



# Cabinet 25 May 2011

## Annual Review and Appointment of Cabinet Working Parties and Other Groups

### 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 appropriate Sections of this report.

### 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 The Cabinet agreed to set up the following groups with the appropriate Terms of Reference:-

Working Party or Panel	Members	Subs	Terms of Ref
Bury St Edmunds Area Working Party	10	5	Appendix A
Central Safety Working Party (Employers' Side)	5	2	Appendix B
Emergency Planning Working Party	7	3	Appendix C
Grant Working Party	7	3	Appendix D
Haverhill Area Working Party	10	5	Appendix E
Joint Staff Consultative Working Party (Employers' Side)	7	3	Appendix F
Public Venue (The Apex) Working Party	7	3	Appendix G
Rural Area Working Party	10	5	Appendix H
Shared Services Steering Group (Borough Councillors)	3	1	Appendix I
St Edmundsbury Growth Area Partnership Board (Borough Councillors)	4	0	Appendix J
Sustainable Development Working Party	13	6	Appendix K

#### **4. Working Parties to be Disbanded**

##### **4.1 The Public Venue (The Apex) Working Party (Appendix G attached).**

- 4.1.1 The work of the Working Party is largely complete having overseen the construction, fit-out and the initial operational arrangements.
- 4.1.2 The final account for the fit-out is yet to be agreed and the arrangements for the former 'first floor lettable area' also needs to be finalised.
- 4.1.3 The Working Party last met on 14 April 2011 and it is **RECOMMENDED that the Working Party is now disbanded**. Any significant matters to be the subject of a report to Cabinet.

##### **4.2 St Edmundsbury Growth Area Partnership Board (Appendix J attached).**

- 4.2.1 The Board was primarily set up to make recommendations on the prioritisation of the Growth Area Funding, to formulate a Work Programme and to recommend the allocation of funding in order to meet the needs of the community and stakeholders.
- 4.2.2 The Board last met on 2 March 2011 and its work has largely been completed.
- 4.2.3 It is **RECOMMENDED that the Board is now disbanded** and any residual issues to be the subject of a report to Cabinet.

##### **4.3 Sustainable Development Working Party (Appendix K attached).**

- 4.3.1 The Working Party's remit concerning 'provide guidance on strategic waste management matters' is now undertaken by the West Suffolk Waste and Street Scene Joint Committee with Forest Heath District Council.
- 4.3.2 Some of the reports associated with specific sites that are considered by the Working Party are also considered by Bury St Edmunds and/or Haverhill and/or Rural Area Working Parties.
- 4.3.3 The current Terms of Reference states that 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.
- 4.3.4 From 4.3.1 above there is now no need for the Portfolio Holder for Environment and Street Scene to be automatically a Member of the Working Party. Also as the Policy Development Committee has been disbanded no representatives are available. Furthermore, with reference to 4.3.2 above, to ensure that a co-ordinated overview is given by this Working Party consideration should be given to representatives from the three Area Working Parties being on this Working Party.

4.3.5 Consideration should be given to the composition of the Working Party including Membership and based on representation from:-

- (1) Portfolio Holder for Transport and Planning;
- (2) Bury St Edmunds, Haverhill and Rural Area Working Parties; and
- (3) Development Control Committee.

4.3.6 'Provide Guidance on Strategic Waste Management Matters' to be deleted from the Terms of Reference.

4.3.7 The Cabinet is requested to **REVIEW** the membership and the Terms of Reference of the Sustainable Development Working Party.

#### **4.4 Shared Services**

4.4.1 Taking forward the Shared Services Agenda with Forest Heath District Council and also some current working practices by the 'service' officers, it is suggested that the Borough Council's Emergency, Central Safety and Joint Staff Consultative Panels could be amalgamated with the equivalent at Forest Heath District Council.

4.4.2 It is **RECOMMENDED** that merging of Emergency, Central Safety and Joint Staff Consultative Working Parties with Forest Heath District Council be explored.

