



Democratic Renewal Panel 12 February 2008

Representation on Outside Bodies: Annual Report

1. Purpose of the Report

1.1 On 29 November 2007 the Panel considered Report Y376 concerning the requirement that an Annual Report for the 2006/2007 financial year be compiled from the reports of the Borough Council's representatives on outside bodies. However, due to the number of forms returned from the representatives on outside bodies it was considered that a full report to Council would be inappropriate. Therefore, the Panel considered what actions should be taken in respect of 2006/2007 and for 2007/2008 to ensure that Annual Reports were produced.

1.2 The Panel recommended the following to Council and, on 11 December 2007 Council approved that:-

(1) no Annual Report be produced for 2006/2007 but that the returns received can be examined by any Member wishing to see them;

(2) the Panel examine the reporting arrangements for Representatives on Outside Bodies and whether the Annual Report form requires amending; and

(3) when considering the reporting arrangements, the Panel also consider whether Borough Council representatives are still required on all the outside bodies.

1.3 Attached as Appendix A is the list of reports that should be received in the 2007/2008 reporting Year.

2. Report Form

2.1 In accordance with the wishes of the Panel, the Annual Report form to be completed by the representatives has been reviewed by the Chairman and Vice Chairman. The amended form is attached as Appendix B.

2.2 The Council considers that it is imperative that there is a formal feedback from the representatives on outside bodies in order that a decision can be taken as to whether to continue with the appointment. All annual reports listed in Appendix A are required to be returned in order to facilitate this process. Therefore, it is suggested that the draft letter attached as Appendix C is sent to all representatives to accompany the Annual Report form.

3. Recommendations

- 3.1 It is **RECOMMENDED** that the Annual Report form, attached as Appendix B to Report Y550, and the accompanying letter, attached as Appendix C to Report Y550 be sent to Representatives on Outside Bodies as detailed in Appendix A to Report Y550.

For further information, please contact:-

Steven Lincoln, Senior Committee Administrator

Telephone: (01284) 757108 or email: steven.lincoln@stedsbc.gov.uk

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**Representation on Outside Bodies: 2007/2008
ANNUAL REPORTS TO COUNCIL**

NAME OF ORGANISATION	PRESENT REPRESENTATIVE	SUPPORT OFFICER	ANNUAL REPORT TO
Arts Council England: East – Local Government Arts Forum	Councillor Mrs Alexander	Neil Anthony	Council
Association for Suffolk Museums Management Committee	Councillor Oliver	Neil Anthony	Council
Board of the Centre of Procurement Excellence – East	Councillor Mrs Mildmay-White	Jerry Massey	Council
Brecks Partnership – Core Management Group	Councillor Spicer and Substitute: Councillor Mrs Broughton	Jean English	Council
Bury St Edmunds Town Centre Management Board	Councillor Farmer and Substitute: Councillor Mrs Charlesworth	Andrea Mayley	Council
Clare Country Park Joint Advisory Panel	Councillors Mrs Bone and Stevens	Jean English	Council
Community Associations:			
New Bury, Bury St. Edmunds	Councillor Cockle	Jane Chance	Council
Southgate, Bury St. Edmunds	Councillor A H Jones	Jane Chance	Council
West Bury, Bury St. Edmunds	Councillor Everitt	Jane Chance	Council
Leiston, Haverhill	Councillor Trebble	Jane Chance	Council
Dedham Vale and Stour Valley Advisory Committee	Councillors Mrs Bone and Stevens	Jean English	Council
George Savage Trust	Mrs Wayman	Mike Dawson	Council
Guildhall Feoffment Trust	Councillors Mrs Charlesworth, Griffiths and Mrs P A Warby	Niki Hollingworth	Council
Havebury Housing Partnership Management Board	Councillors Clements, F J Warby and A Whittaker and Colin Muge and Sheila Wormleighton	Mike Dawson	Council
Havebury Housing Partnership Performance Panel	Councillors Mrs Gower, Houlder and Lockwood	Carole Herries	Council
Havebury Housing Partnership Community Investment Fund Focus Group	Councillor Ray	Carole Herries	Council
Havebury Housing Partnership: Exercise of Borough Council's Voting Rights	Councillor Mrs Mildmay-White	Mike Dawson	Council
Haverhill Town Centre Management Group	Councillors McManus and A Whittaker	Mike Dawson	Council
King Edward VI Grammar School Bury St. Edmunds Foundation	Councillors Mrs Charlesworth, Everitt and Lockwood	Jo Jones	Council
Mid-Anglia Enterprise Agency (MENTA)	Councillor J R Hale	Andrea Mayley	Council
Moreton Hall Youth Advisory Group Committee	Councillor F J Warby	Jane Chance	Council
Safer Neighbourhood Teams Bury St Edmunds Central	Councillors Nettleton and Mrs P A Warby	Helen Lindfield	Council

