

CABINET

20 May 2010

ANNUAL APPOINTMENTS TO CABINET COMMITTEES AND INFORMAL  
MEMBER/OFFICER WORKING GROUPS ETC 2010/11

REPORT OF HEAD OF DEMOCRATIC SERVICES

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RECENT REFERENCES:

[CAB1838](#) – Annual Appointment to Cabinet Committees 2009/10, 21 May 2009

EXECUTIVE SUMMARY:

Cabinet Committees can be appointed with membership drawn from the Cabinet only and can be given delegated powers to make decisions. Last year, a Cabinet (Local Development Framework) Committee and Cabinet (Traffic and Parking) Committee were appointed, as set out in paragraph 2 below.

This report also lists the annual appointments that are required to be made to the Informal Member/Officer Working Groups etc that are established by Cabinet for 2010/11. No nominations have been received at the time of dispatch. Any Members that are interested in serving on these bodies should contact their respective Group Leaders by 18 May 2010 who will be co-ordinating nominations for consideration and endorsement by Cabinet.

As this report has been prepared in advance of the Annual Council meeting on 19 May 2010, references to Portfolio Holders and Portfolios are based on arrangements agreed for 2009/10.

RECOMMENDATION:

That Cabinet considers which bodies should be re-appointed, and if so, determines the membership.

## CABINET

20 May 2010

### ANNUAL APPOINTMENTS TO CABINET COMMITTEES AND INFORMAL MEMBER/OFFICER WORKING GROUPS ETC 2010/11

#### REPORT OF HEAD OF DEMOCRATIC SERVICES

#### DETAIL:

##### 1 Introduction

- 1.1 Cabinet Committees can be appointed with membership drawn from the Cabinet only and these Committees can be given delegated powers to make decisions. Currently, two Cabinet Committees have been appointed; Cabinet (Traffic and Parking) Committee and Cabinet (Local Development Framework) Committee.
- 1.2 Section 3 of the report gives details of Informal Member/Officer Working Groups etc. to which appointments need to be made. The membership of Informal Member/Officer Working Groups does not have to be politically balanced, nor do they have to consist of Cabinet members only.
- 1.3 The purpose of these Groups is to provide Portfolio Holders with a consultation mechanism as major policy is formulated. An alternative is to ask Principal Scrutiny Committee or one of the Scrutiny Panels to undertake this work. Where this route is followed, an Informal Scrutiny Group may be appointed by Principal Scrutiny Committee or the relevant Scrutiny Panel and Cabinet members would not be appointed to sit on that Group, although they may be called as a witness as part of the review. It is important to avoid any duplication of effort and regular liaison meetings are held with the Chairmen of Principal Scrutiny Committee and Scrutiny Panels to ensure proper co-ordination.

##### 2 Appointments to Cabinet Committees

###### 2.1 Cabinet (Traffic and Parking) Committee

This Cabinet Committee was established by the 19 May 2005 meeting of Cabinet (Report CAB1076 refers), which gave the following terms of reference:

- (i) to exercise the functions contained in any agency agreement with the County Council with regard to traffic management, park and ride or on-street parking;
- (ii) to exercise any District Council functions with regard to temporary road closures, park and ride or off-street parking."

Last year it was agreed that the Committee's membership be the Portfolio Holder for Planning and Access plus any two other Cabinet Members to be selected by the Head of Democratic Services in alphabetical rotation. It is proposed that this arrangement continue for 2010/11.

###### 2.2 Cabinet (Local Development Framework) Committee

This Committee was established at the Cabinet meeting on 15 November 2006.

In 2009/10 the Committee's membership was the Portfolio Holder for Planning and Access (Councillor Wood) plus Councillors Beckett, Coates and Pearson as the standing members of the Committee.

In the event of any of the standing members not being available for a particular meeting, another member of Cabinet will be selected in alphabetical rotation by the Head of Democratic Services to substitute for the standing member.

In addition, it was agreed that the following standing list of councillors be invited to attend and offer views at meetings of the Committee:

- (a) Chairman of the Planning Development Control Committee; and named members from the Liberal Democrats (3), Independents (1) and Labour (1) as follows: Councillors Busher and Pines (no Liberal Democrat nominations were received in 2009/10).
- (b) Ward Councillors, where appropriate.

