

TO: All members of the Council
(Copy to recipients of Council papers)

Our reference CS
Your reference N/A
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12 May 2022

Dear Councillor

Annual Meeting of Council - Tuesday 17 May 2022

I am now able to enclose, for consideration at the Annual Meeting of Council, the following reports that were unavailable when the agenda was printed.

Agenda No	Item
6.	<u>Review of political balance and appointments to committees 2022 to 2023 (Pages 1 - 8)</u> Report number: AGM/WS/22/001
8.	<u>Representation on outside bodies 2022 to 2023 (Pages 9 - 22)</u> Report number: AGM/WS/22/002

Yours sincerely

Claire Skoyles
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Review of Political Balance and Appointment to Committees 2022 to 2023

Report number:	AGM/WS/22/001	
Report to and date:	Annual Council	17 May 2022
Cabinet member:	Councillor John Griffiths Leader of the Council Telephone: 01284 757001 Email: john.griffiths@westsuffolk.gov.uk	
Lead officer:	Teresa Halliday Monitoring Officer Telephone: 01284 757144 Email: teresa.halliday@westsuffolk.gov.uk	

Decisions Plan: This report refers to non-executive matters and therefore is not required to be included on the Decisions Plan.

Wards impacted: None

Recommendations: It is recommended that Council approves:

1. The Committees for the 2022 to 2023 municipal year and the terms of reference for those committees as per the West Suffolk Council Constitution, Part 3b, section 2: "Responsibility for Council (non-executive) Functions".
2. An increase to the membership of the Performance and Audit Scrutiny Committee to a total of 13 members.
3. The political balance and allocation of seats and substitutes on Committees as per Appendix A to Report number: AGM/WS/22/001.

Continued.....

- 4. Delegation for Group Leaders to nominate members from their Groups to seats and as substitutes on Committees.**

1. Context to this report

- 1.1 As per the West Suffolk Council Constitution, at each Annual Meeting, the Council will:
- a. Decide which committees to establish for the municipal year.
 - b. Decide the size and agree terms of reference for those committees.
 - c. Decide the allocation of seats and substitutes to political groups in accordance with the political balance rules.
 - d. Receive, or arrange the delegation of, nominations and appointment of councillors to serve on each committee.

2. Proposals within this report

Establishing Committees and their terms of reference

- 2.1 The Council's committees and the terms of reference for those committees are included in the West Suffolk Council Constitution, Part 3b, section 2: "Responsibility for Council (non-executive) Functions". This is available at [Part 3 - Section 2 - Responsibility for Council Non Executive Functions April 2021.pdf \(westsuffolk.gov.uk\)](#) or from the Democratic Services team at West Suffolk Council.
- 2.2 Council is requested, as it was at its Annual Meeting in May 2021, to approve the number of seats and terms of reference as contained in Part 3b, section 2 of the Constitution with the following amendment:
- To increase the membership of the Performance and Audit Scrutiny Committee to a total of 13 members.
 -
- 2.3 This amendment is being proposed following careful consideration of the rules on calculating political balance and overall distribution of seats on politically balanced Committees, see section 2.5 of this report. Increasing the total membership on the Performance and Audit Scrutiny Committee provides a more equitable distribution of seats overall.

Allocation of seats and substitutes in accordance with the political balance rules

- 2.4 The allocation of seats and substitutes to committees must respect the requirement to ensure that relevant committees are politically balanced, in that they reflect the number of councillors who belong to each political group within the Council.

