

Public Document Pack

Southend-on-Sea Borough Council

Civic Centre
Southend-on-Sea

23 May 2016

Dear Sir or Madam,



I hereby summon you to attend the meeting of the Southend-on-Sea Borough Council to be held in the Council Chamber, Civic Centre, Southend-on-Sea on, Thursday, 19th May, 2016 at 6.30pm for the transaction of the following business.

R Tinlin
Chief Executive & Town Clerk

AGENDA

- 1 Apologies for Absence**
- 2 Administration for 2016-17 following May 2016 Local Elections and position of Leader (Pages 1 - 4)**
Memorandum of Understanding dated 9th May 2016 (attached)
- 3 Appointments to Cabinet, Cabinet Committee and Changes to the Constitution (Pages 5 - 28)**
Report of Corporate Director for Corporate Services
- 4 Appointment of Members and Substitutes to Regulatory and Scrutiny Committees, Licensing Sub-Committee C, Standards Committee and Audit Committee (Pages 29 - 34)**
- 5 Appointment of Chairmen and Vice-Chairmen to Regulatory and Scrutiny Committees, Licensing Sub-Committee C, Standards Committee and Audit Committee**
- 6 Appointment of Members and Substitutes to Working Parties, Panels, Forums, etc (Pages 35 - 42)**
- 7 Appointment of Chairmen and Vice-Chairmen of Working Parties, Panels, Forums, etc (save for Cabinet Working Parties, where Chairmen are appointed by the Leader)**
- 8 Appointments to Outside Bodies (Pages 43 - 52)**
- 9 Calendar of Meetings 2016/17 (Pages 53 - 54)**
Calendar attached

MEMORANDUM OF UNDERSTANDING

Between

**The Conservative and UKIP Groups
on the Southend-on-Sea Borough Council**

2

1. Pre-ambble

- 1.1 Following the Local Elections held on 5th May 2016 the Conservative Group fell 2 seats short of securing an overall majority on the Southend-on-Sea Borough Council ("the Council").
- 1.2 The financial and other challenges facing Southend-on-Sea and the Council require strong leadership and a stable political environment to ensure the best possible services are provided.
- 1.3 This Memorandum of Understanding sets out details of a confidence and supply agreement reached between the Conservative and UKIP Groups on the Council to ensure that a Conservative Administration can operate effectively and efficiently.

2. Terms of Agreement

We, the Leaders and Deputy Leaders of the Conservative and UKIP Groups on the Council agree on behalf of ourselves and our respective Groups as follows:

- 2.1 That the Conservative Group will form the Administration of the Council with the Cabinet made up from members of the Conservative Group.
- 2.2 That the UKIP Group will support:
 - (a) Councillor John Lamb for appointment as the Leader of the Council at the special Council in May 2016;
 - (b) The Conservative Group's nominations for Chairman and Vice Chairman of Committees (subject to 2.3 and 2.4 below), Sub-Committees, Working Parties and appointments to outside bodies at the special Council in May 2016 and 2017;
 - (c) The Conservative Administration and its Leader on any motion of no confidence or vote to remove the Leader or the Administration; and
 - (d) The annual Budget proposals submitted by the Conservative Administration to the full Council for approval.

- 2.3 That Councillor Waterworth be supported for appointment as chairman of Development Control Committee and Councillor McGlone be supported for membership of that Committee.
- 2.4 That Councillor McGlone be supported for appointment as chairman of the Licensing Committee for the second half of each municipal year and as vice chairman for the first half. Nominees of the Conservative Group be supported for appointment as chairman / vice chairman of Licensing Committee for the corresponding periods.
- 2.5 To work together on the basis of democratic principles of trust, equity, openness and fairness.
- 2.6 To promote strong working relationships with Council Officers based on mutual trust and respect.
- 2.7 To act in the best interests of Southend-on-Sea and its residents reflecting their views and with the aim of creating a better Southend.
- 2.8 To deliver on the following specific commitments:
 - (a) No changes will be made to the layout of the Kent Elms junction without the agreement of both the Conservative and UKIP Groups.
 - (b) Fees for tables and chairs placed outside café or restaurants will be abolished as part of the 2017/18 Budget.
 - (c) Funding for a new museum will be sought from outside bodies including Government, the Lottery Fund and European Funds and it is recognised that match funding may be needed for such external funding. However save for money in the 2016/17 Budget, no further sums shall be spent or committed on the new museum project without the agreement of both the Conservative and UKIP Groups.
 - (d) Respite holidays for the disabled and dementia patients and/or their carers will be ring fenced in the 2016/17 Budget and no reduction in funding total will be made in future budgets.
 - (e) The Council will give notice by March 2017 to cease membership of the Local Government Association with effect from March 2018.
 - (f) The Conservative Group will obtain the agreement of the UKIP Group to any property acquisitions in excess of £500,000 which are made for investment purposes.
- 2.9 That this Memorandum of Understanding constitutes the whole agreement between the parties and it will be made public and displayed on the Council's website.

2.10 That this Memorandum of Understanding shall be reviewed after the next Local Elections in May 2018.

This memorandum of Understanding has been signed by the Leaders and Deputy Leaders of the Conservative and UKIP Groups to confirm their agreement and the agreement of their respective Groups, this 9th day of May 2016.

Conservative Group

Councillor John Lamb (**Leader**)

JL

Councillor Ann Holland (**Deputy Leader**)

AH

UKIP Group

Councillor Floyd Waterworth (**Leader**)

FW

Councillor David McGlone (**Deputy Leader**)

DM

This page is intentionally left blank

Southend-on-Sea Borough Council

Agenda
Item No.

3

Corporate Director for Corporate Services

to
Council

on

19th May 2016

Report prepared by: John Williams
Head of Legal & Democratic Services

Appointment of Cabinet, Cabinet Committee and Changes to the Constitution

Part 1 (Public Agenda Item)

1. Purpose of Report

For the Council to note Cabinet and other changes and address several Constitutional matters

2. Recommendations

- 2.1 To note the 8 revised portfolios confirmed by Councillor Lamb as set out in **Appendix 1**.
- 2.2 To note the appointments to the Cabinet and substitutes made by Councillor Lamb (including the arrangements for the Deputy Leader) as set out in **List A** to be circulated at the meeting.
- 2.3 To note the appointments to the Cabinet Committee and substitutes made by Councillor Lamb as set out in **List B** to be circulated at the meeting.
- 2.4 To make the following changes to the Constitution:
 - (a) To amend the membership of the Performance Related Pay Panel in section 4.3 of Part 3 Schedule 2 of the Constitution so that it comprises the Leader, the Deputy Leader, one other Cabinet member, the leaders of the two largest opposition groups and a person independent of the Council.
 - (b) To amend Contracts Procedure Rules in Part 4G in line with European legislation requirements as set out in section 3.5(b) at **Appendix 2** of this report.
 - (c) To agree the revised Board structure of South Essex Homes which now comprises 11 members of which 3 shall be Southend councillors, and changes to the Articles of Association as detailed in the Special Resolution set out at **Appendix 3**.

- (d) To make any necessary changes to the Constitution consequent upon (a) – (c) above and to reflect the new titles of the portfolios.

2.5 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, Councillor Lamb has confirmed that:

- The 8 revised portfolios are as set out in **Appendix 1**;
- The Members who will make up the Cabinet and substitutes are as set out in **List A** to be circulated at the meeting; and
- The Members who will make up the Cabinet Committee and substitutes are as set out in **List B** to be circulated at the meeting.

3.2 In terms of places on relevant Committees and Sub-Committees, these will be allocated on the basis of political proportionality to nominees of the 6 political Groups on the Council, with the remaining places being allocated to the non-aligned Member. This matter, together with appointment of Chairmen and Vice Chairmen, is dealt with at **Agenda Items 4 and 5** and **List C** will be circulated at the Council meeting for the Council to agree.

3.3 In terms of appointments to Working Parties, Panels etc, these will also be allocated, by convention, on the basis of political proportionality to nominees of the 6 political Groups on the Council. This matter, together with appointment of Chairmen and Vice Chairmen, is dealt with at **Agenda Items 6 and 7** and **List D** will be circulated at the Council meeting for the Council to agree.

3.4 In terms of appointments to outside bodies, these will be dealt with by the Council and **List E** will be circulated. (**Agenda Item 8**).

3.5 Several minor amendments are needed to the Constitution.

- (a) Performance Related Pay Panel – last year the Panel comprised the Leader, the two Deputy Leaders, one other Cabinet member, the leader of the largest opposition group and a person independent of the Council. It is now proposed that the Panel comprises the Leader, the Deputy Leader, one other Cabinet member, the leaders of the two largest opposition groups and a person independent of the Council
- (b) To amend Part 4(g) of Contracts Procedure Rules in line with European Legislation requirements as set out in **Appendix 2**

- (c) To agree the revised membership of the Board of South Essex Homes, which would include 3 Southend Councillors, and the change to the Articles of Association of the company as detailed in the Special Resolution set out in Appendix 3.
- (d) To make any necessary changes to the Constitution consequent upon (a) – (c) above and to reflect the new titles of the portfolios.

3.6 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 I would ask the Council to endorse the Council's Constitution (which is on the Internet and Intranet), including the Scheme of Delegation in Part 3, Schedule 3.

4. Background Papers

None

5. Appendices

Appendix 1 – The 8 revised portfolios confirmed by Cllr Lamb

Appendix 2 –Revisions to Contracts Procedure Rules in Part 4G of the Constitution..

