



## Cabinet 7 May 2008

### Annual Review and Appointment of Cabinet Working Parties and Panels

#### 1. Summary and Recommendations

- 1.1 The Cabinet reviews annually its working parties, panels etc, including membership and terms of reference.
- 1.2 Recommendations are contained within each Section of this report, namely, paragraphs, 4.1(c), 4.2(e), 4.3(g), 4.4(c), 4.5(c), 4.6(b), 4.7(c), 5.3 and 6.2.

#### 2. Background

- 2.1 The Constitution states that:-

*The Cabinet may establish Working Parties and Panels to consider specific issues and to make recommendations. These Working Parties and Panels will not be able to make executive decisions. Members from outside the Cabinet may serve on such Working Parties and Panels but appointments will reflect the requirement that no Member should review or scrutinise a decision in which they were directly involved.*

#### 3. Current Working Parties and Panels

- 3.1 On 23 May 2007 the Cabinet agreed the following Panels and Working Parties:-

Working Party or Panel	Members	Substitutes
Bury St Edmunds Town Council Working Party	7	3
Bury St Edmunds Town Centre and Cattle Market Working Party	13	6
Central Safety Panel (Employers' Side)	5	2
Emergency Panel	7	3
Grant Panel	7	3
Haverhill Area Working Party	10	5
Joint Staff Consultative Panel (Employers' Side)	7	3
Sports and Leisure Development Panel	7	3
Sustainable Development Panel	13	6
Procurement Standards Board	7	3
Public Service Village Councillor Group	5	-
St Edmundsbury Countryside Forum	5	-

#### 4. Considerations

##### 4.1 Bury St Edmunds Town Council Working Party (BSETCWP)

- (a) The BSETCWP has a Terms of Reference as follows, to consider:-
  - (i) administrative matters (such as accommodation, facilities and staffing);
  - (ii) financial arrangements; and
  - (iii) any service-related issues.
- (b) The Working Party has met on 'few' occasions and it is considered that its functions can be covered by either the Bury St Edmunds Town Centre and Cattle Market Working Party (or its successor) or the Cabinet depending on the issue under consideration.
- (c) It is **RECOMMENDED** that:-
  - (i) the Bury St Edmunds Town Council Working Party be disbanded with immediate effect; and
  - (ii) the Bury St Edmunds Town Centre and Cattle Market Working Party(or its successor) undertake functions of the Town Council Working Party as appropriate and its Terms of Reference be amended to include 'To consider service related and other issues and liaise with Bury St Edmunds Town Council as appropriate';

##### 4.2 Bury St Edmunds Town Centre and Cattle Market Working Party

- (a) The Bury St Edmunds Town Centre and Cattle Market Working Party (BSETCCMWP) has been able to consider a range of issues of direct concern to the town centre. Although this has been an important task it is clear that the impact of the Working Party has been hampered by a town centre focus.
- (b) Looking forward there will be a number of important matters outside the town centre that will have a significant impact on the future shape and nature of Bury St Edmunds. These include the high level of residential and employment growth of the town, the need to co-ordinate growth with the delivery of a strategic transportation framework, the wider social and economic implications of developing key sites outside the town centre (such as Station Hill) and the enhancement of the work of the Borough Council in residential neighbourhoods. The strategic development framework will be provided by the Sustainable Development Panel but the detailed locality and place shaping issues will require a more focused approach that a wider Bury St Edmunds Working Party could provide.
- (c) In addition, if the recommendation in 4.1(c) above to disband the BSETCWP and reallocate this function to the BSETCCMWP is approved the remit of this Working Party will be expanded. Also, if the Sports and Leisure Redevelopment Panel is disbanded, as detailed in Section 4.4(c), this could also expand the Working Party's role.

- (d) It is considered appropriate that this Working Party be renamed 'Bury St Edmunds Area Working Party' to recognise its enhanced role similar to that given to the Haverhill Area Working Party. A revised Terms of Reference is attached as Appendix A.
- (e) It is **RECOMMENDED** that:-
  - (i) the Bury St Edmunds Town Centre and Cattle Market Working Party be renamed 'Bury St Edmunds Area Working Party'; and
  - (ii) The Terms of Reference detailed in Appendix A to Report Y728 be approved.