- 2.5 The rules on allocating seats are that, as far as possible:
- a. Not all seats on a committee can be given to a single political group
 - b. The majority group must be allocated the majority of seats on a committee
 - c. Subject to a. and b., the proportion of seats on ordinary committees allocated to a group must be proportionate to the total number of seats held by that group
 - d. Subject to a. b. and c., the proportion of seats on all committees allocated to a group must be proportionate to the total number of seats held by that group
- 2.6 The committees to which these rules apply are as follows:
- Development Control Committee (16 seats and 8 substitutes)
 - Licensing and Regulatory Committee (15 seats and 7 substitutes)
 - Overview and Scrutiny Committee (16 seats and 8 substitutes)
 - Performance and Audit Scrutiny Committee (13 seats, subject to Council approval (see section 2.2 of this report), and 6 substitutes)
 - Standards Committee (6 seats and 3 substitutes)
 - Officer Appointments Committee (6 seats and 3 substitutes)
 - Officer Appeals Committee (6 seats and 3 substitutes)
 -
- 2.7 Councillors who are not members of a political group can be allocated seats by the Council and they can then agree between them who will take the seats, or the Council may be required to vote on which non-grouped councillor is appointed to each committee. The Council currently has one non-grouped member.
- 2.8 The calculation to allocate seats to political groups requires the rounding up or down of calculated figures to give whole numbers. It is therefore very difficult to create a perfect allocation of seats and some adjustments may be needed to create an equitable allocation between political groups. This can include adjusting the number of councillors that sit on each committee. The proposed allocation of seats and substitutes to committees is attached at Appendix A to this report.

The appointment of councillors to Committees

- 2.9 Subject to Council approval of the allocation of seats and substitutes on committees, the Group Leaders are asked to nominate which members from their group will be appointed to the seats and to notify the Monitoring Officer of those nominations.
- 2.10 It should be noted that each Group that is represented on a committee has been allocated a substitute place on that committee and the remaining substitute seats have then been distributed by political balance.

- 2.11 The nominations should be made to the Monitoring Officer within 14 days, on which the Monitoring Officer will appoint members to Committees.

3. Alternative options that have been considered

- 3.1 None

4. Consultation and engagement undertaken

- 4.1 None

5. Risks associated with the proposals

- 5.1 None

6. Implications arising from the proposals

- 6.1 None

7. Appendices referenced in this report

- 7.1 Appendix A: Allocation of seats and substitutes to Committees

8. Background documents associated with this report

- 8.1 West Suffolk Council Constitution, Part 3b, section 2: "Responsibility for Council (non-executive) Functions": [Part 3 - Section 2 - Responsibility for Council Non Executive Functions April 2021.pdf \(westsuffolk.gov.uk\)](#)

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Appendix A Allocation of seats and substitutes to Committees

Allocation of seats																										
Committee			Development Control Committee			Licensing & Regulatory Committee			Overview & Scrutiny Committee			Performance & Audit Scrutiny Committee			Officer Appeals			Officer Appointments			Standards			OVERALL		
No of seats			16			15			16			13			6			6			7			79		
	No of members	%	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places
Conservative Group	40	62.50%	10.00	10	10	9.38	9	9	10.00	10	10	8.13	8	8	3.75	4	4	3.75	4	4	4.38	4	4	49.38	49	49
Independent Group	19	29.69%	4.75	5	5	4.45	4	5	4.75	5	5	3.86	4	4	1.78	2	1	1.78	2	1	2.08	2	2	23.45	23	23
Labour	4	6.25%	1.00	1	1	0.94	1	1	1.00	1	1	0.81	1	1	0.38	0	0	0.38	0	1	0.44	0	1	4.94	5	6
Non Grouped Independent	1	1.56%	0.25	0	0	0.23	0	0	0.25	0	0	0.20	0	0	0.09	0	1	0.09	0	0	0.11	0	0	1.23	1	1
TOTAL	64	100.00%	16	16	16	15	15	15	16	16	16	13	13	13	6	6	6	6	6	6	7	7	7	79	79	79

