

Annual General Meeting of the Council

AGENDA

Tuesday 21st May 2019 at 7.15pm

**Council Chamber, Braintree District Council, Causeway House,
Bocking End, Braintree, CM7 9HB**

THIS MEETING IS OPEN TO THE PUBLIC

(Please note this meeting will be webcast and audio recorded)

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Members of the Council are requested to attend this meeting to transact the business set out in the Agenda.

Membership:-

Councillor J Abbott	Councillor D Hume	Councillor Mrs W Scattergood
Councillor J Baugh	Councillor H Johnson	Councillor Mrs W Schmitt
Councillor Mrs J Beavis	Councillor Mrs A Kilmartin	Councillor P Schwier
Councillor D Bebb	Councillor D Mann	Councillor Mrs G Spray
Councillor K Bowers	Councillor T McArdle	Councillor P Tattersley
Councillor G Butland	Councillor J McKee	Councillor P Thorogood
Councillor J Coleridge	Councillor A Munday	Councillor N Unsworth
Councillor G Courtauld	Councillor Mrs I Parker	Councillor R van Dulken
Councillor Mrs M Cunningham	Councillor Mrs J Pell	Councillor D Wallace
Councillor T Cunningham	Councillor I Pritchard	Councillor T Walsh
Councillor Mrs C Dervish	Councillor M Radley	Councillor Mrs L Walters
Councillor P Euesden	Councillor R Ramage	Councillor Miss M Weeks
Councillor T Everard	Councillor S Rehman	Councillor Mrs S Wilson
Councillor Mrs D Garrod	Councillor F Ricci	Councillor J Wrench
Councillor A Hensman	Councillor B Rose	Councillor B Wright
Councillor S Hicks	Councillor Mrs J Sandum	
Councillor P Horner	Councillor Miss V Santomauro	

Members unable to attend the meeting are requested to forward their apologies for absence to the Governance and Members Team on 01376 552525 or email governance@braintree.gov.uk by 3pm on the day of the meeting.

A Wright
Chief Executive

INFORMATION FOR MEMBERS - DECLARATIONS OF INTERESTS

Declarations of Disclosable Pecuniary Interest, Other Pecuniary Interest or Non- Pecuniary Interest

Any member with a Disclosable Pecuniary Interest, other Pecuniary Interest, or Non-Pecuniary Interest must declare the nature of their interest in accordance with the Code of Conduct. Members must not participate in any discussion of the matter in which they have declared a Disclosable Pecuniary Interest, or other Pecuniary Interest, or participate in any vote, or further vote taken on the matter at the meeting. In addition, the Member must withdraw from the Chamber where the meeting considering the business is being held unless the Member has received a dispensation from the Monitoring Officer.

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Documents

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1. Apologies for Absence

2. Chairman's address to Council

Councillor Miss V Santomauro, the outgoing Chairman, will address the Council.

3. Presentation to the outgoing Chairman of the Council

4. To elect the Chairman of the District Council for the Civic Year 2019/20

The new Chairman of the Council will receive the Chain of Office and sign the Declaration of Acceptance of Office.

Acceptance address by the new Chairman of Braintree District Council.

5. To elect the Vice Chairman of the District Council for the Civic Year 2019/20

The new Vice Chairman of the Council will receive the Chain of Office and sign the Declaration of Acceptance of Office.

Acceptance address by the new Vice Chairman of Braintree District Council.

6. To receive any announcements from the Chairman of the Council

7. Presentation by the Chairman of Citations of Service to former Councillors.

8. Minutes of the Previous Meeting

To approve as a correct record the minutes of the meeting of Full Council held on 25th March 2019 (copy previously circulated).

9. Declarations of Interest

To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest, or Non-Pecuniary Interest relating to Items on the Agenda having regard to the Code of Conduct for Members and having taken appropriate advice, where necessary, before the meeting.

10. Appointment of the Leader of the Council

To appoint the Leader of the Council for the four year term of the Council.