Appendix 3 – Revised Articles of Association

This page is intentionally left blank

Schedule 1(a) – The Portfolios

1. LEADER

- Corporate Budget and Resource Planning
- Corporate Planning and Strategic Direction
- Corporate Project Management
- Emergency Planning (Strategic)
- Media & Communications
- National and Regional Affairs (including Partnerships, LEP, Thames Gateway etc)
- Performance Delivery
- Regeneration (Lead Responsibility)
- Risk Management
- Sea and Foreshore Defences (Strategic)
- Town Twinning

2. CORPORATE & COMMUNITY SUPPORT SERVICES

- Action to address poverty
- Asset Management
- Audit
- Cemeteries, Crematorium & Bereavement Services
- Civic Affairs
- Civic buildings and facilities management
- Commemorations including Holocaust
- Community Cohesion
- Customer Services
- Dial a Ride
- Emergency Planning (Operational) and Business Continuity
- Equality & Diversity
- Financial Services (including Insurance etc)
- Health & Safety (Internal)
- Human Resources
- Legal Services, Land Charges and Democratic Services
- Organisational Development
- Partnership performance delivery
- Passenger Transport / Vehicle Fleet
- Procurement
- Property Support and Maintenance
- Registration Services
- Support to the 3rd Sector

3. CULTURE, TOURISM & THE ECONOMY (Deputy Leader)

- All matters relating to trees, plants, grass verges and other flora
- Arts development
- Business Regeneration
- Business Liaison
- Client role for leisure management and grounds maintenance
- Climate Change & Energy Saving
- Culture
- Economic Development & Support
- Green Grid development
- Library Services

- Major events & initiatives
- Marketing
- Marine Activity Centre
- Marine & maritime affairs
- Museums & Galleries
- Parks and amenity management
- Pier & Foreshore
- Social regeneration projects (in conjunction with the Leader)
- Sport development
- Theatres
- Tourism
- Town Centre Management

4. TRANSPORT, WASTE & CLEANSING

Transport

- Highways and Transport
- Car parks and all car parking matters
- Concessionary Fares
- Engineering (Bridges & Structures)
- Highways (including maintenance)
- Transport (including Transport Policy)

Waste

- Waste collection, disposal, management, recycling & sanitation

Cleansing

- Alleys
- Cleansing of highways and public realm
- Graffiti Control
- Public Toilets

Other Services

- Abandoned vehicles
- Sea and foreshore defences (Operational)
- Surface water management
- Untidy Sites and Buildings

5. HOUSING, PLANNING & PUBLIC PROTECTION SERVICES

Housing

- Housing Management (including ALMO)
- Asylum seekers
- Development of affordable housing
- Homelessness
- Housing advice
- Housing development programme
- Housing strategy
- Liaison with regional housing boards and RSLs

- Private sector housing standards and grants
- Strategic housing function
- Supporting people

Planning & Public Protection Services

- Air Pollution
- Building Control
- CCTV
- Community Safety
- Conservation
- Environmental Health
- Environmental Protection
- Food Hygiene & Safety
- Health & Safety (External)
- Licensing & Policy Implementation
- Noise
- Planning Policy and Planning Control
- Police Community Liaison
- Sustainability
- Trading Standards

6. CHILDREN & LEARNING

- Adult & Community Learning
- After Care & Youth Support
- Behaviour Support, Social Inclusion & Exclusions
- Better Start, Fulfilling Lives
- Children's Centres, Nurseries, Child Care, Children's Services
- Children & Family Social Care Fieldwork Services
- Child Protection and Safeguarding
- Educational Psychology
- Fostering and Adoption
- Inter-Agency Co-operation to improve the Well Being Of Children
- Looked After Children
- Other Specialist Services
- School Admissions, Places and Buildings
- School Attendance and Child Employment
- School Improvement
- Southend Children's Partnership
- Special Educational Needs and Children with Disabilities
- Student Awards
- Workforce Training and Development for Children & Learning
- Youth & Connexions
- Youth Offending Service

7. HEALTH & ADULT SOCIAL CARE

Adult Social Care

- Assessment and Care
 - older people
 - people with learning difficulties
 - people with physical and sensory difficulties
- Carers Support
- Court of Protection & financial administration of individuals
- Equipment Store
- First Contact
- Home Care

- Hospital assessment, rapid response, collaborative care
- Joint Commissioning
- Mental Health Services
- Occupational Therapy
- Support to voluntary providers

Health

- Drugs & Alcohol Service
- Health Inequalities (lead)
- Health and Well Being Partnership
- Public Health

8. TECHNOLOGY

- Digital Strategy
- ICT
- Member Assets
- Telecommunications

Part 4(g) – Contracts Procedure Rules

Contents	Page
1. Introduction.....	1
2. Procurement Threshold & Exemptions	1
3. Purpose of Contracts Procedure Rules.....	3
4. Principles of Procurement	4
5. Roles & Responsibilities.....	4
6. Approval to Spend.....	7
7. Detailed Procurement Rules	8
8. Procurement Methods	12
9. Contract Management.....	16
10. Glossary of Terms.....	18 19
Appendix A: Exceptions from Tendering Requirements.....	23
Appendix B: Tender Opening Procedures.....	24

Part 4(g) – Contracts Procedure Rules

1. Introduction

The Council is accountable to the public for the way it spends public funds. Professional procurement activities contribute to the efficient, effective and economic delivery of services to the public, maximising the benefits available from the budgets and supports the Council's strategic objectives. The Council's reputation is of the utmost importance and should be safeguarded from any suggestion of dishonesty, corruption or failure to meet legal obligations.

These Contracts Procure Rules (CPR's) ensure these accountabilities and objectives are addressed.

2. Procurement Thresholds & Exemptions

Procurement covers the total process of purchasing for all bought in services, supplies and works; from the initial assessment of the business need, to acquisition or extension, and contract management.

Total contract value means the estimated / aggregate spend or recurring value payable over the entire contract period including any extensions of contract.

Section 7.1 provides further details on how to calculate contract value.

2.1 Thresholds

The table below sets out the different financial thresholds.

	Total Contract Value (excl. VAT)	Lead Role	Procurement Process	Procurement System
Low Value	£1 to £1,000	Council Officer	Obtain 1 written or verbal quotation	If appropriate, process Procurement Card transactions in accordance with procedures Otherwise, process as for Minor below
Minor	£1,001 to £4,999	Council Officer	Obtain a minimum of 1 written supplier quote that demonstrates best value	Create a requisition in Purchase to Pay (P2P), enter a spend justification and attach preferred supplier quote
Medium	£5,000 to £24,999	Council Officer	Obtain 3 written supplier quotes and evaluate to determine best value	Create a requisition in Purchase to Pay (P2P), enter a spend justification and attach preferred supplier quote
Major	Threshold (a) £25,000 to £74,999 Threshold (b) £75,000 to 172,513	Procurement Advisor	Threshold (a) and (b) Contact procurement and seek support to develop specification or tender document, advertise, evaluate and award contract Threshold (b) required to issue a tender	Council's website, Contracts Finder / e-Procurement to advertise and award contract. Create a requisition in P2P, enter a spend justification and reference contract in P2P

£164,175

<p>£164,176</p> <p>£589,148</p> <p>£4,104,394</p>	<p>OJEU Contract</p>	<p>£172,514 and over unless: (a) social care, health education £625K and over (b) works £4,322M and over</p>	<p>Procurement Advisor</p>	<p>Contact procurement and follow EU Procurement Rules for Service, Supplies and Works Contracts</p>	<p>Council's website, Contracts Finder / e-Procurement and OJEU to advertise and award contract.</p> <p>Create a requisition in P2P, enter a spend justification and reference contract in P2P</p>
---	----------------------	---	----------------------------	--	--

Further detailed information on the Procurement Processes detailed in this table is contained within section 7.2.

2.2 Exemptions to CPR's

The following types of procurement are exemptions and not covered by these CPR's:

- Grants which the Council may receive or make; except where the grant is the form of payment for a contract for services where the Council specifies the output or outcomes to be delivered. The awarding of grants by the Council or on behalf of the Council must be carried out under the principles of openness, fairness, non-discrimination and value for money. Officers cannot choose to treat procurement as a grant in order to avoid conducting a competitive process. The Council's Financial Procedure Rules provide more guidance on awarding and the receiving of grants
- The purchase or lease of property, land acquisition, interest in land, transaction in land or disposal. This rule does not extend to any service, supplies or works contracts that may be required to make the land, existing buildings or immovable property ready for acquisition, disposal or leasing
- Direct employment of permanent or fixed-term employees. For the avoidance of doubt, these CPR's do apply to consultancy and employment agency contracts
- Contracts for the execution of either mandatory works or provision of goods or services which must be provided by Statutory Provider other than the Council. This includes but is not limited to public utility companies and other legal authorities
- Contracts which have been procured on the Council's behalf through collaboration with other local authorities or other public bodies ~~(advice on frameworks please see section 8.3)~~. In such instances a competitive process must be followed that complies with the rules / regulations of the lead organisation even though these may not comply wholly with these rules. The use of any third party rules and regulations must be approved by the Group Manager of Procurement prior to the commencement of any collaborative procurement. This includes but is not limited to national or regional contracting authorities where the process followed is in line with the Public Contracts Regulations 2006 or 2015 or any other subsequent amendment
- Instructing barristers or external solicitors and those costs do not exceed £74,999
- Specialist professional services, where the Council's costs are being discharged by a third party and those costs do not exceed £74,999
- Spot care placements (i.e. individual placements that fall outside of any block contracting arrangements) are excluded from the requirement but have to be approved through separate approval processes
- The lending or borrowing of money by the Council

- Arrangements with Ofsted for the inspection of a school
- If any law says we must contract differently from these CPR's
- For the avoidance of doubt exemptions do not include emergencies; this is covered in Section 8.11.

Officers must ensure that any procurement in these areas is consistent with the Council's duty to obtain value for money, as well as procurement strategy and other relevant policies of the Council.

Exceptions and Emergencies are detailed in Sections 8.9, 8.10 and 8.11.

2.3 Procurement Review Board

The Procurement Review Board (PRB) is a board set up to take a strategic role in scrutinising and monitoring the Council's expenditure in the context of procurement activity (see section 5.6). The Corporate Procurement Team is responsible for reporting to the PRB on compliance and on progress against the Annual Procurement Plan.

