



# Cabinet

## 23 May 2012

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

#### 1. Summary and Recommendations

- 1.1 The Cabinet reviews annually its working parties, groups etc, including membership and terms of reference.
- 1.2 Recommendations are contained within appropriate Sections of this report.

#### 2. Background

- 2.1 The Constitution (Article 6: Para 6.7) 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. Overview of Last Review

- 3.1 Arising from the review on 25 May 2011, (Minute 5 refers) the Cabinet agreed to set up the following groups with the appropriate Terms of Reference:-

Working Party or Panel	Members	Subs
Bury St Edmunds Area Working Party	10	5
Central Safety Working Party (Employers' Side)	5	2
Emergency Planning Working Party	7	3
Grant Working Party	7	3
Haverhill Area Working Party	10	5
Joint Staff Consultative Working Party (Employers' Side)	7	3
Rural Area Working Party	10	5
Shared Services Steering Group (Borough Councillors)	3	1
Sustainable Development Working Party	13	6

- 3.2 Also on 25 May 2011, the Cabinet agreed that the merging of Emergency Planning, Central Safety and Joint Staff Consultative Working Parties with the equivalent at Forest Heath District Council (FHDC) be explored.

3.3 The Cabinet also appointed to the following Joint Groups and the current membership is listed below:-

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

#### **4. Update on Last Review**

##### **4.1 Shared Governance Update**

4.1.1 A West Suffolk Joint Emergency Planning Panel has been formed with FHDC, and its first meeting was held on 16 February 2012.

4.1.2 FHDC and the Borough Council have agreed to form a West Suffolk Joint Health and Safety Panel. Both Councils now need to appoint 3 full Members and one Substitute Member to this Panel, which should be completed by the end of May 2012.

4.1.3 It is **RECOMMENDED** that the arrangements for the merging of the Joint Staff Consultative Working Party with the equivalent at FHDC be progressed as soon as possible.

##### **4.2 Joint Groups**

4.2.1 It is **RECOMMENDED** that the Membership of the joint groups listed in Section 3.3 above be reviewed.

## 5. Joint Development Management Policies Committee

- 5.1 On 1 February 2012 the Cabinet approved (Minute 77 (5)) the formation of a Joint Management Policies Committee with Forest Heath District Council. It was considered that this was to be a Joint Committee of the Cabinet, and that membership would come from Cabinet Members. It was envisaged that the Joint Committee would comprise three full Members from each authority, in addition to appointing up to two Substitute Members.
- 5.2 It is **RECOMMENDED** that appointments are made to this Joint Committee.

## 6. Working Parties

- 6.1 The Cabinet currently has five Working Parties: Bury St Edmunds, Grant, Haverhill, Rural Area and Sustainable Development.
- 6.2 Since the last review there has been:-
- (a) a significant amount of work undertaken by four of the working parties on Vision 2031, and the final draft is now being prepared for further consultation in the autumn;
  - (b) progress on the shared services agenda with FHDC, including the appointment of a Joint Chief Executive with FHDC. A shared officer structure is to be implemented to deliver services across the areas of both Councils, which creates opportunities for joint groups to be set up.
- 6.3 There are issues concerning individual Working Parties, such as:-
- (a) on the recommendation of the Grant Working Party, many core funding grants have now been allocated for a four year period, and other grants are time or location specific. In many cases it appears that the revenues grants process is moving towards a more commissioning activity which, perhaps, should be a direct function of the Cabinet. There may also be scope to review the manner in which specific rural area grants are awarded as part of an overall review of working parties, and given the success of electronic decision-making involving Councillors in recent years;
  - (b) on 12 January 2012, the Haverhill Area Working Party considered its terms of reference taking into consideration of the formation of ONE Haverhill and that Haverhill had been selected by the Department for Communities and Local Government as one of its Community Budget Pilots. As ONE Haverhill was still in its infancy and details were not available of the Budget Pilot no recommendations were made at that time regarding the operation of the Working Party;
  - (c) the Sustainable Development Working Party has a Borough wide remit to *'advise the Cabinet and Council on the formulation of the Local Development Framework for St Edmundsbury and associated planning policies'*. On 9 May 2012 FHDC resolved to retain its Local Development Framework Working Group, and it may be that a joint working group should be formed, especially taking into consideration that the 'Planning Sections' of both Councils are progressing towards becoming one service; and

- (d) there would also appear to be common issues with FHDC on economic development, and again, it may be that a joint group would be beneficial.
- 6.4 Taking into consideration the issues raised above, and the need to consult with appropriate Members, it is **RECOMMENDED** that:-
- (a) a review be undertaken into the operation of the Cabinet Working Parties and that a final report be presented to the Cabinet at its meeting scheduled for 12 September 2012; and
- (b) in the meantime, the current Working Parties continue to operate.

**Contact Details**

Name  
Telephone  
E-mail

**Portfolio Holder**

John Griffiths  
(01284) 757136  
john.griffiths@stedsbc.gov.uk

**Lead Officer**

Steven Lincoln  
(01284) 757108  
steven.lincoln@stedsbc.gov.uk

W:\Democratic WP Services\Committee\Reports\Cabinet\2012\12.05.23\D9 Annual Review & Appointment of Cabinet Working Parties & Other Groups.doc