11. Leader's Announcements.	5
<ul style="list-style-type: none"> a) The Leader of the Council to notify Full Council of the names and portfolio areas of the Members of the Cabinet. b) To note the Leader of the Council's Scheme of Delegation for 2019/20, including appointments to Cabinet Sub-Committees 	
12. Appointments to Committees of Council	12
To consider the Political Balance and to appoint Members to the Committees of the Council.	
13. Appointments to Outside Bodies for the Civic Year 2019/20	21
14. Annual Timetable of Meetings 2019/20	
To confirm the following dates of Council meetings (as set out in the Annual Timetable):	
Ordinary meetings of the Council start at 7.15pm on:-	
22nd July 2019	
7th October 2019	
16th December 2019	
17th February 2020	
The Annual General Meeting will be held on 20th April 2020.	

Leader's Announcements – Cabinet Member Portfolios and Scheme of Delegation and Appointments to Cabinet Sub-Committees		Agenda No: 11
Portfolio	Overall Corporate Strategy and Direction	
Corporate Outcome:	A high performing organisation that delivers excellent and value for money services	
Report presented by:	Councillor G Butland, Leader of the Council	
Report prepared by:	Ian Hunt, Head of Governance	
Background Papers:		Public Report
<u>Constitution</u>		Key Decision: No
Executive Summary:		
<p>The Leader of the Council is required to appoint Members of the Cabinet. The Cabinet must consist of at least two Members and no more than 10 Members. It is not subject to the rules of political proportionality.</p> <p>The Leader may set delegations and areas of responsibility for Cabinet Members in accordance with the Constitution.</p> <p>This report sets out the Cabinet Members and their areas of responsibility.</p> <p>The Leader can appoint Cabinet Sub-Committees to consider issues within the terms of reference set by the Leader. Whilst these groups are not subject to the rules of political proportionality, the Leader may appoint any Member of the Council to a group.</p> <p>The Leader intends to make appointments to additional sub groups including a Developing Democracy Group, Member Development Group and specific groups supporting the Council's major projects after further engagement, the decisions will be notified to Members once made.</p> <p>The appointments are made by the Leader to be effective from the Annual General Meeting commencing on 21st May 2019.</p>		
Recommended Decision:		
That Council notes the appointments and delegations set out in this report.		
Purpose of Decision:		
To note the Leader's appointments to the Cabinet and his Scheme of Delegation.		

Any Corporate implications in relation to the following should be explained in detail.

Financial:	<p>Cabinet Members are required to operate within the limits of the relevant budgets, or to undertake virement between budgets as appropriate.</p> <p>Member Allowances are payable in accordance with the Member Allowance scheme.</p>
Legal:	The Leader must appoint at least two Members to the Cabinet and the Cabinet may consist of a maximum of 10 Members.
Safeguarding:	No matters arising directly out of this report.
Equalities/Diversity:	Appointments to the Cabinet are a matter for the Leader and are not subject to formal assessment under the equalities framework. The Council supports all Members in delivering their functions making reasonable adjustments as required for any protected characteristics.
Customer Impact:	The Leader has considered the appointments to ensure appropriate management of service delivery and oversight.
Environment and Climate Change:	No matters arising out of this report.
Consultation/Community Engagement:	No matters arising out of this report.
Risks:	No matters arising out of this report.
Officer Contact:	Ian Hunt
Designation:	Head of Governance
Ext. No:	2629
E-mail:	ian.hunt@braintree.gov.uk

1. Background:

- 1.1. The Leader has the personal right in statute to set the size and composition of the Cabinet within the statutory limits. In addition, the Leader may set an appropriate Scheme of Delegation for Cabinet Members.
- 1.2. The Leader wishes to continue to invite the Group Leaders of the Green and Independent group, the Halstead Residents Association group and the Labour group to all meetings of the Cabinet to attend the meeting and participate. No voting rights can be extended as a consequence of the legislation governing the meeting. The Leader also encourages other Members to attend Cabinet meetings.
- 1.3. The Leader has the right to appoint such Sub-Committees of the Cabinet as he may choose to undertake work on behalf of the Leader and the Council in accordance with the Terms of Reference set for the Sub-Committees. These are detailed within the report. Additional groups will be established after the Annual General Meeting and engagement with other groups. These will include a Developing Democracy Group, Member Development Group and specific groups supporting the Council's major projects

