

CABINET

19 May 2016

ANNUAL APPOINTMENTS TO CABINET COMMITTEES AND INFORMAL POLICY GROUPS 2016/17

REPORT OF HEAD OF LEGAL AND DEMOCRATIC SERVICES

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RECENT REFERENCES:

CAB2584 – Annual Appointment to Cabinet Committees 2014/15, 5 June 2014

CAB2592 – Fairness Commission – Response to Council, 2 July 2014

CAB2642 – Establishment of a Cabinet (Major Projects) Committee, 14 January 2015

CAB2667 – West of Waterlooville Forum – Revised Terms of Reference, 18 March 2015

CAB2689 – Annual Appointment to Cabinet Committees 2015/16, 21 May 2015

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, five Cabinet Committees were appointed as set out in Section 2 of the Report: Local Plan; Traffic and Parking; Housing; Major Projects; and the Joint Environmental Services Committee with East Hants District Council.

Following consideration by the Independent Review of Silver Hill Informal Policy Group, it is recommended that a new Cabinet (Central Winchester) Committee be appointed to oversee delivery of the Central Winchester project (as set out in Paragraph 2.5 of the Report).

This Report also lists the appointments that were previously made to Informal Policy Groups (IPGs). An Independent Review IPG was also established and held its inaugural meeting on 5 April 2016. Cabinet are asked to consider whether any of these IPGs should be re-appointed.

Finally, the Report lists three other informal forums to which Cabinet has previously made appointments (Paragraph 5).

As this Report has been prepared in advance of the Annual Council meeting on 18 May 2016, references to Portfolio Holders and Portfolios are based on arrangements agreed for 2015/16.

RECOMMENDATIONS:

1. That Cabinet considers which bodies should be appointed, and if so, determines the membership thereof.
2. That the terms of reference of the new Cabinet (Central Winchester) Committee be approved, as set out in Paragraph 2.5 of the Report.
3. That should any amendments to terms of reference be agreed, the Head of Legal and Democratic Services be given delegated authority to make any consequential changes to the Responsibility for Functions Section of the Council's Constitution (Part 3).

CABINET19 May 2016ANNUAL APPOINTMENTS TO CABINET COMMITTEES AND INFORMAL POLICY GROUPS 2016/17REPORT OF HEAD OF LEGAL AND DEMOCRATIC SERVICESDETAIL:1 Introduction

- 1.1 Cabinet Committees can be appointed with membership drawn from the Cabinet only (although it has been the practice in recent years to include a standing list of non-Cabinet Members as invitees) and can be given delegated powers to make decisions. Last year, five Cabinet Committees were appointed as set out in Section 2 of the Report: Local Plan; Traffic and Parking; Housing; Major Projects; and the Joint Environment Services Committee with East Hants District Council. This year it is also recommended that a new Cabinet (Central Winchester) Committee be appointed.
- 1.2 Section 4 of the report gives details of previously appointed Informal Policy Groups (IPGs). The memberships of IPGs are 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.

2 Appointments to Cabinet Committees2.1 Cabinet (Traffic and Parking) Committee

- 2.1.1 The Committee was established to deal with traffic management, park and ride and on-street parking matters (terms of reference as set out in Part 3 of the Council's Constitution).
- 2.1.2 Last year it was agreed that the Committee's membership be Portfolio Holder for Environment, Health & Wellbeing (Councillor Pearson) plus Councillors Byrnes and Read (Reserve: Weston)

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

In addition, the following standing list of Councillors are invited to attend and offer views at meetings of the Committee:

- (a) Councillors Achwal and Gosling (Deputies: Green and J Berry)

2.1.3 Cabinet is asked to determine whether the Cabinet (Traffic and Parking) Committee is reappointed for 2016/17 and if so, agree its membership (including a deputy) and Chairman. The minimum number of Members on the Committee is three (as this is the quorum).

2.2 Cabinet (Local Plan) Committee

2.2.1 The Committee was established to oversee the preparation and production of the Local Plan (terms of reference as set out in Part 3 of the Council's Constitution).

2.2.2 In 2015/16 the Committee's membership was Portfolio Holder for Built Environment (Councillor Read) plus Councillors Godfrey, Pearson and Weston (Reserve: Miller).

In the event of any of the standing or deputy members not being available for a particular meeting, another member of Cabinet will be selected in alphabetical rotation by the Head of Legal and 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 Committee (Councillor L Ruffell) plus Councillors J Berry, Evans, Hutchison and Tait (Deputy: Thompson).
- (b) Ward Councillors, where appropriate.
- (c) Representative from the South Downs National Park Authority.

2.2.3 Cabinet is asked to determine whether the Cabinet (Local Plan) Committee is reappointed for 2016/17 and if so, agree its membership (including a deputy) and Chairman. The minimum number of Members on the Committee is three (as this is the quorum).