#### 4.3 Joint Staff Consultative Panel/Central Safety Panel: Proposed Amalgamation

- (a) On 24 May 2006, the Cabinet resolved that *subject to satisfactory consultation, the Head of Legal and Democratic Services be authorised to amalgamate the Joint Staff Consultative and Central Safety Panels.* (minute 8 refers)
- (b) Subsequent to this resolution a consultation process was undertaken and on 2 August 2006, the Cabinet resolved that (minute 48 refers) that *'the Joint Staff Consultative and Central Safety Panels be not amalgamated'.*
- (c) Since 2 August 2006 the Central Safety Panel has met on five occasions, for a total of approximately six hours in formal session. The Joint Staff Consultative Panel has met on four occasions for a total slightly in excess of three hours in formal session.
- (d) The importance of staff consultation, as well as the statutory responsibilities on the Borough Council, is fully recognised. Both Panels are mainly concerned with staffing matters. The Central Safety Panel is charged to *'keep under review all matters relating to the health, safety, and welfare of the Council's employees and to the protection of other persons against risks arising out of the work activities of the employees and of persons working under contract.'* The object of the Joint Staff Consultative Panel is to *'provide a regular forum to secure the largest measure of agreement between the Council and Trade Union employees regarding matters directly affecting employment by the Council.'*
- (e) It is also recognised that the 'expertise' of the current staff representation on both Panels is varied. However, securing full staff representation at meetings has proved difficult and the skills mix may enhance representations at meetings of a new single Panel. In addition the structure of the meetings for a new Panel may be able to facilitate attendance at meetings.
- (f) It is **RECOMMENDED** that subject to satisfactory consultation, the Head of Legal and Democratic Services be authorised to amalgamate the Joint Staff Consultative and Central Safety Panels.

#### 4.4 Sports and Leisure Development Panel

- (a) A significant amount of the work of the Sports and Development Panel overlaps with the works of other Panels/Working Parties. A recent example includes the refurbishment of the Haverhill Leisure Centre which had been considered in detail by both this Panel and the Haverhill Area Working Party. The respective roles of the Grant Panel and this Panel in

respect of the management fee negotiations with Abbeycroft Leisure are not clearly defined.

- (b) It is considered that the Panel's functions can be reallocated to other bodies. The Leisure and Sports Development functions (including those relating to the Olympic Games 2012) could be progressed through the Policy Development Committee or Cabinet. The monitoring arrangements for the provision of leisure activities provided by Abbeycroft Leisure could be considered by the Overview and Scrutiny Committee. Monitoring and negotiating management fees with Abbeycroft Leisure Board could be formally allocated to the Grant Panel. In addition, those matters with specific regard to the Bury St Edmunds and Haverhill Leisure Centres could be considered by the Area Working Parties. Finally, other issues such as consideration of Capital Expenditure items could be considered by the Cabinet.
- (c) It is **RECOMMENDED** that the Sports and Leisure Development Panel be disbanded with immediate effect and that its functions be undertaken as outlined above and, specifically:-
  - (i) the Policy Development Committee be requested to undertake any future leisure policy or strategy reviews as part of its remit to advise on the development of policy, taking into account the available space on the Committee's work programme;
  - (ii) all other issues regarding leisure and sports development functions, including those relating to the Olympic Games 2012, be progressed through the Cabinet;
  - (iii) the Overview and Scrutiny Committee be requested to carry out annual monitoring of the provision of leisure activities by Abbeycroft Leisure, and that for 2008/2009 that monitoring be carried out as part of the Committee's planned monitoring of the Action Plan arising from its post implementation review of the Trust transfer;
  - (iv) monitoring and negotiating management fees with Abbeycroft Leisure Board be formally allocated to the Grant Panel;
  - (v) those matters with specific regard to the Bury St Edmunds and Haverhill Leisure Centres be considered by the Area Working Parties; and
  - (vi) other issues, such as consideration of Capital Expenditure items, be considered by the Cabinet.

