

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 **6.00 pm** on **16 January 2023**

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

Membership:

Councillors Mark Coxshall (Chair), Deborah Arnold (Vice-Chair), Barry Johnson, John Kent, Fraser Massey, James Thandi and Lynn Worrall

Substitutes:

Councillors Jack Duffin, Tony Fish, Shane Hebb, Andrew Jefferies, Kairen Raper and Luke Spillman

Agenda

Open to Public and Press

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1 Apologies for Absence	
2 Minutes	5 - 8
To approve as a correct record the minutes of General Services Committee meeting held on 4 January 2023.	
To approve as a correct record the minutes of General Services Committee meeting held on the 7 November 2022, reconvened on the 15 November 2022 and further reconvened meeting on the 4 January 2023.	
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 Pay Policy - report to follow

Queries regarding this Agenda or notification of apologies:

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

Agenda published on: **6 January 2023**

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 4 January 2023 at 6.00 pm

- Present:** Councillors Deborah Arnold (Vice-Chair), Barry Johnson, Fraser Massey, James Thandi, Tony Fish (Substitute) (substitute for Lynn Worrall) and Kairen Raper (Substitute) (substitute for John Kent)
- Apologies:** Councillors Mark Coxshall (Chair), John Kent and Lynn Worrall
- In attendance:** Jackie Hinchliffe, Director of HR, OD & Transformation
John Jones, Director Law & Governance, and Monitoring Officer
Jenny Shade, Senior Democratic Services Officer
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33. Minutes

Minutes of the General Services Committee held on the 28 November 2022 were approved as a correct record.

34. Items of Urgent Business

There were no urgent items of business.

35. Declarations of Interests

There were no declarations of interest.

At 6.01pm, the meeting went into exempt session.

36. Employment Matter

The item was an exempt session.

The meeting finished at 6.09 pm

Approved as a true and correct record

CHAIR

DATE

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

PUBLIC Minutes of the Meeting of the General Services Committee held on 7 November 2022, 15 November 2022 and 4 January 2023

Present: Councillors Mark Coxshall (Chair), Deborah Arnold (Vice-Chair), Barry Johnson, Fraser Massey and James Thandi

Apologies: Councillors John Kent and Lynn Worrall

In attendance: Jackie Hinchliffe, Director of HR, OD & Transformation
Matthew Boulter, Democratic Services Manager and Deputy Monitoring Officer
Jenny Shade, Senior Democratic Services Officer

37. Minutes

Minutes of the General Services Committee held on the 11 October 2022 were approved as a correct record.

Minutes of the General Services Committee held on the 25 October 2022 were approved as a correct record.

38. Declarations of Interests

This would be covered in exempt session.

39. Items of Urgent Business

At 7.01pm, the meeting went into exempt session.

At 7.03pm it was agreed to adjourn the meeting.

The meeting reconvened on Tuesday 15 November 2022 at 7.15pm and resumed in public session to receive apologies.

Apologies were received from Councillor M Coxshall (substituted by Councillor Jefferies), Councillor J Kent (substituted by Councillor Raper) and Councillor Worrall (substituted by Councillor Fish).

Also in attendance were Julian Milford KC (11KBW) and John Jones (Monitoring Officer).

In the absence of the chair, Councillor Arnold as vice chair chaired the meeting.

At 7.18pm, the committee agreed to go into exempt session.

Meeting was adjourned at 8.31pm.

The meeting reconvened on Monday 4 January 2023 at 6.09pm and resumed in public session.

Apologies were received from Councillor M Coxshall, Councillor J Kent (substituted by Councillor Raper) and Councillor Worrall (substituted by Councillor Fish).

Also in attendance were Julian Milford KC (11KBW), John Jones (Monitoring Officer) and Jackie Hinchliffe (Director of HR, OD & Transformation).

In the absence of the chair, Councillor Arnold as vice chair chaired the meeting.

At 6.09pm, Councillor Arnold closed the meeting as there was no further business to transact.

Approved as a true and correct record

CHAIR

DATE

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