3. Purpose of Contracts Procedure Rules

The purpose of these CPR's is to set out the principles of procurement, roles and responsibilities, rules and processes involved in purchasing services, supplies and works contracts across the Council. They should be read in conjunction with the Council's Financial Procedure Rules, **Part 4(f)**, as well as the Council's Procurement Strategy and Procedures.

In addition, these CPR's reflect the EU Procurement Regulations, The Public Contract Regulations 2015 and UK legislation. Any misuse or failure to comply with any of these CPR's may result in disciplinary action and legal proceedings.

Any non-compliance shall be reported to the Group Manager of Procurement, who will decide in conjunction with the appropriate Corporate Director/ Head of Services what further action needs to be taken.

These CPR's are supported by detailed guidance included within the Council's Procurement Toolkit. The Toolkit explains in more detail procurement and contract management processes, but does not override these CPR's. All procurement activity needs to adhere to the Scheme of Delegation and Financial Limits as set out in the Financial Procedure Rules.

These CPR's will be reviewed by the Group Manager of Procurement at least every 12 months.

4. Principles of Procurement

The Council's approach to professional procurement, underpinned by its values, is driven by a number of principles that include but are not limited to those set out in table below:

Principle	Meaning of the principle
Achieving the best commercial value	Using the Council's purchasing power to negotiate and leverage: <ul style="list-style-type: none"> ▪ The best commercial price from the marketplace ▪ Robust legal terms and conditions ▪ Effective, efficient and economic use of resources.
Complying with Regulatory and Legislative requirements	Ensure the Council is: <ul style="list-style-type: none"> ▪ Not exposed to unnecessary risk and likelihood of challenge arising from non-compliant procurement activity ▪ Compliance with current legislation, up to date with guidance notes, tools and templates issued by Cabinet Office ▪ Open, fair and transparent and fully compliant with EU Procurement Regulations.
Meeting Government Acts and statutory duties	Meeting applicable standards and accreditations on: <ul style="list-style-type: none"> ▪ Social Value Act ▪ Acting within the laws of the Bribery Act 2010 ▪ Quality and Environmental ▪ Security Information Management ▪ Freedom of Information, Data Protection and Transparency Acts ▪ Health and Safety.
Principle	Meaning of the principle
Monitoring sustainability	Assessing and monitoring the impact on: <ul style="list-style-type: none"> ▪ The environment and any exposure to environmental risks ▪ Society such as support for equality and diversity ▪ Supporting local (SME) supplier markets.
Maintaining ethical standards	Operating openly and transparently by: <ul style="list-style-type: none"> ▪ Adhering and performing within the Council's code of conduct ▪ Acting within the laws of the Equalities Act 2010 ▪ Ensuring our suppliers allow for equal opportunities ▪ Allowing diversity amongst our approved supplier base ▪ Ensure that Non-Commercial Considerations do not influence any contracting decision ▪ To keep our supplier records relevant and up to date.

Remove row

5. Roles and Responsibilities

All Officers must comply with these CPR's, the Council's Constitution and Public Contract Regulations. Officers must ensure that any Agents or Consultants acting on their behalf also comply.

Threshold	Procurement Process
£1 to £1,000	An Officer should obtain one written or a verbal quote from a supplier who accepts a Procurement Card and complete the card transaction. In circumstances where the Officer does not have a Procurement Card and/or the supplier does not accept a Procurement Card, the Officer should follow the process described in the £1,001 to £4,999 threshold below.
£1,001 to £4,999	An Officer should obtain a minimum of one written quote and create a purchase request in P2P and enter a spend justification to evidence that best value has been achieved for the Council. The Officer will also need to attach the preferred supplier quote within the purchase request
£5,000 to £24,999	An Officer should obtain three written quotes and create a purchase request in P2P and enter a spend justification to evidence that best value has been achieved for the Council. The Officer will also need to attach the preferred supplier quote within the purchase request
Threshold (a) £25,000 to £74,999	An Officer should contact their nominated Procurement Advisor for advice and support. The Officer will need to develop a specification and evaluation criteria with the Procurement Advisor as it is mandatory within this threshold to formally advertise the procurement contract and publish an award.
Threshold (b) £75,000 to 172,513	The Procurement Advisor will advise if there are any relevant tendering requirements (normally for spends of £75k and over), if there are any suitable Government Frameworks available to use and the most suitable procurement procedure to follow. Once the procurement process is complete and the award is made, the Officer will be required to create a purchase request in P2P.
£172,514 and over unless: (a) social care, health education £625K and over (b) works £4,322M and over	An Officer should contact their nominated Procurement Advisor for advice and support. It is mandatory within this threshold to follow EU Procurement Rules for service, supplies and works Contracts. The Procurement Advisor will advise the Officer on the correct process to follow. Once the procurement process is complete and the award is made, the Officer will be required to create a purchase request in P2P

£164,175

£164,176

£589,148

£4,104,394

7.3 **Contract Documentation, ^{Contract} Award and Signing and ^{the} ~~the~~ Contracts Register and Storage of Contracts**

(a) **Documentation**

The Council has a standard set of terms and conditions which are included as part of the purchase order requirements sent to suppliers. These terms and conditions are used as part of the procurement process for Minor and Medium sized contracts that do not have complex requirements, and are not to be varied.

Where more complex procurement requirements need tailored or specific terms and conditions (i.e. NEC Framework, performance related incentives, payment terms) usually within tender requirements for Major or OJEU contracts, written approval must be sought from the Group Manager of Procurement and / or Head of Legal and Democratic Services to vary the Council's terms and conditions. In all cases, irrespective of value, purchase orders and contracts shall clearly specify as a minimum:

- Details of what is to be supplied (i.e. the works, materials, services, deliverables or description of works).
- Payment terms (i.e. the price to be paid and when) this can be a schedule of multiple payments and / or milestone payments.
- The dates, or times, within which the contract is to be performed; and the provisions for the Council to terminate the contract.

(b) Contract Award and Signing

The necessary Authority for the awarding of a contract is set out in the table below:

Award of Contract (subject to budgetary approval)	
Cabinet / Schools Governing Bodies	Contract over £1 million where the tender is in excess of the budget agreed at invitation stage or included in the Annual Procurement Plan. Note: Contracts over £1m must be executed under seal in accordance with Rule 7.3. (b)
Directors	1. Contract over £1 million where tender is within the budget agreed at invitation stage or included in the Annual Procurement Plan. 2. Contract up to £1 million
Authorised Officers	Head of Service contract with a value up to £500k Group Manager contract with a value up to £75k Business Unit Manager contract with a value up to £25k Line Manager contract with a value up to £10k
Head Teachers and their Authorised Officers	In accordance with the delegated powers stipulated by the relevant Board of Governors

All contracts that exceed £1m, must be executed under the Common Seal of the Council.

Contracts which have a value below £1m, but for which a longer limitation period is considered necessary to protect the Council's interests (e.g. design contracts, construction contracts) shall be executed under seal.

All other Contracts can be signed by a Director, Authorised Officer or Head Teacher subject to the Approved Limits in the table above.

(c) The Contracts Register and Storage of Contracts

The Corporate Procurement Team is responsible for keeping:

- A register of all Council contracts
 - An electronic copy of all contracts
 - The original of all contracts, save where the contract has been executed under seal where the original shall be sent to the Head of Legal and Democratic Services to be stored in the Deeds Safe
- (which for most purposes will be the electronic copy)*

7.4 Signing of Non-disclosure agreements and Letters of Intent (LOI)

Non-disclosure agreements can only be signed by approved signatories detailed within 7.3 (b) or by the Group Manager Procurement. In addition, it is the Council's policy not to enter into discussions with suppliers based on Letters of Intent (LOI).

7.5 Code of Conduct

All Officers must always comply with the Council's Employee Code of Conduct which means that where their role involves procuring, managing or using the Council's contracts they must comply with the CPR's and Financial Procedure Rules on the award of orders and contracts. In addition, any potential or actual conflicts of interest (financial or non-financial) or relationships that may impact on their involvement in procuring, managing or using the Council's contracts must be declared to the appropriate Council manager. Officers must also not offer, promise, give or receive any gift, loan, fee, reward, regard or advantage from or to contractors or potential contractors in respect of the award or performance of any contract.

Breaches of the Council's Employee Code of Conduct (inside or outside of work) will be investigated and may result in disciplinary action. Serious breaches of the code may be considered gross misconduct and result in dismissal without notice.

7.6 Record Keeping Process for Contracts of £75,000 and above

Procurement Advisors shall record and retain:

- Contracting decision and reasons (including route to market)
- Any exemption together with the reasons for it
- The Award Criteria
- Tender and Quotation documents sent and received from bidders
- Pre-tender market research
- Clarification and post-tender negotiation (incl. minutes)
- Copies of the contract documents (original contracts see 7.3 (c))
- Post-contract evaluation and monitoring
- Communications with bidders and with the successful contractor throughout the period of the contract.

, including any contract variation,

Full guidance is contained within Appendix 4 of the Procurement Toolkit.

7.7 Record Retention Process for Contracts of £75,000 and above

The Central Procurement Team shall retain:

- Successful contract files for twelve (12) years after the end of the contract for all sealed contracts
- Successful contract files for six (6) years after the end of the contract for all other contracts
- Unsuccessful contract files for two (2) years Documents which relate to unsuccessful Candidates may be electronically scanned after twelve months from award of contract, provided there is no dispute about the award
- An electronic copy and the original of the contract (unless executed under seal when the original will be held by Head of Legal and Democratic Services – see 7.3 (c)).

Full guidance is contained within Appendix 4 of the Procurement Toolkit.

8. Procurement Method

All Major and OJEU Contracts within the Council should adhere to the following processes detailed within Section 8.1, unless they have been granted an exception under Section 8.9 and 8.10 or an emergency under Section 8.11. Further detailed guidance for each process can be found within the Council's Procurement Toolkit.