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Allocation of substitutes																										
Committee			Development Control Committee			Licensing & Regulatory Committee			Overview & Scrutiny Committee			Performance & Audit Scrutiny Committee			Officer Appeals			Officer Appointments			Standards			OVERALL		
No of substitutes			8			7			8			6			3			3			3			38		
	No of members	%	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places	Entitled Places (exact)	Entitled Places (rounded)	Allocated Places
Conservative Group	40	62.50%	5.00	5	5	4.38	4	4	5.00	5	5	3.75	4	3	1.88	2	2	1.88	2	1	1.88	2	1	23.75	24	21
Independent Group	19	29.69%	2.38	2	2	2.08	2	2	2.38	2	2	1.78	2	2	0.89	1	1	0.89	1	1	0.89	1	1	11.28	11	11
Labour	4	6.25%	0.50	1	1	0.44	1	1	0.50	1	1	0.38	0	1	0.19	0	0	0.19	0	1	0.19	0	1	2.38	2	6
Non Grouped Independent	1	1.56%	0.13	0	0	0.11	0	0	0.13	0	0	0.09	0	0	0.05	0	0	0.05	0	0	0.05	0	0	0.59	1	0
TOTAL	64	100.00%	8.00	8	8	7.00	7.38	7	8.00	8	8	6.00	6	6	3.00	3	3	3.00	3	3	3.00	3	3	38.00	38	38

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Representation on outside bodies 2022 to 2023

Report number:	AGM/WS/22/002	
Report to and date:	Annual Council	17 May 2022
Cabinet member:	Councillor John Griffiths Leader of the Council Telephone: 01284 757001 Email: john.griffiths@westsuffolk.gov.uk	
Lead officer:	Teresa Halliday Service Manager (Legal and Governance) and Monitoring Officer Telephone: 01284 757144 Email: teresa.halliday@westsuffolk.gov.uk	

Decisions Plan: **This report refers to non-executive matters and therefore is not required to be included on the Decisions Plan.**

Wards impacted: **None**

Recommendation: **It is recommended that:**

- 1. The Service Manager (Legal and Governance) and Monitoring Officer be given delegated authority to appoint the Council’s representatives on outside bodies, in accordance with the nominations put forward by relevant Group Leaders, or the nominated body, or the individual listed, as detailed in Appendix A to Report number: AGM/WS/22/002.**

- 2. Where no representative is nominated, the Service Manager (Legal and Governance) and Monitoring Officer be given delegated authority to seek nominations from other bodies and individuals, to be approved by Council in due course.**
- 3. The Council notes that where the outside organisation is discharging executive functions, or the Council is an observer on an organisation, these appointments will be made by Cabinet.**
- 4. The Council notes that it is intended to continue to review representation on outside bodies to ensure that it remains beneficial for the organisation and for the Council.**
- 5. The Council notes that the nominations to the Suffolk County Council Health Scrutiny Committee, be proposed by the Overview and Scrutiny Committee, for subsequent confirmation by Council.**

1. Context to this report

- 1.1 The Constitution requires that at each Annual Meeting, the Council reviews its representation on outside bodies (except where the appointment is made by another body, such as Cabinet).
- 1.2 The Council appoints to a wide range of outside bodies, from very local bodies where a local member is usually appointed, to national and regional bodies on which the Council is usually represented by the Leader or relevant portfolio holder. Councillors can also serve a variety of roles; some are simply observers to the organisation, in other cases councillors are a company director or charity trustee.

2. Proposals within this report

- 2.1 The current list of outside body appointments, along with the Council's nominated representative, is included at Appendix A.
- 2.2 Following the election in 2019, a comprehensive process was undertaken to review the Council's representation with all members having opportunity to submit to their Group Leader if they would like to serve on outside bodies. Based on these nominations, the Monitoring Officer then confirmed the appointments.
- 2.3 As Appendix A highlights, there are a small number of vacancies at this time, and there may also be cases where councillors or Group Leaders wish to review appointments. As a result, it is proposed that following the Annual Council meeting, the Monitoring Officer has delegated authority to confirm appointments following consultation with the Group Leaders. It is expected that in most cases the current appointment would continue. In the event that no consensus can be reached, then any appointments will be referred to the next meeting of Council.
- 2.4 In addition, it is also proposed that if there is no nomination amongst members to an outside body, the Monitoring Officer has delegated authority to seek nominations from another body or individuals in order to obtain a nominee; and that the Overview and Scrutiny Committee will continue to have authority to put forward representation on the Health Scrutiny Committee.

3. Alternative options that have been considered

- 3.1 The process of delegating the Monitoring Officer authority to make appointment on the nominations of Group Leaders ensures that appointments can be made efficiently to outside bodies.