#### **4.5 Sustainable Development Panel**

- (a) The Sustainable Development Panel was set up to consider Policies in respect of:-
  - (i) Land Use;
  - (ii) Transportation; and
  - (iii) Waste.

- (b) There has been a tendency for operational items to also be taken to this Committee and this has resulted in a large number of items being considered at most meetings. There is the Engineering Services Work Programme on the agenda on a regular basis, various enhancement schemes, car parking matters, etc.
- (c) It is **RECOMMENDED** that the Sustainable Development Panel deal with strategic issues only. Operational items to be considered by other bodies, such as the Bury St Edmunds Town Centre and Cattle Market (or its successor) and Haverhill Area Working Parties.

#### 4.6 Procurement Standards Board

- (a) It is recognised that the Procurement Standards Board undertakes a valuable role in '*providing guidance to the Officers so they can exercise their powers and duties relating to the procurement function within the Council.*' However there does not seem to be a formal reporting arrangement at present. Therefore, it is considered that reporting arrangements for this Board should be undertaken by the Performance and Audit Scrutiny Committee.
- (b) It is **RECOMMENDED** that a formal reporting arrangement be made involving the Performance and Audit Scrutiny Committee as part of its performance management role in monitoring the Procurement Strategy Action Plan.

#### 4.7 Members' Health Panel

- (a) The Members' Health Panel has played an important role in the development and monitoring of the Health and Wellbeing Strategy. Councillors, officers, partners and members of the local community have worked hard to deliver some really excellent projects and activities over the past few years and the targets in the action plan have largely been achieved. At its meeting on 7 February 2008, the Members' Health Panel reviewed progress and congratulated officers on the range and number of achievements in local communities.
- (b) Due to the successful development of the Local Strategic Partnership and West Suffolk Health Inequalities Network, it was felt that officers should work towards the development of a West Suffolk Strategy, whilst retaining the target approach to health inequalities. Panel Members felt that it would be an appropriate time to disband the Members' Health Panel. Significant pieces of work needing to be done would be reported through the Borough Council's Scrutiny Committees or direct to the Cabinet as appropriate. Time limited Working Parties could be set up for specific projects if required.
- (c) It is **RECOMMENDED** that the Cabinet endorse the dissolution of the Members' Health Panel.

## 5. Policy Development Committee: Service Delivery Review Panel

- 5.1 The Service Delivery Review Panel (Public Access Review Panel) was set up on 5 January 2005 by the Policy Development Committee to develop a customer access strategy and to advise the former Council Offices and Depot Working Party on issues affecting the development of the Western Way Project in Bury St Edmunds. The Terms of Reference have not been subsequently reviewed.
- 5.2 The work of the Panel as specified in its original remit has been largely completed.
- 5.3 It is **RECOMMENDED** that the Service Delivery Review Panel's Terms of Reference be reviewed by the Policy Development Committee.

## 6. Appointment to Working Parties and Panels

- 6.1 There will almost certainly be a need to review and make appointments to the Cabinet's Working Parties and Panels and, therefore, it is recommended that the Head of Legal and Democratic Services be given delegated authority to make the appropriate appointments.
- 6.2 It is **RECOMMENDED** that the Head of Legal and Democratic Services be authorised to appoint Members to the Working Parties and Panels in accordance with nominations put forward by the relevant Group Leaders and in consultation with the independent Members.

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*St Edmundsbury*  
BOROUGH COUNCIL

# Bury St Edmunds Area Working Party: Terms of Reference

1. The proposed Terms of Reference for the Bury St Edmunds Area Working Party is as follows:-
  - (a) to maintain an overview of the issues relating to the wellbeing, economic prosperity and future development of Bury St Edmunds and make recommendations to the Cabinet about actions required to promote the success of the town;
  - (b) to bring forward proposals and recommendations for proceeding with all aspects of the redevelopment of the Cattle Market site in Bury St Edmunds and managing the impact of this scheme;
  - (c) to consider service related and other issues and liaise with the Bury St Edmunds Town Council as appropriate; and
  - (d) without reference to the Cabinet, to appoint steering groups for any issue within the remit of the Working Party and to co-opt non-voting members to these steering groups in order to provide alternative viewpoints and expert advice.

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