



Cabinet 20 May 2014

Annual Review and Appointment of Cabinet Working Parties and Other Groups ((Mar14/04) and (May14/02))

1. Summary and reasons for 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 and further summarised in Section 2 below.
- 1.3 The existing Terms of Reference (ToR) for each body are contained in Appendices A to I inclusive.
- 1.4 An overarching review of the Council's democratic processes is also currently being undertaken, which aims to further simplify and align the decision making structures of St Edmundsbury Borough Council (SEBC) and Forest Heath District Council (FHDC), where appropriate, over the longer term. This review will require the input of all councillors in relation to the wider decision-making processes of the Councils, and approval by full Council. However, the Cabinet is able to review its own processes. Therefore some initial proposals consistent with the aims of the wider review are being made now as part of this Annual Review so they can be implemented in 2014/2015. These changes relate to the potential future direction of the existing Cabinet Working Parties, the Shared Offices Joint Committee and the West Suffolk Joint Waste and Street Scene Services Joint Committee.

2. Recommendations

2.1 It is **RECOMMENDED** that:

(1)

- (a) taking (b) and (c) into account below, the five Working Parties listed in Section 4.2.1 of Report F3 continue to operate at the present time in accordance with their current Terms of Reference detailed in Appendices A to E inclusive;

Continued...

- (b) a further report be brought back to Cabinet later in 2014 regarding the future direction of the Area Working Parties; and
- (c) the future direction of the Grant Working Party and the Sustainable Development Working Party, as outlined in Sections 4.2.3 and 4.2.4, be noted.

(2)

- (a) the West Suffolk Joint Growth Steering Group, West Suffolk Joint Emergency Planning Panel and West Suffolk Joint Staff Consultative Panel continue to operate in accordance with their current Terms of Reference contained in Appendices F, G and I to Report F3 respectively; and
- (b) the amendments to the West Suffolk Joint Health and Safety Panel's Terms of Reference (ToR), as contained in Appendix H to Report F3, be approved and this Panel continue to operate in accordance with these amended ToR.

(3)

- (a) the allocation of seats to the Working Parties/Steering Group detailed in Appendix J of Report F3, be reviewed by the Cabinet and amended if required, whilst having regard to the political balance and discrepancies highlighted in Section 4.4.2;
- (b) subject to the outcome of (a) above, the Head of Legal and Democratic Services exercise her existing delegated authority to appoint Members and substitute Members to those bodies set out in Appendix J on the basis of nominations from the relevant Group Leaders.

(4)

- (a) no changes to the operation of the Anglia Revenues and Benefits Joint Committee be suggested to the relevant partner authorities; however, the Borough Council's vacancy on this Joint Committee not be filled at the present time under the Head of Legal and Democratic Services' existing delegated authority on the nomination of the Leader of the Council, until the outcome of the Joint Committee's membership review is known, as detailed in Section 4.5.3 of Report F3;
- (b) subject to the approval of Suffolk County Council (SCC), the Shared Offices Joint Committee be dissolved as soon as practicable with its functions being delegated to SEBC's Head of Waste and Property and SCC's Assistant Director for Corporate Property, (or any other officer nominated by SCC), in consultation with the respective Portfolio Holders, as outlined in Section 4.5.5; and the Head of Legal and Democratic Services be authorised to amend the Operating Agreement and any other legal documentation relating to the management of the two West Suffolk House buildings in order to implement this change;
- (c) (i) no changes be made to the membership of the Joint Development Management Committee listed in Section 4.5.2; and

Continued...

- (ii) no changes to the operation of this Joint Committee be suggested to Forest Heath District Council; and
- (d) it be noted that with the agreement of the respective Portfolio Holders, the West Suffolk Waste and Street Scene Services Joint Committee was formally dissolved in January 2014, as outlined in Section 4.5.6.
- (5)
 - (a) The Cabinet's existing informal working groups be retained or disbanded as indicated in Section 4.6.2 of Report F3; and
 - (b) provided that resources are available to support them, further informal task-and-finish working groups continue to be established to consider specific issues as required throughout 2014/2015.
- (6) As part of the overarching review, the impact of these changes be monitored in order to inform the further alignment of decision making processes with Forest Heath District Council over the longer term.

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3. Strategic priorities

3.1 The recommendations meet the following, as contained within the West Suffolk Strategic Plan:

- (a) Strategic priority 1 : '*Increased opportunities for economic growth*'
- (b) Strategic priority 2: '*Resilient families and communities that are healthy and active*'; and
- (c) Strategic priority 3: '*Homes for our communities*'

4. Key issues

4.1 Background

4.1.1 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.