The terms of reference of the Committee are:

- (a) To determine all matters in the following stages of the production of Development Plan Documents in the Local Development Framework (LDF):
  - (i) Pre-Production Stage – the evidence base and arrangements for community involvement.
  - (ii) Production Stage – initial issues and options and associated public consultation.
- (b) To advise and make recommendations to Cabinet and Council upon the following stages of production of the LDF:
  - (i) Production Stage – Approval of Preferred Options for public consultation.
  - (ii) Submission Version – Approval of the version to be submitted to the Examination before the Inspector.
  - (iii) Adoption of Development Plan Documents following the Inspector's report after the Examination.
- (c) To consider and agree the adoption of Supplementary Planning Documents.
- (d) To determine matters upon related projects and studies to the LDF or to make recommendations to Cabinet.
- (e) To consider and comment on behalf of the Council in respect of the Regional Spatial Strategy, Local Development Frameworks and other relevant plans or consultation exercises by Government, local authorities or other relevant bodies.

At the time this report was prepared no nominations have been received.

### 3 Appointments to Informal Member/Officer Working Groups etc

#### 3.1 Housing Options Appraisal Steering Group

This Group was originally established in September 2003 to manage the statutory requirement to submit options appraisals for the future management and delivery of landlord services to Government Regional Offices. The final Housing Options Appraisal report was submitted to Cabinet on 20 April 2005 and then onto the ODPM. However, it has been decided in previous years that the Group be reappointed to maintain a watching brief over developments with the Housing Options process.

In 2009/10 the Group's terms of reference were "To complete an options appraisal by the end of the year of housing management in the light of the Government housing finance review expected June 2009" and its membership was as follows:

Housing Options Appraisal Steering Group -

Councillors: Allgood, Coates, Hammerton, Nelmes, Pines and Tait

TACT Representatives: Four representatives and two deputies

Officers: Head of Landlord Services, Head of Strategic Planning, Tenant Participation Manager, Head of Legal Services, Head of Finance and Head of Contracts and Property Services (or their representatives)

There is a requirement that this Group be re-established for 2010/11 as the Government's housing review was delayed. An initial Council response to the consultation is due on 6 July 2010. Further work is then required to review the options open to the Council in implementing the new approach that may result from the consultation process.

At the time this report was prepared, no nominations have been received.

#### 3.2 Supported Housing Informal Member/Officer Working Group

In 2009/10, this Working Group was reappointed with the following membership:

Councillors: Coates, Hammerton, Nelmes, Pines and Tait.

TACT Representatives: Three representatives

Officers: Head of Landlord Services, Tenancy Services Manager, Housing Services Manager, Housing Finance Manager and Head of Legal Services (or their representatives)

Its Key Tasks are:

- To review the classification of service provided at each sheltered scheme to take account of the reducing demand for sheltered housing and the Supporting People service review to be completed by Hampshire County Council;
- To determine a consistent level of mobile support provision across all schemes and in particular those declassified as part of this review and now receiving "floating support services" (non-residential);
- To complete a detailed review of service costs and service charges (in addition to support charges);

- To review future options for vacant scheme manager flats;
- To review options for ensuring that all remaining category 2 units are filled, including potential incentives and assistance for tenants who may wish to move as well as publicity and other policies to encourage more prospective tenants;
- To determine the ideal category 2 provision and completing a detailed asset management plan for all schemes to ensure that the service can meet future need and tenant aspirations.

Whilst some of the above has now been achieved, there is a requirement for the Group to be reappointed for 2010/11 to consider further issues in relation to the development of supported housing services.

At the time this report was prepared, no nominations have been received.

### 3.3 Air Quality Informal Member/Officer Working Group

The Group's Terms of Reference are: 'To monitor progress against the City Council's air quality action plan in accordance with current guidance issued by DEFRA.'. Its Membership for 2009/10 was as follows:

Councillors: Busher, Higgins, Mitchell, Pearson, Sanders and Wright.  
 Officers: (City Council) Head of Environment Services, Head of Access and Infrastructure (or their representatives)  
 (County Council) A Wren, P Fydall, K Travers and P Syddall

It has been agreed that future meetings of the Group be held bi-annually with progress on the Plan additionally reported to the October cycle of Environment Scrutiny Panel.

There is a requirement for the Group to be reappointed for 2010/11.

At the time this report was prepared, no nominations have been received.