2.3 Cabinet (Housing) Committee

2.3.1 The Committee was established to deal with matters relating to the Housing Revenue Account and Strategic Housing Services and to oversee the Council's new housing delivery programme. It also oversees the Council's Housing and Homelessness strategies (detailed terms of reference as set out in Part 3 of the Council's Constitution).

2.3.2 The Committee's membership for 2015/16 was Portfolio Holder for Housing Services (Councillor Horrill) plus Councillors Byrnes and Miller.

It is suggested that consideration be given to appointing a deputy member of Cabinet.

In the event of any of the standing or deputy members not being available for a particular meeting, another member of Cabinet will be selected in alphabetical rotation by the Head of Legal and 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) Councillors J Berry, Dibden, Izzard, Scott, Tait and Thacker

- (b) Two TACT representatives plus one deputy: Mr D Chafe and Mr D Light
(Deputy – Mrs M Gill)

2.3.3 Cabinet is asked to determine whether the Cabinet (Housing) Committee is reappointed for 2016/17 and if so, agree its membership (including a deputy) and Chairman. The minimum number of Members on the Committee is three (as this is the quorum).

**2.3.4 Meetings for 2016/17 have been scheduled for the following dates (commencing at 4.00pm):
2016: 29 June, 28 September, 23 November
2017: 1 February, 22 March**

2.4 Cabinet (Major Projects) Committee

2.4.1 The Committee was established to oversee the Council's Major Projects Programme (terms of reference as set out in Part 3 of the Council's Constitution).

2.4.2 This Committee was established in January 2015 (Report CAB2642 refers), and met once in 2015/16.

The Committee's membership for 2015/16 was the Leader (Councillor Godfrey) plus Councillors Byrnes, Miller and Weston.

It is suggested that consideration be given to appointing a deputy member of Cabinet.

In the event of any of the standing or deputy members not being available for a particular meeting, another member of Cabinet will be selected in alphabetical rotation by the Head of Legal and 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) Councillors E Berry, J Berry, Gottlieb, Hutchison, Jeffs, Tait and Thompson
(Deputy: Evans)

2.4.3 Cabinet is asked to determine whether the Cabinet (Major Projects) Committee is reappointed for 2016/17 and if so, agree its membership (including a deputy) and Chairman. The minimum number of Members on the Committee is three (as this is the quorum).

2.4.4 Meetings for 2016/17 have been scheduled as follows:

- **Monday 6 June 2016 – 4.00pm**
- **Monday 10 October 2016 – 4.00pm**
- **Monday 20 February 2017 – 4.00pm**

2.5 **Cabinet (Central Winchester) Committee**

2.5.1 At the Independent Review of Silver Hill Informal Policy Group, it was proposed that a new Committee be established, with cross party representation, to oversee delivery of the Central Winchester Project.

2.5.2 Cabinet is asked to consider and agree the suggested terms of reference for this Committee as set out below:

“To oversee the development and delivery of a shared vision for the regeneration of Central Winchester by engaging all sections of the community in exploring opportunities for creating a mix of uses, an architecture and a public realm which will enhance the City and take it into the 21st Century.

That will include:

- *Agreeing a programme for engaging all sectors of the community in developing options*
- *Commissioning and approving necessary technical and other studies to help understand the parameters for regeneration*
- *Drawing on the above articulate a vision for the site and promote debate*
- *Guiding the preparation of a draft Supplementary Planning Document to lead implementation of the vision for Central Winchester*
- *Ensuring the draft SPD is subject to a programme of consultation which allows all sectors of the community to have a say*
- *Making recommendations to Cabinet on the next steps for the regeneration of Central Winchester”*

2.5.3 It is suggested that the Committee consist of between three and five Cabinet Members, and that consideration be given to appointing a deputy member of Cabinet.

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

2.5.5 In addition, it is suggested that a standing list of Councillors who should be invited to attend and offer views at meetings of the Committee be agreed.

2.5.6 **Cabinet is asked to determine whether the Cabinet (Central Winchester) Committee is appointed for 2016/17 and if so, agree its terms of reference, membership (including a deputy) and Chairman. The minimum number of Members on the Committee is three (as this is the quorum).**

3 **East Hampshire and Winchester Joint Environmental Services Committee**

3.1 This Joint Committee was established to oversee the management of the joint contract with East Hants for refuse collection, recycling, street cleaning and grounds maintenance (terms of reference as set out in Part 3 of the Council’s Constitution).

3.2 Its Membership was increased by two Members in 2012/13 to six Members – three from each authority (Leader and relevant Portfolio Holders). Each authority can appoint also appoint a Deputy.

