resources Scrutiny Committee – Cycle 3

2.00pm

6.30pm

2.00pm

6.30pm

6.30pm

Wednesday 2nd August

Tuesday 29th August

Wednesday, 30th August

Wednesday, 30th August

Thursday 31st August

SEPTEMBER

Southend Health and Wellbeing Board

COUNCIL – Cycle 2

Development Control Committee

Traffic Regulations Working Party & Cabinet Committee

CABINET – Cycle 3

5.00pm

6.30pm

2.00pm

6.30pm

6.30pm

Wednesday, 6th September

Thursday, 7th September

Wednesday, 13th September

Thursday, 14th September

Monday, 18th September

OCTOBER

Shareholder Board

Development Control Committee

COUNCIL – Cycle 3

Audit Committee

Place Scrutiny Committee – Cycle 4

People Scrutiny Committee – Cycle 4

6.30pm

2.00pm

6.30pm

6.30pm

6.30pm

6.30pm

Monday, 16th October

Wednesday, 18th October

Thursday 19th October

Wednesday, 25th October

Monday, 30th October

Tuesday, 31st October

NOVEMBER

Development Control Committee

Policy & Resources Scrutiny Committee – Cycle 4

Traffic Regulations Working Party & Cabinet Committee

CABINET – Cycle 4

Development Control Committee

2.00pm

6.30pm

6.30pm

6.30pm

2.00pm

Wednesday, 1st November

Thursday, 2nd November

Monday, 6th November

Monday, 20th November

Wednesday, 29th November

DECEMBER

Place Scrutiny Committee – Cycle 5

People Scrutiny Committee – Cycle 5

Policy & Resources Scrutiny Committee – Cycle 5

Southend Health and Wellbeing Board

Development Control Committee

COUNCIL – Cycle 4

6.30pm

6.30pm

6.30pm

5.00pm

2.00pm

6.30pm

Monday 4th December

Wednesday, 6th December

Thursday, 7th December

Tuesday, 12th December

Wednesday, 13th December

Thursday, 14th December

2024

JANUARY

Development Control Committee	2.00pm	Wednesday, 3 rd January
Audit Committee	6.30pm	Wednesday, 10 th January
CABINET (including initial Council Budget consideration) – Cycle 5	6.30pm	Thursday, 11th January
Development Control Committee	2.00pm	Wednesday, 31 st January

FEBRUARY

Policy & Resources Scrutiny Committee (Budget)	6.30pm	Thursday, 1 st February
COUNCIL – Cycle 5	6.30pm	Thursday, 8th February
Place Scrutiny Committee – Cycle 6	6.30pm	Monday, 12 th February
CABINET (Council Budget)	6.30pm	Tuesday, 13th February
People Scrutiny Committee – Cycle 6	6.30pm	Wednesday, 14 th February
Policy & Resources Scrutiny Committee – Cycle 6	6.30pm	Thursday 15 th February
Traffic Regulations Working Party & Cabinet Committee	6.30pm	Monday, 26 th February
Shareholder Board	6.30pm	Tuesday, 27 th February
Development Control Committee	2.00pm	Wednesday, 28 th February
COUNCIL (Budget)	6.30pm	Thursday, 29th February

MARCH

CABINET – Cycle 6	6.30pm	Monday, 4 th March
Southend Health and Wellbeing Board	5.00pm	Tuesday 5th March
Development Control Committee	2.00pm	Wednesday 6 th March
COUNCIL – Cycle 6	6.30pm	Thursday, 21st March

APRIL

(NB: Maundy Thursday 28th March, Good Friday 29th March, Easter Monday 1st April)

Development Control Committee	2.00pm	Wednesday, 3 rd April
Audit Committee	6.30pm	Wednesday, 24 th April

MAY

ANNUAL COUNCIL	3.30pm	Thursday, 9th May
COUNCIL (Appointment of Committees etc.)	6.30pm	Thursday 16th May
Development Control Committee	2.00pm	Wednesday, 29 th May

NOTE:

Holocaust Memorial Day Commemoration Service – 27 January 2024

School Term Dates:

Summer Term starts Monday 17th April 2023 to Friday 21st July 2023.

Half Term: 30th May to 2nd June, and May Bank Holiday, 1st May, Coronation Holiday 8th May, Spring Bank Holiday 29th May 2023

Autumn Term starts Friday 1st September 2023 to Wednesday 20th December 2023

Half Term: 23rd October to 27th October 2023 Summer Bank Holiday 28th August 2023

Spring Term starts Thursday 4th January 2024 to Thursday 28th March 2024

Half Term: 19th February to 23rd February, Easter Bank Holidays 29th March & 1st April 2024

School Summer Term 2023 starts Monday 15th April 2024

Note:

Lib Dem Conference: 23 – 26 September 2023

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