### 3.4 Guildhall Informal Member/Officer Working Group

This Group was established at Cabinet on 12 November 2009 with the following terms of reference:

"To act as a sounding board for the Portfolio Holder on:

- a) the architect's proposals for the interior finishes;
- b) the proposals for the displays for the civic silver and to commemorate the Bequest from Bapsy Marchioness of Winchester;
- c) the impact during the building programme upon current major users of the facility
- d) to monitor progress on the scheme at key milestones;
- e) any major issues arising which materially affect the programme or budget;
- f) the development of the business plan."

Its membership for 2009/10 was:

Councillors: Allgood (Chairman), Evans, Hammerton, Mather and Pines  
Officers: Corporate Director (Governance), Head of Estates and Guildhall Manager

The Group has met on a number of occasions and there is a requirement for the Group to be reappointed for 2010/11 to continue its work.

At the time this report was prepared, no nominations have been received.

### 3.5 Key Clients for Grants Informal Member/Officer Working Group

This Group was re-established for 2009/10 at Cabinet on 8 July 2009 in order to select the Council's Key Clients for grants, with the following membership:

Councillors Cooper, Stallard, Godfrey, Busher and Evans

The Group met once in 2009/10 and made recommendations to Cabinet regarding the Council's Key Clients to be selected for three years from 1 April 2010.

There is therefore no requirement for the Group to be re-established in 2010/11.

### 3.6 West of Waterlooville Forum

The Forum's Membership for 2009/10 was:

Winchester City Council Councillors:

Councillors: Hollingbery (Chairman), Chamberlain, Coates, Collin, Cooper and Stallard  
Deputies: Clear (for any Councillor)

Havant Borough Council Councillors:

Farrow, Hunt, Guest, Smallcorn  
Deputies: None

Hampshire County Councillors:

McIntosh and Allgood  
Deputy: Beagley

Its terms of reference are set out in Appendix 1 to the Report.

The Forum met three times in 2009/10 and it is recommended that it be re-established for 2010/11 to continue its work on community development in the Major Development Area.

At the time this report was prepared, no nominations have been received.

### 3.7 North Whiteley Development Forum

This Forum was established at Cabinet on 9 December 2009 (membership subsequently amended on 3 February 2010).

Its membership for 2009/10 was:

**Winchester City Council:**

Councillors Michael Anthony (Chairman), Vivian Achwal, Georgina Busher, John Cooper and Lawrence Ruffell  
Deputy – Robert Humby

**Fareham Borough Council:** Councillor David Swanbrow

**Hampshire County Council:** County Councillors Frederick Allgood and Sean Woodward

**Curdridge Parish Council:** Parish Councillor Kevan Bundall

**Whiteley Parish Council:** Parish Councillor Mike Evans; Deputy – Parish Councillor David Jenkins

Its terms of reference are set out in Appendix 2 of the Report.

The Forum met once in 2009/10 and it is recommended that it be re-established for 2010/11 to continue its work on community development in the Major Development Area.

**In addition, at the first meeting, Fareham Borough Council requested that their membership be increased from one to two representatives. Cabinet are asked to consider this request.**

At the time this report was prepared, no nominations have been received.

OTHER CONSIDERATIONS:

SUSTAINABLE COMMUNITY STRATEGY & CORPORATE BUSINESS PLAN  
(RELEVANCE TO):

When deciding which Cabinet and Informal Member/Officer Working Groups to appoint, the Cabinet needs to ensure that these are supporting work towards the Council's agreed priorities.

RESOURCE IMPLICATIONS:

Cost associated with Member meetings.

BACKGROUND DOCUMENTS:

File held in the Democratic Services Division

APPENDICES:

Appendix 1 – West of Waterlooville Forum Terms of Reference

Appendix 2 – North Whiteley Development Forum



## APPENDIX ONE

### **WEST OF WATERLOOVILLE FORUM - TERMS OF REFERENCE**

The creation of a Major Development Area at West of Waterlooville offers challenges and opportunities.

