

CABINET

19 May 2011

ANNUAL APPOINTMENTS TO CABINET COMMITTEES AND INFORMAL POLICY GROUPS 2011/12

REPORT OF HEAD OF DEMOCRATIC SERVICES

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RECENT REFERENCES:

[CAB2013](#) – Annual Appointment to Cabinet Committees 2010/11, 20 May 2010

[CAB2132](#) - Review of Constitution – Changes to Overview and Scrutiny Arrangements and Impact on other Committees, 16 March 2011

[CL70](#) – Review of the Council's Overview and Scrutiny Arrangements, 6 April 2011

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.

CAB2132 agreed the establishment of a new Cabinet (Housing) Committee, with membership and terms of reference to be agreed at this Cabinet meeting. Further details are given in Paragraph 2.3 below.

This report also lists the annual appointments that were required to be made to the previously appointed Informal Member/Officer Working Groups etc that were established by Cabinet for 2010/11. Council agreed on 6 April 2011 to changes to Overview & Scrutiny arrangements which included the replacement of these Groups by Informal Policy Groups (CL70). Cabinet are asked to consider whether previously appointed IMOWGs should be re-appointed as Informal Policy Groups or whether some of the subject matters would be better considered by Informal Scrutiny Groups, to be appointed by the Overview and Scrutiny Committee.

As this report has been prepared in advance of the Annual Council meeting on 18 May 2011, references to Portfolio Holders and Portfolios are based on arrangements agreed for 2010/11.

RECOMMENDATIONS:

1. That Cabinet considers which bodies should be appointed, and if so, determines the membership and terms of reference.
2. That the Terms of Reference of the new Cabinet (Housing) Committee be agreed, as set out in Appendix 1 of the Report.
3. That the Corporate Director (Governance) be authorised to make appropriate adjustments to the references to Cabinet Committees in Part 3 of the Constitution to take account of the above decisions.

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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. It is also proposed that a new Cabinet (Housing) Committee be established for 2011/12.
- 1.2 Section 3 of the report gives details of previously appointed Informal Member/Officer Working Groups etc and asks that Cabinet consider whether they should be re-appointed as Informal Policy Groups (IPG). The membership of IPGs will be cross-party, and reflect the broad political balance of the Council.
- 1.3 The purpose of an IPG is to provide Portfolio Holders with a consultation mechanism as major policy is formulated. In some circumstances the Overview and Scrutiny Committee may themselves decide to scrutinise that area of policy and establish an Informal Scrutiny Group (ISG). The two approaches differ in that an ISG would not include Cabinet Members – although they may be called as witnesses - so they are likely to have a different perspective on the topic under consideration. It is important to avoid any duplication of effort and both Cabinet and The Overview and Scrutiny Committee will be advised of appointments of ISGs and ISPs respectively

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 High Quality Environment plus any two other Cabinet Members to be selected by the Head of Democratic Services in alphabetical rotation. Cabinet is asked to determine whether this arrangement continues for 2011/12.

The date of the next meeting has been proposed for Friday 10 June 2011 at 10.00am.

2.2 Cabinet (Local Development Framework) Committee

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

In 2010/11 the Committee's membership was the Leader (Chairman) plus Councillors Bell, Collin and Evans 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 Conservative Group as follows: Councillors Beckett and Jeffs (no nomination was received from the Independent Group).
- (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.

Cabinet is asked to determine whether this arrangement continues for 2011/12.

The date of the next meeting is scheduled for Monday 6 June 2011 at 10.00am.