4.2 **Current Working Parties and Panels: Borough Council Membership only**

4.2.1 The following Cabinet Working Parties currently operate in accordance with the Appendices attached as indicated in the table below:

SEBC Working Party or Panel	Members	Subs	Terms of Reference
Bury St Edmunds Area Working Party	10	5	Appendix A
Grant Working Party	7	3	Appendix B
Haverhill Area Working Party	10	5	Appendix C
Rural Area Working Party	10	5	Appendix D
Sustainable Development Working Party	13	6	Appendix E

Bury St Edmunds, Haverhill and Rural Area Working Parties

4.2.2 Taking the work of the Grant Working Party and Sustainable Development Working Party to one side, the workload of the three Area Working Parties (AWPs) has diminished in recent years, and the number of meetings has reduced accordingly. In 2013/2014 a total of nine AWP meetings were held out of which there were only two formal decisions that were referred to Cabinet. Nonetheless, they are valued by councillors and still perform an important function as a forum for identifying and discussing matters of local importance in an informal setting. They could also play an invaluable role in taking forward the Council's Families and Communities Strategy and growth agenda. It is therefore suggested that the future development of the AWPs should be analysed further as part of the wider review with proposals being presented to Cabinet later in 2014.

Grant Working Party

4.2.3 In response to previous resolutions of the Cabinet, the Grant Working Party has further streamlined its current process of handling applications for the Rural Initiatives Grant Scheme (RIGS) via the pre-existing email voting system by raising the threshold from £5,000 to a maximum of £10,000, thereby reducing the number of meetings needing to be held. Applications for Substance Misuse Grant project funding are also now dealt with via the email voting system. The role and function of the Grant Working Party is currently under separate review as part of the overall Grants review and this will be presented to Members later in 2014. In the meantime, this Working Party may still be required to meet on ad-hoc basis under the existing arrangements.

Sustainable Development Working Party

4.2.4 In recent years, a significant proportion of the Sustainable Development Working Party's work has centred upon the preparing the Bury St Edmunds, Haverhill and Rural Vision 2031 documents for consultation and Examination by the Planning Inspector earlier this year. While consultation is currently being undertaken on the main modifications identified by the Inspector and further work remains involved with this for the Working Party, it is anticipated that all three documents will be adopted by full Council on 23 September 2014. In addition, consideration of Draft Concept Statements, Masterplans, Development Briefs etc and other planning policy issues specific to the Borough currently continue to form substantial parts of the Working Party's work.

It is anticipated that following adoption of FHDC's Site Specific Allocations Document in 2015/2016 and the Joint Development Management Policies Document currently being developed for adoption via the Joint Development Management Policies Committee (see Section 4.5.4 below), consideration would then be given to the production of a West Suffolk Local Plan in 2016/2017. The roles of the Sustainable Development Working Party (SDWP) and FHDC's Local Plan Working Group may therefore need to be reviewed at this time as common joint planning policy issues would develop through the West Suffolk Joint Growth Steering Group (see Appendix F for ToR and Section 4.3.2 below), as previously agreed by both Cabinets. For 2014/2015 however, it is suggested that the SDWP continues to operate and meetings be arranged as substantive business dictates.

4.2.5 It is **RECOMMENDED** that:

- (a) taking (b) and (c) into account below, the five Working Parties listed in Section 4.2.1 of Report F3 continue to operate at the present time in accordance with their current Terms of Reference detailed in Appendices A to E inclusive;
- (b) a further report be brought back to Cabinet later in 2014 regarding the future direction of the Area Working Parties; and
- (c) the future direction of the Grant Working Party and the Sustainable Development Working Party, as outlined in Sections 4.2.3 and 4.2.4, be noted.

4.3 **Current Joint Panels and Steering Group: Joint Membership with Forest Heath District Council**

4.3.1 The following Joint Panels and Steering Group have been established with FHDC. Following both Cabinets' resolutions in May 2013 to dissolve the Shared Services Steering Group upon the conclusion of its work, this action was taken in July 2013 and is therefore not included in this list:

Joint Steering Group or Panel	Borough Council Members	Subs	Terms of Reference
West Suffolk Joint Growth Steering Group	6	2	Appendix F
West Suffolk Joint Emergency Planning Panel	4	1	Appendix G
West Suffolk Joint Health and Safety Panel	3	1	Appendix H
West Suffolk Joint Staff Consultative Panel	3	2	Appendix I

4.3.2 **West Suffolk Joint Growth Steering Group**

Following approval by both FHDC and SEBC's Cabinets for the West Suffolk Six Point Plan for Jobs and Growth in February 2014, the West Suffolk Joint Growth Steering Group wished to amend its ToR to include reference to the monitoring of the Six Point Plan. Approval was given for this amendment by both Cabinets and is reflected in Appendix F attached.

