



Review and Appointment of the Cabinet's Joint Committee/Panel and Other Groups

Report No:	CAB/WS/19/002	
Report to and date:	Cabinet	28 May 2019
Cabinet Member:	Leader of the Council <i>(Appointment of the Leader of the Council to be confirmed at Annual Council on 22 May 2019)</i>	
Lead officer:	Leah Mickleborough Service Manager (Democratic Services) and Monitoring Officer Tel: 01284 757162 Email: leah.mickleborough@westsuffolk.gov.uk	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
<i>The decisions made as a result of this report will usually be published within 48 hours and cannot be actioned until five clear working days of the publication of the decision have elapsed. This item is included on the Decisions Plan.</i>		

Wards impacted: **All Wards**

Recommendations: **It is recommended that:**

- (1) **it be noted that with the exception of the Anglia Revenues and Benefits Partnership Joint Committee, all other Cabinets, committees, sub-committees, working parties, panels, joint committees and other groups of the former St Edmundsbury Borough and Forest Heath District Councils are now dissolved following the creation of West Suffolk Council on 1 April 2019 and the adoption of West Suffolk Council's new Constitution by the West Suffolk Shadow Council on 19 February 2019;**



- (2)**
 - (a)** it be noted that a new Staff Consultative Panel of the Cabinet has been established to operate in accordance with the Terms of Reference (ToR) contained in Appendix A to Report No: CAB/WS/19/002;
 - (b)** periodical meetings of the above Panel be scheduled as and when required but with regard to the discussion outlined in Section 2.4;
 - (c)** on the nominations of Group Leaders, delegated authority be given to the Service Manager (Democratic Services) to appoint appropriate membership (full and substitute Members) to the above Panel in accordance with its ToR.
- (3)**
 - (a)** delegated authority be given to the Service Manager (Democratic Services) to appoint two Portfolio Holders as full Members and up to four Portfolio Holders as substitute Members to the Anglia Revenues and Benefits Partnership Joint Committee for the interim period, on the nominations of the Leader of the Council, as set out in paragraphs 3.3 and 3.4;
 - (b)** following adoption of its new Constitution and Terms of Reference by the partner authorities, the Service Manager (Democratic Services) be given delegated authority to appoint Portfolio Holders to the Anglia Revenues and Benefits Partnership Joint Committee for the remainder of 2019/2020 on the nominations of the Leader of the Council, in accordance with the Joint Committee's potential revised membership requirements.
- (4)** Should any future changes to membership of the bodies listed in (2) and (3) above be required during 2019/2020, the Service Manager (Democratic Services) be requested to exercise their existing delegated authority to appoint on the nominations of the Leader of the Council.



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- (5) Provided that resources are available to support them, informal task-and-finish working groups be established to consider specific issues as required throughout 2019/2020.**
- (6) On the nominations of the Leader of the Council, delegated authority be given to the Service Manager (Democratic Services) to appoint Members as observers to the respective outside bodies listed, and NOTE the Leader or ex-officio appointments to the project or partnership groups listed in Section 5.2 and 5.3.**



1. Background

- 1.1 Under Article 6 (The Cabinet) (paragraph 6.5.2) of the Council's Constitution, it states that:

"The Cabinet may carry out its functions:

d. by delegating power to a joint committee, area committee or another local authority".

- 1.2 Under Article 9 (Joint Arrangements and Working Groups) of the Council's Constitution, it states that:-

"9.2 Joint Arrangements

9.2.3 the Cabinet may only appoint Cabinet Members to a joint committee and those Members need not reflect the political balance of the Council as a whole."

"9.3 Working Groups

9.3.1 The Council, Cabinet or Committees may appoint from time to time such Working Groups as they think fit. The Working Groups which have been appointed are identified in Part 3 of this Constitution.

- 1.3 The following Joint Committee, Panel and other informal working groups, either report to the Cabinet or exercise Executive functions:

- (a) Exercise Executive functions on behalf of the Cabinet
 - Anglia Revenues and Benefits Partnership Joint Committee
- (b) Report to the Cabinet
 - Staff Consultative Panel
 - Other informal working groups, as detailed in Section 5. below

- 1.4 The Cabinet is requested to appoint membership in accordance with the terms of reference for its Joint Committee and Panel for the year 2019/2020 as set out below.

2. Staff Consultative Panel

- 2.1 The Staff Consultative Panel provides a positive environment through which to engage on the development of employment policies and practices. Some of the policies are referred to Cabinet or Council (as appropriate) to approve, whilst other papers are presented to the Panel to keep them informed on employment related matters within the Council. Panel members may also be consulted on / informed of items through e-mail notification.
- 2.2 The Panel is made up of councillors and representatives of the staff (usually through representatives from Unison, the Council's recognised staff union). The Panel will have its own work programme, but additional items / meetings can be called on request.