#### **5. Democratic Services Attendance at Meetings**

5.1 As part of the Dynamic Review – Innovation, Value and Enterprise (DR-IVE) exercise the number of Committee Administrators will reduce by one with effect 1 August 2011. Therefore, there is a need to review the workload of the Section, and it is proposed that, subject to the above decisions, the Committee Administrators do not attend and, therefore, do not produce the minutes in respect of the following:-

- (a) Bury St Edmunds Area Working Party;
- (b) Grant Panel;
- (c) Haverhill Area Working Party;
- (d) Rural Area Working Party; and
- (e) Sustainable Development Working Party.

5.2 Democratic Services will continue to produce the agenda and format and 'scrutinise' the reports, which will continue to be a prime record. In addition, the Democratic Services Section will produce a draft list of recommendations concerning the relevant meeting based on the reports. It will then be left to the 'lead officer' for the relevant group to be responsible for making amendments as appropriate and forwarding the 'final' version to Democratic Services in order that the recommendations can be taken to the decision-making body (the Cabinet).

5.3 It is requested that Cabinet **ENDORSE** the administration of Working Parties as outlined in Section 5.

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## **Bury St Edmunds Area Working Party: Terms of Reference**

- (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.

Approved by Cabinet: 7 May 2008 (minute 196(b) refers).

**CENTRAL SAFETY WORKING PARTY**

**CONSTITUTION AND TERMS OF REFERENCE**

**1. Constitution**

- 1.1 The Central Safety Panel shall comprise ten Members of whom five shall be Members of the Council. Employees shall be represented by five nominees from the Combined Area Safety Committee. Substitutes shall be permitted provided the person is a Member of the Combined Area Safety Committee or the Council.
- 1.2 It shall be the Health and Safety Manager's duty to attend and advise the Panel.
- 1.3 The Panel shall appoint a Chair and Vice-Chair from its Members. When the Chair is a Member of one side of the Panel, the Vice-Chair shall be a Member of the other side. The employee representative elected to be Chair or Vice-Chair shall act as Secretary to the Employees' Side for the agreeing of Minutes.
- 1.4 The Panel may invite attendance of any person whose particular knowledge or experience may assist the Panel in its considerations. Such attendance shall be in a consultative capacity and only for the period during which the relevant question is under consideration.

**2. Terms of Reference**

- 2.1 The Panel shall 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.
- 2.2 Without prejudice to the foregoing general terms, items for particular consideration may include:-
  - (a) the study of accidents and diseases and in particular those notifiable to the Health and Safety Executive;
  - (b) considering and making recommendations in respect of items submitted by the Combined Area Safety Committee;
  - (c) consideration of reports and information from the Inspectors of the Health and Safety Executive;
  - (d) consideration of reports submitted by Safety Representatives;
  - (e) noting the development of safety rules and safe systems of work;
  - (f) monitoring the effectiveness of employee safety training;

- (g) the presentation of publicity in safety matters; and
- (h) inspecting or arranging for an inspection of any particular area or activity.

### **3. Arrangements and Procedures**

3.1 Meetings shall normally be held quarterly but, exceptionally, the Chair may decide, after consultation with the Health and Safety Manager, to convene an extraordinary meeting at any time.

3.2 Agendas shall be prepared by the Committee Services Section, Democratic Services (who will send a Secretary to the Panel) after discussion with the Health and Safety Manager and shall be circulated at least five days before the meeting.

#### **3.3 Quorum**

The quorum for the Central Safety Panel shall be four, comprising at least two employee representatives of the Combined Area Safety Committee and two Members of the Borough Council.

#### **3.4 Voting Procedure**

Voting shall be by show of hands and simple majority. The report of the Central Safety Panel to Cabinet shall be by way of presentation of the Minutes which shall record propositions and amendments and the voting thereon.

Approved by Cabinet: 24 May 2006 (minute 8 refers).