This Steering Group, which operates under a similar format to the Area Working Parties, is still in its infancy having met only twice since its inception in late 2012; however, its role is continuing to grow and develop, particularly given its close association with all three West Suffolk Strategic Priorities and its flexibility to be able to co-opt external representatives to assist it with specific issues, or to provide particular areas of expertise. In addition, all common West Suffolk planning policies across the two districts will eventually be developed via this Group. (see Section 4.2.4 above).

4.3.3 **West Suffolk Joint Emergency Planning Panel**

The West Suffolk Joint Emergency Planning Panel (see Appendix G for ToR) has not met at all in 2013/2014, largely because it has not had any substantive business to consider that has required Cabinet approval of its recommendations. Information relating to Emergency Planning issues has however been circulated to Members across both authorities by email or via the former Members' Bulletin (now Members' News) to keep Councillors informed. However, given flooding events over the winter, the Panel is expected to meet later in the year to consider any changes to policy required, and this demonstrates the value of retaining this body.

Recommendations from the Panel in relation to any policy matters will still require the sign-off of Cabinet and/or Council, therefore it is suggested that this Panel continues to operate in its current form for such matters. However, as previously suggested in Report E6 to Cabinet in May 2013, it may be worthwhile to increase the role of the Panel in relation to promoting emergency preparedness and community resilience within existing policies and budgets.

4.3.4 **West Suffolk Joint Health and Safety Panel**

On 24 February 2014, the West Suffolk Joint Health and Safety Panel met and considered an amendment to its ToR as one of its substantive items. The amendments proposed by the Panel at that meeting, as shown in Appendix A to Report E288 and reproduced here at Appendix H, were largely to enable membership of the 'Employees Side' to be drawn from either employing authority of the West Suffolk shared services arrangements, provided they were members of the Officer Joint Health and Safety Group. Currently, three members drawn from each authority is required to form the Employees' Side, however, this is not always practical or conducive to the shared service arrangements now that all staff have the same West Suffolk contractual terms and conditions. In addition, this amendment is in line with the Employer/Employee membership arrangements for the West Suffolk Joint Consultative Panel.

4.3.5 **West Suffolk Joint Staff Consultative Panel**

No changes at all are proposed in relation to the West Suffolk Joint Staff Consultative Panel at the current time (see Appendix I).

4.3.6 It is therefore **RECOMMENDED** that:

- (a) the West Suffolk Joint Growth Steering Group, West Suffolk Joint Emergency Planning Panel and West Suffolk Joint Staff Consultative Panel continue to operate in accordance with their current Terms of Reference contained in Appendices F, G and I to Report F3 respectively; and

- (b) the amendments to the West Suffolk Joint Health and Safety Panel's Terms of Reference (ToR), as contained in Appendix H to Report F3, be approved and this Panel continue to operate in accordance with these amended ToR.

4.4 **Political Balance**

4.4.1 At the time of distributing this report, at the Annual Meeting of Council on 15 May 2014, the Council will be asked to allocate seats to committees/working party appointed by the Council in accordance with the political balance formula 'so far as is reasonably practicable' (Report F1 refers). While not required by law, appointments to the Working Parties listed in Section 4.2.1 above and the West Suffolk Joint Growth Steering Group are made with regard to the political balance of the Council. Appendix J attached provides details of the number of entitled seats against the number of actual places currently held by each political group Member.

4.4.2 Although non-Grouped Members are not required to be proportionally represented, where a Group is entitled to less than 0.5 of a place, Group Leaders may wish to allow a non-Group Member to take up this seat. Details of discrepancies are below and also shown in Appendix J.

- (i) Grant Working Party (7 seats): The Conservative Group is entitled to 5.44 (rounded down to 5) seats and currently has 6 seats. The Independent Group is entitled to 0.47 (rounded down to 0) seats and currently has 1 seat.
- (ii) Sustainable Development Working Party (13 seats): The Conservative Group is entitled to 10.11 (rounded down to 10) seats and currently has 11 seats.
- (iii) West Suffolk Joint Growth Steering Group (6 seats on SEBC side): The Independent Group is entitled to 0.40 (rounded down to 0) seats and currently has 1 seat.

4.4.3 It is **RECOMMENDED** that:

- (a) the allocation of seats to the Working Parties/Steering Group detailed in Appendix J of Report F3, be reviewed by the Cabinet and amended if required, whilst having regard to the political balance and discrepancies highlighted in Section 4.4.2;
- (b) subject to the outcome of (a) above, the Head of Legal and Democratic Services exercise her existing delegated authority to appoint Members and substitute Members to those bodies set out in Appendix J on the basis of nominations from the relevant Group Leaders.

4.5 **Joint Committees**

4.5.1 To comply with the Constitution, the Council's Joint Committees exercise executive functions on behalf of the Cabinet. St Edmundsbury Borough Council's membership of the Joint Committees indicated in 4.5.2 below are therefore required to comprise Cabinet Members.