2. Leader's Appointments and Portfolio Areas:

- 2.1. The Leader appoints Councillor T Cunningham to be the Deputy Leader in addition to his other Portfolio Holder duties.
- 2.2. The Leader makes appointments to Cabinet and allocates portfolio areas as follows:

Portfolio Area	Areas of Responsibility:
Overall Vision and Strategic Direction: Councillor G Butland	Overall Vision and Strategic Direction Corporate Strategy North Essex Garden Communities Strategic Partnerships Strategic Economic Growth Promotion of the District External Relations Electoral Administration
Economic Development and Infrastructure: Councillor T Cunningham	Economic Development Strategies North Essex Economic Board & Regional Partnerships Town Centre Renewal Business Engagement & Support Employment Site/Enterprise Centre Strategy Inward Investment Skills & Education Improvement Infrastructure & Connectivity
Communities Culture & Tourism:	Community Facilities and Support

Councillor F Ricci	Local Community Engagement Community Transport Voluntary Sector Rural Communities External Funding Equality & Diversity Older People Children & Young People Heritage Services Tourism
Corporate Transformation: Councillor J McKee	Commercialisation and Income Generation Efficiency and Improvement Programme Strategic Investment Programme (including Investment Strategy) Asset Management Enterprise Centre Portfolio ICT & Digital Strategy Communications Risk Management
Environment & Place: Councillor Mrs W Schmitt	Waste Minimisation and Recycling Street Cleansing & Parks Landscapes & Countryside Parking & Highways Licensing Building Control Environmental Health Climate Change & Sustainability Community Safety Safeguarding Armed Forces Covenant Emergency Planning
Finance & Performance Management: Councillor D Bebb	Medium-Term Financial Strategy Financial & Treasury Management Performance Management Corporate Governance Customer Services Procurement Health & Safety Member Support & Development HR & Organisational Development
Health & Wellbeing: Councillor P Tattersley	Livewell Programme Health Improvement Emotional Health and Well-being Health Partnerships Leisure Centres Sports Development

Homes: Councillor K Bowers	Housing Strategy Housing Development Homelessness Affordable Housing Delivery Welfare Reform
Planning: Councillor Mrs G Spray	Local Plan Development Management Planning Enforcement Landscape Services

- 2.3. Where a delegation exists to a previous portfolio designation that delegation shall apply to the new portfolio which most closely aligns to the relevant area of responsibility. In the event that this is unclear, the Leader shall determine who should take the delegated function.

3. Detailed Delegations and Limitations:

- 3.1. All executive functions are and remain vested in the Leader of the Council.
- 3.2. The Leader makes the following detailed delegations in relation to all Cabinet Members:
- 3.2.1. Power to authorise officers to conclude any matter, process, or enter into any contract the undertaking of which, in principle, has previously been considered and authorised by the Cabinet.
- 3.2.2. To take decisions (which are not Key Decisions within the meaning of the Constitution) that promote the strategic objectives within their portfolio.
- 3.2.3. To approve the entering into, the extension, or variation of contracts within their portfolio area providing that this is within the Council's Financial Procedure Rules.
- 3.2.4. Power to authorise a response by, or on behalf of the Council to consultations, provided that if the consultation raises issues of Council-wide interest or significance it shall be referred to the Cabinet, or appropriate Committee to agree a response, and that if the consultation is concerned only with and calls for a response on matters of a very technical professional nature, then officers may deal with it without reference to a Cabinet Member.
- 3.2.5. Power to agree appropriate fees and charges which are within the control of the Cabinet in consultation with the Corporate Director (Finance), providing that they are consistent with the approach in the Council's Annual Budget.
- 3.2.6. To make, update, or change plans and strategies provided that those changes do not conflict with an approved policy, do not raise new issues of policy, are within the approved budgets and do not exceed any of the financial limits set out in the Financial Procedure Rules that are within their portfolio area.