Safer Neighbourhood Teams Bury St Edmunds East	Councillors Beckwith and Jones	Helen Lindfield	Council
Safer Neighbourhood Teams Bury St Edmunds West	Councillors Everitt and Lockwood	Helen Lindfield	Council
Safer Neighbourhood Teams St Edmundsbury Rural Central	Councillor Spicer	Helen Lindfield	Council
Safer Neighbourhood Teams St Edmundsbury Rural North	Councillors Ray and Thorndyke	Helen Lindfield	Council
Safer Neighbourhood Teams St Edmundsbury Rural South	Councillors Redhead and Stevens	Helen Lindfield	Council
Safer Neighbourhood Teams Haverhill North	Councillor Mrs Gower	Helen Lindfield	Council
Safer Neighbourhood Teams Haverhill South	Councillors Ager and Mrs Richardson	Helen Lindfield	Council
St John's Centre Trustees Bury St Edmunds	Councillor Lockwood	Mike Dawson	Council
Stiff's Almshouses Charity Trustees, Rougham	Mrs A Bell, 3 Drury Close, Rougham	Heather Skullian	Council
Suffolk County Council: Health Overview & Scrutiny Committee	Councillor Beckwith and substitute:	Jo Jones	Council
Suffolk Joint Emergency Planning Unit Scrutiny Working Party	Councillor Thorndyke	Mike Dawson	Council
Suffolk Joint Municipal Waste Management Members' and Directors' Group	Councillor Stevens	Sandra Pell	Council
Suffolk Local Area Agreement Scrutiny Panel	Councillor Mrs Levack	Adriana Stapleton	Council
Suffolk Rail Policy Group	Councillor Clements	Anne Baker	Council
Suffolk Sport	Councillor Clements	Neil Anthony	Council
Supporting People Members' Panel (county wide)	Councillor Mrs Mildmay-White	Carole Herries	Council
University Campus Suffolk: Western Suffolk Reference Group	Councillor Everitt	Davina Howes	Council
West Stow Anglo Saxon Village Trust	Councillors Mrs Broughton, Mrs Charlesworth, A H Jones, Mrs Levack and Spicer	Alan Baxter	Council
Western Suffolk Crime Reduction Partnership	Councillor Mrs Mildmay-White	Carole Herries	Council
Suffolk Association of Local Councils (SALC) Village of the Year Competition	Councillor Thorndyke	Emily Foreman	Council
St Edmundsbury Village of the Year Competition Panel	Two Councillors for judging - Mrs Bone and Clifton-Brown (plus the representative appointed to the above as Chairman of the Panel)	Emily Foreman	Council

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APPENDIX B

1. Name of Organisation			
2. Representative: Councillor			
3. How many meetings have been held by the organisation between 1 May 2007 and 30 April 2008, and how many have you attended?			
Meetings held in year	<input type="text"/>	Estimated time spent on its activities other than meetings	<input type="text"/> hrs
Attended by representative	<input type="text"/>		
4.1 Briefly describe the organisation's main achievements during the year.			
4.2 Do these main achievements contribute to any of the Council's four Corporate Priorities:-			
(a) to improve the safety and well-being of the community;		tick box <input type="checkbox"/>	<input type="text"/>
(b) to secure a sustainable and attractive environment;			<input type="text"/>
(c) to create a prosperous local economy; and/or			<input type="text"/>
(d) to raise corporate standards and efficiency.			<input type="text"/>
5. Do you believe that there are benefits from the Borough Council's representation on this outside body?			
	Yes	tick box <input type="checkbox"/>	<input type="text"/>
	No		<input type="text"/>
5.1 If yes, briefly describe these benefits			
5.2 If no, would you recommend that representation should discontinue, and why?			
5.3 Is the current number of representatives appropriate? If not, how many should it be changed to?			

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6. Estimate the **annual time** commitment required effectively to undertake the duties/ responsibilities on this outside body.

Less than 15 hours	tick box <input checked="" type="checkbox"/>
Between 15 and 30 hours	<input type="checkbox"/>
More than 30 hours (please estimate)	<input type="checkbox"/> hrs

7. Have there been any changes to the role of the representative (actual or planned) in the year?

Yes	tick box <input checked="" type="checkbox"/>
No	<input type="checkbox"/>

7.1 If yes, briefly describe these changes.

8. Do you require any additional information or support from your nominated support officer?

Yes	tick box <input checked="" type="checkbox"/>
No	<input type="checkbox"/>

8.1 If yes, briefly describe what you would require.

Signed	Signed
Representative	Support Officer
Date	Date

Thank you for taking the time to complete this report, which will be amalgamated with other responses into a report to full Council.

Please return either by post or e-mail to Democratic Services no later than 31 May 2008

Democratic Services
 St Edmundsbury Borough Council
 Borough Offices
 Angel Hill
 Bury St Edmunds IP33 1XB

E-mail: democratic.wp.services@stedsbc.gov.uk

ALL REPRESENTATIVES ON OUTSIDE BODIES

Our ref SL/LC
Contact Steven Lincoln
Direct Dial 01284 757108
E-mail steven.lincoln@stedsbc.gov.uk

12 February 2008

Dear Councillor

Representation on Outside Bodies: Annual Report 2007/2008

You will be aware that the Council requires that an Annual Report is compiled from specified Representatives on Outside Bodies, not least this year in order that a recommendation can be made as to whether the Council should continue with this representation. I therefore enclose a copy of the Annual Report form and ask you to complete and return it no later than 31 May 2008.

The Democratic Renewal Panel has been charged with ensuring that the Annual Report is compiled and forwarded to Council. I therefore urge that you complete this form as soon as possible in order that this can be done. This year a report will go to Council which will detail the returns received.

Yours sincerely

Councillor Paul Farmer
Chairman
Democratic Renewal Panel

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