4.5.2 At the time of distributing this report, Councillor Everitt is expected to be elected Mayor of St Edmundsbury on 15 May 2014 for the 2014/2015 civic year. As a consequence of this and in accordance with the Constitution, Councillor Everitt will no longer be able to sit on the Cabinet. Vacancies, as a result of Councillor Everitt needing to vacate his seat on the Cabinet are indicated below:

Joint Committee	Full Mem- bers	Subs	SEBC Members	SEBC Subs
Anglia Revenues and Benefits Joint Committee	2	2	Cllr Ray and VACANCY	Cllrs Clements and Griffiths
Joint Development Management Policies Committee	3	2	Cllrs Clements, Mrs Gower, Stevens	Cllrs Griffiths and Ray
Shared Offices Joint Committee	2	2	Cllr Ray and VACANCY	Cllrs Griffiths and Mrs Mildmay-White

4.5.3 The membership of the Anglia Revenues and Benefits Partnership Joint Committee comprises 2 Members and 2 Substitutes appointed from each of the Councils represented on the Partnership (Forest Heath District Council, St Edmundsbury Borough Council, Breckland Council, East Cambridgeshire District Council and Fenland District Council (with effect from 1 April 2014)). The Partnership has indicated that it may wish to revise the number of Members it currently has on its Joint Committee, particularly now Fenland District Council has joined the Partnership. It is therefore considered prudent to wait until the Joint Committee has determined its future membership requirements before appointing another Cabinet Member to replace Councillor Everitt.

4.5.4 Adoption of the Joint Development Management Policies Document is unlikely to take place until December 2014, therefore there will still be a requirement for the Joint Development Management Policies Committee to meet on occasions during 2014/2015.

4.5.5 The Shared Offices Joint Committee was established between SEBC and Suffolk County Council (SCC) when West Suffolk House was first built, when the concept of shared buildings was new in Suffolk, and a formal management vehicle was required for such an untested joint venture. It now covers Haverhill House as well. Meetings of the Joint Committee are now only currently held twice-yearly on average – one being the Annual General Meeting and the other to consider the budget proposals for West Suffolk House and Haverhill House, both as required by its Operating Agreement. After five years, and following the recent review of West Suffolk House, it is not felt that the value added by this Joint Committee is proportionate to the cost of supporting it, and it is also inconsistent with the way that other buildings are managed; shared buildings are now the norm in Suffolk, but this Joint Committee is unique. To make it consistent with elsewhere, it is proposed instead that the roles of this Joint Committee be delegated to officers in consultation with Portfolio Holders (since only Cabinet Members can serve on it), and consultation with the Building User Group (which includes councillors) is strengthened to deal with any day-to-day issues that arise. As partnering authority, SCC approval would be needed to this change.

4.5.6 The West Suffolk Waste and Street Scene Services Joint Committee was a Joint Committee between FHDC and SEBC. In January 2014, in consultation with the

respective Portfolio Holders for both authorities, the Operating Agreement for the Joint Committee was amended to dissolve the Joint Committee as its primary purpose and function for providing governance arrangements for the partnering Waste and Street Scene Service was considered to be no longer required as service delivery was now operated by the same West Suffolk team under its shared service staffing structure. Matters requiring Cabinet approval will now therefore be considered separately by the respective Cabinets.

4.5.7 It is **RECOMMENDED** that:

- (a) no changes to the operation of the Anglia Revenues and Benefits Joint Committee be suggested to the relevant partner authorities; however, the Borough Council's vacancy on this Joint Committee not be filled at the present time under the Head of Legal and Democratic Services' existing delegated authority on the nomination of the Leader of the Council, until the outcome of the Joint Committee's membership review is known, as detailed in Section 4.5.3 of Report F3;
- (b) subject to the approval of Suffolk County Council (SCC), the Shared Offices Joint Committee be dissolved as soon as practicable with its functions being delegated to SEBC's Head of Waste and Property and SCC's Assistant Director for Corporate Property (or any other officer nominated by SCC), in consultation with the respective Portfolio Holders, as outlined in Section 4.5.5; and the Head of Legal and Democratic Services be authorised to amend the Operating Agreement and any other legal documentation relating to the management of the two West Suffolk House buildings in order to implement this change;
- (c)
 - (i) no changes be made to the membership of the Joint Development Management Committee listed in Section 4.5.2; and
 - (ii) no changes to the operation of this Joint Committee be suggested to Forest Heath District Council; and
- (d) it be noted that with the agreement of the respective Portfolio Holders, the West Suffolk Waste and Street Scene Services Joint Committee was formally dissolved in January 2014, as outlined in Section 4.5.6.