3.2 Alternatively, Council can vote on each individual appointment at its next meeting, which can delay the process of making such appointments.

3.3 Within the recommendations it has also been proposed to continue to review our representation to ensure it remains beneficial for the organisation and the Council.

4. Consultation and engagement undertaken

4.1 None

5. Risks associated with the proposals

5.1 None

6. Implications arising from the proposals

6.9 External organisations (such as businesses, community groups): These proposals ensure that the Council appoints representatives, supporting the development of effective working relationships with the outside organisation and that they can meet in accordance with their constitution requirements.

7. Appendices referenced in this report

7.1 Appendix A: List of outside bodies and current representation

8. Background documents associated with this report

8.1 None

List of outside bodies and current representatives

Name of Group	Purpose	Current Representative
Association of Suffolk Museums Management Committee	To advance education of the public in Suffolk by support and assistance to public museums and art galleries and their development. The body shares good practice and pinpoints access to funding.	Mike Chester
Dedham Vale Area of Outstanding Natural Beauty and Stour Valley Joint Advisory	As an AONB, there is a legal requirement to have management plans in place. The Joint Management and Advisory Committees oversee the operation of the AONB and delivery of the management plan. All local authorities in the area covered are represented.	Peter Stevens and one vacancy
Guildhall Feoffment Trust	<p>The trust oversees the raising and giving of funds to the poor, almshouses, the education trust and two parish churches.</p> <p>Note: The Trust appoints members on a four-year term and thus this appointment is only reviewed when a Councillor’s four-year term on the Trust has expired</p> <p>Councillor John Griffiths: June 2022 Councillor John Augustine: September 2024 Councillor Birgitte Mager: May 2025</p>	John Griffiths John Augustine Birgitte Mager

Name of Group	Purpose	Current Representative
Burnt Fen Internal Drainage Board (IDB)	Statutory body with responsibility to provide water level management and flood protection for the benefit of the West Suffolk district.	Don Waldron
Lakenheath Internal Drainage Board (IDB)	Statutory body with responsibility to provide water level management and flood protection for the benefit of the West Suffolk district.	Stephen Frost and two vacancies
Mildenhall Internal Drainage Board (IDB)	Statutory body with responsibility to provide water level management and flood protection for the benefit of the West Suffolk district.	Andy Neal, Richard Alecock, Ian Shipp and one vacancy
King Edward VI Grammar School	The Trustees provide support in ways not provided by the LA - such as bursaries, sports or music support etc. In the past year the Trust have reviewed their representation and now only one appointment is required.	Robert Everitt (Substitute: Patrick Chung)
Mildenhall Community Association	To supply services to the community.	Ian Shipp
Mildenhall Museum Trust	The Trustees will be involved in policy making, financial decisions, the long-term care of the museum collections and the future of the museum.	Richard Alecock
National Horseracing Museum	To consider various management issues of the Museum and to liaise between the Council and the Museum, including the development of the Palace House site.	Robert Nobbs

Name of Group	Purpose	Current Representative
West Suffolk Citizens Advice	Oversees the way the CAB delivers advice and support services throughout West Suffolk.	Patrick Chung and Brian Harvey
Theatre Royal Board of Management	Promote, maintain, improve and advance education, particularly by encouragement of the arts.	Diane Hind
West Stow Anglo Saxon Village Trust	To preserve and restore for the benefit of the public, the settlement and to advance education in environmental archaeology with special reference to the settlement.	Sarah Broughton, Simon Brown, Stephen Frost, Susan Glossop, Ian Houlder
Aspal Close Working Group	To advise on the management of the Aspal Close Local Nature Reserve.	Don Waldron
Brandon Heritage Centre	The Centre celebrates the three main industries of the area (flint, fur and forestry). The collection offers a unique view of the Town's colourful history.	Phil Wittam
Brandon Remembrance Playing Fields	Oversees the running of the playing fields.	David Palmer
George Savage Trust	The George Savage Trust was set up in 1939 following a bequest made by Mr George Savage. It has responsibility for the care and maintenance of the five cottages on Cavendish Green (known as Hyde Park Corner).	Adele Wayman (non-elected Councillor)

