



Democratic Renewal Panel

19 June 2008

Representation on Outside Bodies: Annual Report 2007/2008

1. Purpose of the Report

1.1 On 12 February 2008 the Panel considered reporting arrangements for the 2007/2008 financial year from the representatives on outside bodies.

1.2 The Panel recommended the following to Council and, on 26 February 2008 Council approved (Minute 89 (C) (1) refers) 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.'

1.3 Attached as Appendix A to this report is a copy of the Annual Report form and Appendix B is the list of representatives who received a request to complete the form.

2. Forms Returned

2.1 Appendix B has been annotated to record those forms that have been returned. However, circumstances have changed in respect of some organisations and, therefore, a form is not now required. These have been annotated N/A on the appendix.

2.2 Of 43 forms requested, 33 have been received, 5 are now not required and 5 (12%) have not been returned.

3. Annual Report 2007/2008: Summary of Key Points Raised

3.1 The aims of the Annual Report are to summarise any issues arising from the individual reports, including those instances when it is not thought appropriate to continue appointing a representative and to summarise achievements of each organisation which could be attached as an appendix to the report.

3.2 No return recommended that the Council should no longer be represented on an outside body.

3.3 Representatives on the Community Associations consider it appropriate for all Ward Members to attend the meetings.

- 3.4 There was overwhelming support for the work of Safer Neighbourhood Teams and the representation allocated by the Council.
- 3.5 It was suggested that consideration should be given to reviewing the structure and composition of the West Stow Anglo Saxon Village Trust.
- 3.6 It was suggested that consideration should be given to reducing the representation on the Clare Country Park from 2 to 1 Members and on the Havebury Housing Partnership Performance Panel from 3 to 2 Members.
- 3.7 It was suggested that as Councillor Marks represents the County Council on the Suffolk Rail Policy Group he also represents the Borough Council.

4. Recommendations

- 4.1 It is **RECOMMENDED** that the Panel:-
 - (a) confirms the format and contents of the Annual Report to Council; and
 - (b) considers that all forms returned by the Council's representatives can be viewed on the Intranet under 'Members' Corner'.

For further information, please contact:-

Steven Lincoln, Senior Committee Administrator

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

W:\Democratic WP Services\Committee\Reports\Democratic Renewal Panel\2008\08.06.19\Representation on Outside Bodies - Annual Report.doc

ST EDMUNDSBURY BOROUGH COUNCIL
REPRESENTATION ON OUTSIDE BODIES:
ANNUAL REPORT 2007/2008

APPENDIX A

| | | | |
|---|----------------------|--|--------------------------|
| 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? | | | |

ST EDMUNDSBURY BOROUGH COUNCIL
 REPRESENTATION ON OUTSIDE BODIES:
 ANNUAL REPORT 2007/2008

APPENDIX A

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

Less than 15 hours tick box
 Between 15 and 30 hours
 More than 30 hours (please estimate) hrs

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

Yes tick box
 No

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
 No

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 E-mail: democratic.wp.services@stedsbc.gov.uk
 St Edmundsbury Borough Council
 Borough Offices
 Angel Hill
 Bury St Edmunds IP33 1XB

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

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

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