8.1 Process for Major and OJEU contracts

Step	Process
Pre-Procurement Activities	<p>1. Market research – Undertake research to identify potential suppliers, estimated contract value and appropriate industry standards or regulations. This may include early supplier engagement through soft market testing, however any activities carried out at this stage should not distort future procurement competition nor prejudice any potential Supplier.</p>
	<p>2. Establish route to market – Identify existing contractual arrangements in form of:</p> <ul style="list-style-type: none"> ▪ Framework Agreements that have been set up with a list of pre-assessed Suppliers ▪ Pre-Approved supplier list ▪ Other approved sources of supply. <p>In the absence of the aforementioned, a competitive tender procedure should be selected as defined in the Public Contracts Regulations 2015.</p>
	<p>3. Defining the requirement – A written document in the form of a specification detailing what services / supplies / works are required, outcomes, technical requirements including designs/drawings and commercial requirements. This also requires defining the evaluation and award criteria required to assess Supplier's proposal.</p>
	<p>4. Prepare options appraisal – A descriptive note highlighting the outcome of the Market Research, the preferred route to market and estimated project cost against approved project budget. This document is required for all procurements with estimated contract value that exceeds £74,999. Options Appraisal shall be approved by the relevant Corporate Director and / or Head of Service and the Group Manager for Procurement.</p>
	<p>5. Advertise – if employing a competitive tender procedure, contract opportunities with an estimated contract value that exceeds £24,999 must be made available electronically in the public domain by placing adverts on Contracts Finder. Where the contract value exceeds £172,513, contract opportunities must be advertised electronically in the European Journal prior to placing adverts on Contract Finder.</p>

£164,175 (~~£~~ or £589,143 for social care, education or health and £4,104,393 for works)

Step	Process
	<p>6. Manage tender process – All tenders will be managed through the Council's E-Procurement System unless a manual tendering process is approved by the Group Manager of Procurement. The minimum activities required at this stage are:</p> <ul style="list-style-type: none"> ▪ Invitation to tender - Instructions to potential Suppliers on how to respond to an invitation to tender by submitting a proposal for a contract opportunity. This document will include specification, timescales for the tender process and the Terms and Conditions that will govern the eventual contract ▪ Tender receipt and opening - Procurement Advisors will open received Supplier proposals in accordance with the tender submission deadline. The opening of Tenders must be completed by Officers who will not be involved in the evaluation process and award of the contract ▪ Evaluation and moderation - Officers that form part of the evaluation panel must evaluate and score all technical proposals submitted by Suppliers individually. The commercial evaluation can only be carried out by a Procurement Advisor. A moderation meeting coordinated by a Procurement Advisor will be required to record all final consensus scores.
Pre-Procurement Activities	<p>7. Contract award – Awarding contracts with value that exceeds £24,999 must be made available electronically in the public domain by placing the Contract Award Notice on Contracts Finder. Where the contract value exceeds £172,519, the Contract Award Notice must be available electronically in the European Journal prior to placing a notice on Contract Finder.</p>

replace with wording as page 12

All purchases made under the CPR's require a method to instruct and transact with the supplier which is completed by using the Council's Purchase to Pay system (P2P) or Procurement Card Programme (P-Card).

P2P enables Officers to enter their purchasing requirements, manage authorisation, make payments to suppliers and provides a mechanism to report on the Council's expenditure.

8.2 Using the Council's Approved Suppliers

All suppliers are entered and maintained within the Council's approved supplier database which is managed jointly between the Corporate Procurement Team and Finance. Prior to entering the suppliers onto the database, they must pass assessment criteria to hold approved supplier status on the Council's database.

8.3 Using Purchasing and Approved Framework Agreements

The Council's Corporate Procurement Team will advertise, tender and award contracts with agreed terms for the Council to use with pre-approved suppliers. These agreements help the Council control its costs and operate with third parties using a robust set of terms and conditions. In addition, the Corporate Procurement Team also has access to Framework Agreements that have been established by other Public Sector Bodies and are accessible to the Council, subject to the terms of the Framework Agreement.

Officers should seek advice from their nominated Procurement Advisor to ascertain if approved suppliers and framework agreements exist for their requirements before entering into a contract.

8.4 Create Purchase Requisitions and issuing of Council Purchase Orders

With the exception of a Payment Without Purchase Order (PWPO) request and Procurement Card transactions, all purchasing requirements must be accompanied by an official purchase order which includes the Council's agreed terms and conditions.

An Officer is required to create a purchase requisition in advance of the supply of services, supplies or works which will issue a purchase order to a supplier once approved under the

8.9 Exceptions to Contracts Procedure Rules

In certain circumstances, an Officer may require an exception to one or more of the CPR's in order to award a contract. Exceptions are reserved for exceptional circumstances and can only be granted where good reasons can be sufficient evidenced. Lack of planning or convenience will not be acceptable as grounds for requesting an exception to the rules (As stated in UK Contract Regulations 2015). Before any exception is sought the requesting Officer must ensure the budget allocation for the exception is in place should the exception be granted.

8.10 Exception Request Approval Process for Each Procurement Threshold

	Total Contract Value (excl. VAT)	Exception Approval Process
Low Minor Value	£1 to £4,999	Officers must request Exception approval by email to the Group Manager of Procurement
Medium Contract	£5,000 to £24,999	Officers must request Exception approval by email to the Group Manager of Procurement
Major	Threshold (a) £25,000 to £74,999	Officers must request Exception approval by email from their Head of Service and the Group Manager of Procurement
Major	Threshold (b) £75,000 to 172,513	Officers must complete a Tender Exception Request Form and submit to both their Head of Service and Group Manager of Procurement for approval
OU/BU	£172,514 (£625k Social Care) (£4.322M Works)	Officers must seek cabinet approval. [Note it is not lawful to avoid compliance with the UK Public Contract Regulations 2015 - advice must be obtained from the Group Manager of Procurement]

£164,175
 £164,176
 £589,148
 £4,104,394

Any Exception request made against any of the CPR's must be sought in advance of any contractual agreement. Exception requests cannot be made or granted retrospectively.

An Exception relating to the publishing of an advert for any Contract Opportunity over £25,000 (as detailed in EU Procurement Regulations) will only normally be permitted in relation to the areas of procurement detailed in Exemptions Section 2.2.

It is not lawful for Officers or members to avoid compliance with the UK Public Contract Regulations 2015. Therefore, approval of any Exception Requests equal to or over the relevant EU Threshold is not permitted without advice being obtained from the Group Manager of Procurement and before seeking to apply any such exceptions.

All Exception requests to these Rules will be reported to the Audit Committee on a bi-annual basis.

Note the Procurement Review Board is not involved in approval of exceptions, but will undertake a strategic role in scrutinising and monitoring procurement activity

See **Appendix A** for further details on the exceptions request process

Term	Meaning of Term
Major Contract Threshold (b)	Total Contract Value (excluding VAT) £74,999 to £172,514 <i>£164,175</i>
MEAT – most economically advantageous tender	Most Economically Advantageous Tender – evaluated on the basis of quality and price – normally encompassing whole life costs
Medium Contract	Total Contract Value (excluding VAT) £5,000 to £24,999
Member	An elected member of the Council
Minor Contract	Total Contract Value (excluding VAT) £1,001 to £4,999 <i>£164,176</i>
OJEU Contract	All Contracts Value (excluding VAT) of £172,514 and over except: (a) Social Care, Health and Education where value is £825K and over (b) Works where value is £4.322M and over <i>£4,104,394</i> <i>£589,146</i>
Originating Officer	P2P role the Originator is the nominated contact who understands the business and/or technical need and can develop the technical specification or statement of work
Payment without Purchase Order form	Authorisation form for agreement for procurement without the prior need to raise a purchase order (available on the intranet under procurement pages)
Procurement Card	Corporate Credit Card used for low value procurements
Procurement Thresholds	Controls and process required to undertake a procurement, defined by the value of spend (whole life cost)
Procurement Review Board	Composed of the Group Manager Procurement, Head of Finance & Resources, a representative of Audit and Corporate Directors. Role and function are defined in section 5.6 of these Contracts Procurement Rules
Procurement Toolkit	Procedural guide detailing the application of these rules
Purchase to Pay (P2P)	A system to enter purchasing requirements, manage authorisation, confirm receipt of goods and make payments to suppliers
Receiving Officer	P2P Role receiver is responsible for accepting the goods and/or services received from the supplier; checking that it meets the standards set in the original requirement
Requesting Officer	P2P Role requester enters the purchase requirement in the P2P system, attaching requirements and justifications where appropriate
SME	Small to Medium Enterprise – fewer than 250 employees; and annual turnover not exceeding approximately £40 million
SO46	Standing Order within Part 4 (a) of the constitution detailing process for urgent action
Social Value Act	Act places a requirement on procurers to consider the economic, environmental and social benefits
Soft Market Testing	Analysis of the market prior to formal tender
Suppliers	Contractors supplying goods, services or works to the Council
Sustainable Procurement Policy	The corporate policy emphasises the importance of socially responsible procurement, assessing whole life costs and social, environmental and economic impact.



Company No : 05453601

THE COMPANIES ACT 2006

SPECIAL RESOLUTION

OF

SOUTH ESSEX HOMES LIMITED

PASSED ON 19th May, 2016

I the undersigned as Sole Member of South Essex Homes have in writing by special resolution resolved the following:

SPECIAL RESOLUTION

1. To agree to change Article 11.1 of the Articles of Association of South Essex Homes to “The Board shall comprise eleven Board Members being: “ and
 - 11.1.1 to three Council Board Members,
 - 11.1.3 to five Independent Board Members.
 - 12.1 “The Council shall from time to time appoint three persons as Council Board Members and shall have the power to remove from office any such Board Member after such Board Members has served a term of not less than one year.”