Name of Group	Purpose	Current Representative
Home of Horseracing Trust	To ensure the views of the Council are properly and directly represented on the Trust, which is charged with the development of the Home of Horseracing project.	Andy Drummond
Southgate Community Partnership	Southgate Community Centre was handed over from St Edmundsbury Borough Council to the people of Southgate in October 2011. The Centre is now run for the community by the Southgate Community Partnership (SCP), which is a group of trustees made up of four representatives each from the Southgate Church and from the wider community, as well as a representative from both Suffolk County Council and West Suffolk Council.	Patrick Chung
St John's Centre	To manage the St John's Centre, for mainly educational and religious purposes for the benefit of children and adults in the local area.	John Augustine
Stiff's Almshouses Charity	Oversees how the income from the proceeds of sale of the almshouses is applied for the benefit of poor women.	Anne Bell (non-elected Councillor)
Suffolk Health Scrutiny Committee	Suffolk County Council is responsible in Suffolk for undertaking local government scrutiny of health provision. It has established a Committee for this purpose, with representation from the Overview & Scrutiny Committees of the District/Borough Councils in the County.	Margaret Marks (Substitute: Mike Chester)

Name of Group	Purpose	Current Representative
Suffolk Police and Crime Panel	<p>Reviewing and scrutinising the decisions and other actions of the statutory functions of the Suffolk Police and Crime Commissioner, providing both support and challenge.</p> <p>Note: This appointment is made on the basis of the political balance, as it applies across the whole of Suffolk. Prior to the 2021 elections, we were required to appoint one conservative and one independent member.</p>	James Lay (Substitute: John Burns)
Abbey of St Edmund Heritage Partnership	To support the management of the Abbey of St Edmund and River Lark area, enhancing the existing site to support public enjoyment of it.	Robert Everitt
Brecks, Fen Edge and Rivers Board	The board oversees the delivery of a funding scheme to protect and enhance the brecks landscape. In September 2019, it was confirmed they had been successful in applying for a £2m grant for a £3.5m scheme. West Suffolk is a named party to the grant and board.	Sarah Broughton (Substitute: Peter Stevens)
District Council's Network	The District Councils' Network is a cross-party member led network of 199 district councils. It is a Special Interest Group of the Local Government Association (LGA), and provides a single voice for district councils within the LGA. It lobbies central government, the political parties and other stakeholders directly on behalf of its members, as well as commissioning research, providing support and sharing best practice.	John Griffiths

Name of Group	Purpose	Current Representative
Bury St Edmunds DMO	<p>The Bury St Edmunds Destination Management Organisation (DMO) was formed by St Edmundsbury Borough Council, in partnership with OurBuryStEdmunds Business Improvement District, the Bury St Edmunds Town Council, St Edmundsbury Cathedral, Bury in Bloom and Gough Hotels.</p> <p>The main aim of the DMO is to increase the value of tourism in Bury St Edmunds and the surrounding area by encouraging more overnight visitors and longer stays.</p>	Susan Glossop
East of England LGA	<p>The EELGA is a voluntary body funded by subscription. The 50 local councils in the East of England are all members. The organisation is governed by the Leader or elected Mayor of each of the 50 councils in the region. The full assembly of the 50 leaders meets twice a year. This is a forum for discussion on common issues, but importantly provides a platform for all leaders to meet and hear from Ministers and other policy makers on key issues. Day-to-day management is provided by a management committee of five Leaders who are representative of the political proportionality of the region.</p>	John Griffiths
East West Rail Consortium	<p>The Consortium was formed in 1995 with the objective of promoting and securing a strategic railway connecting East Anglia with Central, Southern and Western England, including a spur to</p>	Susan Glossop (Substitute: David Roach)