- 2.3.1 Reports CAB2107 and CAB2132 proposed the establishment of a new Cabinet (Housing) Committee.
- 2.3.2 It is proposed that the Committee has responsibility for undertaking some of the work on Housing Revenue Account (HRA) policy and performance matters that have in the past been carried out by the Social Issues Scrutiny Panel. A separate Committee would not preclude the Overview and Scrutiny Committee getting involved in housing matters or setting up ISGs on particular topics where separate scrutiny is seen to add value. TACT representatives could be invited to address The Overview and Scrutiny Committee on Housing related issues, in the same way as they currently address Cabinet.
- 2.3.3 The idea of setting up a Cabinet (Housing) Committee is similar in style to that of the existing Cabinet (LDF) Committee and Cabinet (Traffic and Parking) Committee. A major part of the new committee's responsibilities would be to take decisions relating to housing, other than major policy decisions which would still be made by Cabinet. Legally only Cabinet members would be able to make any decisions. However, like the LDF and Traffic and Parking Committees, there can be a standing list of invitees from other parties and TACT, who could contribute to discussion. For legal reasons there could not be co-option of TACT members or appointment of non-Cabinet councillors on a decision-making body under the current legislation. The reason for this approach is to explore the possibilities that could lead to a Housing Board type of arrangement, after future changes in legislation in the Localism Bill and on Housing Finance have been passed. The Cabinet (Housing) Committee has been timetabled to meet five times a year, first meeting on 22 June 2011 at 10.00am.
- 2.3.4 The proposed terms of reference of the new Cabinet (Housing) Committee are included as Appendix 1:
- 2.3.5 It is proposed the standing membership of the Committee be: Portfolio Holder for Communities (Chairman), plus three other Cabinet Members (names to be advised).

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:

- up to 3 members (from other political groups, or any non-cabinet members)
- Two TACT representatives (Names to be advised)

Cabinet is asked to determine whether this arrangement should be put in place for 2011/12.

3 Appointments to Informal Policy Groups etc

3.1 Informal Policy Groups

As noted above, IPGs are intended to provide support to Cabinet and Portfolio Holders in developing policy. It is anticipated they would generally be task-and-finish Groups

dealing with matters referred to them by Cabinet. They would normally include five members and the make-up would broadly reflect the political balance of the Council. Initially, it is proposed that IPGs be appointed to consider the following topics:

- (a) Development of the budget through the annual corporate planning cycle;
- (b) Treasury Management, reflecting the agreed need to keep a close member overview of these matters.
- (c) Review and refresh of the Council's Housing Strategy through a Housing Commission
- (d) Public Health – consideration of the implications of the proposed changes to the NHS, including transfer of public health functions to local authorities. It is suggested that this IPG be delayed until Autumn 2011 when the Government's proposals should be clearer.

All Informal Policy groups would include Non-Executive Members and will have support from relevant officers.

Cabinet are asked to consider whether they wish to establish any Informal Policy Groups at this time, and if so, agree membership. The Groups could be asked to recommend detailed terms of reference to Cabinet as the first task.

3.2 Previously appointed Informal Member/Officer Groups

There were several Groups established in previous years which Cabinet should consider whether they wish to retain as IPGs:

a) Supported Housing Informal Member/Officer Working Group

In 2010/11, this Working Group was reappointed with the following membership:

Supported Housing Informal Member/Officer Working Group -

Councillors: Coates, Hammerton, Nelmes and Thompson.

TACT Representatives: Three representatives (names to be advised)

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.

b) 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 2010/11 was as follows:

Councillors: Bell, Collin, Higgins, Pearson 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

In addition, at its meeting on 26 January 2011, Winchester Town Forum requested that "Cabinet be requested to consider appointing Councillors Hutchison and Mitchell onto the Air Quality Management Informal Member/Officer Group as representatives of the Forum".

It is suggested that if there is a requirement for the Group to be re-established for 2011/12, it should be referred to The Overview and Scrutiny Committee to consider its appointment as an Informal Scrutiny Group.

c) 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 2010/11 was: Councillors: Bell, Evans, Hammerton, Learney, Mather and Stallard; Officers: Corporate Director (Governance), Head of Estates and Guildhall Manager

The Group has met on a number of occasions and the Guildhall refurbishment has been successfully completed so it is suggested there is no requirement for the Group to be reappointed for 2011/12.