The opportunities include:-

- A chance to form a vibrant, caring and sustainable community;
- The ability to house people who are in need of affordable, good quality housing;
- The opportunity for the three local authorities to work together in a model example of community leadership;
- Integration of the MDA with existing communities, in particular Waterlooville Town Centre, and the surrounding countryside

The challenges include:-

- Determining the types of community facilities (such as community centres, local shops, schools, and recreation facilities) which will be required to promote and engender a spirit of community amongst the new residents;
- Ensuring that the new community has the necessary facilities and infrastructure in place, at appropriate phases throughout the development;
- Dealing with the issues which arise out of the fact that the MDA is to be built across the districts of Winchester City and Havant Borough;
- Creating a sense of community amongst the residents of the MDA, who will be coming together for the first time, and whose primary common interest is a new home in the MDA;
- Learning from the experience of other MDA developments

Many of these issues will be shaped by the two Local Planning Authorities, as part of the decision-making process to determine any planning applications which are submitted to progress the MDA. However, the issues will, in many cases, involve other functions of the various local authorities involved.

The principal purpose of the Forum is to assist these bodies in dealing with these challenges, and ensuring that these opportunities are achieved.

In order to do this, the Forum shall:-

- Discuss the issues which arise out of these opportunities and challenges;
- Advise the relevant decision-making authorities on these issues;
- Consider the infrastructure and facility requirements;
- Review progress reports on planning applications.

The Forum will meet in public and shall, so far as possible, seek to engage fully with the public. There may be occasions where there is a need to meet in private, due to matters of confidentiality and commercial sensitivity.

#### Constituent Authorities and membership

The Forum shall comprise representatives from:-

- Hampshire County Council (2 representatives)
- Havant Borough Council (4 representatives)
- Winchester City Council (6 representatives - including chairman of the Forum)

#### Method of Working and Voting Rights

All representatives are expected to use their best endeavours to reach conclusions by general consensus. Where any voting representative on the Forum requires a formal vote to be taken, this shall be on a show of hands by those voting representatives present and voting. [Only the representatives of Hampshire County Council, Havant Borough Council, and Winchester City Council will have the right to vote.]

#### Chairman

The Chairman of the Forum shall be appointed by Winchester City Council.

#### Quorum

The Forum will be quorate if five voting representatives are present.

#### Administration

Winchester City Council's Corporate Director (Governance) shall be responsible for administering the Forum, calling meetings, and recording proceedings.

#### Public Participation

Public participation will be permitted at the Chairman's discretion, in accordance with the Forum's adopted public participation procedure.

## Public Participation Procedure

### General

1. There will be a period of 10 minutes maximum at the beginning of each forum meeting when the Chairman will invite the public, including local interest groups, to raise any general matters of interest and/or matters relating to the work of the Forum. Detailed matters related to agenda items will not be accepted at this point, as there will be an opportunity for these comments to be heard later in the meeting (as set out above). As is the usual practice for general public participation, however, officers and Members may not be able to immediately respond at the meeting to points raised by the public where these relate to non-agenda items.

### Consideration of Individual Agenda Items

2. After an officer has introduced an agenda item, the Chairman will invite public participation on matters relating to that agenda item. At this point, a period of ten minutes (subject to extension at the Chairman's discretion) will be allowed for public comments. During this period, members of the public, including local interest groups, will be able to object, support or ask questions directly relating to the agenda item and contents of the officer report.
3. An individual speaker will be limited to a maximum of three minutes per agenda item. Where a number of members of the public wish to speak, they will be encouraged to agree the allocation of the maximum ten minute period for public participation. The Committee Administrator will assist in this process before the start of the meeting. The Chairman will retain a general discretion to manage the public speaking process, and may limit individual speakers to less than three minutes, or take other steps necessary in order to maximise public participation in an appropriate way. The extension of the total 10 minutes limit allowed for the public to discuss an agenda item will be at the discretion of the Chairman.
4. There will be no further opportunity for the public to comment on an agenda item once the period of public participation has ended even if the prescribed period has not been reached. The subsequent discussion, consideration and decision on the matter is then passed to Forum Members.
5. Members and Officers will not provide an immediate response to public comments raised from the floor. All comments and queries will be noted and the Chairman will invite Officers and/or Members to respond to specific points during the round table debate and discussion amongst Forum members that follows.
6. Members of the public should wherever possible contact the Committee Administrator before the start of the meeting (preferably by telephone or email prior to the day of the meeting), so that as many

people who wish to speak can be accommodated during the public participation sessions.

### **Non-Forum Members**

7. Once the period of public participation has drawn to a close, there will be an opportunity for elected Members who are not on the Forum (e.g. Ward Members or relevant Portfolio Holders) to speak in advance of general discussion and debate amongst Forum members, at the Chairman's discretion. This may include any Councillors from Havant Borough Council, Winchester City Council or Hampshire County Council.