# Emergency Planning Working Party: Terms of Reference

- (a) To provide a group of members who can develop an enhanced level of understanding of emergency planning issues;
- (b) To provide a forum for the discussion of emergency preparedness issues;
- (c) To provide policy guidance on emergency planning arrangements to ensure alignment with corporate policies and direction;
- (d) To provide a link with other Members to promote resilience within communities;
- (e) To assist Cabinet with the dissemination of information to other Members during an emergency; and
- (f) To make recommendations to Cabinet about actions required to develop and maintain effective emergency preparedness arrangements to ensure that Council can support the emergency services and communities during emergencies.

Approved by Cabinet: 9 January 2011 (minute 111 refers).





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# Grant Working Party: Terms of Reference

To consider grant applications and recommend the level of grants payable to organisations to officers or the Cabinet, based on the policies agreed by Council and in accordance with the relevant delegations detailed in Section 7 of this Grants Policy.

Approved by Cabinet: 19 January 2011 (minute 102(a)(1)(c) refers).

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# Haverhill Area Working Party: Terms of Reference

To maintain an overview of issues relating to the well-being and future development of Haverhill and make recommendations to Cabinet about actions required to promote the success of the town and its community.

Approved by Cabinet: 24 May 2006 (minute 8 refers).

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# Joint Staff Consultative Working Party: Terms of Reference

## 1. Introduction

The object of the 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.

## 2. Powers and Duties

The Panel shall carry out the following duties:-

2.1 Subject to para. 3 below, to consult on matters affecting the employment of all groups of employees of the Council, with a genuine commitment to seek joint consensus and enter into agreements, as appropriate.

These matters may include such subjects as:-

- (a) application or implementation of National Agreements;
- (b) application or implementation of Local Agreements or local conditions of service;
- (c) productivity or performance arrangements;
- (d) issues referred to the Panel by the Trade Unions as provided for by the formal 'Consultation Procedures' (Employment Restructuring & Redundancy);
- (e) working conditions such a rosters, accommodation etc;
- (f) welfare and health of employees;
- (g) personnel procedures including recruitment, sickness, discipline and handling of grievances and redundancies;
- (h) training & development of employees;
- (i) equality issues;
- (j) any issue referred to the Joint Staff Consultative Panel by the Cabinet.

2.2 Questions affecting individuals (e.g. pay, discipline) are excluded from consideration unless they represent matters of principle which are of general application to employees.

**3. Authority of the Panel**

3.1 Decisions of the Joint Staff Consultative Panel shall be in accordance with the voting arrangements set out in para. 8.3. below and shall be subject to the approval of Cabinet, as provided for by the Council's Scheme of Delegation.

**4. Membership**

4.1 The Panel shall consist of:-

Employers' side – 7 members, the composition of which reflect the political group representation on the Council as required by the regulations made under The Local Government & Housing Act 1989.

Employees' side – 8 members nominated by the Trade Unions recognised by this Authority in accordance with the formula set out below:

- (a) employee representatives appointed by each of the Trade Unions recognised by this Authority should be on a proportional basis to the total number of employees within the individual union compared to the total Trade Union membership.
- (b) Each Trade Union recognised by the Authority shall have a minimum of one seat.

The Trade Union representation shall therefore be as follows:

UNISON        8 seats

4.2 The Trade Unions recognised by this Authority shall represent all Council employees. This will include raising issues on behalf of non-Trade Union members, should they be requested.

4.3 Members shall be appointed/elected on a 3 yearly basis.

4.4 Any member may be represented at meetings of the Panel by a substitute with full powers, provided that the substitute has been duly appointed/elected.

4.5 In the event of any failure to appoint/elect the number of representatives provided for by this Constitution, such failure to appoint/elect shall not invalidate the decisions of the Panel.

**5. Casual Vacancies**

If a casual vacancy occurs, a new member shall be appointed by the appropriate Trade Union recognised by this Authority, and shall sit until the end of the period for which his or her predecessor was appointed.

