

Thurrock: An ambitious and collaborative community which is proud of its heritage and excited by its diverse opportunities and future

General Services Committee

The meeting will be held at **7.00 pm** on **12 March 2024**

Chambers, Civic Offices, New Road, Grays, Essex RM17 6SL

Membership:

Councillors Andrew Jefferies (Chair), John Kent (Vice-Chair), Deborah Arnold, Barry Johnson, Kairen Raper, Graham Snell and Lynn Worrall

Substitutes:

Councillors Paul Arnold, George Coxshall, Ben Maney, Valerie Morris-Cook, Sara Muldowney and Lee Watson

Agenda

Open to Public and Press

	Page
1 Apologies for Absence	
2 Minutes	5 - 8
To approve as a correct record the public minutes of General Services Committee meeting held on 13 February 2024.	
3 Items of Urgent Business	
To receive additional items that the Chair is of the opinion should be considered as a matter of urgency, in accordance with Section 100B (4) (b) of the Local Government Act 1972.	
4 Declarations of Interests	
5 Annual Pay Policy Statement 2024/25 - Report to follow	
6 Senior Manager Pay Review - Report to follow	

Exclusion of the Public and Press

Members are asked to consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, Members are asked to decide whether, in all the circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

7 Item 6 - Appendix - Exempt

Queries regarding this Agenda or notification of apologies:

Please contact Jenny Shade, Principal Democratic Services Officer by sending an email to Direct.Democracy@thurrock.gov.uk

Agenda published on: **4 March 2024**

Information for members of the public and councillors

Access to Information and Meetings

Advice Regarding Public Attendance at Meetings

If you are feeling ill or have tested positive for Covid and are isolating you should remain at home, the meeting will be webcast and you can attend in that way.

Hand sanitiser will also be available at the entrance for your use.

Recording of meetings

This meeting will be live streamed and recorded with the video recording being published via the Council's online webcast channel: www.thurrock.gov.uk/webcast

If you have any queries regarding this, please contact Democratic Services at Direct.Democracy@thurrock.gov.uk

Guidelines on filming, photography, recording and use of social media at council and committee meetings

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities. If you wish to film or photograph the proceedings of a meeting and have any special requirements or are intending to bring in large equipment please contact the Communications Team at CommunicationsTeam@thurrock.gov.uk before the meeting. The Chair of the meeting will then be consulted and their agreement sought to any specific request made.

Where members of the public use a laptop, tablet device, smart phone or similar devices to use social media, make recordings or take photographs these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee. The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

Thurrock Council Wi-Fi

Wi-Fi is available throughout the Civic Offices. You can access Wi-Fi on your device by simply turning on the Wi-Fi on your laptop, smartphone or tablet.

- You should connect to TBC-GUEST
- Enter the password **Thurrock** to connect to/join the Wi-Fi network.
- A Terms & Conditions page should appear and you have to accept these before you can begin using Wi-Fi. Some devices require you to access your browser to bring up the Terms & Conditions page, which you must accept.

The ICT department can offer support for council owned devices only.

Evacuation Procedures

In the case of an emergency, you should evacuate the building using the nearest available exit and congregate at the assembly point at Kings Walk.

How to view this agenda on a tablet device



You can view the agenda on your [iPad](#) or [Android Device](#) with the free modern.gov app.

Members of the Council should ensure that their device is sufficiently charged, although a limited number of charging points will be available in Members Services.

To view any “exempt” information that may be included on the agenda for this meeting, Councillors should:

- Access the modern.gov app
- Enter your username and password

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

Breaching those parts identified as a pecuniary interest is potentially a criminal offence

Helpful Reminders for Members

- *Is your register of interests up to date?*
- *In particular have you declared to the Monitoring Officer all disclosable pecuniary interests?*
- *Have you checked the register to ensure that they have been recorded correctly?*

When should you declare an interest *at a meeting*?

- **What matters are being discussed at the meeting?** (including Council, Cabinet, Committees, Subs, Joint Committees and Joint Subs); or
- If you are a Cabinet Member making decisions other than in Cabinet **what matter is before you for single member decision?**



Does the business to be transacted at the meeting

- relate to; or
- likely to affect

any of your registered interests and in particular any of your Disclosable Pecuniary Interests?

Disclosable Pecuniary Interests shall include your interests or those of:

- your spouse or civil partner's
- a person you are living with as husband/ wife
- a person you are living with as if you were civil partners

where you are aware that this other person has the interest.

A detailed description of a disclosable pecuniary interest is included in the Members Code of Conduct at Chapter 7 of the Constitution. **Please seek advice from the Monitoring Officer about disclosable pecuniary interests.**

What is a Non-Pecuniary interest? – this is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest.

Pecuniary

If the interest is not already in the register you must (unless the interest has been agreed by the Monitoring Officer to be sensitive) disclose the existence and nature of the interest to the meeting

If the Interest is not entered in the register and is not the subject of a pending notification you must within 28 days notify the Monitoring Officer of the interest for inclusion in the register

Unless you have received dispensation upon previous application from the Monitoring Officer, you must:

- **Not participate or participate further in any discussion of the matter at a meeting;**
- **Not participate in any vote or further vote taken at the meeting; and**
- **leave the room while the item is being considered/voted upon**

If you are a Cabinet Member you may make arrangements for the matter to be dealt with by a third person but take no further steps

Non-pecuniary

Declare the nature and extent of your interest including enough detail to allow a member of the public to understand its nature



You may participate and vote in the usual way but you should seek advice on Predetermination and Bias from the Monitoring Officer.