- 3.3. Notwithstanding the delegations in 3.2 above, all delegations are subject to the following limitations:
 - 3.3.1. No Cabinet Member may make a decision which is reserved to the Cabinet meeting as a whole.
 - 3.3.2. A decision in accordance with this scheme may not be taken by an individual Cabinet Member unless it is concerned with, or relates to any Council function, activity, or business falling within the portfolio of work allocated to that individual Cabinet Member by the Council/Cabinet. Where a matter requiring a decision affects more than one portfolio of work, the decision sought by officers shall be taken by the Cabinet Member with the lead for the issue in consultation with any additional Member, or the terms of the decision will be split to enable two separate complimentary decisions to be made.
 - 3.3.3. A decision in accordance with this scheme may not be taken by an individual Cabinet Member otherwise than in response to a written report from the appropriate Council officer.
 - 3.3.4. The record of decisions taken on any occasion by a Cabinet Member pursuant to this scheme shall be notified to all Members of the Council by publication on the Cabinet Agenda.
 - 3.3.5. A record of the decisions to be taken by Cabinet Members in accordance with this scheme shall be published in the Decision Planner.
- 3.4. Further delegations in respect of the Cabinet Member for Environment and Place are as follows:
 - 3.4.1. To have overall responsibility for the Council's responsibilities and functions under the Scrap Metal Dealers Act 2013 including agreeing a procedure for determining applications which are subject to representations.
 - 3.4.2. The Cabinet Member, in consultation with the Corporate Director, to determine any matter arising from any further subordinate legislation including Regulations and Statutory Guidance.
 - 3.4.3. To update and review the Statement of Principles and the Penalty Charge relating to a breach of the Smoke and Carbon Monoxide Alarm (England) Regulations 2015.
 - 3.4.4. To consider any representations and appeals against the issuing of a monetary penalty and to take into account any representations received in respect of the Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014

4. Cabinet Sub-Committees:

- 4.1. The Leader appoints the following Sub-Committee of the Cabinet with the Membership set out as below:

Sub-Committee Name: **Local Plan Sub-Committee**

Terms of Reference:

To be responsible for the development of the Local Plan to include:

Consideration of studies and reports.

1. Adoption of evidence to the formal evidence base in preparation for examination.
2. Consideration of draft Local Plan Documents and to make recommendations to Full Council as to their adoption.
3. To receive and to give consideration to responses to public consultations in relation to the Local Plan and to make recommendations to Full Council in relation to these.
4. Where relevant, to make recommendations to the Cabinet in respect of any corporate implications arising from the development of the Local Plan, including any recommendations for consideration in the budget setting process.

Membership:

Councillor D Bebb (Vice Chairman)
Councillor K Bowers
Councillor G Butland
Councillor T Cunningham
Councillor T Everard
Councillor P Horner
Councillor D Hume
Councillor Mrs G Spray (Chairman)
Councillor T Walsh
Councillor J Wrench

Appointments to Committees of Council		Agenda No: 12
Portfolio	Overall Corporate Strategy and Direction	
Corporate Outcome:	A high performing organisation that delivers excellent and value for money services	
Report presented by:	Councillor Graham Butland, Leader of the Council	
Report prepared by:	Ian Hunt, Head of Governance	
Background Papers:		Public Report
Constitution		Key Decision: No
Executive Summary:		
<p>The Council has a number of Committees and Sub-Committees which are appointed to by the Council. This report outlines the requirements set out in the Local Government and Housing Act 1989 to allocate seats to Political Groups on a politically proportionate basis.</p> <p>There are additional proposals to adjust the Council's scrutiny arrangements, increasing the number of Committees appointed and the arrangements for the management of the business of scrutiny. These details are set out in the report.</p> <p>Council is asked to set the proportions for each Committee and to appoint Members as set out in the report.</p>		
Recommended Decision:		
<p>That the Council:-</p> <ol style="list-style-type: none"> 1. Notes the political balance requirements; 2. Approves the proposed changes to the Council's scrutiny arrangements as detailed within the report. 3. Authorises the Head of Governance to amend the Council's Constitution to reflect the changes detailed in this report. 4. Agrees the size of the individual Committees and Sub-Committees to be subject to proportional balance and the allocation of seats to Political Groups in accordance with this report. 		

