



# Uttlesford District Council

Chief Executive: Peter Holt

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.

Chief Executive: Peter Holt

## Annual Council

**Date:** Tuesday, 23rd May, 2023

**Time:** 7.00 pm

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

**Chair:** Councillor H Asker

**Members:** Councillors M Ahmed, A Armstrong, G Bagnall, S Barker, N Church, M Coletta, A Coote, C Criscione, J Davey, A Dean, B Donald, G Driscoll (Vice-Chair), J Emanuel, J Evans, C Fiddy, M Foley, R Freeman, R Gooding, N Gregory, N Hargreaves, R Haynes, P Lees, M Lemon, J Loughlin, T Loveday, S Luck, C Martin, D McBirnie, J Moran, E Oliver, R Pavitt, A Reeve, N Reeve, B Regan, G Sell, R Silcock, M Sutton and M Tayler

### **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. A time limit of 3 minutes is allowed for each speaker.

Those who would like to watch the meeting live can do so by accessing the live broadcast [here](#). The broadcast will start when the meeting begins.

**AGENDA**  
**PART 1**  
**Open to Public and Press**

**1     Remarks of the Outgoing Chair**

To receive remarks from the outgoing Chair.

**2     Election of the Chair**

To receive nominations and elect the Chair of Council.

**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 of Council.

**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**

6 - 13

To receive the minutes of the ordinary and extraordinary meetings held on 21 March 2023.

**8     Chair's Announcements**

To receive any announcements from the Chair.

**9     Returning Officer's Report**

14 - 16

To receive the report from the Returning Officer.

**10   Election of a Leader**

To elect a Leader of the Council.

**11   Leader's Announcements**

17 - 21

	To receive any announcements from the Leader including the appointment of a Deputy Leader and members of the Executive.	
<b>12</b>	<b>Nominations of Honorary Aldermen and Alderwomen</b>	<b>22 - 24</b>
	To consider the Honorary Alderman and Alderwoman nominations of former Councillors.	
<b>13</b>	<b>Scheme of Delegation</b>	<b>25 - 37</b>
	To approve the Scheme of Delegation for Council functions.	
<b>14</b>	<b>Political Balance</b>	<b>38 - 44</b>
	To review the political balance of the Council.	
<b>15</b>	<b>Appointment of Committees 2023-24</b>	<b>45 - 46</b>
	To appoint the Council's committees for 2023-24 and agree the nominations from the Group Leaders for Committee Chairs, Vice Chairs, members and substitutes.	
<b>15a</b>	<b>Calendar of Meetings 2023/24</b>	<b>47</b>
	To agree the Calendar of Meetings for 2023-24.	
<b>16</b>	<b>Appointment of Council Working Groups 2023-24</b>	<b>48</b>
	To appoint the Council's working groups for 2023-24.	
<b>17</b>	<b>Appointment of a Member to the Essex Police, Fire and Crime Panel</b>	<b>49</b>
	To consider a nomination to appoint a member to the Essex Police, Fire and Crime Panel, and to appoint a substitute to the Panel.	
<b>18</b>	<b>Consideration of an individual Standards Complaint against a [former] Member</b>	<b>50 - 89</b>
	To consider the report relating to an individual Standards Complaint against a [former] Member.	
<b>19</b>	<b>Pay Policy Update</b>	<b>90 - 109</b>
	To consider the Pay Policy Update report.	
<b>20</b>	<b>Update on handling of Sudan evacuation</b>	<b>110 - 114</b>

To receive an update on the handling of the Sudan evacuation.

### **MEETINGS AND THE PUBLIC**

Members of the public are welcome to attend any Council, Cabinet or Committee meeting and listen to the debate. All agendas, minutes and live broadcasts can be viewed on the Council's website, through the [Calendar of Meetings](#).

Members of the public and representatives of Parish and Town Councils are permitted to make a statement or ask questions at this meeting. If you wish to speak, 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.

Guidance on the practicalities of participating in a meeting will be given at the point of confirming your registration slot. If you have any questions regarding participation or access to meetings, please call Democratic Services on 01799 510 369/410/460/548. Alternatively, enquiries can be sent in writing to [committee@uttlesford.gov.uk](mailto:committee@uttlesford.gov.uk).

The agenda is split into two parts. Most of the business is dealt with in Part I which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

Agenda and Minutes are available in alternative formats and/or languages. For more information, please call 01799 510510.

### **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](mailto:committee@uttlesford.gov.uk) or phone 01799 510 369/410/460/548 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 that you follow their instructions.

**For information about this meeting please contact Democratic Services**

Telephone: 01799 510548, 510369, 510410 or 510460

Email: [Committee@uttlesford.gov.uk](mailto:Committee@uttlesford.gov.uk)

### **General Enquiries**

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