To agree to change Article 15.1.15 of the Articles of Association of South Essex Homes to “has served on the Board for nine consecutive years (the “Maximum Term”) provided that any Board Member who has reached the Maximum Term on or before 29th February, 2017 would have a right to have his Maximum Term be extended by one more year if the Board so resolves”

Member of South Essex Homes Limited

Signed

Dated

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

**POLICY & RESOURCES SCRUTINY COMMITTEE
(No Executive Councillors)**

Party	Members	Total 17	Substitutes
CON	Bernard Arscott David Burzotta Maureen Butler Nigel Folkard David Garston Roger Hadley Georgina Phillips Chris Walker	8	All
IND	Brian Ayling (Chair) Derek Kenyon (Vice-Chair) Mike Stafford	3	All
LAB	Ian Gilbert David Norman Julian Ware-Lane	3	All
SIG	Lawrence Davies	1	All
UKIP	VACANT	1	
LD	Carole Mulronev	1	Peter Wexham

**PEOPLE SCRUTINY COMMITTEE
(No Executive Councillors)**

Party	Members	Total 17+7	Substitutes
CON	Bernard Arscott Helen Boyd Steve Buckley Maureen Butler David Garston Steven Habermel Georgina Phillips Chris Walker	8	All
IND	Caroline Endersby Mike Assenheim Mike Stafford	3	All
LAB	Margaret Borton Anne Jones Cheryl Nevin (Vice-Chair)	3	
SIG	James Moyies(Chair)	1	All
UKIP	VACANT	1	
LD	Peter Wexham	1	Carole Mulronev
	<u>Co-opted Members:</u> Church of England Diocese – VACANCY (Voting on Education matters only) Roman Catholic Diocese – VACANCY (Voting on Education matters only) Parent Governors – (i) Mr Mark Rickett (Voting on	7	

	Education matters only) (ii) VACANT (Voting on Education matters only) SAVS – Alison Semmence (Non-Voting) Healthwatch Southend – Leanne Crabb (Non-Voting) Southend Carers Forum – Angelina Clarke (Non-Voting) <u>Observers:</u> Youth Council (i) VACANCY (Non-voting) (ii) VACANCY (Non-Voting) (Substitute: VACANT)	2	
--	---	---	--

PLACE SCRUTINY COMMITTEE
(No Executive Councillors)

Party	Members	Total 17+7	Substitutes
CON	David Burzotta Alex Bright Meg Davidson Nigel Folkard Fay Evans Jonathan Garston Stephen Habermel Derek Jarvis	8	All
IND	Derek Kenyon Martin Terry Mike Assenheim	3	All
LAB	Helen McDonald Kevin Robinson (Chair) Charles Willis	3	
SIG	Tino Callaghan	1	All
UKIP	VACANT	1	
LD	Peter Wexham (Vie-Chair)	1	Carole Mulroney

APPEALS COMMITTEE (A)
(No Executive Councillors)

Party	Members	Total 7	Substitutes
CON	Steve Buckley Chris Walker (Chair) Roger Hadley Stephen Habermel (Vice-Chair)	4	All
LAB	Anne Jones	1	All
IND	Brian Ayling	1	All
Non-Aligned	Stephen Aylen	1	N/A

APPEALS COMMITTEE (B)
(No Executive Councillors)

Party	Members	Total 7	Substitutes
CON	David Garston Georgina Phillips (Chair) Nigel Folkard (Vice-Chair)	3	All
LAB	Margaret Borton Cheryl Nevin	2	All
IND	Derek Kenyon	1	All
Non- Aligned	Stephen Aylen	1	N/A

THE APPOINTMENTS AND DISCIPLINARY COMMITTEE

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

NOTE: The maximum number of Cabinet Members is 3

Party	Members	Total 7	Substitutes
CON	Nigel Folkard John Lamb (Chair) Ann Holland (Vice-Chair) Lesley Salter	4	All
LAB	Ian Gilbert Julian Ware-Lane	2	All
IND	Mike Assenheim	1	All

DEVELOPMENT CONTROL COMMITTEE

Party	Members	Total 17	Substitutes
CON	Bernard Arscott Maureen Butler Fay Evans Nigel Folkard Jonathan Garston Roger Hadley David Garston (Vice-Chair) Chris Walker	8	All
LAB	Margaret Borton Anne Jones David Norman	3	All
IND	Paul Van Looy Mike Assenheim Brian Ayling	3	All
SIG	Tino Callaghan	1	All
UKIP	Floyd Waterworth (Chair)	1	All
LD	Carole Mulroney	1	Peter Wexham

GENERAL PURPOSES COMMITTEE

Party	Members	Total	Substitutes
--------------	----------------	--------------	--------------------

		9	
CON	Alex Bright Chris Walker Fay Evans (Chair) Jonathan Garston (Vice-Chair)	4	All
LAB	Kevin Robinson Charles Willis	2	
IND	Caroline Endersby Derek Kenyon	2	All
SIG	James Moyies	1	Tino Callaghan

LICENSING COMMITTEE

Party	Members	Total 15	Substitutes
CON	Steve Buckley Maureen Butler Nigel Folkard Roger Hadley (Chair) Derek Jarvis Georgina Phillips Stephen Habermel	7	All
LAB	Margaret Borton Helen McDonald Julian Ware-Lane	3	
IND	Derek Kenyon Brian Ayling	2	All
SIG	Tino Callaghan	1	James Moyies
UKIP	David McGlone (Vice-Chair)	1	Floyd Waterworth
LD	Carole Mulroney	1	Peter Wexham

Note: Councillors Hadley and McGlone to rotate positions on the Licensing Committee after 6 months.

LICENSING SUB-COMMITTEES A AND B

To be drawn from the Members of Licensing Committee as required

LICENSING SUB-COMMITTEE C

Party	Members	Total 8	Substitutes
CON	Roger Hadley (Chair) Steve Buckley Nigel Folkard Stephen Habermel (Vice-Chair)	4	All
LAB	Anne Jones Kevin Robinson	2	All
IND	Mike Assenheim	1	All
SIG	Tino Callaghan	1	James Moyies

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

COUNCIL COMMITTEES

AUDIT COMMITTEE (No Executive Councillors)

Party	Members	Total 9	Substitutes
CON	Alex Bright David Garston Meg Davidson (Chair) Steve Buckley (Vice-Chair)	4	All
LAB	Cheryl Nevin Julian Ware-Lane	2	All
IND	Brian Ayling Mike Stafford	2	All
SIG	James Moyies	1	Tino Callaghan

STANDARDS COMMITTEE

Party	Members	Total 9+4	Substitutes
CON	Maureen Butler Fay Evans Jonathan Garston (Vice-Chair) Derek Jarvis (Chair)	4	All
LAB	Ian Gilbert Kevin Robinson	2	All
IND	Martin Terry Mike Assenheim	2	All
SIG	Tino Callaghan	1	James Moyies
	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 Chairman shall be the Leader or such other Executive Councillor as he shall appoint)

(Note: The Membership should include the Executive Councillor 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	Fay Evans Lesley Salter (Chair) John Lamb	3	All
LAB	Charles Willis	1	All
IND	Brian Ayling	1	All
SIG	Tino Callaghan	1	All

JOINT HEALTH OVERVIEW & SCRUTINY COMMITTEE

(With Essex and Thurrock to review proposed changes to the provision of specialised urological cancer surgery.)

Party	Members	Total 2	Substitutes
CON	Helen Boyd	1	David Garston
LAB	Cheryl J Nevin	1	

JOINT HEALTH OVERVIEW & SCRUTINY COMMITTEE

*(With Essex and Thurrock to review proposed changes to the **PET CT scanner service in south east Essex**).*

Note: Members appointed should be Members of People Scrutiny Committee / the Scrutiny Committee with responsibility for health scrutiny.

Party	Members	Total 2	Substitutes
Con	L Salter	1	M Davidson
LAB	C J Nevin	1	

WORKING PARTIES, FORUMS, ETC**BIODIVERSITY & ENVIRONMENTAL AWARENESS WORKING PARTY***(The Chairman shall be the Leader or such other Executive Councillor as he shall appoint)*

Party	Members	Total 8	Substitutes
CON	Alex Bright Ann Holland Derek Jarvis Chris Walker	4	All
LAB	Helen McDonald Julian Ware-Lane	2	All
Non- Aligned	Steven Aylen	1	n/a
SIG	Lawrence Davies	1	All

NOTE: The Independent Group has agreed to give up their seat on the above Working Party to the Non-Aligned Member, Councillor Aylen.