4.6 Other Informal Working Groups

4.6.1 The Cabinet also sets up from time to time informal Member/Officer working groups to consider specific issues usually on a task-and-finish basis, and often as joint groups with Forest Heath. These groups make recommendations directly to Cabinet or the appropriate Committee in the form of reports and it is proposed that the practice of setting up such informal groups to look at specific issues should continue as required, provided there are resources available to support them.

4.6.2 In relation to the groups currently operating, the situation going into 2014/2015 is as follows:

- (a) **Joint Diversity Working Party:** This informal Working Party was established with Forest Heath District Council in April/May 2013 to replace the pre-existing separate groups looking at equality and diversity issues. It will continue to be needed for the foreseeable future. **Retain.**

- (b) **The Apex Performance Panel:** this group was established in March 2013 to implement the findings of the two-year review. It will continue to be needed for the foreseeable future. **Retain.**
- (c) **Heritage Working Group:** This group was also set up in 2012/2013, to take forward local and county-wide initiatives in the heritage service. It was proposed that its role be reviewed before the start of 2014/2015 and whether it should continue. It has not met in recent months but adds value to the Council's consideration of the heritage service. **Retain for the foreseeable future.**
- (d) **Gypsy and Traveller Working Group:** This group continues to meet occasionally and adds value to the Council's consideration of Gypsy and Traveller issues. **Retain.**
- (e) **Joint Member Learning and Development Group:** This is a joint group with Forest Heath which was established in December 2012 as an informal group to contribute to and support member development opportunities. Formally reporting to the Democratic Renewal Working Party (DRWP) (and subsequently full Council), this group now reports directly to Cabinet following an approved amendment to the DRWP's ToR to align the decision making process with Forest Heath. **Retain.**
- (f) **Housing Strategy Members' Working Group:** This is a joint group with Forest Heath currently looking at developing the new West Suffolk Housing Strategy which will be submitted formally to Members for adoption in December 2014. The group will disband following conclusion of this work. **Retain for calendar year only.**
- (g) **Behaving More Commercially Task and Finish Group:** This is a joint group with Forest Heath which was tasked with putting in place the frameworks and structures necessary for West Suffolk to move towards a more commercial approach. Following production of an action plan for implementation, this work has now concluded and therefore this group can now disband. **Disband.**

4.6.3 It is **RECOMMENDED** that:

- (a) the Cabinet's existing informal working groups be retained or disbanded as indicated in Section 4.6.2 of Report F3; and
- (b) provided that resources are available to support them, further informal task-and-finish working groups continue to be established to consider specific issues as required throughout 2014/2015.

5. Other options considered

5.1 Not to undertake an annual review; however, it is considered sensible to review the purpose and remit of the Cabinet's working parties and groups to ensure they remain productive and in line with the Council's strategic priorities.

6. Community impact

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

6.1.1 Not applicable.

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

6.2.1 Not applicable.

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

6.3.1 Not applicable.

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

6.4.1 None.

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

7.1 Consultation has been undertaken with the Joint Leadership Team, Portfolio Holder and other Cabinet Members.

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

8.1 The review has been undertaken within existing resources. Any changes required as a result of the review will also be borne from existing budgets.

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)
Opportunities for joint working are missed		Consider the creation of joint panels and working parties wherever possible.	Low
Duplication of effort between member bodies		Carry out an annual review of working parties, etc to ensure that they are all still relevant and adding value and do not cross over with the activities or other bodies e.g. scrutiny committees or task and finish groups	Low
The number of meetings and reviews cannot be accommodated with available member and officer time and resources	High	Carry out an annual review to disband any groups no longer required, and to optimise frequency of meetings. Keep under constant review.	Medium

10. Legal and policy implications

10.1 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.

- 10.2 Recommendations emanating from the various Working Parties and Groups established by the Cabinet may result in changes to policies adopted across the Council.

11. Wards affected

- 11.1 All

12. Background papers

- 12.1 SEBC Cabinet Report E6: 22 May 2013
SEBC Cabinet Report E281: 11 February 2014
West Suffolk Health and Safety Panel Report E288

13. Documents attached

- 13.1 Appendices A to J inclusive.

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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 consider proposals arising from any major development in Bury St Edmunds and make recommendations to the Cabinet where necessary;
- (c) to consider service related and other issues and liaise with the Bury St Edmunds Town Council and other organisations 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 on 20 July 2011 (minute 17 refers).



St Edmundsbury
BOROUGH COUNCIL

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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Annual Review & Appt of Cabinet Working Parties & Other Groups Appendix B Grant WP.doc



St Edmundsbury
BOROUGH COUNCIL

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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Annual Review & Appt of Cabinet Working Parties & Other Groups Appendix C HAWP.doc



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).

Sustainable Development Working Party: Terms of Reference

1. 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 specific to the district; and
 - (ii) consider and advise on strategic transportation matters and investment in highway schemes that are of more than local significance.
2. All Members of the Council will be invited to attend meetings of the Working Party.

