



Democratic Renewal Working Party 9 February 2012

Representation on Outside Bodies: Annual Report

1. Purpose of the Report

- 1.1 The Council requires that monitoring its representation on outside bodies is either undertaken by the Grant Working Party, where that organisation receives a grant from the Council, or by the production of an annual report to full Council.
- 1.2 The annual report to full Council is produced after consideration by the Democratic Renewal Working Party.
- 1.3 Attached as Appendix A to this report is a copy of the last report to the Working Party, Report B34, considered at the meeting of 7 June 2010.
- 1.4 It should be noted that no annual report was produced in 2011.

2. Annual Reports to full Council

- 2.1 The Annual Reports to full Council on 29 June 2009 and 29 June 2010 are attached to this Report as Appendices B and C respectively.

3. Annual Reports Council 2012

- 3.1 Attached as Appendix D is the list of representatives on Outside Bodies, annotated with reporting arrangements.
- 3.2 If the current reporting arrangements continues then annual returns will be requested from those representatives where the 'Annual Report To' column is annotated 'Council'.

4. Recommendation

- 4.1 The Working Party is requested to review the annual reporting arrangements for representatives on Outside Bodies.

For further information, please contact:-

Steven Lincoln, Committee Services Manager

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

Democratic Renewal Panel

7 June 2010

Representation on Outside Bodies: Annual Report 2009/2010

1. Purpose of the Report

- 1.1 The Council requires that monitoring its representation on outside bodies is either undertaken by the Grant Panel, where that organisation receives a grant from the Council, or by the production of an annual report full Council.
- 1.2 The annual report to full Council is produced after consideration by the Democratic Renewal Panel.
- 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.
- 2.2 Of 57 forms requested, 34 have been received, 23 (40%) have not been returned. However, it should be noted that returns have been received in respect of 30 organisations out of the 33 requested (91%).

3. Annual Report 2009/2010: Summary of Key Points Raised

- 3.1 The aims of the Annual Report are to summarise any issues arising from the individual reports compiled by Members. These included those instances when it is not thought appropriate to continue appointing a representative, summarising achievements of each organisation and the contribution towards the Council's corporate priorities.
- 3.2 No return recommended that the Council should no longer be represented on an outside body. Indeed the vast majority of the representatives were positive or very positive about the benefits of Borough Council representation.
- 3.3 Representatives on Safer Neighbourhood Teams in particular felt it was valuable to establish contact and liaise with police and other agencies involved in dealing with Crime and Disorder. However, the operation of these Teams is currently under review by the Police.

4. Recommendations

4.1 It is **RECOMMENDED** that:-

- (a) the Councillors who have yet to make their returns be reminded to do so;
- (b) the format and contents of the Annual Report to Council be based on the contents of Section 3 above; and
- (c) all forms returned by the Council's representatives continue to be viewed on the Intranet under 'Members' Corner'.

For further information, please contact:-

Steven Lincoln, Committee Services Manager

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

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Representation on Outside Bodies - Annual Report - Appendix A (2).doc

ST EDMUNDSBURY BOROUGH COUNCIL
REPRESENTATION ON OUTSIDE BODIES:
ANNUAL REPORT 2009/2010

APPENDIX A

1. Name of Organisation			
2. Representative: Councillor			
3. How many meetings have been held by the organisation between 1 May 2009 and 30 April 2010, 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 2009/2010

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 14 May 2010

Democratic Services
 St Edmundsbury Borough Council
 West Suffolk House
 Western Way
 Bury St Edmunds IP33 3YU