**6. Officers**

6.1 The Panel at its annual meeting shall appoint a Chair and Vice-Chair. If the first is a representative of the Employer's Side, the second shall be a representative of the Employees' Side, and vice-versa. The Chair of the Panel shall be rotated on an annual basis between the Employees' and Employers' Side.

6.2 In the absence of both officers at any meeting, a Chair shall be elected from amongst the members to preside at the meeting. The Chair shall have a vote but not a casting vote.

6.3 A Secretary to the Panel shall be provided from the staff of the Committee Services Section, Democratic Services.

**7. Advisors**

7.1 The Chief Executive Officer and Head of Human Resource Services shall be permanent advisors to the Panel, other officers of the Council would normally attend in an advisory capacity as necessary.

7.2 Either side of the Panel may invite or co-opt, such persons of special knowledge, as may serve the special purposes of the Panel, provided that persons thus invited or co-opted shall serve only in an advisory capacity without the power to vote.

7.3 The full-time Office of any Trade Union recognised by this Authority may attend the Panel (consultative/advisory capacity only) to assist their local representative(s) in the presentation of any relevant issue.

**8. Meetings of the Panel**

8.1 Meetings of the Panel shall be held quarterly. At least 10 working days notice shall be required of all meetings and agenda items, excluding special meetings.

8.2 The Chair shall call a special meeting if so requested (verbally) by three members of either side of the Panel. The notice summoning the meeting shall state the nature of the business proposed, and no other matters shall be discussed. The meeting shall take place within 5 working days once the necessary request has been received by the Chair.

8.3 The voting at meetings of the Panel shall be by show of hands or otherwise as the Panel shall determine. No motion shall be regarded as carried unless it has been approved by a majority of Employer representatives and a majority of Employee representatives present and voting.

8.4 The agenda for meetings shall be agreed by the Chair and Vice-Chair and should be submitted by the Secretary to each member not later than 10 working days before a meeting. Business other than that on the agenda may not be introduced except with the consent of both Sides.

**9. Quorum**

The quorum shall be three members of the Employer and three members of the Employee representatives.

**10. Settlement of Differences**

If the Panel is unable to agree (or if the Council does not accept the recommendation of the Panel) and no local settlement can be achieved, the matter may be referred by either side to the Eastern Provincial Council, provided it falls within paragraph 11 of the latter's Constitution.

Approved by Cabinet on 19 June 2007 (minute 8 refers).



*St Edmundsbury*  
BOROUGH COUNCIL

# Public Venue (The Apex) Working Party: Terms of Reference

1. Progress construction, fit-out and procurement issues;
2. produce the Business Plan for the operation of the Venue and regularly monitor its implementation and review;
3. produce and regularly review a marketing strategy;
4. recommend arrangements for the opening and launch of the Venue;
5. consider the operation of the Venue within the wider arc development;
6. undertake risk assessment and equalities impact assessments;
7. recommend a means of integrating the first floor lettable area within the Venue;
8. promote partnerships with potential partners and users; and
9. recommend public art.

Approved by Cabinet: 11 February 2009 (minute 147 refers).



*St Edmundsbury*  
BOROUGH COUNCIL

## **Rural Area Working Party: Terms of Reference**

- (a) Maintain an overview of the issues relating to the wellbeing, economic prosperity and future development of the rural area of St Edmundsbury and to make recommendations to the Cabinet about actions required to promote its success;
- (b) oversee the development and monitor the implementation of the Council's Rural Action Plan (and any replacement) and to make recommendations to the Cabinet accordingly;
- (c) consider service related and other issues which relate specifically to the rural area and to liaise with parish councils and other partners as appropriate;
- (d) 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; and
- (e) invite interested parties to meetings as considered appropriate.

Approved by Cabinet: 16 September 2009 (minute 54(a) refers).