Approved by Cabinet: 21 November 2012 (minute 71 refers)

West Suffolk Joint Growth Steering Group: Terms of Reference

Terms of Reference

1. To advise the Cabinets of Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC) on:
 - (a) creating the conditions to encourage and support sustainable growth across the whole of the West Suffolk area;
 - (b) common planning policy affecting both districts; and
 - (c) monitoring the delivery of the West Suffolk Six Point Plan for Jobs and Growth.
2. The Steering Group comprises 12 Members, six from each Council. The Chairmanship and Vice-Chairmanship will rotate annually between the two Councils.
3. Membership of the Steering Group to be politically balanced, and each Council must ensure that its Development Control Committee and planning policy bodies (the Local Development Framework Working Group in the case of FHDC and the Sustainable Development Working Party in the case of SEBC) are represented, alongside Members of the two Cabinets.
4. Two Substitute Members be appointed to each 'side' of the Group in accordance with the political balance of each authority.
5. The quorum of the Steering Group be specifically defined as three Councillors from each Council (six in total).
6. The Group is given the flexibility to directly co-opt up to two voting or non-voting external representatives to its membership, in such a manner as it sees fit.
7. Meetings will be governed by normal Access to Information rules (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012) in both Councils.
8. Frequency of meetings would initially be quarterly, but this be reviewed in the light of workload.

Approved by SEBC's Cabinet: 11 February 2014 (minute 95 refers)

Approved by FHDC's Cabinet: 18 February 2014 (minute 897 refers)

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West Suffolk Joint Emergency Planning Panel: Terms of Reference

1. The Panel's membership will be drawn from both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC).
2. The Panel will consider both authorities' emergency preparedness arrangements and who can provide guidance to support the development of executive action by officers of both authorities in times of emergency:
 - 2.1 To provide a group of members who can develop an enhanced level of understanding of emergency planning issues.
 - 2.2 To provide a forum for the discussion of emergency preparedness issues.
 - 2.3 To provide policy guidance on emergency planning arrangements to ensure alignment with corporate policies and direction.
 - 2.4 To provide a link with other members to promote resilience within communities
 - 2.5 To be authorised by both Cabinets to make recommendations directly to the Emergency Planning Officer on means to promote both emergency preparedness and community resilience within existing policies and budgets.
 - 2.6 To make recommendations to both FHDC and SEBC's Cabinets about policies and actions required to develop and maintain effective emergency preparedness arrangements and ensure that the authorities can support the emergency services and communities during emergencies.
 - 2.7 To assist both FHDC and SEBC's Cabinets with the dissemination of information to other members during an emergency.

- 2.8 At the discretion of the Chairman, in the event that either:
- (a) an emergency event arises which affects the area of either authority, or
 - (b) the risk of an emergency that affects the area of either authority is assessed as significant by Suffolk County Council's Head of Emergency Planning, an extraordinary meeting of the Panel may be called.

3. Membership

- 3.1 To comprise 8 members, 4 from each authority.
- 3.2 Each authority may nominate one substitute member who may attend in the absence of any member of their authorities.
- 3.3 A quorum will be three, with at least one member present from each authority.
- 3.4 At the discretion of the Chairman, members of either Council who are not members of the panel may be invited to attend/speak.

4. Chairmanship

- 4.1 The Panel will elect a Chairman and Vice-Chairman from its membership. The Vice-Chairman will be from the opposite authority to the Chairman.
- 4.2 Except if agreed otherwise, the Chairmanship will rotate between the two authorities on a two yearly basis (i.e. 4 programmed meetings).

5. Meetings

- 5.1 Meetings will be hosted alternately at the offices of the two Councils, unless an alternative location is agreed by the panel.

6. Meeting Frequency

- 6.1 Every 6 months, or as appropriate.

Approved by SEBC's Cabinet: 22 May 2013 (minute 6 (5)(a)refers)
Approved by FHDC's Cabinet: 14 May 2013 (minute 586 (6)(b) refers)

West Suffolk Joint Health and Safety Panel: Terms of Reference

1. Overview

- 1.1 The Panel's membership will be drawn from Councillors and staff of both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC).
- 1.2 The Panel will consider both authorities' health and safety arrangements and provide guidance to support the development of executive action by officers of both authorities, including policy guidance.
- 1.3 To provide a group of Members who can develop an enhanced level of understanding of health and safety matters.
- 1.4 To make recommendations to the Cabinets and/or officers of both authorities about policies and actions required to develop and maintain effective health and safety arrangements.

