

Forest Heath District Council

(This report is not a key decision and has been subject to appropriate notice of publication under the Council's Access to Information Rules)

Report of the Leader of the Council

CABINET

29 MAY 2012

CAB12/007

APPOINTMENT OF THE CABINET'S WORKING GROUPS, JOINT COMMITTEES/PANELS AND STEERING GROUP (Forward Plan Reference – May12/07)

Summary and reasons for recommendations

Following the introduction of the revised arrangements for the administration of a Leader/Cabinet political management structure, the Cabinet is now required to review and confirm the membership of its Working Groups, Joint Committees/Panels and Steering Group for the year 2012/2013.

Recommendations

The Cabinet is required to:-

1. **Local Development Framework Working Group (Local Plan Working Group)**
 - (a) Confirm the change of name of the Local Development Framework Working Group to the 'Local Plan Working Group', with the necessary amendments being made to the Council's Constitution.
 - (b) Confirm the membership of the Local Plan Working Group for 2012/2013 (9 Members – 8 Conservatives/1 Opposition Group – Cllr M J Jefferys).
 - (c) To elect the Chairman and appoint the Vice Chairman for 2012/2013 of the Local Plan Working Group.
2. **Joint Consultative Working Group**
 - (a) Confirm the membership of the Joint Consultative Working Group for 2012/2013 (6 Members – 5 Conservatives/1 Opposition Group – Cllr N Williams).
 - (b) Recommend that the arrangements for the merging of the Joint Consultative Working Group and the St Edmundsbury Borough Council Joint Staff Consultative Working Party be progressed as soon as possible.
3. **West Suffolk Joint Health and Safety Panel** (formerly Safety Working Group)
 - (a) Approve the Terms of Reference for the West Suffolk Joint Health and Safety Panel, as set out in the Appendix to this report, with the necessary amendments being made to the Council's Constitution.
 - (b) Confirm the Forest Heath District Council membership of the West Suffolk Joint Health and Safety Panel for 2012/2013 (3 Members and 1 Substitute).

4. Anglia Revenues and Benefits Partnership Joint Committee
 - (a) Confirm the Forest Heath District Council membership of the Anglia Revenues and Benefits Partnership Joint Committee for 2012/2013 (2 Members and 2 Substitutes – Cabinet Members) as follows:

S J Edwards
R J Millar
Substitutes:- N A Roman and J E Waters

5. Joint Development Management Policies Committee
 - (a) Confirm the Forest Heath District Council membership of the Joint Development Management Policies Committee for 2012/2013 (3 Members and 2 Substitutes – Cabinet Members).

6. West Suffolk Waste and Street Scene Services Joint Committee
 - (a) Confirm the Forest Heath District Council membership of the West Suffolk Waste and Street Scene Services Joint Committee for 2012/2013 (2 Members and 2 Substitutes – Cabinet Members) as follows:

S J Edwards
N A Roman
Substitutes: - To be confirmed

7. West Suffolk Joint Emergency Planning Panel
 - (a) Confirm the Forest Heath District Council membership of the West Suffolk Joint Emergency Planning Panel for 2012/2013 (4 Members and 1 Substitute).

8. Forest Heath District Council and St Edmundsbury Borough Council Shared Services Steering Group
 - (a) Confirm the Forest Heath District Council membership of the Shared Services Steering Group for 2012/2013 (3 Members and 1 Substitute).

9. Forest Heath Health and Wellbeing Forum
 - (a) To consider the Forest Heath District Council membership of the Forest Heath Health and Wellbeing Forum, following the disbanding of the Health Working Group.

**Contact
Details**

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How will the recommendations help us meet our strategic priorities?

1. The appointment of Members to the Cabinet's Working Groups, Joint Committees/Panels and Steering Group will assist the Council in undertaking its responsibilities, as required, under those particular functions.

Wards affected

2. Not applicable to this report.

Key issues

3. Under the revised arrangements for the administration of a Leader/Cabinet political management structure, the following Working Groups, Joint Committees/Panels and Steering Group will now either report to Cabinet or exercise Executive functions:
 - Local Development Framework Working Group
 - Joint Consultative Working Group
 - Safety Working Group (West Suffolk Joint Health and Safety Panel)
 - Anglia Revenues and Benefits Partnership Joint Committee
 - Joint Development Management Policies Committee
 - West Suffolk Waste and Street Scene Services Joint Committee
 - West Suffolk Joint Emergency Planning Panel
 - Forest Heath District Council and St Edmundsbury Borough Council Shared Services Steering Group
4. Under Article 11 (Joint Arrangements) of the Council's Constitution, it states that:-

*"11.2 Joint Arrangements
11.2.3 "... ...the Cabinet may only appoint Cabinet Members to a joint committee and those members need not reflect the political composition of the Council as a whole."*
5. The Cabinet is requested to review and confirm the membership of the above Working Groups, Joint Committees/Panels and Steering Group for the year 2012/2013.
6. The Cabinet is also being requested to consider the membership of the Forest Heath District Council Members on the Forest Heath Health and Wellbeing Forum, following the disbanding of the Health Working Group.

Local Development Framework Working Group

7. The current membership of the Local Development Framework Working Group is set out below. This Working Group is constituted under the political balance rules:-

Local Development Framework Working Group (9) **Conservatives 8 / Opposition 1**

Mrs R E Burt
W Hirst
R D S Hood
M J Jefferys
Mrs C F J Lynch

R J Millar
W E Sadler
T Simmons
J E Waters

8. It is also being proposed that the name of the Working Group be changed to the "Local Plan Working Group" to reflect the requirements of the Localism Act.