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

**Representation on Outside Bodies: 2009/2010
ANNUAL REPORTS TO COUNCIL**

NAME OF ORGANISATION	PRESENT REPRESENTATIVE	SUPPORT OFFICER	ANNUAL REPORT TO	RETURN REC'D Y/N
Association for Suffolk Museums Management Committee	Councillor Oliver	Neil Anthony	Council	Y
Brecks Partnership – Core Management Group	Councillor Spicer and Substitute: Councillor Mrs Broughton	Damien Parker	Council	Y
Bury St Edmunds Town Centre Management (Trading as Bid for Bury) Board of Directors	Councillor Rout	Andrea Mayley	Council	N
Clare Country Park Joint Advisory Panel	Councillors Mrs Bone and Stevens	Damien Parker	Council	Y
Community Associations:				
New Bury, Bury St. Edmunds	Councillor Cockle	Paul Rounce	Council	Y
Southgate, Bury St. Edmunds	Councillor Jones	Paul Rounce	Council	Y
West Bury, Bury St. Edmunds	Councillor Everitt	Paul Rounce	Council	Y
Dedham Vale and Stour Valley Advisory Committee	Councillors Mrs Bone and Stevens	Damien Parker	Council	Y
George Savage Trust	Mrs Wayman	Alex Wilson	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, Farthing, F J Warby and A Whittaker and Sheila Wormleighton	Alex Wilson	Council	Y
Havebury Housing Partnership Performance Panel	Councillors Lockwood and Thorndyke	Carole Herries	Council	Y
Havebury Housing Partnership Community Investment Fund Focus Group	Councillor Ray	Carole Herries/ Cathy Manning	Council	Y
Haverhill Community Reference Group	Councillor Mrs Gower	Cathy Manning	Council	Y
Haverhill Partnership Forum	Councillor Mrs Gower	Geoff Rivers	Council	Y
King Edward VI Grammar School Bury St. Edmunds Foundation	Councillors Mrs Charlesworth, Everitt and Lockwood	Carole Herries	Council	Y
Moreton Hall Youth Advisory Group Committee	Councillor F J Warby	Simon Pickering	Council	Y
Safer Neighbourhood Teams Bury St Edmunds Central	Councillor Mrs P A Warby	Helen Lindfield	Council	Y

Safer Neighbourhood Teams Bury St Edmunds East and West	Councillors Everitt, Jones and Lockwood	Helen Lindfield	Council	Y
Safer Neighbourhood Teams St Edmundsbury Rural North	Councillors Ray, Spicer 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	Councillors, Ager and Mrs Richardson	Helen Lindfield	Council	Y
St John's Centre Trustees Bury St Edmunds	Councillor Lockwood	Cathy Manning	Council	N
Stiff's Almshouses Charity Trustees, Rougham	Mrs A Bell, 3 Drury Close, Rougham	Niki Hollingworth	Council	Y
Suffolk County Council: Health Overview & Scrutiny Committee	Councillor Beckwith and substitute: Vacancy	Carole Herries	Council	Y
Suffolk County Council: Joint Scrutiny of Flooding and Flood Risk Working Party	Councillors Lockwood and Price	Sandra Pell/ Adriana Stapleton	Council	Y
Suffolk Joint Emergency Planning Policy Panel	Councillor Thorndyke, substitute Councillor Oliver	Geoff Rivers	Council	Y
Suffolk Joint Municipal Waste Management Members' and Directors' Group	Councillor Stevens	Sandra Pell	Council	Y
Suffolk Local Area Agreement Scrutiny Panel	Councillor F J Warby	Cathy Manning	Council	N
Suffolk Rail Policy Group	Councillor Clements	Steve Boor	Council	N
Suffolk Sport	Councillor Clements	Neil Anthony	Council	N
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 (including Suffolk Crime Reduction Partnership)	Councillor Mrs Mildmay-White	Carole Herries	Council	Y

**Extract from Report to Council on 29 June 2009
(Report A71, Schedule of Referrals from Cabinet,
Licensing and Regulatory Committee and Democratic
Renewal Panel)**

**1. Representation on Outside Bodies: Annual Report 2008/2009
(Report A43)**

RECOMMENDED:-That

- (1) Councillors who have yet to make their returns be reminded to do so;***
- (2) the requirement that a Borough representative on the Mid Anglian Enterprise Agency (MENTA) needs to be considered;***
- (3) all support officers be requested that contact be made with the appropriate representative (s); and***
- (4) all forms returned by the Council's representatives continued to be viewed on the Intranet under 'Members' Corner.'***

The Council requires that monitoring its representation on outside bodies is either undertaken by the Grant Panel, where that organisation receives a grant from the Council, or by the production of an Annual Report to full Council (which is attached as Appendix A to this report). The aims of the Annual Report are to summarise any issues arising from the individual reports compiled by Members. These included those instances when it is not thought to be appropriate to continue appointing a representative, summarising achievements of each organisation and the contribution towards the Council's corporate priorities.