2.3 Terms of reference for the Staff Consultative Panel have been devised as attached at Appendix A.

2.4 It is **recommended** that:

- (1) it be noted that a Staff Consultative Panel of the Cabinet has been established to operate in accordance with the Terms of Reference (ToR) contained in Appendix A to Report No: CAB/WS/19/002;**
- (2) periodical meetings of the above Panel be scheduled as and when required but with regard to the discussion outlined in Section 2.4;**
- (3) on the nominations of Group Leaders, delegated authority be given to the Service Manager (Democratic Services) to appoint appropriate membership (full and substitute Members) to the above Panel in accordance with its ToR.**

3. Anglia Revenues and Benefits Partnership Joint Committee

3.1 The Anglia Revenues and Benefits Partnership Joint Committee comprises membership of each of the councils represented on the partnership (West Suffolk Council, Breckland Council, East Cambridgeshire District Council, Fenland District Council and East Suffolk Council). To comply with the Constitution, the Council's Joint Committee exercises executive functions on behalf of the Cabinet. West Suffolk Council's (WSC) current membership of the Joint Committee is indicated below and is required to comprise Cabinet Members:

Joint Committee	WSC Full Members	WSC Substitutes
Anglia Revenues and Benefits Partnership Joint Committee	2	4

3.2 The above membership is based on the membership requirements of the former Forest Heath District and St Edmundsbury Borough Councils, when the Joint Committee comprised one Member and two substitutes appointed from each of the partner councils represented, with the option for one of the substitutes to attend and take part in debate (but not vote.)

3.3 Following the creation of West Suffolk Council and East Suffolk Council, a review of the constitution (Appendix B) and terms of reference for the Anglia Revenues and Benefits Partnership Joint Committee is currently being undertaken. The recommendations arising from this review are due to be presented to the partner authorities for approval in the coming months. It is expected that the membership requirements will change as part of the review.

3.4 In order for the Joint Committee to function and make decisions with representation from West Suffolk Council in the interim, it is proposed that



appointments from West Suffolk Council's Cabinet be made to the Joint Committee and that these appointments be revised, as appropriate, following the outcome of the review referred to in paragraph 3.3 above.

3.5 It is therefore **recommended** that:

- (1) delegated authority be given to the Service Manager (Democratic Services) to appoint two Portfolio Holders as full Members and up to four Portfolio Holders as substitute Members to the Anglia Revenues and Benefits Partnership Joint Committee for the interim period, on the nominations of the Leader of the Council, as set out in paragraphs 3.3 and 3.4; and**
- (2) following adoption of its new Constitution and Terms of Reference by the partner authorities, the Service Manager (Democratic Services) be given delegated authority to appoint Portfolio Holders to the Anglia Revenues and Benefits Partnership Joint Committee for the remainder of 2019/2020 on the nominations of the Leader of the Council, in accordance with the Joint Committee's potential revised membership requirements.**

4. Other informal working groups

- 4.1 The Cabinet may also during 2019/2020 set up from time to time informal Member/Officer Working Groups to consider specific issues, which would usually be on a task-and-finish basis. Such groups would make recommendations directly to Cabinet or the appropriate Committee in the form of reports. It is proposed that such groups would be formed as required.
- 4.2 It is **recommended that provided that resources are available to support them, informal task-and-finish working groups be established to consider specific issues as required throughout 2019/2020.**

5. Appointment of representatives to outside bodies

- 5.1 Council will consider appointments of representatives to outside bodies on 22 May 2019, and Members will note that acting as 'observers' of organisations is an executive function and is therefore for Cabinet to appoint. There are four such organisations to whom an observer should be appointed by Cabinet:
 - (a) Home of Horseracing Trust
 - (b) National Horseracing Museum
 - (c) Suffolk West Citizens Advice, (subject to final confirmation); and
 - (d) Theatre Royal Board of Management.



- 5.2 The Leader also has authority, under the terms of Memoranda of Understanding for projects to appoint Members to sit on project groups, or equivalent. Members are appointed on this basis to such projects like the Guildhall Project and the Newbury Community Centre Project, for example.
- 5.3 The Leader, or a substitute appointed by the Leader, also represents the Cabinet on the informal partnership group which examines the 'One Public Estate' programme in West Suffolk (the West Suffolk Property Board). This is an ex-officio appointment, as the partnership arrangements require the Leader of West Suffolk Council to attend.
- 5.4 Cabinet is **recommended** that **on the nominations of the Leader of the Council, delegated authority be given to the Service Manager (Democratic Services) to appoint Members as observers to the respective outside bodies listed in Section 5.1 above, and to note the Leader or ex-officio appointments to the project or partnership groups listed in Section 5.2 and 5.3.**

2. Alternative options

- 2.1 Not applicable as the West Suffolk Shadow Council has already adopted the Constitution for West Suffolk Council, which had agreed to the establishment / continuation of the Panel / Joint Committee detailed in this report.

3. Consultation and engagement

- 3.1 Appointments to the Panel and Joint Committee detailed in this report will be made on the nominations of the Leader of the Council and /or Group Leaders, as applicable.

4. Risks

- 4.1 The Council could consider the creation of joint committees with partner authorities to maximise opportunities for joint working.
- 4.2 To avoid duplication of effort between member bodies, undertaking reviews of its working parties, panels etc is considered prudent to ensure they are still relevant, adding value and do not cross over with other activities or other bodies, for example scrutiny committees or task and finish groups.

To ensure meetings and reviews are accommodated with available member and officer time and resources, it is considered prudent to carry out reviews and disband any groups no longer required, and to optimise frequency of meetings.

5. Implications arising from the proposal

5.1 Financial Implications

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



- 5.2 Constitutional compliance
See sections 1.1, 1.2 and 1.3 above.

6. Appendices

- 6.1 **Appendix A** - Terms of reference for the Staff Consultative Panel

Appendix B – Anglia Revenues and Benefits Joint Committee: review of its constitution