#### **Forum Debate and Vote**

8. The Chairman will subsequently invite questions and open the discussion and debate to all Members of the Forum and will invite officers and/or Members to respond to any public comments raised from the floor. Where appropriate, a vote will be taken to reach a formal recommendation on the agenda item.

**APPENDIX 2****NORTH WHITELEY DEVELOPMENT FORUM TERMS OF REFERENCE**

The Forum is to act as an informal advisory body to discuss and engage with the public on the following issues, and advise the relevant authorities accordingly:-

- *Advise upon a vision for the development of the MDA at North Whiteley which will act as a template for the master planning process and subsequent planning applications and keep this under review.*
- *Provide a response to key issues and options arising during the course of planning for and delivering the extension to the community at Whiteley, with input from local authorities, community groups and development interests.*
- *Act as a sounding board where ideas, options and issues relating to the development can be considered before becoming part of the formal planning process.*
- *Develop for consideration by the relevant authorities a community development strategy for the MDA.*
- *Consider and advise upon the community infrastructure required to support and integrate the new and existing communities.*
- *Consider good practice from development elsewhere and consider key findings for inclusion in the master planning process.*
- *Consider and advise upon a strategy for the ownership and management of the social infrastructure and community assets.*
- *Review progress reports on the development of the masterplan and relevant planning applications.*

**The membership of the Forum is:**

- Winchester City Council (5 representatives - including chairman of the Forum)
- Hampshire County Council (2 representatives)
- Fareham Borough Council (1 representative)
- Whiteley Parish Council (1 representative)
- Curdridge Parish Council (1 representative)

**Quorum**

The Forum will be quorate if five voting representatives are present.

**Method of Working and Voting Rights**

All representatives are expected to use their best endeavours to reach conclusions by general consensus. Where any voting representative on the Forum requires a formal vote to be taken, this shall be on a show of hands by those voting representatives present and voting (the membership as set out above).

**Administration**

Winchester City Council's Democratic Services Team shall be responsible for administering the Forum, calling meetings, and recording proceedings.

## Public Participation Procedure

### General

9. There will be a period of 10 minutes maximum at the beginning of each forum meeting when the Chairman will invite the public, including local interest groups, to raise any general matters of interest and/or matters relating to the work of the Forum. Detailed matters related to agenda items will not be accepted at this point, as there will be an opportunity for these comments to be heard later in the meeting. As is the usual practice for general public participation, however, officers and Members may not be able to immediately respond at the meeting to points raised by the public where these relate to non-agenda items.

### Consideration of Individual Agenda Items

10. After an officer has introduced an agenda item, the Chairman will invite public participation on matters relating to that agenda item. At this point, a period of up to ten minutes (subject to extension at the Chairman's discretion) will be allowed for public comments. During this period, members of the public, including local interest groups, will be able to object, support or ask questions directly relating to the agenda item and contents of the officer report.
11. An individual speaker will be limited to a maximum of three minutes per agenda item. Where a number of members of the public wish to speak, they will be encouraged to agree the allocation of the maximum ten minute period for public participation. The Democratic Services Officer will assist in this process before the start of the meeting. The Chairman will retain a general discretion to manage the public speaking process, and may limit individual speakers to less than three minutes, or take other steps necessary in order to maximise public participation in an appropriate way. The extension of the total 10 minutes limit allowed for the public to discuss an agenda item will be at the discretion of the Chairman.
12. There will be no further opportunity for the public to comment on an agenda item once the period of public participation has ended even if the prescribed period has not been reached. The subsequent discussion, consideration and decision on the matter is then passed to Forum Members.
13. Members and Officers will not provide an immediate response to public comments raised from the floor. All comments and queries will be noted and the Chairman will invite Officers and/or Members to respond to specific points during the round table debate and discussion amongst Forum members that follows.
14. Members of the public should wherever possible contact the Democratic Services Officer before the start of the meeting (preferably by telephone or email prior to the day of the meeting), so that as many people who wish to speak can be accommodated during the public participation sessions.

### Forum Debate and Vote

15. The Chairman will subsequently invite questions and open the discussion and debate to all Members of the Forum and will invite officers and/or Members to respond to any public comments raised from the floor. Where appropriate, a vote will be taken to reach a formal recommendation on the agenda item.