Our Vision and Priorities for Thurrock

An ambitious and collaborative community which is proud of its heritage and excited by its diverse opportunities and future.

1. **People** – a borough where people of all ages are proud to work and play, live and stay
 - High quality, consistent and accessible public services which are right first time
 - Build on our partnerships with statutory, community, voluntary and faith groups to work together to improve health and wellbeing
 - Communities are empowered to make choices and be safer and stronger together

2. **Place** – a heritage-rich borough which is ambitious for its future
 - Roads, houses and public spaces that connect people and places
 - Clean environments that everyone has reason to take pride in
 - Fewer public buildings with better services

3. **Prosperity** – a borough which enables everyone to achieve their aspirations
 - Attractive opportunities for businesses and investors to enhance the local economy
 - Vocational and academic education, skills and job opportunities for all
 - Commercial, entrepreneurial and connected public services

Public Minutes of the Meeting of the General Services Committee held on 13 February 2024 at 7.00 pm

Present: Councillors Andrew Jefferies (Chair), John Kent (Vice-Chair), Deborah Arnold, Kairen Raper, Graham Snell, Paul Arnold (Substitute) (substitute for Barry Johnson) and Lee Watson (Substitute) (substitute for Lynn Worrall)

Apologies: Councillors Barry Johnson and Lynn Worrall

In attendance: Dr Dave Smith, Chief Executive and Managing Director
Commissioner
Asmat Hussain, Director of Legal and Governance and
Monitoring Officer
Matthew Boulter, Head of Democratic, Scrutiny and Member
Services
Tina Dempsey, Acting Assistant Director of HR & OD
Jenny Shade, Principal Democratic Services Officer

Before the start of the Meeting, all present were advised that the meeting was being recorded, with the audio recording to be made available on the Council's website.

57. Minutes

Minutes of the General Services Committee held on the 16th, 22nd, 23rd, 24th, 29th and 30th January were approved as a correct record.

58. Items of Urgent Business

There were no urgent items of business.

59. Declarations of Interests

There were no declarations of interest.

60. Overview and Scrutiny Function

The report presented the progress and decisions required to action improvement activity around the Overview and Scrutiny (O & S) Function. The report asked Members to support the introduction of a new Overview and Scrutiny Committee Structure with a view to further developing culture, skills, work programming and constitutional procedures of the function in future months. Contact had been made with the Independent Remuneration Panel Chair who had agreed to convene a panel in late March to consider the changing of roles and associated numerations.

The following points were raised:

- Members welcomed the proposed three Overview and Scrutiny Committee structure.
- Members discussed their concerns on the recommendation to cease the Lower Thames Crossing Task Force Group.
- Members agreed that Lower Thames Crossing Task Force should continue as a body until such time the Place Overview and Scrutiny Committee considered creating a Lower Thames Crossing Task Force Group.
- Members also agreed that the Place Overview and Scrutiny Committee be able to create two task and finish groups in addition to a Lower Thames Crossing Task and Finish Group.
- The Chair stated there was an opportunity for all Overview and Scrutiny Committees chairs to feed back to cabinet and had been disappointed that no committee chairs had attended cabinet this year to do so.
- Members discussed committee substitutions and agreed that each Overview and Scrutiny Committee should have two substitutes per political group added to each committee.

RESOLVED

To recommend to Full Council:

- 1. Agree the restructuring of the Overview and Scrutiny Function to consist of three committees: People, Place and Corporate, as detailed in this report and appendices.**
- 2. That the new Overview and Scrutiny committee structure starts for the municipal year 2024/25.**
- 3. Subject to the addition of two substitutes per political group to be added to each committee, agree the terms of reference of these committees at appendix 1 and delegate authority to the Monitoring Officer to include them in the Constitution.**
- 4. Cease the Local Development Plan Task Force and the Hidden and Extreme Harms Prevention Committee from the 2024/25 municipal year in accordance with Centre for Governance and Scrutiny's (CfGS) findings and recommendations.**
- 5. Formally adopt the Overview and Scrutiny Protocol attached at appendix 2 and incorporate it into the constitution as part of the forthcoming revised Overview and Scrutiny Chapter.**
- 6. That the Lower Thames Crossing Task Force continued as a body until such time the Place Overview and Scrutiny Committee considered creating a Lower Thames Crossing Task and Finish Group.**

7. That the Place Overview and Scrutiny Committee be able to create two task and finish groups in addition to a Lower Thames Crossing Task and Finish Group.

At 7.36pm, Asmat Hussain and Matthew Boulter left the meeting.

At 7.36pm, the meeting went into exempt session.

61. Employment Matter - Phase 2 Senior Management Arrangements

The public recording of this meeting can be viewed from the following link:

[General Services Committee - Tuesday 13 February 2024, 7:00pm - Thurrock Council committee meeting webcasts \(public-i.tv\)](#)

At 8.03pm, the meeting convened back into public session.

The meeting finished at 8.03pm

Approved as a true and correct record

CHAIR

DATE

**Any queries regarding these Minutes, please contact
Democratic Services at Direct.Democracy@thurrock.gov.uk**

This page is intentionally left blank