PEOPLE SCRUTINY PROGRAMME WORKING PARTY

Party	Members	Total 8	Substitutes
CON	Helen Boyd Steve Buckley Maureen Butler Chris Waker	4	All
LAB	Margaret Borton Cheryl Nevin	2	All
IND	Caroline Endersby	1	All
SIG	James Moyies	1	

PLACE SCRUTINY PROGRAMME WORKING PARTY

Party	Members	Total 8	Substitutes
CON	Alex Bright Meg Davidson Nigel Folkard Jonathan Garston	4	All
LAB	Helen McDonald Kevin Robinson	2	All
IND	Derek Kenyon	1	All
SIG	Tino Callaghan	1	

CONSERVATION WORKING PARTY*(Chairman shall be the Leader or such other Executive Councillor as he shall appoint)*

Party	Members	Total 8	Substitutes
CON	Bernard Arscott Stephen Habermel Roger Hadley Ann Holland	4	All
LAB	David Norman Julian Ware-Lane	2	All
IND	Brian Ayling	1	All
SIG	James Moyies	1	All

POLICY & RESOURCES SCRUTINY PROGRAMME WORKING PARTY

Party	Members	Total 8	Substitutes
CON	Bernard Arscott David Burzotta Maureen Butler David Garston	4	All
LAB	Ian Gilbert David Norman	2	All
IND	Mike Stafford	1	All
SIG	Lawrence Davies	1	All

CULTURAL, TOURISM & EVENTS WORKING PARTY

(The Chairman shall be the Leader or such other Executive Councillor as he appoints)

Party	Members	Total 8	Substitutes
CON	Alex Bright Derek Jarvis Ann Holland Georgina Phillips	4	All
LAB	Helen McDonald Charles Willis	2	All
IND	Nick Ward	1	All
SIG	Tino Callaghan	1	All

GRANTS STRATEGY WORKING PARTY

(Leader to appoint Chairman, who shall be an Executive Councillor)

Party	Members	Total 8	Substitutes
CON	David Burzotta Stephen Habermel Roger Hadley Andrew Moring	4	All
LAB	Ian Gilbert Julian Ware-Lane	2	All
IND	Caroline Endersby	1	All
SIG	Tino Callaghan	1	All

HOUSING WORKING PARTY

(The Chairman shall be the Leader or such other Executive Councillor as he appoints)

Party	Members	Total 8	Substitutes
CON	Meg Davidson Mark Flewitt David Garston Roger Hadley	4	All
LAB	Margaret Borton David Norman	2	All
IND	Nick Ward	1	All
SIG	Tino Callaghan	1	All

LONDON SOUTHEND AIRPORT MONITORING WORKING PARTY

(The Chairman shall be the Leader or such other Executive Councillor as he appoints)

Party	Members	Total 8	Substitutes
CON	Bernard Arscott Steve Buckley Tony Cox Meg Davidson	4	All
LAB	Kevin Robinson Charles Willis	2	All
IND	Martin Terry	1	All
SIG	Tino Callaghan	1	All

PEOPLE MANAGEMENT, ACCOMMODATION AND DIGITAL STRATEGY WORKING PARTY

(The Chairman shall be the Leader or such other Executive Councillor as he appoints)

Party	Members	Total 8	Substitutes
CON	Bernard Arscott Trevor Byford John Lamb Andrew Moring	4	All
LAB	Ian Gilbert Cheryl Nevin	2	All
IND	Brian Ayling	1	All
SIG	Lawrence Davies	1	All

PUBLIC TRANSPORT AND BUSES WORKING PARTY

(The Chairman shall be the Leader or his nominee)

Party	Members	Total 8	Substitutes
CON	David Garston Tony Cox Trevor Byford (Vice-Chair) Stephen Habermel	4	All
LAB	Margaret Borton Julian Ware-Lane	2	All
Non- Aligned	Steven Aylen (Chair)	1	N/A
SIG	Lawrence Davies	1	All

NOTE: The Independent Group has agreed to give up their seat on the above Working Party to the Non-Aligned Member, Councillor Aylen.

SOUTHEND-ON-SEA LOCAL DEVELOPMENT FRAMEWORK WORKING PARTY
(The Chairman shall be the Leader, or such other Executive Councillor as he shall appoint)

Party	Members	Total 8	Substitutes
CON	Mark Flewitt Nigel Folkard Jonathan Garston Chris Walker	4	All
LAB	Margaret Borton David Norman	2	All
IND	Mike Assenheim	1	All
SIG	Tino Callaghan	1	All

TRAFFIC AND PARKING WORKING PARTY

(Must include the 3 Executive Councillors who sit on Cabinet Committee, and 5 non-executive Councillors. The Chairman & Vice-Chairman must be the Chairman & Vice-Chairman of Cabinet Committee.)

Party	Members	Total 8	Substitutes
CON	Trevor Byford(Vice-Chair) Tony Cox (Chair) Mark Flewitt Jonathan Garston	4	All
LAB	Margaret Borton Julian Ware-Lane	2	All
IND	Martin Terry	1	All
SIG	Tino Callaghan	1	All

WASTE MANAGEMENT WORKING PARTY

(The Chairman shall be the Leader or such other Executive Councillor as he shall appoint)

Party	Members	Total 8	Substitutes
CON	David Burzotta Trevor Byford Tony Cox Jonathan Garston	4	All
LAB	Margaret Borton Charles Willis	2	All
IND	Martin Terry	1	All
SIG	James Moyies	1	All

SCHOOL PLACES WORKING PARTY

(The Chairman shall be the Leader or such other Executive Councillor as he shall appoint)

Party	Members	Total 8	Substitutes
CON	Helen Boyd Alex Bright James Courtenay Georgina Phillips	4	All
LAB	Anne Jones Helen McDonald	2	All
IND	Nick Ward	1	All
SIG	James Moyies	1	All

CHAIRMEN'S SCRUTINY FORUM

Chairmen and Vice-Chairmen of each of the 3 Scrutiny Committees (Chairman elected)

Party	Members	Total 6	Substitutes No substitutes appointed
LAB LAB	Kevin Robinson Cheryl Nevin		
IND IND	Brian Ayling Derek Kenyon		
SIG LD	James Moyies Peter Wexham		

LOCAL CONSULTATIVE FORUM

(The Leader and the Executive Councillor for Corporate Support Services – substitutes not permitted)

PLANNING & DEVELOPMENT FORUM

(The Chairman shall be the Leader or such other Councillor as he appoints)

Party	Members	Total 8	Substitutes
CON	Mark Flewitt Jonathan Garston Roger Hadley Chris Walker	4	All
LAB	Anne Jones David Norman	2	All
IND	Ron Woodley	1	All
SIG	Tino Callaghan	1	All

CORPORATE PARENTING GROUP

(Must include the Executive Councillor with responsibility for Children's Services)

Party	Members	Total 6	Substitutes
CON	James Courtenay Meg Davidson Georgina Phillips	3	All
LAB	Anne Jones	1	All
IND	Mike Assenheim	1	All
SIG	James Moyies	1	All

CORPORATE PARENTING MEMBER'S SUB GROUP

(Must include the Executive Councillor with responsibility for Children's Services)

Party	Members	Total 8	Substitutes
CON	Helen Boyd Steve Buckley Maureen Butler James Courtenay	4	All
LAB	Anne Jones Helen McDonald	2	All
IND	Mike Assenheim	1	All
SIG	James Moyies	1	All

ROCHFORD & SOUTHEND-ON-SEA AREA ACTION PLAN COMMITTEE

(at least one Member shall represent a ward adjacent to the airport)

Party	Members	Total 4	Substitutes
CON	Mark Flewitt Ann Holland	2	All
LAB	Kevin Robinson	1	All
IND	Martin Terry	1	All

SOUTHEND BUSINESS & TOURISM PARTNERSHIP

(Leader or nominee and seven other members)

Party	Members	Total 8	Substitutes
CON	David Burzotta Ann Holland John Lamb Georgina Phillips	4	All
LAB	Helen McDonald Julian Ware-Lane	2	All
IND	Ron Woodley	1	All
SIG	James Moyies	1	All

ADOPTION PANEL

(Members must be vetted for Child Protection purposes. Members appointed to this Panel must be prepared to attend meetings during the day)

Party	Members	Total 1	Substitutes not permitted
CON	Meg Davidson		

FOSTERING PANEL

(Members must be vetted for Child Protection purposes. Members appointed to this Panel must be prepared to attend meetings during the day)

Party	Members	Total 2	Substitutes not permitted
CON	Bernard Arscott	1	
LAB	Anne Jones	1	

SUCCESS FOR ALL CHILDREN'S GROUP
Executive Councillor for Children's Services

DIGNITY IN CARE ESTABLISHMENTS VISITING PANEL

(All members to be vetted)

(No Chairman necessary)

Party	Members	Total 8	Substitutes not permitted
CON	Helen Boyd Steve Buckley Maureen Butler Fay Evans	4	
LAB	Margaret Borton Anne Jones	2	
IND	Caroline Endersby	1	
SIG	Lawrence Davies	1	

LSCB / SAB SCRUTINY PANEL

(Members come from People Scrutiny Committee, the Executive Councillor for Children & Learning and the Executive Councillor for Health & Adult Social Care to attend the meetings as 'participant observers')

Party	Members	Total 8	Substitutes
CON	Bernard Arscott Helen Boyd Maureen Butler James Courtenay	4	All
LAB	Anne Jones Helen McDonald	2	All
IND	Mike Assenheim	1	All
SIG	James Moyies	1	All

SECURE ACCOMMODATION REVIEW
Executive Councillor for Children's Services

MEMBER ADVISORY FORUM (re TRADING COMPANIES)
8 Members of the Council (preferably with significant business experience) – By convention

Party	Members	Total 8	Substitutes not permitted
CON	David Garston Stephen Habermel Ann Holland John Lamb	4	
LAB	Ian Gilbert Charles Willis	2	
IND	Ron Woodley	1	
SIG	Tino Callaghan	1	

INDEPENDENT REMUNERATION PANEL

(Joint panel with Thurrock Borough Council. No elected Member appointments.)

THE PERFORMANCE RELATED PAY PANEL

(Leader, Deputy Leader, 1 other Cabinet Member, Leaders of the two largest opposition groups and Independent co-opted Member)

Party	Members	Total 5+1	Substitutes Not permitted
	Leader (Chair) Deputy Leader 1 other Cabinet Member, the Leaders of the two largest opposition groups and an independent co-opted member		
CON	John Lamb Ann Holland Andrew Moring	3	
LAB	Ian Gilbert	1	
IND	Ron Woodley	1	

This page is intentionally left blank

Outside Bodies

List E

8

Title	Member	Role
1312 (Southend-on-Sea) Squadron Air Training Corps: Civilian Welfare Committee		
Council Representation	No of Members: 1 No of Substitutes:	0 No of Officers: 0
	Alex Bright	Council Member Representative

Active Southend

Council Representation	No of Members: 4 No of Substitutes:	0 No of Officers: 1
	David Burzotta	Council Member Representative
	Derek Jarvis	Council Member Representative
	Mike Stafford	Council Member Representative
	Cheryl Nevin	Council Member Representative
	Mr N Harris	Council Officer Representative

Age Concern

Council Representation	No of Members: 1 No of Substitutes:	0 No of Officers: 0
	Nigel Folkard	Council Member Representative

Anglian (Eastern) Regional Flood Defence Committee

Council Representation	No of Members: 1 No of Substitutes:	0 No of Officers: 0
	John Lamb	Council Member Representative Observer

(NOTE: One place shared with Thurrock Council, rotated annually. **Thurrock has the place for 2015-16.** The representative of the Council not in position on the Committee can still attend as an observer.)