Purpose of Decision:	
To comply with legislation and to enable the Council to discharge its functions through Committees and Sub-Committees.	
Any Corporate implications in relation to the following should be explained in detail.	
Financial:	<p>The introduction of three additional allowances for the Vice-Chairmen of Scrutiny Groups is in line with the proportions used for other groups. However, there are additional annual costs of £7,389.</p> <p>The additional costs have not been budgeted for in the 2019/20 budget, and accordingly they would need to be met from the General Fund balance if they are unable to be met within the budget.</p>
Legal:	Article 4 Section 1.1.6 of the Constitution states that it is a function of Council to make appointments to Committees, unless the appointment is a Cabinet function or has been delegated by Council to a Committee or Officer. Other matters are addressed within the body of the report.
Safeguarding:	No matters arising out of this report.
Equalities/Diversity:	<p>The determination of the political proportionality on Committees is determined in accordance with the statutory provisions.</p> <p>Formally, it is a matter for Political Groups to determine the membership of individual Committees within the proportionate allocation to the Groups.</p>
Customer Impact:	No matters arising out of this report.
Environment and Climate Change:	No matters arising out of this report.
Consultation/Community Engagement:	The Council undertakes consultation with the relevant Groups in order to finalise the allocation of seats and the membership of Committees.
Risks:	The political balance rules can only be departed from if there is no dissenting vote at Council. Failure to comply would result in a breach of statutory duty which could be the subject of judicial review proceedings.
Officer Contact:	Ian Hunt
Designation:	Head of Governance
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Introduction

- 1.1. This report outlines the requirements set out in the Local Government and Housing Act 1989 to allocate seats on Council Committees and Sub-Committees to Political Groups on a politically proportionate basis. The Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 apply with some exceptions to any Committees established under the Constitution.

2. Political Balance Requirements

- 2.1. The allocation of seats on ordinary Committees must be in the same proportion as the number of Members a Group bears to the membership of the Authority as a whole.
- 2.2. The Council has a duty when allocating or reviewing the allocation of seats on Committees to give effect so far as is reasonably practicable to the following four principles:-
 - (i) all the seats are not allocated to the same Political Group;
 - (ii) the majority of the seats go to the Political Group in the majority on the full Council;
 - (iii) subject to the above two principles, the total number of seats on the ordinary Committees of the Authority are allocated to each Political Group in the same proportion as the Group's representation on the full Council; and
 - (iv) subject to the above three principles, the number of seats on each Committee are allocated to each Political Group in the same proportion as the Group's representation on the Council.
- 2.3. Following the Election on 2nd May 2019, the Council currently has four Political Groups, and one unaligned Independent Member.
- 2.4. Therefore the membership of the Council for the purpose of the allocation of seats is broken down as follows:-
 - 34 Conservative Group
 - 8 Green and Independent Group
 - 4 Halstead Residents Association
 - 2 Labour Group

3. Proposed Change to the Council's Scrutiny Arrangements

- 3.1. The Council has operated with two Committees to hold the Executive (Cabinet) to account, namely the Overview and Scrutiny Committee and the Governance Committee. The Overview and Scrutiny Committee has routinely established two Task and Finish Groups drawing in expertise from the Council

Membership to supplement its work, although these were not formal Committees of the Council.

- 3.2. The Leader proposes to move to a four standing Scrutiny Committee model. This would provide the following Scrutiny Committees:
- Performance Management Board
 - Corporate Governance Group
 - Community Development Group
 - Partnership Development Group
- 3.3. This proposal would enable four standing Committees of the Council which would have the specific remit to hold the Executive (Cabinet) to account, and to support the development of the Council's policy frameworks. The Committees would be responsible for establishing their own programme of work, although their Terms of Reference would set certain key priorities and patterns to this.
- 3.4. It is proposed that the Chairmen of the four Committees would meet periodically to ensure that the work of the Committees does not overlap, and to ensure that there is a comprehensive overview of the work being undertaken. This would also enable the current work of the Scrutiny Steering Board to consider recommendations and or requests for work to be undertaken.
- 3.5. The Terms of Reference for the Committees is set out in Appendix A to this report.
- 3.6. The existing Overview and Scrutiny Committee and Governance Committee would be removed from the Council's structure to facilitate this with the statutory elements of their work going to the Performance Management Board and Corporate Governance Group respectively.
- 3.7. The Council has a convention that where it is divided into Groups the Overview and Scrutiny Committee is chaired by an opposition Member. In line with this convention it is proposed that this is continued with the Performance Management Board, with the remaining Committee Chairmanships being in line with the usual political proportions.
- 3.8. In the light of the changes to the scrutiny function, the Members' Allowance Scheme, as approved by the full Council on 25th March 2019, will be amended to remove the references to the Chairman and Vice-Chairman of the Overview and Scrutiny Committee, the Chairmen of Task and Finish Groups and the Chairman of the Governance Committee. These will be replaced as follows:

Special Responsibility	Additional Allowance
Chairman of the Performance Management Board (Basic Allowance x1.5)	£4,926.00
Vice-Chairman of the Performance Management Board (Basic Allowance x0.75)	£3,696
Chairman of the Corporate Governance Group (Basic Allowance x1)	£4,926
Vice-Chairman of the Corporate Governance Group (Basic Allowance x0.5)	£2,463
Chairman of the Community Development Group (Basic Allowance x1)	£4,926
Vice-Chairman of the Community Development Group (Basic Allowance x0.5)	£2,463
Chairman of the Partnership Development Group (Basic Allowance x1)	£4,926
Vice-Chairman of the Partnership Development Group (Basic Allowance x0.5)	£2,463

4. Committee and Sub-Committee Allocations

- 4.1 The following proposed allocations meet the proportionality requirements, with a seat for the Halstead Residents Association Group on the Corporate Governance Group taken from the Conservative allocation. This enables all Groups to be represented on that Group:

Planning Committee - 13 Members:

Conservative: 9
Green and Independent: 2
Halstead Residents Association: 1
Labour: 0

Licensing Committee - 13 Members:

Conservative: 10
Green and Independent: 2
Halstead Residents Association: 1
Labour: 0

Performance Management Board - 9 Members:

Conservative: 6
Green and Independent: 1
Halstead Residents Association: 1
Labour: 1

Corporate Governance Group - 9 Members:

Conservative: 6
Green and Independent: 1
Halstead Residents Association: 1
Labour: 1

Community Development Group - 9 Members:

Conservative: 6
Green and Independent: 2
Halstead Residents Association: 1
Labour: 0

Partnership Development Group - 9 Members:

Conservative: 6
Green and Independent: 2
Halstead Residents Association: 1
Labour: 0

Standards Sub-Committee - 3 Members incorporating 3 Substitutes:

Conservative: 4
Green and Independent: 1
Halstead Residents Association: 1
Labour: 0

Appeals Committee - 3 Members incorporating 3 Substitutes:

Conservative: 4
Green and Independent: 1
Halstead Residents Association: 0
Labour: 1

- 4.2 Vacancies are able to be filled by the relevant Group at any time upon written notice to the Chief Executive.
- 4.3 The Groups, whilst permitted to appoint to all seats allocated to them from within the Group may appoint Members from other Groups over and above the requirements of the scheme, however this is at their discretion.
- 4.4 Following a Council decision on 19th February 2007, all Members who sit on the Planning Committee and the Licensing Committee (including Hearing Panels) are appointed on the basis that all Members shall participate in appropriate training before undertaking their duties and continue to participate in on-going training.
- 4.5 The Chairman and Vice Chairman of Committees and Sub-Committees are usually appointed from the Majority Group. The exception to this is the

Chairman of the Performance Management Board who should be appointed from the largest opposition group.

Terms of Reference:

Performance Management Board

To act as the Council's principal Scrutiny Committee in respect of the scrutiny of performance, including;

- Performance monitoring
- Service performance and effective use of resources
- Customer feedback
- Scrutiny of the budget proposals
- To receive call-in requests and to determine the Board's response.

Corporate Governance Group

The Terms of Reference of the Group include:

- To ensure that the Council's corporate governance arrangements are adequate and operating effectively in practice
- To consider the Annual Governance Statement before approval by the Cabinet
- To monitor the effectiveness of the Council's risk management procedures, the internal control environment and counter fraud and corruption arrangements and report any concerns to the Cabinet
- To endorse the annual Risk Management Strategy and recommend it to the Cabinet for adoption
- To approve the Council's Statement of Accounts
- To consider any reports of internal or external auditors and agreeing the action to be taken from those reports including any recommendations to the Council
- To consider and make recommendations on the internal audit plan
- To consider a report on the effectiveness of the internal audit system at least annually
- To receive the external Auditor's management letter and make recommendations arising from it
- Oversight of the Member Conduct framework for the Council and Parish Councils (As currently set out in Article 10 of the Constitution).