Council

29 June 2009

Representation on Outside Bodies: Annual Report 2008/2009

1. Purpose of the Report

- 1.1 The Council has charged the Democratic Renewal Panel to compile an Annual Report 2008/2009 from reports made by its representatives on outside bodies.
- 1.2 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, to summarise achievements of each organisation and the contribution towards the Council's Corporate Priorities.

2. Forms Returned

- 2.1 Of 59 forms requested, 39 have been received, 3 are now not required and 17 (29%) have not been returned.

3. Annual Report 2008/2009: Summary of Key Points Raised

- 3.1 No return recommended that the Council should no longer be represented on an outside body. Indeed the vast majority of the representatives were positive about the benefits of Borough Council representation.
- 3.2 Representatives on Safer Neighbourhood Teams in particular felt it was valuable to establish contact and liaise with police and other agencies involved in dealing with Crime and Disorder.
- 3.3 There was overwhelming support for the work of Safer Neighbourhood Teams and the representation allocated by the Council.
- 3.4 The Council nominates an officer to support the Member representative on the outside body. This is to enable the Member to be briefed but also to enable the Member to discuss issues arising from meetings with the officer which may be of particular relevance to the Borough Council. Several representatives stated that they were unaware of the identity of their support officer and, therefore, this two way flow of information is not occurring.
- 3.5 It was suggested that the Council should have two representatives on the St John's Centre Trust. Currently there is just one and the representative is making enquiries.
- 3.6 The requirement of a Borough Council representative on the Mid Anglian Enterprise Agency (MENTA) needs to be determined.

4. Recommendations

4.1 It is **RECOMMENDED** that:-

- (a) the Councillors who have yet to make their returns be reminded to do so;
- (b) the requirement that a Borough Council representative on the Mid Anglian Enterprise Agency (MENTA) needs to be considered;
- (c) all support officers be requested that contact be made with the appropriate representative(s); and
- (d) all forms returned by the Council's representatives continue to be viewed on the Intranet under 'Members' Corner'.

For further information, please contact:-

Steven Lincoln, Committee and Members' Services Manager

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

W:\Democratic WP Services\Committee\Reports\Democratic Renewal Working Party\2012\12.02.09\C346 Appendix A to Extract from Report A71 to Council on 29 June 2009.doc

**Extract from Report to Council 29 June 2010
(Report B79, Schedule of Referrals from Cabinet,
Standards Committee and Democratic Renewal
Panel)**

4. Representation on Outside Bodies: Annual Report 2009/2010 (Report B34)

RECOMMENDED:-

That the Council notes the contents of this item.

The Council requires that monitoring its representation on outside bodies is either undertaken by the Grant Panel, where that organisation receives a grant from the Council, or by production of an annual report to full Council.

Of 57 forms requested, 34 have been received, 23 (40%) have not been returned. However, it should be noted that returns have been received in respect of 30 organisations out of the 33 requested (91%).

No return recommended that the Council should no longer be represented on an outside body. Indeed the vast majority of the representatives were positive or very positive about the benefits of Borough Council representation.