Joint Consultative Working Group

9. The current membership of the Joint Consultative Working Group is set out below. The Working Group consists of both Members and Staff Side representatives and is constituted under the political balance rules:

Joint Consultative Working Group (6)

(The Chairman and Vice Chairman to be appointed at the first meeting. The Vice Chairman is drawn from the Staff Side representatives)

Conservatives 5 / Opposition 1

| | |
|-------------------------------|------------|
| W Hirst | T Simmons |
| G Jaggard | J E Waters |
| J W McGhee | N Williams |
| +Representatives of the staff | |

10. Arrangements are also being discussed on the merging of this Working Group with the St Edmundsbury Borough Council Joint Staff Consultative Working Party. Further details on these arrangements will be brought to a future Cabinet meeting.

Safety Working Group (West Suffolk Joint Health and Safety Panel)

11. At the meeting of the Safety Working Group held on 19 March 2012, it was recommended that the Central Safety Working Party (St Edmundsbury Borough Council) and the Safety Working Group (Forest Heath District Council) be amalgamated into the West Suffolk Joint Health and Safety Panel.
12. The proposed Terms of Reference for this Joint Panel is attached as an Appendix to this report. The Panel shall comprise 12 Members: 3 Councillors from both Forest Heath District Council and St Edmundsbury Borough Council (to be the 'employers' side) and 3 members of staff from each authority (the 'employees' side). A substitute Member from each of the four constituencies shall also be permitted.
13. The following 3 Forest Heath District Council Member representatives were recommended to this Panel at the meeting on 19 March 2012:-

Mrs R E Burt
A Drummond
T Simmons
Substitute: - No substitute Member was appointed at that meeting.

Anglia Revenues and Benefits Partnership Joint Committee

14. The membership of the Anglia Revenues and Benefits Partnership Joint Committee comprises of 2 Members and 2 substitutes appointed from each of the Councils represented on the Partnership (Forest Heath District Council, St Edmundsbury Borough Council, Breckland Council and East Cambridgeshire District Council).

15. The current Forest Heath District Council Members on this Joint Committee are set out below:

S J Edwards
E Stewart
Substitutes: - N A Roman and J E Waters

16. To comply with the Council's Constitution, the Forest Heath District Council membership of this Joint Committee will now need to be Cabinet Members.

Joint Development Management Policies Committee

17. The membership of the Joint Development Management Policies Committee comprises of 3 Members and 2 substitutes appointed from both Forest Heath District Council and St Edmundsbury Borough Council.

18. The current Forest Heath District Council Members on this Joint Committee are set out below:

Mrs R E Burt
R Dicker
W Hirst
Substitutes: - J E Waters and C J Barker

19. To comply with the Council's Constitution, the Forest Heath District Council membership of this Joint Committee will now need to be Cabinet Members.

West Suffolk Waste and Street Scene Services Joint Committee

20. The membership of the West Suffolk Waste and Street Scene Services Joint Committee comprises of 2 Members and 2 Substitutes appointed from both Forest Heath District Council and St Edmundsbury Borough Council.

21. The current Forest Heath District Council Members on this Joint Committee are set out below:

N A Roman
T Simmons
Substitutes: - E Stewart

22. To comply with the Council's Constitution, the Forest Heath District Council membership of this Joint Committee will now need to be Cabinet Members.

West Suffolk Joint Emergency Planning Panel

23. The membership of the West Suffolk Joint Emergency Planning Panel comprises of 4 Members and 1 Substitute appointed from both Forest Heath District Council and St Edmundsbury Borough Council.

24. The current Forest Heath District Council Members on this Joint Panel are set out below:

D W Bowman
Mrs R E Burt
A Drummond
N A Roman
Substitute:- No substitute appointed

Forest Heath District Council and St Edmundsbury Borough Council Shared Services Steering Group

25. The membership of this Steering Group comprises of 3 Members and 1 Substitute appointed from both Forest Heath District Council and St Edmundsbury Borough Council.

26. The current Forest Heath District Council Members on this Steering Group are set out below:

Mrs R E Burt
S J Edwards
N A Roman
Substitute: - J E Waters

Forest Heath Health and Wellbeing Forum

27. The Forest Heath Community Health Improvement Forum was renamed in November 2011 to the Forest Heath Health and Wellbeing Forum, in order to secure funding streams through partnership working and align Forest Heath with the national health agenda.

28. The membership of the Forum includes Forest Heath District Council Members and individuals who represent the key local organisations whose main business is health, health improvement, social care and/or be involved with the delivery or facilitation of health services.

29. The Forest Heath District Council Members on the Health Working Group were:

| | |
|--------------|------------|
| Mrs R E Burt | W Hirst |
| D W Bimson | T Simmons |
| D W Bowman | N Williams |

30. The Forum does not formally report to the Council, Cabinet or any Committee, but as the Health Working Group has now been disbanded under the new Leader/Cabinet Governance arrangements, consideration needs to be given to the Forest Heath District Council membership of the Forum.

Other options considered

31. Not applicable to this report.

Community impact

32. Not applicable to this report.

What consultation has been undertaken and what were the outcomes?

33. Not applicable to this report.

Financial and resource implications

34. Not applicable to this report.

Risk management implications

35. Not applicable to this report.

Legal/Policy implications

36. That the Working Groups, Joint Committee/Panels and other Groups are constituted with regard to the Council's Constitution and any other relevant legislation.

Documents Attached

Appendix – Terms of Reference for the West Suffolk Joint Health and Safety Panel.

Background Papers

None.