British Destinations

Council Representation	No of Members: 1 No of Substitutes:	1 No of Officers: 0
	Derek Jarvis	Council Member Representative
	Ann Holland	Council Member Representative Substitute

Citizens Advice Bureau

Council Representation	No of Members: 1 No of Substitutes:	0 No of Officers: 0
	Steve Buckley	Council Member Representative

Community Safety Priority Leadership Group (LSP Subgroup)

Council Representation	No of Members: 3 No of Substitutes:	0 No of Officers: 0
	Mark Flewitt	Council Member Representative (Executive Cllr for Housing and Regulatory Services)
	James Courtenay	Council Member Representative
	Lesley Salter	Council Member Representative

Title	Member	Role
Disabled Information Advice Line Southend		
Council Representation	No of Members: 1 No of Substitutes: Helen Boyd	0 No of Officers: 0 Council Member Representative
East of England Broadband Network (E2BN)		
Council Representation	No of Members: 0 No of Substitutes: Mr M Churchill Mr N Corrigan	0 No of Officers: 2 Council Officer Representative Council Officer Representative
East of England LGA Local Government Employers Panel		
Council Representation	No of Members: 2 No of Substitutes: John Lamb Ann Holland	0 No of Officers: 0 Council Member Representative Council Member Representative
East of England Local Government Association		
Council Representation	No of Members: 1 No of Substitutes: John Lamb Ann Holland	1 No of Officers: 0 Council Member Representative Council Member Representative Substitute
(NOTE: The Leader of the Council should be appointed to this position)		
East of England Strategic Authority Leaders Group		
Council Representation	No of Members: 1 No of Substitutes: John Lamb Ann Holland Mr R Tinlin	1 No of Officers: 1 Council Member Representative Council Member Representative Substitute Council Officer Representative
(NOTE: The Leader of the Council should be appointed to this position)		
Enterprise Priority Leadership Group (LSP Subgroup)		
Council Representation	No of Members: 2 No of Substitutes: Ann Holland David Burzotta	0 No of Officers: 0 Council Member Representative Council Member Representative
(NOTE: The Executive Councillor with responsibility for Enterprise, Tourism and Economic Development should be appointed to this position)		
Essex & Southend Member Joint Project Board (Waste)		
Council Representation	No of Members: 3 No of Substitutes: Tony Cox Mark Flewitt Trevor Byford	0 No of Officers: 0 Council Member Representative (Executive Cllr for Public Protection, Waste & Transport) Council Member Representative (Executive Cllr for Housing and Regulatory Services) Council Member Representative (Cabinet Member representing the Leader)

Title	Member	Role
Essex Fire Authority		
Council Representation	No of Members: 3	No of Substitutes: 3
	Ann Holland	Council Member Representative
	Julian Ware-Lane	Council Member Representative
	Ron Woodley	Council Member Representative
	Fay Evans	Council Member Representative Substitute
		Council Member Representative Substitute
		Council Member Representative Substitute

Essex Heritage Trust

Council Representation	No of Members: 1	No of Substitutes: 0	No of Officers: 0
	Bernard Arscott	Council Member Representative	

Essex Leaders and Chief Executives Group

Council Representation	No of Members: 1	No of Substitutes: 1	No of Officers: 1
	John Lamb	Council Member Representative	
	Ann Holland	Council Member Representative Substitute	
	Mr R Tinlin	Council Officer Representative	

(NOTE: The Leader of the Council and Chief Executive should be appointed to this position)

Essex Outward Bound Association

Council Representation	No of Members: 1	No of Substitutes: 0	No of Officers: 0
	Alex Bright	Council Member Representative	

Essex Pension Fund Strategy Board

Council Representation	No of Members: 1	No of Substitutes: 0	No of Officers: 0
	Andrew Moring	Council Member Representative	

(NOTE: There is also an Essex Pension Board Advisors Board – Thurrock Council have the unitary representative on this Board)

Essex Police and Crime Panel

Council Representation	No of Members: 1	No of Substitutes: 0	No of Officers: 0
	Mark Flewitt	Council Member Representative	

Title	Member	Role
Essex Waste Partnership - Inter Authority Member Working Group		
Council Representation	No of Members: 1 No of Substitutes: 1	No of Officers: 0
	Tony Cox	Council Member Representative
	Trevor Byford	Council Member Representative Substitute

Homeless Action Resource Project

Council Representation	No of Members: 1 No of Substitutes: 0	No of Officers: 0
	David Garston	Council Member Representative

Kent & Essex Inshore Fisheries and Conservation Authority

Council Representation	No of Members: 1 No of Substitutes: 0	No of Officers: 0
	John Lamb	Council Member Representative

Key Cities

Council Representation	No of Members: 1 No of Substitutes: 1	No of Officers: 0
	John Lamb	Council Member Representative
	Ann Holland	Council Member Representative Substitute

Leigh Port Partnership

Council Representation	No of Members: 1 No of Substitutes: 0	No of Officers: 0
	John Lamb	Council Member Representative

Local Government Association Coastal Issues Interest Group

Council Representation	No of Members: 1 No of Substitutes: 0	No of Officers: 1
	John Lamb	Council Member Representative
	Mr A Lewis	Council Officer Representative

Local Government Association General Assembly

Council Representation	No of Members: 4 No of Substitutes: 0	No of Officers: 0
	John Lamb	Council Member Representative
	Ann Holland	Council Member Representative
	Ron Woodley	Council Member Representative
	Ian Gilbert	Council Member Representative

Local Government Association Urban Commission

Council Representation	No of Members: 1 No of Substitutes: 0	No of Officers: 1
	Jonathan Garston	Council Member Representative
	Mr A Lewis	Council Officer Representative

Title	Member	Role
London Southend Airport Consultative Committee		
Council Representation	No of Members: 4 No of Substitutes: 0	No of Officers: 2
	Meg Davidson	Council Member Representative
	Stephen Habermel	Council Member Representative
	John Lamb	Council Member Representative
	Kevin Robinson	Council Member Representative
	Mr P Geraghty	Council Officer Representative
	Mr A Lewis	Council Officer Representative

National Association of Councillors

Council Representation	No of Members: 1 No of Substitutes: 0	No of Officers: 0
	Alex Bright	Council Member Representative

NHS Southend CCG Governing Body

Council Representation	No of Members: 0 No of Substitutes: 0	No of Officers: 1
	Dr Andrea Atherton	Council Officer Representative

Note – appointment of Councillors to Governing Body prohibited by S.12(6) and Schedule 5(2) to the NHS (Clinical Commissioning Groups) Regs. 2012.

Police & Community Consultative Group

Council Representation	No of Members: 1 No of Substitutes: 0	No of Officers: 0
	Mark Flewitt	Council Member Representative

PSP Southend LLP

Council Representation	No of Members: 3 No of Substitutes: 0	No of Officers: 0
	Ann Holland	Council Member Representative
	John Lamb	Council Member Representative
	Andrew Moring	Council Member Representative

Regional Health Scrutiny Chair's Forum

Council Representation	No of Members: 1 No of Substitutes: 1	No of Officers: 1
	James Moyies	Council Member Representative (Chairman of the People Scrutiny Committee - Committee responsible for Health Scrutiny)
	Cheryl Nevin	Council Member Substitute (Vice-Chairman of People Scrutiny Committee – Committee responsible for Health Scrutiny)
	F Abbott	Council Officer Representative

Regional Transport Forum (East of England)

Council Representation	No of Members: 1 No of Substitutes: 0	No of Officers: 0
	Tony Cox	Council Member Representative

Title	Member	Role
SACRE		
Council Representation	No of Members: 7	No of Substitutes: 5
	No of Officers: 0	
	Meg Davidson	Council Member Representative
	Fay Evans	Council Member Representative
	Anne Jones	Council Member Representative
	Helen Boyd	Council Member Representative
		Council Member Representative
		Council Member Representative
		Council Member Representative
		Council Member Representative
		Council Member Representative Substitute
		Council Member Representative Substitute
		Council Member Representative Substitute
		Council Member Representative Substitute

(NOTE: The Council representation should reflect proportionality of the Council)

Safeguarding Vulnerable Adults Board

Council Representation	No of Members: 1	No of Substitutes: 0	No of Officers: 0
	Lesley Salter		Council Member Representative

SOS Domestic Abuse Projects

Council Representation	No of Members: 2	No of Substitutes: 0	No of Officers: 0
	Helen Boyd		Council Member Representative
	Fay Evans		Council Member Representative

South East Essex Advocacy for Older People

Council Representation	No of Members: 1	No of Substitutes: 0	No of Officers: 0
	Nigel Folkard		Council Member Representative

South East Local Enterprise Partnership (LEP)

Council Representation	No of Members: 1	No of Substitutes: 1	No of Officers: 1
	John Lamb		Council Member Representative
	Ann Holland		Council Member Representative Substitute
	Mr R Tinlin		Council Officer Representative
	Mr S Dolling		Council Officer Substitute

(NOTE: The Leader of the Council should be appointed to this position)

South Essex Alliance of Landlords and Residents (SEAL)

Council Representation	No of Members: 1	No of Substitutes: 0	No of Officers: 1
	Jonathan Garston		Council Member Representative
	Ms J Lansley		Council Officer Representative

Title	Member	Role
South Essex Growth Partnership		
Council Representation	No of Members: 1 No of Substitutes: 1	No of Officers: 1
	John Lamb	Council Member Representative
	Ann Holland	Council Member Representative Substitute
	Mr R Tinlin	Council Officer Representative

(NOTE: The Leader of the Council should be appointed to this position)