Representation on Outside Bodies 2011/2012

NAME OF ORGANISATION	PRESENT REPRESENTATIVE	SUPPORT OFFICER	ANNUAL REPORT TO
Abbeycroft Leisure Trust Board	Councillor Clements (full Member) Councillor Mrs Richardson (Member designate)	Howard Cook	Grant Working Party
Association for Suffolk Museums Management Committee	Councillor Oliver	Neil Anthony	Council
Bid 4 Bury Board Directors	Councillor Everitt (plus one officer)	Andrea Mayley	Council
Brecks Partnership – Core Management Group	Councillor Spicer and Substitute: Councillor Mrs Broughton	Damien Parker	Council
Bury St. Edmunds and District Volunteer Centre – Management Committee	Councillor Mrs P A Warby	Jane Chance	Grant Working Party
Choose Suffolk (<i>Currently suspended</i>)	Councillor Griffiths	Andrea Mayley	(on-going)
Clare Country Park Joint Advisory Panel (<i>Currently suspended</i>)	Councillors Pugh and Stevens	Damien Parker	Council
District Councils' Network	Councillor Griffiths		
Dedham Vale and Stour Valley Advisory Committee	Councillors Pugh and Stevens	Damien Parker	Council
East of England Local Government Association	Councillor Griffiths	Geoff Rivers	(on-going)
George Savage Trust	Mrs Wayman	Alex Wilson	Council
Guildhall Feoffment Trust	Councillors Griffiths and Mrs P A Warby, and Mrs Charlesworth	Niki Hollingworth	Council
Havebury Housing Partnership Management Board	Councillors Everitt, Farthing, F J Warby and A Whittaker and Liz Watts	Alex Wilson	Council
Havebury Housing Partnership: Exercise of Borough Council's Voting Rights	Councillor Mrs Gower	Alex Wilson	Council
Haverhill Volunteer Centre Management Board	Councillor Mrs Gower	Jane Chance	Grant Working Party
King Edward VI Grammar School Bury St. Edmunds Foundation	Councillors Everitt, Hordern and Vacancy (<i>BSE Town Council approached to fill vacancy</i>)	Cathy Manning	Council
Local Government Association	Councillor Griffiths	Geoff Rivers	(on-going)
Local Government Association General Assembly	Councillor Griffiths	Geoff Rivers	(on-going)
Local Government Association Rural Commission	Councillors Stevens (<i>voting Member</i>) and Thorndyke	Andrea Mayley	(on-going)
ONE Haverhill	Councillors Cox and A Whittaker	Geoff Rivers	Grant Working Party
Smith's Row Art Gallery Trust	Councillor Houlder	Neil Anthony	Grant Working Party
Southgate Community Partnership	Councillor Mrs Stamp	Jane Chance	Council
St Edmund and Waveney YMCA (Services) Limited	Councillor Everitt	Carole Herries	Grant Working Party
St John's Centre Trustees Bury St Edmunds	Councillor Vacancy (<i>BSE Town Council approached to fill vacancy</i>)	Cathy Manning	Council
Stiff's Almshouses Charity Trustees, Rougham	Mrs A Bell, 3 Drury Close, Rougham	Niki Hollingworth	Council

Suffolk County Council: Suffolk Flood Management Joint Scrutiny Committee	Councillors Thorndyke Sub French	Sandra Pell/ Adriana Stapleton	Council
Suffolk Health Overview & Scrutiny Committee	Councillor Beckwith	Carole Herries/ Adriana Stapleton	Council
Suffolk Joint Emergency Planning Policy Panel	Councillor Thorndyke: Substitute Councillor Oliver	Geoff Rivers	Council
Suffolk Joint Municipal Waste Management Members' and Directors' Group	Councillor Stevens	Sandra Pell	Council
Suffolk Local Government Association	Councillors Everitt, Griffiths and Mrs Mildmay-White	Geoff Rivers	(on-going)
Suffolk Rail Policy Group	Councillor Clements	Ivan Sams	Council
Suffolk Sport	Councillor Clements	Neil Anthony	Council
Suffolk West Citizens' Advice Bureau	Councillor Spicer: <i>Observer</i>	Cathy Manning	Grant Working Party
Theatre Royal Board of Management	Councillor Mrs Stamp: <i>Observer</i>	Neil Anthony	Grant Panel
West Stow Anglo Saxon Village Trust	Councillors Mrs Broughton, Hale, Houlder, Oliver and Spicer	Alan Baxter	Council
Western Suffolk Community Safety Partnership	Councillor Everitt	Cathy Manning	Council
West Suffolk Partnership	Councillor Griffiths	Cathy Manning	(on-going)

01 February 2012