2. Constitution

- 2.1 The **West Suffolk** Joint Health and Safety Panel shall comprise 12 Members. Three Councillors from both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC), to be the 'employers' side'. ~~Also three members of staff from each authority, the 'employees' side.~~ **Six members of staff from across the two authorities to be the 'employees' side', drawn from the officer Joint Health and Safety Group.**
- 2.2 A substitute Member from each **authority on the employer's side of the four constituencies** ~~and two substitutes from the employees' side to provide a total of six full members and two substitute members on each 'side'~~ shall be permitted.
- 2.3 It shall be the Health and Safety Manager's duty to attend and advise the Panel.

- 2.4 The Panel shall appoint a Chairman and Vice-Chairman from its members. When the Chairman is a Member of one side of the Panel, the Vice-Chairman shall be a Member of the other side.
- 2.5 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 subject is under consideration.

3. Terms of Reference

- 3.1 The Panel shall keep under review all matters relating to the health, safety and welfare of the Councils' 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.
- 3.2 To review and monitor the Joint Health and Safety Policy and recommend amendments to the Officers and/or Cabinet of both authorities in accordance with their respective schemes of delegation. Specifically, the Panel will work directly with the Health and Safety Manager to review and implement revisions to the operational instructions and annexes contained in Part 5 of the Policy ("Arrangements") under his/her delegated authority to make such changes.
- 3.3 Without prejudice to the foregoing 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 staff Joint Health and Safety Group;
 - (c) consideration of reports and information from the Inspectors of the Health and Safety Executive;
 - (d) consideration of reports submitted by Safety Representatives;
 - (e) the development of safety procedures and safe systems of work;
 - (f) recommending and monitoring the effectiveness of employee safety training;
 - (g) the presentation of publicity on safety matters; and
 - (h) inspecting or arranging for an inspection of any particular area or activity.

4. Arrangements and Procedures

- 4.1 Meetings shall normally be held three times a year but, exceptionally, the Chairman may decide, after consultation with the Health and Safety Manager, to convene an extraordinary meeting at any time or to cancel a scheduled meeting due to lack of business to transact. Meetings to alternate between a venue in SEBC and FHDC or as agreed by the Panel.
- 4.2 Agendas shall be prepared by the **Democratic Committee** Services Section, after discussion with the Health and Safety Manager, and shall be **made available circulated** at least five days before the meeting.
- 4.3 The quorum for the Joint **Health and** Safety Panel shall be four, comprising at least two employee representatives, ~~one from each~~ **authority**, and two Members, one from each authority.
- 4.4 Voting shall be by a show of hands and simple majority.
- 4.5 The report from the Joint **Health and** Safety Panel to the respective Cabinets shall be by way of presentation of the minutes or in a format agreed by the Cabinet.

Last amended by FHDC's Cabinet: 14 May 2013 (minute 586(7) refers) and SEBC's Cabinet: 22 May 2013 (minute 6(5) refers)

Amendments shown in bold and bold/strikethrough as appropriate

Amendments approved by FHDC's Cabinet: 1 April 2014 (minute 959 refers)
Approval sought by SEBC's Cabinet: 20 May 2014

T:\SEBC Democratic Services\Democratic WP Services\Committee\Reports\Cabinet\2014\14.05.20\F3 Annual Review & Appt of Cabinet Working Parties & Other Groups Appendix H WSJtH&SPanel.doc

West Suffolk Joint Staff Consultative Panel: Terms of Reference

1. Overview

- 1.1 The Panel's membership will be drawn from Councillors and staff of both Forest Heath District Council (FHDC) and St Edmundsbury Borough Council (SEBC). The definition of 'staff' includes all groups of employees covered by the National Joint Council for Local Government Services.
- 1.2 The Panel will consider both authorities' staffing arrangements and provide a regular forum to secure the largest measure of agreement between the Councils as employers and Trade Union employees regarding matters directly affecting employment by the Councils.
- 1.3 To provide a group of Members who can develop an enhanced level of understanding on staffing matters.
- 1.4 To make recommendations to the Cabinets of both authorities about policies and actions required to develop and maintain effective employee/employer arrangements.

2. Constitution

- 2.1 The Joint Staff Consultative Panel shall comprise 12 Members. Three Councillors from both FHDC and SEBC, which desirably reflects the political balance of each Council, to be the 'employers' side.
- 2.2 Six members of staff from across the two authorities to be the 'employees' side', nominated by the Trade Unions recognised by the Authorities in accordance with the formula set out below:-
 - (a) employee representatives appointed by each of the Trade Unions recognised by the authorities should be on a proportional basis to the total number of employees within the individual union compared to the total Trade Union membership; and
 - (b) each Trade Union recognised by the Authority shall have a minimum of one seat.