South Essex Homes Board

Council Representation	No of Members: 3 No of Substitutes: 0	No of Officers: 0
	David Burzotta	Council Member Representative
	Meg Davidson	Council Member Representative
	David Norman	Council Member Representative

South Essex Partnership NHS Foundation Trust

Council Representation	No of Members: 1 No of Substitutes: 0	No of Officers: 0
	Meg Davidson	Council Member Representative

(NOTE: Member cannot be a Member or substitute of the Scrutiny Committee with the responsibility of Health Scrutiny)

South Essex Relate Executive Committee

Council Representation	No of Members: 1 No of Substitutes: 0	No of Officers: 0
	Georgina Phillips	Council Member Representative

Southend Association of Voluntary Services

Council Representation	No of Members: 1 No of Substitutes: 0	No of Officers: 0
	Andrew Moring	Council Member Representative

(NOTE: The Executive Councillor for Community and Organisational Development should be appointed to this position)

Southend Boys Choir and Southend Girls Choir Trust

Council Representation	No of Members: 1 No of Substitutes: 0	No of Officers: 0
	Chris Walker	Council Member Representative

Southend Business Improvement District Committee

Council Representation	No of Members: 1 No of Substitutes: 0	No of Officers: 0
	Ann Holland	Council Member Representative

(NOTE: The Executive Councillor for Enterprise, Tourism and Economic Development should be appointed to this position)

Southend Business Partnership Executive Committee

Council Representation	No of Members: 1 No of Substitutes: 0	No of Officers: 0
	Ann Holland	Council Member Representative

(NOTE: The Executive Councillor for Enterprise, Tourism and Economic Development should be appointed to this position)

Title	Member	Role
Southend Local Safeguarding Childrens Board		
Council Representation	No of Members: 1 No of Substitutes: James Courtenay	0 No of Officers: 0 Council Member Representative
Southend Partnership Leaders Advisory Group		
Council Representation	No of Members: 1 No of Substitutes: John Lamb Ann Holland Mr R Tinlin	1 No of Officers: 1 Council Member Representative Council Member Representative Substitute Council Officer Representative
Southend Pier Museum Trust		
Council Representation	No of Members: 1 No of Substitutes: Derek Jarvis	0 No of Officers: 0 Council Member Representative
Southend Residents Forum		
Council Representation	No of Members: 2 No of Substitutes: Meg Davidson Mark Flewitt	0 No of Officers: 0 Council Member Representative Council Member Representative
Southend Schools Admissions Forum		
Council Representation	No of Members: 1 No of Substitutes: James Courtenay	0 No of Officers: 0 Council Member Representative (Executive Cllr for Children & Learning)
Southend University Hospital - NHS Foundation Trust		
Council Representation	No of Members: 2 No of Substitutes: Maureen Butler Meg Davidson	0 No of Officers: 0 Council Member Representative Council Member Representative
Southend-on-Sea Access Group		
Council Representation	No of Members: 2 No of Substitutes: Nigel Folkard Fay Evans	0 No of Officers: 0 Council Member Representative Council Member Representative
Southend-on-Sea Arts Council		
Council Representation	No of Members: 3 No of Substitutes: David Burzotta Derek Jarvis Georgina Phillips	0 No of Officers: 0 Council Member Representative Council Member Representative Council Member Representative

Title	Member	Role
-------	--------	------

Southend-on-Sea Compact Action Group

Council Representation	No of Members: 5	No of Substitutes:	0	No of Officers: 0
		Derek Jarvis		Council Member Representative
		Andrew Moring		Council Member Representative
		Caroline Endersby		Council Member Representative
		Charles Willis		Council Member Representative
		Roger Hadley		Council Member Representative

Southend-on-Sea Forum Management Limited

Council Representation	No of Members: 2	No of Substitutes:	0	No of Officers: 0
		Ann Holland		Council Member Representative
		Derek Jarvis		Council Member Representative

Strategic Aviation Special Interest Group of the Local Government Association

Council Representation	No of Members: 1	No of Substitutes:	0	No of Officers: 0
		Chris Walker		Council Member Representative

Thames Gateway Housing Group

Council Representation	No of Members: 1	No of Substitutes:	0	No of Officers: 1
		Mark Flewitt		Council Member Representative
		Mr M Gatrell		Council Officer Representative

Thames Gateway South Essex Transport Board

Council Representation	No of Members: 1	No of Substitutes:	0	No of Officers: 0
		Tony Cox		Council Member Representative

Thames Gateway Strategic Group

Council Representation	No of Members: 1	No of Substitutes:	1	No of Officers: 0
		John Lamb		Council Member Representative
		Ann Holland		Council Member Representative Substitute

Traffic Penalty Tribunal

Council Representation	No of Members: 1	No of Substitutes:	0	No of Officers: 0
		Trevor Byford		Council Member Representative

This page is intentionally left blank

Calendar of Meetings 2016 - 17

9

2016

MAY

ANNUAL COUNCIL

COUNCIL (Appointment of Committees etc.)

3.30pm

Thursday, 12th May

6.30pm

Thursday 19th May

JUNE

Development Control Committee
Southend Health and Wellbeing Board

2.00 pm

Wednesday, 8th June

5.00pm

Wednesday 15th June

Cabinet Committee

6.30pm

Thursday, 16th June

CABINET

2.00pm

Tuesday, 28th June

Audit Committee

6.30pm

Wednesday 29th June

JULY

Development Control Committee
Place Scrutiny Committee
People Scrutiny Committee (including Health)
Policy and Resources Scrutiny Committee

2.00 pm

Wednesday, 6th July

6.30pm

Monday, 11th July

6.30pm

Tuesday, 12 July

6.30pm

Thursday, 14 July

COUNCIL

6.30pm

Thursday, 21st July

AUGUST

Development Control Committee

2.00pm

Wednesday, 3 August

SEPTEMBER

Southend Health and Wellbeing Board
Development Control Committee

5.00pm

Wednesday, 7 September

EB-Budget

2.00pm

Wednesday, 14 September

Cabinet Committee

2.00pm

Tuesday 13 September

CABINET

2.00pm

Thursday, 15 September

Audit Committee

2.00pm

Tuesday, 20 September

6.30pm

Wednesday, 21st September

OCTOBER

Development Control Committee
Place Scrutiny Committee
EB-Budget
People Scrutiny Committee
Policy and Resources Scrutiny Committee

2.00 p.m.

Wednesday, 5 October

6.30pm

Monday, 10 October

COUNCIL

6.30pm

Tuesday, 11 October

6.30pm

Tuesday, 11 October

6.30pm

Thursday, 13 October

6.30pm

Thursday, 20 October

NOVEMBER

Cabinet Committee
CABINET
Development Control Committee
Place Scrutiny Committee
People Scrutiny Committee (including Health)

6.00pm

Thursday, 3rd November

2.00pm

Tuesday, 8th November

2.00pm

Wednesday, 9th November

6.30pm

Monday, 28 November

6.30pm

Tuesday, 29th November

DECEMBER

Policy and Resources Scrutiny Committee
Southend Health and Wellbeing Board
Development Control Committee
COUNCIL

6.30pm

Thursday, 1st December

5.00pm

Wednesday, 7th December

2.00pm

Wednesday, 14th December

6.30pm

Thursday, 15th December

2017

JANUARY

Cabinet Committee	6.00pm	Monday, 9 th January
CABINET	2.00pm	Tuesday, 10th January
Development Control Committee	2.00pm	Wednesday, 11 th January
Audit Committee	6.30pm	Wednesday, 18 th January
CABINET (Council Budget Only)	2.00pm	Thursday, 19th January
Place Scrutiny Committee	6.30pm	Monday, 23 rd January
People Scrutiny Committee (including Health)	6.30pm	Tuesday, 24 th January
Policy and Resources Scrutiny Committee	6.30pm	Wednesday, 25 th January

FEBRUARY

Southend Health and Wellbeing Board	5.00pm	Wednesday, 1 st February
Development Control Committee	2.00pm	Wednesday, 8 th February
CABINET (Council Budget)	2.00pm	Tuesday, 14th February
COUNCIL	6.30pm	Thursday, 23 February

MARCH

Development Control Committee	2.00pm	Wednesday, 1 st March
Cabinet Committee	6.00pm	Thursday, 9 th March
CABINET	2.00pm	Tuesday, 14th March
Southend Health & Wellbeing Board	5.00pm	Wednesday, 22 nd March
Audit Committee	6.30pm	Wednesday, 29 March

APRIL (NB: Maundy Thursday 13th April, Good Friday 14th April, Easter Monday 17th April)

Development Control Committee	2.00pm	Wednesday, 5 th April
Place Scrutiny Committee	6.30pm	Monday, 10 th April
People Scrutiny Committee (including Health)	6.30pm	Tuesday, 11 th April
Policy and Resources Scrutiny Committee	6.30pm	Wednesday, 12 th April
COUNCIL	6.30pm	Thursday, 20th April

MAY

ANNUAL COUNCIL	3.30pm	Thursday, 11 May
COUNCIL (Appointment of Committees etc.)	6.30pm	Thursday 18 May
Development Control Committee	2.00pm	Wednesday, 7 th June

NOTE: Cabinet Committee dates are provisional only, depending on there being business to transact

Holocaust Memorial Day Commemoration Service – January 27

School Term Dates:

*Half Term 31 May – 3 June (NB May Bank Holiday, 1 May)
Ends – Friday 21 July 2016*

*Autumn term starts 1 September 2016
Half Term 24 October - 28 October
Ends Wednesday 21 December 2016*

*Spring term starts 5 January 2017
Half Term 13 February - 17 February (NB Easter weekend, 14-17 April 2017)
Ends Friday 31 March 2017*

Note:

Conservative Conference: 2-5 October 2016

Labour Conference: tbc

Lib Dem Conference: 17-21 September 2016

UKIP Conference: 3-4 March 2017