

Forest Heath District Council

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

Report of the Cabinet Member for Resources, Governance and Performance

CABINET
15 OCTOBER 2013
CAB13/115

REVIEW OF THE MEMBERSHIP OF THE CABINET'S WORKING GROUP, JOINT COMMITTEES/PANELS, STEERING GROUPS AND WORKING PARTY FOLLOWING THE DISTRICT COUNCIL BY-ELECTION FOR THE EXNING WARD

(Decision Plan Reference: OCT13/07)

1. Summary and reasons for recommendation(s)

- 1.1 This report requests the Cabinet to review the membership of its Working Group, Joint Committees/Panels, Steering Groups and Working Party, following the District Council By-Election for the Exning Ward which took place on 11 July 2013.
- 1.2 The Cabinet is also being requested to disband the Forest Heath District Council/St Edmundsbury Borough Council Shared Services Steering Group as its operation is no longer required.

2. Recommendation(s)

- 2.1 The Cabinet reviews and agrees the membership of its Working Group, Joint Committees/Panels, Steering Groups and Working Party for the remainder of 2013/2014.**
- 2.2 The Forest Heath District Council/St Edmundsbury Borough Council Shared Services Steering Group be disbanded, with any residual issues emanating from the Steering Group being presented directly to both Cabinets.**

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3. How will the recommendations help us meet our strategic priorities?

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

4. Key issues

4.1 Under the arrangements for the administration of a Leader/Cabinet political management structure, the following Working Group, Joint Committees/Panels, Steering Groups and Working Party, either report to the Cabinet or exercise Executive functions:

(a) Exercise Executive Functions on behalf of the Cabinet

- Anglia Revenues and Benefits Partnership Joint Committee
- Joint Development Management Policies Committee
- West Suffolk Waste and Street Scene Services Joint Committee

(b) Report to the Cabinet

- Local Plan Working Group
- Forest Heath District Council/St Edmundsbury Borough Council Shared Services Steering Group
- West Suffolk Joint Emergency Planning Panel
- West Suffolk Joint Health and Safety Panel
- West Suffolk Joint Staff Consultative Panel
- West Suffolk Growth Steering Group
- Joint Diversity Working Party

4.2 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."

4.1 This report reviews the membership of the Cabinet's Working Group, Joint Committees/Panels, Steering Groups and Working Party, following the District Council By-Election for the Exning Ward, at which Councillor S Cole was appointed as an Independent Member.

4.2 As a result of the By-election, the political balance of the Council now stands at:

- 23 The Forest Heath Conservative Group
- 3 The Opposition Group (1 Liberal Democrat, 1 Labour, 1 Independent (Councillor Simon Cole))
- 1 Independent (Councillor D W Gathercole)

4.3 Although there are no changes to the political balance, the Opposition Group have reviewed their membership, as highlighted in bold/italics below:

(a) Local Plan Working Group (9) (*politically balanced*)

Mrs R E Burt (Chairman)	M J Jefferys
R J Millar (Vice Chairman)	Mrs C F J Lynch
W J Bishop	W E Sadler
W Hirst	T Simmons
R D S Hood	

(b) Anglia Revenues and Benefits Partnership Joint Committee (8)
(2 Members and 2 substitutes from both Forest Heath District Council, St Edmundsbury Borough Council, Breckland Council and East Cambridgeshire District Council).

(FHDC Members) (Cabinet Members only)

S J Edwards	N A Roman (Substitute)
R J Millar	J E Waters (Substitute)

(c) Joint Development Management Policies Committee (6)
(3 Members and 2 substitutes from both Forest Heath District Council and St Edmundsbury Borough Council).

(FHDC Members) (Cabinet Members only)

Mrs R E Burt	R J Millar (Substitute)
D W Bowman	J E Waters (Substitute)
W Hirst	

(d) West Suffolk Waste and Street Scene Services Joint Committee (4)
(2 Members and 2 substitutes from both Forest Heath District Council and St Edmundsbury Borough Council)

(FHDC Members) (Cabinet Members only)

N A Roman (Vice Chairman)	D W Bowman (Substitute)
S J Edwards	J E Waters (Substitute)

(Chairman: Councillor P Stevens (St Edmundsbury Borough Council))

(e) Forest Heath District Council/St Edmundsbury Borough Council Shared Services Steering Group (6)

It is proposed for this Steering Group to be disbanded, as there is no longer a requirement for its operation, with any residual issues emanating from the Steering Group being presented directly to both Cabinets.

(f) West Suffolk Joint Emergency Planning Panel (8)
(4 Members and 1 substitute from both Forest Heath District Council and St Edmundsbury Borough Council)

(FHDC Members)

D W Bowman	N A Roman
Mrs R E Burt	A J Wheble (Substitute)
A Drummond	

- (g) West Suffolk Joint Health and Safety Panel (12)
(3 Members and 1 substitute from both Forest Heath District Council and St Edmundsbury Borough Council, along with 6 staff members from across the two authorities)

(FHDC Members)

Mrs R E Burt

A Drummond

T Simmons

J W McGhee (Substitute)

- (h) West Suffolk Joint Staff Consultative Panel (12)
(3 Members and 2 substitutes from both Forest Heath District Council and St Edmundsbury Borough Council, along with 6 staff members from across the two authorities)

(FHDC Members)

S J Edwards

G Jaggard

T Simmons

W Hirst (Substitute)

M J Jefferys (Substitute)

- (i) West Suffolk Growth Steering Group (12) (*politically balanced*)
(6 Members and 2 substitutes from both Forest Heath District Council and St Edmundsbury Borough Council)

(FHDC Members)

W J Bishop

D W Bowman

R Dicker

R D S Hood

T J Huggan

M K Smith

To be confirmed (Substitute)

To be confirmed (Substitute)

- (j) Joint Diversity Working Party (4)
(2 Members from both Forest Heath District Council and St Edmundsbury Borough Council)

(FHDC Members)

G Jaggard

R J Millar

5. Other options considered

5.1 Not applicable to this report.

6. Community impact

6.1 **Crime and disorder impact** (*including Section 17 of the Crime and Disorder Act 1998*)

6.1.1 Not applicable to this report.

6.2 **Diversity and equality impact** (*including the findings of the Equality Impact Assessment*)

6.2.1 Not applicable to this report.

6.3 **Sustainability impact** *(including completing a Sustainability Impact Assessment)*

6.3.1 Not applicable to this report.

6.4 **Other impact** *(any other impacts affecting this report)*

6.4.1 Not applicable to this report.

7. **Consultation** *(what consultation has been undertaken, and what were the outcomes?)*

7.1 Not applicable to this report.

8. **Financial and resource implications** *(including asset management implications)*

8.1 Not applicable to this report.

9. **Risk/opportunity assessment** *(potential hazards or opportunities affecting corporate, service or project objectives)*

Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	High/Medium/Low		High/Medium/Low
If the Working Group, Joint Committees/Panels, Steering Groups and Working Party are not correctly constituted, then the decisions made could be open to challenge	High	To constitute the Working Group, Joint Committees/Panels, Steering Groups and Working Party in line with the Council’s Constitution and any other relevant legislation	Low

10. **Legal and policy implications**

10.1 The Council has an obligation to review its political balance, following changes to its membership.

10.2 The Working Group, Joint Committees/Panels, Steering Groups and Working Party are constituted with regard to the Council’s Constitution and any other relevant legislation.

11. **Ward(s) affected**

11.1 All.

12. **Background papers**

12.1 None.

13. **Documents attached**

13.1 None.