



## Cabinet 24 June 2009

### 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 for change are contained within each Section of this report, namely, paragraphs, 4.1(d), 4.2 (b), 4.3 (d) and 4.4 (d).

#### 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 Currently there are the following Panels and Working Parties:-

Working Party or Panel	Members	Substitutes	No of meetings (1)
Bury St Edmunds Area Working Party	13	6	6
Central Safety Panel (Employers' Side)	5	2	3
Emergency Panel	7	3	2
Grant Panel	7	3	5
Haverhill Area Working Party	10	5	5
Joint Staff Consultative Panel (Employers' Side)	7	3	2
Procurement Standards Board	7	3	3
Public Service Village Councillor Group	5	-	10
Public Venue Working Party	7	3	1 *
St Edmundsbury Growth Area Partnership Board	4	-	3
Sustainable Development Panel	13	6	9
West Suffolk Waste and Street Scene Services Joint Committee			

(1) From 1 April 2008 to 31 March 2009

\* Formed 11 February 2009

#### **4. Considerations**

##### **4.1 Procurement Standards Board**

- (a) The Procurement Standards Board has met on 9 occasions since its inception, the first time being on 13 September 2005 and the last being on 14 October 2008.
- (b) When first formed the priority of the Procurement Standards Board was to oversee the delivery of the Best Value Review of Procurement action plan as well as monitoring the progress of the procurement Dynamic Review – Innovation Value and Enterprise (DR-IVE) Initiative. These priorities evolved and included the revision of the Contract Procedure Rules as contained within the Council's Constitution as well as intranet information and training for staff on procurement best practice and negotiation. In more recent times the focus has been on spend analysis, collaborative procurement partnerships and monitoring specific procurement projects at the Council.
- (c) The emphasis of procurement is now changing again and the Council has recently recruited a new Procurement Manager. Reporting to the Chief Finance Officer, this officer is not only be tasked with overseeing best practice procurement at the Council but will also review and suggest the most effective methods of service delivery. Under these new arrangements it is felt that it would be most appropriate for the Board to be disbanded and that reporting arrangements for procurement issues involve the Performance and Audit Scrutiny Committee henceforth.
- (d) It is **RECOMMENDED** that
  - (1) the Procurement Standards Board be disbanded; and
  - (2) formal reporting arrangements for procurement issues be made involving the Performance and Audit Scrutiny Committee as part of its performance management role.

##### **4.2 Public Service Village (PSV) Councillor Group**

- (a) The PSV Councillor Reference Group was formed at the early stages of the project to provide a consultation mechanism with elected members from both councils. It has no decision-making or scrutiny role. The Group has recommended that it continue until the end of the formal project, which is likely to be in the late summer/early Autumn, so that it can be involved in arrangements for the formal opening of the building and also receive a report on the project close-down. After that time, it will disband and a councillor from each authority (with a nominated substitute) can serve on the building user group to be established by the West Suffolk House Joint Committee.
- (b) It is **RECOMMENDED** that the Public Service Councillor Group be disbanded at the end of the formal project, after receipt of a report on project close-down.

#### 4.3 Impact Management Group

- (a) The Impact Management Group (IMG) was set up in November 2004 with the aim of minimizing the impact of construction of the new development on the town. The Group consists of Councillors, representatives of town centre organisations and retailers, the developer and the contractor. The Group has overseen the production of two impact management strategies and has played a vital role in agreeing what the main messages and lines of communication should be, getting those messages out to retailers and customers and also in letting the Council know about concerns and issues in the town.
- (b) The Impact Management Group has worked very well and has been particularly successful as a forum for open discussion between Councillors, officers and town organisations. It was originally intended that the Group should be disbanded once the arc opened, but it has been very useful and the town organisations would very much like it to continue in some form.
- (c) It is therefore proposed that the Impact Management Group should continue with a changed format and remit:-
  - (a) the IMG will come under the aegis of Bury St Edmunds Town Centre Management (TCM);
  - (b) it will be convened by the Town Centre Manager;
  - (c) it will meet approximately every three months;
  - (d) Councillors and officers will be asked to continue attending;
  - (e) it will be more informal; and
  - (f) its role will be as a forum for discussion and information about town centre issues.
- (d) It is **RECOMMENDED** that the Borough Council's Impact Management Group continue but under the aegis of Bury St Edmunds Town Centre Management, as detailed in paragraph 4.3 (c) of Report A60.

#### 4.4 Sustainable Development Panel

- (a) On 7 May 2008 the Cabinet determined that the Sustainable Development Panel (SDP) should concentrate on strategic, and not operational issues.
- (b) It has been identified recently that the SDP's Terms of Reference did not include addressing climate change issues.
- (c) Attached as Appendix A is a revised Terms of Reference having been revised to take (a) and (b) above into consideration and the work undertaken by the Joint Committee.
- (d) It is **RECOMMENDED** that the revised Terms of Reference for the Sustainable Development Panel, attached as Appendix A to Report A60, be approved.

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# Sustainable Development Panel

## Terms of Reference

### 1. Workload for Sustainable Development Panel

- (a) As a guide, the Panel will receive reports and recommendations and consider the Council's approach in respect of the areas set out below.

*Subject to proper coordination, the following work of the Panel will not preclude either of the Scrutiny Committees from examining and contributing to issues of sustainable development, in accordance with their normal constitutional roles.*

### 2. Land Use Policy

- (a) development of planning policy generally and specifically the first St Edmundsbury Local Development Framework;
- (b) to provide guidance on strategic employment, housing and rural development issues;
- (c) oversee the Council's Local Development Scheme;
- (d) receive annual monitoring reports on planning policy matters;
- (e) receive Concept Statements, Master Plans, Design Briefs and Planning Guidance and recommend adoption of these policy documents to Cabinet;
- (f) agree responses to significant consultation matters including waste and minerals planning documents (it is suggested that officers are delegated the task of responding in all other situations); and
- (g) to accept studies, research and related documents as part of the background to and the evidence base for strategy and policy development.

### 3. Transportation Policy

- (a) strategic and localised transportation studies;
- (b) transportation policy documents;
- (c) car parking policy matters;
- (d) car parking enforcement policy matters;
- (e) to recommend car parking charges to Cabinet;
- (f) to consider the business case for Decriminalised Car Parking Enforcement and to make recommendations on the implementation of that area of service to Cabinet;
- (g) sustainable transport schemes;
- (h) shared space projects and initiatives;
- (i) public transport issues and initiatives;
- (j) park and ride initiatives; and
- (k) highway schemes.

#### **4. Sustainability**

- (a) development of strategic and local policy on sustainability (i.e. environmental, social and economic wellbeing);
- (b) receive performance monitoring reports concerning the Council's Environmental Management System and other matters relating to sustainability;
- (c) oversee the Council's response to tackling climate change and energy dependency;
- (d) agree responses to significant consultation matters concerning sustainability including climate change (it is suggested that officers are delegated the task of responding in all other situations); and
- (e) to accept studies, research and related documents as part of the background and evidence base for development of sustainability policy.

#### **5. Membership**

- (a) The Panel will consist of 13 Members and seats allocated on the political balance formula.
- (b) Membership will include:-
  - (a) Portfolio Holder for Transport and Planning;
  - (b) Portfolio Holder for Environment and Street Scene;
  - (c) Chairman Development Control Committee; and
  - (d) Representation from Development Control, Overview and Scrutiny and Policy Development Committees.

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