Name of Group	Purpose	Current Representative
	Aylesbury. This includes an Eastern Section working to improve the railway connections between Ipswich to Cambridge and Norwich to Cambridge. The Consortium brings together local authorities and Local Enterprise Partnerships (LEPs), Network Rail and the Department for Transport in a collaborative partnership.	
Local Government Association	The LGA a politically-led, cross-party organisation that works on behalf of councils to ensure local government has a strong, credible voice with national government. It aims to influence and set the political agenda on the issues that matter to councils so they are able to deliver local solutions to national problems.	John Griffiths
Love Newmarket BID	Love Newmarket Business Improvement District (BID) aims to be an inventive and progressive organisation run for local businesses by local businesses. The BID covers a defined area of the popular market town where the team works to improve the trading environment and identifies additional projects and services that develop the town centre. The BID enhances and promotes the local environment for its businesses, employees, customers and the community.	Susan Glossop
New Anglia LEP	The LEP is advised by a Board, whose role is to guide and advise the executive team to ensure sharp focus on activities to help grow jobs and remove the barriers to growth, for business.	John Griffiths

Name of Group	Purpose	Current Representative
Newmarket Vision	Established in 2012, Newmarket Vision is a partnership of public, private and voluntary sector groups working to improve Newmarket's town centre, tourism and educational opportunities, traffic and community planning.	Andy Drummond and Robert Nobbs
ONE Haverhill	ONE Haverhill is an independent partnership that brings organisations and resources together to make them more effective and efficient in the town – providing ONE voice for Haverhill. Members of the Board include all three tiers of local government, the business sector, education, police, health, voluntary sector, Havebury Housing, Abbeycroft Leisure, education and the faith communities – all with one aim - improving the quality of life for people in Haverhill.	Susan Glossop and Margaret Marks
'OurBuryStEdmunds' (Bid4Bury) Board	The BID is managed by Bury St Edmunds Town Centre Management Company Ltd. This is an independent not for profit company and is answerable to the Board of Directors. The Board will oversee the delivery of projects and work in the best interests of the Town Centre.	Robert Everitt
Our Greenest County Board	Creating the Greenest County is an aspiration that involves the whole county in enhancing the natural and historic environment and responding to climate change. The partnership provides an umbrella for many existing projects, encourages further recognition and resourcing of them and seeks to	Andrew Smith

Name of Group	Purpose	Current Representative
	inspire further actions in communities, businesses and schools.	
Rural Services Network	The Rural Services Network (RSN) represents the interests of rural service providers and their rural communities in England.	Peter Stevens
Suffolk Health and Wellbeing Board	The Suffolk Health and Wellbeing Board was established in accordance with the Health and Social Care Act 2012. The Board has a duty to "encourage integrated working" between health, care, police and other public services in order to improve wellbeing outcomes for Suffolk. It is responsible for delivery of the Joint Strategic Needs Assessment and the county's Joint Health and Wellbeing Strategy.	Robert Everitt (Substitute: John Augustine)
Suffolk Flood Risk Management	The Sub-Committee is responsible for reviewing and influencing decision making in relation to the Suffolk Flood Risk Management Strategy.	Carol Bull (Substitute: David Roach)
Suffolk Joint Emergency Panel	To support the co-ordination and management of emergency planning across Suffolk	Robert Everitt (Substitute: Mike Chester)
Suffolk Waste Partnership	The Suffolk Waste Partnership (SWP) is a strategic partnership of the county, district/borough councils, who work together to continuously improve waste management services throughout Suffolk. The SWP has created a Joint Municipal Waste Management Strategy 2003-2020, which sets out the strategic	Peter Stevens

Name of Group	Purpose	Current Representative
	framework for the management of municipal waste across the county.	
West Suffolk Hospital NHS Foundation Trust Council of Governors	The Council of Governors supports the executive and non-executive trust to ensure NHS services are meeting the needs of the community.	Carol Bull
West Suffolk Community Safety Partnership	The partnership is made up of statutory representatives from local Councils in West Suffolk, Mid Suffolk and Babergh, Suffolk Police, registered social landlords, Suffolk County Council, probation, rehabilitation company and the Clinical Commissioning Group. The Youth Offending Service and Havebury Housing Partnership are long-serving co-opted members.	Robert Everitt and Trevor Beckwith