- 2.3 The Trade Unions recognised by the Authorities shall represent all Council employees. This will include raising issues on behalf of non-Trade Union members, should they be requested.
- 2.4 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.
- 2.5 Two substitute Members shall be permitted from each authority on the 'employer's side' and four substitutes shall be permitted from the 'employees' side' to provide a total of 6 full Members and 4 substitute Members on each 'side'.
- 2.6 It shall be the duty of a senior Human Resource Officer to attend and advise the Panel.
- 2.7 The Panel shall elect a Chairman and Vice-Chairman from its members. When the Chairman is a Member of one side of the Panel, the Vice-Chairman shall be a Member of the other side. The Chairman of the Panel shall be rotated on an annual basis between the Employees' and Employers' side. The Chairman of the meeting shall not have a casting vote.
- 2.8 The Panel may invite attendance by 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 subject is under consideration. In addition, the Employee side may arrange for the attendance of a Trade Union official at any meeting of the Panel, subject to the prior agreement of the Chairman and Vice Chairman.

3. Terms of Reference

- 3.1 To establish and maintain methods of negotiation and consultation, to consult on matters affecting the employment of all groups of employees of the Councils, with a genuine commitment to seek consensus and enter into agreements, as appropriate.
- 3.2 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;

- (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; and
 - (j) any issue referred to the Joint Staff Consultative Panel by the Cabinets.
- 3.3 Issues affecting individuals (e.g. pay, discipline) are excluded from consideration unless they represent matters of principle which are of general application to employees.

4. Authority of the Panel

- 4.1 Decisions of the Joint Staff Consultative Panel shall be in accordance with the voting arrangements set out in paragraph 5.4 below and shall be subject to the approval of the Cabinets, as provided for by the Councils' Schemes of Delegation.

5. Arrangements and Procedures

- 5.1 Meetings shall normally be held quarterly but, exceptionally, the Chairman may decide, after consultation with a Senior Human Resources Officer to convene an extraordinary meeting at any time or to cancel a scheduled meeting due to lack of business to transact. Meetings to alternate between a venue in SEBC and FHDC or as agreed by the Panel.
- 5.2 Agendas shall be prepared by the appropriate Committee Services Section, after discussion with a Senior Human Resources Officer, Chairman and Vice Chairman, and shall be circulated at least five working days before the meeting.
- 5.3 The quorum for the Joint Staff Consultative Panel shall be four, comprising at least two Employee representatives and two Members, one from each authority.
- 5.4 Voting shall be by a show of hands and simple majority. 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.
- 5.5 The report from the Joint Staff Consultative Panel to the respective Cabinets shall be by way of presentation of the minutes/draft minutes or by way of a brief report in a format agreed by the Cabinet.

5.6 If the Panel is unable to agree and no local settlement can be achieved, the matter may be referred by either side to the Cabinets.

Approved by SEBC's Cabinet: 25 July 2012 (minute 26 refers)

Approved by FHDC's Cabinet: 31 July 2012 (minute 133 refers)

T:\SEBC Democratic Services\Democratic WP Services\Committee\Reports\Cabinet\2014\14.05.20\F3 Annual Review & Appt of Cabinet Working Parties & Other Groups Appendix I WSJtSCP.doc

Committee			Bury St Edmunds Area WP			Grant Working Party			Haverhill Area Working Party			Rural Area Working Party			Sustainable Development WP			West Suffolk Joint Growth Steering Group (SE Side)		
			10			7			10			10			13			6		
No of seats			Entitled Places (exact)	Entitled Places (rounded)	Current Places	Entitled Places (exact)	Entitled Places (rounded)	Current Places	Entitled Places (exact)	Entitled Places (rounded)	Current Places	Entitled Places (exact)	Entitled Places (rounded)	Current Places	Entitled Places (exact)	Entitled Places (rounded)	Current Places	Entitled Places (exact)	Entitled Places (rounded)	Current Places
	No of members	%																		
Conservative	35	77.78%	7.78	8	8	5.44	5	6	7.78	8	8	7.78	8	8	10.11	10	11	4.67	5	5
Independent Group	3	6.67%	0.67	1	1	0.47	0	1	0.67	1	1	0.67	1	1	0.87	1	1	0.40	0	1
Labour	3	6.67%	0.67	1	1	0.47	0	0	0.67	1	1	0.67	1	1	0.87	1	1	0.40	0	0
UKIP (GC)	1	2.22%	0.22	0	0	0.16	0	0	0.22	0	0	0.22	0	0	0.29	0	0	0.13	0	0
Independent (PH)	1	2.22%	0.22	0	0	0.16	0	0	0.22	0	0	0.22	0	0	0.29	0	0	0.13	0	0
Green (JW)	1	2.22%	0.22	0	0	0.16	0	0	0.22	0	0	0.22	0	0	0.29	0	0	0.13	0	0
UKIP (AB)	1	2.22%	0.22	0	0	0.16	0	0	0.22	0	0	0.22	0	0	0.29	0	0	0.13	0	0
TOTAL	45	100.00%	10	10	10	7	5	7	10	10	10	10	10	10	13	12	13	6	5	6