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## Shared Services Steering Group: Terms of Reference

1. To consider and recommend upon the initial programme of proposed shared services and, thereafter, to monitor and review the same.
2. In relation to each proposal for a shared service, to consider the business case and action plan and, make recommendations on the viability of the same to the respective councils, with or without amendment to the documentation, as appropriate.
3. Following the approval of a business case and action plan, to monitor the progress of implementation against the milestones set out in the action plan and to receive regular reports on progress, for that purpose.
4. To consider and make recommendations upon any operational, technical, financial, human resource or other issue which may arise during the process of implementation.
5. Proactively to identify and advise upon any opportunity for a shared service, as and when it arises.
6. In exercising all or any of the above powers, constantly to have regard to the following principles:-
  - (a) the achievement of efficiency savings;
  - (b) the maintenance or improvement of service levels;
  - (c) opportunities for the deployment of an invest to save methodology; and
  - (d) the spirit and ethos of partnership working, in order to achieve the best possible solution for both councils and their residents.

Approved by Council: 15 December 2009 (minute 77(2) refers).



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# St Edmundsbury Growth Area Partnership Board: Terms of Reference

The Terms of Reference for the Growth Area Partnership Board will be to:-

- (i) make recommendations to Cabinet on the prioritisation of the funding and to formulate a work programme and allocate funding in order to meet the needs of the community and stakeholders;
- (ii) monitor the work undertaken against the programme and the actual costs against the budget;
- (iii) ensure compliance with the Department of Communities and Local Government requirements and instigate appropriate returns/reports within the required deadlines; and
- (iv) identify and initiate further bids for funding.

Approved by Cabinet: 18 February 2008 (minute 159(4) refers).



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# Sustainable Development Working Party: Terms of Reference

## 1. Terms of Reference

*A joint Working Party comprising the relevant Portfolio Holders (i.e. those with responsibility for planning and transportation and environmental matters), the Chairman of the Development Control Committee, members of the Development Control Committee, Overview & Scrutiny Committee and Policy Development Committee to advise the Cabinet and Council:-*

- (i) on the formulation of the Local Development Framework for St Edmundsbury and associated planning policies;*
- (ii) provide guidance on strategic waste management matters; and*
- (iii) consider and advise on strategic transportation matters and investment in highway schemes that are of more than local significance.*

*All Members of the Council will be invited to attend meetings of the Working Party."*

## 2. Workload for Sustainable Development Working Party

The Working Party will receive reports and recommendations and consider the Council's approach in respect of the areas set out below.

### 2.1 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) approve Concept Statements, Master Plans and Planning Guidance for public consultation and recommend adoption of these policy documents to Cabinet;
- (f) agree responses to significant consultation matters (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.

## 2.2 **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.

## 2.3 **Waste Policy**

- (a) development of strategic and local waste policy and contributions to waste local plans;
- (b) receive annual monitoring reports on waste matters;
- (c) agree responses to significant waste consultation matters (it is suggested that officers are delegated the task of responding in all other situations); and
- (d) to accept studies, research and related documents as part of the background to and the evidence base for strategy and policy development.

## 3. **Membership**

3.1 The Working Party will consist of 13 Members and seats allocated on the political balance formula. The initial constitution will be 10 Conservative, 1 Labour, 1 Lib Dem and 1 'other' Members.

3.2 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.

Approved by Cabinet: 20 June 2007 (minute 35 refers).



# Cabinet

## 25 May 2011

### Annual Review and Appointment of Cabinet Working Parties and Other Groups

The Cabinet will need to appoint to the following Joint Groups and the current membership is also listed below:-

	<b>Full Members</b>	<b>Sub(s)</b>
<b>(1) Anglia Revenues Partnership Joint Committee</b> (New)	2	2
<b>(2) Shared Services Steering Group</b> Councillors Everitt, Mrs Mildmay-White and Ray Sub: Councillor Griffiths	3	1
<b>(3) West Suffolk House Joint Committee</b> Councillors Everitt and Ray Subs: Councillor Griffiths and Vacancy	2	2
<b>(4) West Suffolk Waste &amp; Street Scene Services Joint Committee</b> Councillors Ray and Stevens Subs: Councillor Clements and Vacancy	2	2