



SHAREHOLDER REFERENCE GROUP

Tuesday, 03 January 2023

Subject	Shareholder Reference Group – Terms of Reference
Report by	Councillor Steve Gallant Leader of the Council
Supporting Officer	Chris Bing Head of Legal and Democratic Services and Monitoring Officer

Is the report Open or Exempt?	OPEN
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Category of Exempt Information and reason why it is NOT in the public interest to disclose the exempt information.	Not applicable
Wards Affected:	All Wards

Purpose and high-level overview

Purpose of Report:

To note the Terms of Reference for the Shareholder Reference Group, which will be incorporated into East Suffolk Council's Constitution

Options:

None.

Recommendation/s:

That the Terms of Reference for the Shareholder Reference Group be noted.

Corporate Impact Assessment

Governance:

The Shareholder Reference Group needs Terms of Reference for good governance.

ESC policies and strategies that directly apply to the proposal:

East Suffolk Strategic Plan

East Suffolk Medium Term Financial Strategy

Environmental:

None

Equalities and Diversity:

None

Financial:

The Shareholder Reference Group will make decisions on "Reserved Matters"

Human Resources:

None

ICT:

None

Legal:

None

Risk:

None

External Consultees:	None
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Strategic Plan Priorities

Select the priorities of the Strategic Plan which are supported by this proposal: (Select only one primary and as many secondary as appropriate)		Primary priority	Secondary priorities
T01	Growing our Economy		
P01	Build the right environment for East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P02	Attract and stimulate inward investment	<input type="checkbox"/>	<input type="checkbox"/>
P03	Maximise and grow the unique selling points of East Suffolk	<input type="checkbox"/>	<input type="checkbox"/>
P04	Business partnerships	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P05	Support and deliver infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T02	Enabling our Communities		
P06	Community Partnerships	<input type="checkbox"/>	<input type="checkbox"/>
P07	Taking positive action on what matters most	<input type="checkbox"/>	<input type="checkbox"/>
P08	Maximising health, well-being and safety in our District	<input type="checkbox"/>	<input type="checkbox"/>
P09	Community Pride	<input type="checkbox"/>	<input type="checkbox"/>
T03	Maintaining Financial Sustainability		
P10	Organisational design and streamlining services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P11	Making best use of and investing in our assets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P12	Being commercially astute	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P13	Optimising our financial investments and grant opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
P14	Review service delivery with partners	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T04	Delivering Digital Transformation		
P15	Digital by default	<input type="checkbox"/>	<input type="checkbox"/>
P16	Lean and efficient streamlined services	<input type="checkbox"/>	<input type="checkbox"/>
P17	Effective use of data	<input type="checkbox"/>	<input type="checkbox"/>
P18	Skills and training	<input type="checkbox"/>	<input type="checkbox"/>
P19	District-wide digital infrastructure	<input type="checkbox"/>	<input type="checkbox"/>
T05	Caring for our Environment		
P20	Lead by example	<input type="checkbox"/>	<input type="checkbox"/>
P21	Minimise waste, reuse materials, increase recycling	<input type="checkbox"/>	<input type="checkbox"/>
P22	Renewable energy	<input type="checkbox"/>	<input type="checkbox"/>
P23	Protection, education and influence	<input type="checkbox"/>	<input type="checkbox"/>
XXX	Governance		
XXX	How ESC governs itself as an authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
How does this proposal support the priorities selected? The Shareholder Reference Group will receive regular updates on the progress and plans of the Council's group companies. The SRG will therefore provide an oversight function for the Council. The SRG will also facilitate decision-making on Reserved Matters. These functions will also support the Council's priorities around service delivery, commercial activities and financial investments.			

Background and Justification for Recommendation

1 Background facts	
1.1	At its meeting on 6 September 2022, Cabinet resolved to establish a committee of Cabinet, to be known as the Shareholder Reference Group (SRG), to undertake the functions of the Council as shareholder/ultimate owner of its group of companies and exercise the Council's rights under the Articles of each company and under the Shareholder Agreement, with the exception of any rights which the Cabinet or Leader reserves to itself/himself from time to time or which can only be exercised by Full Council.
1.2	At the September Cabinet meeting, Cabinet also resolved to delegate to the Head of Legal and Democratic Services, in consultation with the Leader of the Council, the drafting of Terms of Reference for the SRG for incorporation into East Suffolk Council's Constitution

2 Current position	
2.1	The SRG was created as a committee of Cabinet on 6 September 2022. The SRG had its first meeting on 4 October 2022. The second meeting of the SRG is scheduled to take place on 3 January 2023.

3 How to address current situation	
3.1	Terms of Reference for the SRG have been drafted for incorporation into East Suffolk Council's Constitution (Appendix A). The Terms of Reference set out the membership, role and purpose of the committee

4 Reason/s for recommendation	
4.1	East Suffolk Council's Constitution contains Terms of Reference for its Council and Cabinet committees which supports good governance.

Appendices

Appendices:	
Appendix A	Terms of Reference for ESC's Shareholder Reference Group (SRG)

Background reference papers:	
None.	