3.3 Other Informal Consultative Arrangements

Finally, Members will wish to consider whether certain other informal consultative bodies should be retained:

a) West of Waterlooville Forum

The Forum's Membership for 2010/11 was:

Winchester City Council Councillors:

Councillors: Collin (Chairman), Achwal, Clear, Cooper, Chamberlain, Evans and Stallard

Deputies: Phillips (for any Councillor)

Havant Borough Council Councillors:

Farrow, Hunt, Guest, Smallcorn

Deputies: Hilton and Shimbart

Hampshire County Councillors:

McIntosh and Allgood

Deputy: Beagley

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

The Forum met four times in 2010/11 and it is recommended that it be re-established for 2011/12 to continue its work on community development in the Major Development Area.

b) North Whiteley Development Forum

This Forum was established at Cabinet on 9 December 2009 and its membership for 2010/11 was:

Winchester City Council: Councillors: Evans (Chairman), Achwal, Anthony, Clear and Ruffell

Fareham Borough Council: Councillor David Swanbrow

Hampshire County Council: County Councillors Frederick Allgood and Sean Woodward

Curdrige 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 3 of the Report.

The Forum met once in 2010/11 and it is recommended that it be re-established for 2011/12 to continue its work on community development in the Major Development Area.

OTHER CONSIDERATIONS:

4 SUSTAINABLE COMMUNITY STRATEGY & CHANGE PLANS (RELEVANCE TO):

When deciding which Cabinet and Informal Policy Panels to appoint, the Cabinet needs to ensure that these are supporting work towards the Council's agreed priorities.

5 RESOURCE IMPLICATIONS:

Cost associated with Member meetings.

6 BACKGROUND DOCUMENTS:

File held in the Democratic Services Division

7 APPENDICES:

Appendix 1 – Cabinet (Housing) Committee – Proposed Terms of Reference

Appendix 2 – West of Waterlooville Forum Terms of Reference

Appendix 3 – North Whiteley Development Forum

Appendix 1

Draft Terms of Reference

Cabinet (Housing) Committee

To the exercise the following executive functions in relation to the Housing Revenue Account :

Referred Matters

To advise Cabinet and Council on:

1. Approving or adopting the policy and budget framework contained in the Sustainable Community Strategy, the Housing Investment Programme and Annual Housing Revenue Account budget.
2. Any application to the Secretary of State in respect of any Housing Stock Transfer.
3. To advise on any changes required to the policy and budget framework to take account of new legislation.

To advise Cabinet on:

1. Any land disposals at less than best consideration (other than under the right to buy; secure tenancies; introductory tenancies; family intervention tenancies; licences to individuals to occupy dwellings; or any other transactions for a term of less than 7 years where the undervalue is less than £50,000).

Delegated Matters

1. The implementation of approved policies and programmes in accordance with policy and budget framework approved by Cabinet and/or Council, subject to such budgetary and other constraints that Cabinet and/or Council may impose.
2. Housing Acts including the provision, allocation, improvement, repair, maintenance and management of dwellings and land.
3. Exercising the powers of Cabinet under the Financial Procedure Rules to approve virement or supplementary capital or revenue estimates up to £50,000.
4. Exercising the powers of Cabinet under the Contract Procedure Rules in relation to procurement contracts for works, goods, software or services up to a value of £1,000,000 or £200,000 per annum, whichever is the greater:
 - (i) Approval of price/quality evaluation criteria.

- (ii) Approval of short-listing procedures, short-list selection and approved lists of contractors, including the authorisation of any departures from Contract Procedure Rules.
 - (iii) Award of Contract.
 - (iv) Approval of schemes under Financial Procedure Rule 6.4 – authority to release expenditure for capital schemes.
 - (v) Approval of final cost for capital schemes under Financial Procedure Rule 7.12.
5. To review and monitor the Council's performance and use of resources in the above areas, including but not restricted to the implementation of change plans, performance against national and local performance indicators, and identification of risks and action taken to mitigate those risks.

APPENDIX TWO

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
- To ensure better coordination of the aims, methods and work of the developers in a way that establishes and retains the confidence of the people already living or working in the area

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 3**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.