Community Development Group

The Terms of Reference of this Group include policy scrutiny relating to:

- Community priorities and solutions
- Engaging and identifying needs of other Groups
- Building relationships to ensure policies are developed to empower and not constrain
- Reputation management through promotion, delivery and communication
- Town and Parish Council shared working (identifying opportunities whilst establishing priorities).

Partnership Development Group

The Terms of Reference of this Group include:

- Driving forward existing partnerships
- Helping to bring partnership working into the Council's mainstream work
- Bringing together partners within the public sector for the benefit of the community
- Developing an approach to future partnership working with both the public and the private sector
- To receive the Annual Report of the Community Safety Partnership.

Appointment to Outside Bodies for the Civic Year of 2019/2020		Agenda No: 13
Portfolio	Overall Corporate Strategy and Direction	
Corporate Outcome:	A high performing organisation that delivers excellent and value for money services	
Report presented by:	Councillor G Butland, Leader of the Council	
Report prepared by:	Ian Hunt, Head of Governance	
Background Papers:		Public Report
		Key Decision: No
Executive Summary:		
<p>In accordance with Article 4.1.1.6 of the Constitution, Full Council is invited to make appointments to the Outside Bodies as set out in Appendix A this report.</p> <p>Full Council may make appointments to Committees and nominate representatives to Outside Bodies unless the appointment is a Cabinet function, or has been delegated by Council to a Committee or an officer.</p> <p>The appointments are for the 2019/2020 Civic Year only.</p>		
Recommended Decision:		
<p>That Full Council agrees to appoint Members in accordance with the schedule as set out in Appendix A.</p>		
Purpose of Decision:		
<p>Full Council discharges its functions in accordance with Article 4 of the Constitution.</p>		

Any Corporate implications in relation to the following should be explained in detail.

Financial:	Members appointed to serve on outside bodies are entitled to claim expenses in accordance with the Member Allowance Scheme in attending meetings of the outside bodies as the Council's representative. This will be met from the existing budget for Member Allowances.
Legal:	No matters arising out of this report.
Safeguarding:	No matters arising out of this report.
Equalities/Diversity:	No direct assessment has been made in relation to these appointments. Appointments reflect the membership of the Council and the needs of groups.
Customer Impact:	No matters arising out of this report.
Environment and Climate Change:	No matters arising out of this report.
Consultation/Community Engagement:	Appointments will be confirmed with the external bodies following the AGM.
Risks:	Should the Council decline to make an appointment, the Council will be unrepresented on the respective external body.
Officer Contact:	Ian Hunt
Designation:	Head of Governance
Ext. No:	2629
E-mail:	Ian.Hunt@braintree.gov.uk

Appointment to Outside Bodies for the Civic Year

Outside Body:	Proposed Appointment/s:
Braintree District Access Group	Councillor A Hensman
Braintree District and Greenfields Community Grant Panel	Councillor R Ramage Councillor Mrs G Spray Councillor Mrs W Schmitt
Braintree United Charities	Councillor J Baugh Councillor Miss V Santomauro Councillor Mrs L Walters Councillor T Everard
Campaign to Protect Rural Essex	Councillor P Schwier
Dedham Vale and Stour Valley Advisory Committee	Councillor Mrs D Garrod Councillor Mrs W Scattergood
Earls Colne Airfield Liaison Committee	Councillor G Courtauld
Earls Colne and Halstead Educational Charity	Councillor G Courtauld
Friends of Bocking Windmill	Councillor T Everard
Friends of Halstead Public Gardens	Councillor Mrs J Pell
Maltings Lane Forum	Councillor J Coleridge Councillor R Ramage
Notley Green Community Association	Councillor F Ricci
Rivenhall Playing Field Association	Councillor J Abbott Councillor B Wright
Witham United Charities	Councillor J Coleridge Councillor P Horner Councillor R Ramage Councillor B Rose Councillor Mrs S Wilson