



Uttlesford District Council

Chief Executive: Dawn French

Annual Council

To all Members of Uttlesford District Council, you are hereby summoned to attend the meeting of the District Council to be held as shown below to deal with the business set out in the agenda.

Date: Tuesday, 18th May, 2021

Time: 7.00 pm

Venue: Council Chamber - Council Offices, London Road, Saffron Walden, CB11 4ER

Public Broadcast: <https://uttlesford.moderngov.co.uk/ieListDocuments.aspx?CId=159&MId=5504>

Chair: Councillor M Foley

Members: Councillors A Armstrong, H Asker, G Bagnall, S Barker, M Caton, A Coote (Vice-Chair), C Criscione, C Day, A Dean, G Driscoll, D Eke, J Emanuel, J Evans, P Fairhurst, R Freeman, N Gregory, N Hargreaves, V Isham, R Jones, A Khan, P Lavelle, G LeCount, P Lees, M Lemon, B Light, J Lodge, J Loughlin, S Luck, S Merifield, E Oliver, R Pavitt, L Pepper, N Reeve, G Sell, G Smith, M Sutton, M Tayler and J De Vries

Kind regards,

Dawn French,
Chief Executive

Public Speaking

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given notice by 12 noon two working days before the meeting. Please register your intention to speak at this meeting by writing to committee@uttlesford.gov.uk

Public speakers will be offered the opportunity for an officer to read out their questions or statement at the meeting, and encouraged to attend the meeting via Zoom to readout their questions or statement themselves. For further information, please see overleaf. Those who would like to watch the meeting live can do so virtually [here](#). The broadcast will be made available as soon as the meeting begins.

AGENDA

PART 1

Open to Public and Press

1 Remarks of the Outgoing Chair

To receive the remarks from the outgoing Chair.

2 Election of the Chair

To receive nominations and elect the Chair.

3 Chair's Statutory Declaration of Acceptance of Office

The Chair to make the statutory declaration of acceptance of office.

4 Election of the Vice-Chair

To receive nominations and appoint the Vice-Chair.

5 Vice-Chair's Statutory Declaration of Acceptance of Office

The Vice-Chair to make the statutory declaration of acceptance of office.

6 Apologies for Absence and Declarations of Interest

To receive any apologies and declarations of interest.

7 Minutes of the previous meeting

5 - 26

To receive the minutes of the previous meeting.

8 Chair's Announcements

To receive any announcements from the Chair.

9 Political Balance 2021-22

27 - 35

To consider the Political Balance 2021-22 report.

10 Appointment of Members to Committees of Council 2021-22

To Follow

To appoint the Council's committees for 2020-21 and agree the nominations from the Group Leaders for Committee Chairs, Vice-Chairs, members and substitutes (to follow).

- | | | |
|-----------|---|----------|
| 11 | Appointment of Members to Working Groups of Council 2021-22 | 36 |
| | To appoint the Council's working groups for 2021-22. | |
| 12 | Appointment to the Essex Police, Fire and Crime Panel | 37 |
| | To appoint a Member and a substitute to the Essex Police, Fire and Crime Panel. | |
| 13 | Establishment of Appointments Committee | 38 - 40 |
| | To consider the report on the Establishment of an Appointments Committee. | |
| 14 | Council Procedure Rules: time permitted for questions to the executive and Committee Chairs | 41 - 59 |
| | To consider the report on Council Procedure Rules: time permitted for questions to the executive and Committee Chairs. | |
| 15 | Reports from the Leader and Members of the Executive | 60 - 102 |
| | To receive matters of report from the Leader and members of the Executive. | |
| 16 | Questions to the Leader, Members of the Executive and Committee Chairs (up to 15 minutes) | |
| | To receive questions from members for the Executive and committee chairs. | |
| 17 | Matters referred from the Executive and the Council's committees | |
| | To consider any reports referred from the Executive and the Council's committees and receive questions and answers on any of those reports. | |
| 18 | Matters received about joint arrangements and external organisations | |
| | To consider matters concerning joint arrangements and external organisations. | |

COMMITTEE MEETINGS AND THE PUBLIC – MAY 2021 UPDATE

In light of the recent High Court judgement regarding the extension of remote meeting regulations, Council, Cabinet and Committee meetings will now be returning to in-person and will be held on-site from Thursday 6th May 2021. However, due to social distancing measures and capacity considerations in line with the Council's risk assessment, public access and participation will continue to be encouraged virtually until further notice. Members of the public are welcome to listen live to the debate of any of the Council's Cabinet or Committee meetings. All live broadcasts and meeting papers can be viewed on the Council's calendar of meetings webpage.

Members of the public are permitted to speak at this meeting and will be encouraged to do so via the video conferencing platform Zoom. If you wish to make a statement via Zoom video link, you will need to register with Democratic Services by midday two working days before the meeting. There is a 15 minute public speaking limit and 3 minute speaking slots will be given on a first come, first served basis. Those wishing to make a statement via video link will require an internet connection and a device with a microphone and video camera enabled. Those wishing to make a statement to the meeting who do not have internet access can do so via telephone. Technical guidance on the practicalities of participating via Zoom will be given at the point of confirming your registration slot, but if you have any questions regarding the best way to participate in this meeting please call Democratic Services on 01799 510 369/410/467/548 who will advise on the options available.

Facilities for people with disabilities

The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate.

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact committee@uttlesford.gov.uk or phone 01799 510410/548 as soon as possible prior to the meeting.

Fire/emergency evacuation procedure

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by a designated officer. It is vital you follow their instructions.

For information about this meeting please contact Democratic Services

Telephone: 01799 510410, 510369 or 510548

Email: Committee@uttlesford.gov.uk

General Enquiries

Council Offices, London Road, Saffron Walden, CB11 4ER

Telephone: 01799 510510

Fax: 01799 510550

Email: uconnect@uttlesford.gov.uk

Website: www.uttlesford.gov.uk