

[Essex Nominating Body]

DRAFT Terms of Reference

1. Role and Purpose

- 1.1 The *[Essex Nominating Body]* is an unincorporated association, established to provide a constituted forum where Essex Leaders from the Membership below, meet to undertake the role of the Nominating Body to the Greater Essex Combined County Authority (the Combined Authority), or any other committee, sub-working group or scrutiny committee established by the Combined Authority.
- 1.2 The Combined Authority (or such other name as it may be known) will consist of Constituent Members and Non-Constituent Members.
- 1.3 Each of the Non-constituent Authorities listed below, has agreed to establish the *[Essex Nominating Body]* through their own governance arrangements, and have agreed to these Terms of Reference.

2. Membership

- 2.1 The *[Essex Nominating Body]* shall consist of the Leader from each of the following Essex Authorities:

- Basildon Council
- Braintree District Council
- Brentwood Borough Council
- Castle Point Borough Council and
- Chelmsford City Council
- Colchester City Council
- Epping Forest District Council
- Harlow District Council
- Maldon District Council
- Rochford District Council)
- Tendring District Council and
- Uttlesford District Council.

Together known as the Non-constituent Authorities.

- 2.2 The Chair of the *[Essex Nominating Body]* shall be elected annually at a meeting of the *[Essex Nominating Body]* from the Non-constituent Authorities.
- 2.3 If the Chair is not present at a meeting of the *[Essex Nominating Body]*, those present shall appoint a person to act as Chair for that meeting.
- 2.4 If the Leader of one of the Authorities listed at 2.1 above is unable to attend, then their Deputy Leader shall be entitled to attend and vote in their absence.

3. Roles and Responsibilities

3.1 The [*Essex Nominating Body*] will have the following responsibilities:

- (a) To act as a Nominating Body for the Combined Authority;
- (b) To appoint two Leaders to be the Nominated Representatives, as non-constituent members of the Combined Authority;
- (c) To be informed of any key decisions, strategy development and thematic areas being discussed at a Combined Authority level at the discretion of the Combined Authority;
- (d) Be provided with an opportunity to consider any representation(s) the Combined Authority would like its Nominated Representatives to make; and
- (e) To be provided with updates following all meetings of the Combined Authority by the Nominated Representative.

4. Arrangements for Meetings

- 4.1 Meetings of the [*Essex Nominating Body*] will be timed to run in sequence with the Combined Authority meetings.
- 4.2 Additional meetings may be arranged as required.
- 4.3 The [*Essex Nominating Body*] meetings if required may take place in a private session.
- 4.4 Meetings will take place at a location convenient to the Non-constituent Authorities and shall be notified in advance of any meetings called.
- 4.5 The co-ordination of the meetings will be undertaken by officers supporting the Chair of the [*Essex Nominating Body*].
- 4.6 The [*Essex Nominating Body*] will establish its priorities and agendas for meetings that seek to ensure delivery towards its roles and responsibilities set out in section three above.
- 4.7 Requests for additional items should be made to the Chair's office no later than ten days prior to the meeting. Additional items received after this will be included at the discretion of the Chair.
- 4.8 In order to assist discussion at the meeting, Officers responsible for items of business on the agenda may be asked to prepare a report, presentation or short briefing note on the agenda item. This item should be submitted to the Chair's office no later than ten days before meeting.
- 4.9 The agenda for the meeting will be circulated at least one week before the meeting and, where available, it shall include the reports, presentations, short briefing notes related to each item.

- 4.10 Following the meeting the Chair's office will prepare and circulate notes of the meeting setting out decisions and agreed actions. This will normally be within ten days of the meeting.
- 4.11 Costs associated in administering the arrangements and support for the meetings will be met by the Council holding the Chair of the *[Essex Nominating Body]*.
- 4.12 Any decision on a question coming before the *[Essex Nominating Body]* will be decided by a majority of those present and voting with the Chair having a second or casting vote in the case of an equality of votes being cast.

5. Nominated Representatives Role Profile

- 5.1 Those nominated to the Combined Authority on behalf of the Non- constituent Authorities are expected to be involved in decisions reflecting the views and objectives of the Combined Authority area as a whole as well as those of their individual local authority.
- 5.2 In addition, they will be required to maintain a strong working relationship with the Mayor and Portfolio Lead Members, as well as maintain effective working relationships with Officers of the Combined Authority.
- 5.3 It is the responsibility of the Nominated Representatives to ensure that the Non- constituent Authorities are informed of any lead member approvals (where relevant), key decisions, strategy development and thematic areas for discussion at a Combined Authority level and that the Non- constituent Authorities has an opportunity to consider any representation(s) that it would like that Nominated Representatives to make.
- 5.4 The Nominated Representatives should make themselves aware of what the Combined Authority expects from them. In so doing, may seek information from appropriate Combined Authority officers in relation to the Combined Authority Constitution, Committee Terms of Reference, and accounts etc.
- 5.5 The Nominated Representatives are expected to operate within the rules of the Combined Authority Constitution and adhere to the Code of Conduct for the Combined Authority.
- 5.6 Nominated Representatives are expected:
 - (a) to attend meetings of the Combined Authority, and any committee of the Combined Authority, to which they are appointed;
 - (b) to report on the activities of the Combined Authority to the Non- constituent Authorities and the impact of those activities on the Non- constituent Authorities, taking advice as appropriate.

- 5.7 The Nominated Representatives should take an active and informed role in the affairs of the Combined Authority and in the appropriate representation of the Non- constituent Authorities.