3.3 In 2015/16, the Committee's membership was:

Winchester City Council

Councillors Weston (Vice-Chairman), Horrill and Pearson (Deputy: Vacancy)

East Hampshire District Council

Councillors Millard (Chairman), Brooks Jackson and Moulard (Deputy: Vacancy)

3.4 **Cabinet are asked to put forward the names of three Cabinet Members (Leader and relevant Portfolios Holders) together with one deputy Cabinet Member.**

Dates for 2016/17 have been agreed as follows (all at 2.30pm, venue to be confirmed):

2016: 27 July, 21 September, 30 November

2017: 25 January, 29 March, 24 May

4 **Appointments to Informal Policy Groups**

4.1 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.

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 re-establish any Informal Policy Groups at this time, or appoint new groups, and if so, agree membership.

a) **Independent Review Informal Policy Group**

Following an announcement by the Leader at Council on 25 February 2016, an Informal Policy Group was established at Cabinet on 10 March 2016 to coordinate the Council's response to the Claer Lloyd-Jones' Independent Review of Silver Hill Report. The IPG held its inaugural meeting on 5 April 2016 where it was agreed that the next meeting be arranged for as soon as possible in the new municipal year and its membership should continue to be: The Chairs of Audit Committee and The Overview and Scrutiny Committee, in addition to the principal Opposition Leader and the Leader and Deputy Leader of the Council.

Cabinet is asked to determine whether this IPG be re-established for 2016/17 and if so, whether its membership should be confirmed as above.

b) **River Park Leisure Centre Informal Policy Group**

This group was established to act as a sounding board for the options in relation to the possible replacement of the Leisure Centre. It was reappointed for 2015/16 with the following membership:

Councillors: Godfrey, Pearson and Warwick

Officers: Corporate Director

The work of the IPG has concluded and there is no requirement to reappoint for 2016/17.

c) **Fairness and Equality Informal Policy Group**

This IPG was established in July 2014 (Report CAB2592 refers) to consider levels of inequality in the District and how the matter should be taken forward.

It was reappointed for 2015/16 with the following membership:

Councillors J Berry, Dibden, Stallard, Warwick and Weir.

Cabinet did not appoint a lead Member to the IPG during 2015/16 and the group did not meet during the year. Cabinet is asked to consider whether the IPG should be re-appointed for 2016/17 or whether its remit could be addressed by an alternative method.

d) **Housing Rents Informal Policy Group**

This IPG was recommended by Cabinet (Housing) Committee in July 2014 (Report CAB2602(HSG) refers), and its appointment approved by Cabinet.

It was reappointed for 2015/16 with the following membership:

Its membership was the Portfolio Holder for Housing Services (Chairman), J Berry, Dibden, Izard, McLean, Scott and Tait.

The IPG has concluded its work and it recommended that it not be re-appointed for 2016/17.

5 **Other Informal Consultative Arrangements**

Finally, Members will wish to consider whether the following informal consultative bodies should be retained:

a) **Barton Farm Forum**

This Forum was established in 2012/13. In 2015/16 it was reappointed with Membership as follows:

Winchester City Council Councillors:

Councillors: Byrnes (Chairman), E Berry, J Berry, Horrill, Hutchison, Lipscomb, Miller, Osborne, Scott, Twelftree and Weir
Deputies: Gosling, Hiscock and Tait

Hampshire County Councillors: Mather and Tod (deputies Porter and Stallard)

Headbourne Worthy Parish Council:

Cllr Rutter (deputy TBC)

Littleton and Harestock Parish Council:

Cllr V Morton (deputy: Cllr K Learney)

Its terms of reference are available on the Council's website via the following link: <http://www.winchester.gov.uk/meetings/ou/30/>

The Forum met twice in 2015/16.

Cabinet are asked to put forward the names of eight Councillors (including the Chairman), plus one deputy for each political group to be members of this Forum.

Dates for 2016/17 have been agreed as follows (commencing at 6.30pm):

- 13 July 2016 (Littleton Memorial Hall)
- 12 October 2016
- 14 December 2016
- 1 March 2017

b) **West of Waterlooville Forum**

The Forum's Membership for 2015/16 was:

Winchester City Council Councillors:

Councillors: Read (Chairman), Cutler, Pearson and Phillips
Deputies: Dibden and Evans

Havant Borough Council Councillors:

Blackett, Hughes, G Shimbart and Wade
Deputies: None

Hampshire County Councillors:

McIntosh and Stallard
Deputy: Briggs

Parish Council of Denmead

Lander-Brinkley

Southwick & Widley Parish Council

J Watson

Its terms of reference are available on the Council's website via the following link:

<http://www.winchester.gov.uk/meetings/ou/19/>

The Forum met three times during 2015/16.

Cabinet are asked to put forward the names of four Councillors (including the Chairman), plus up to two deputies to be members of this Forum.

Dates for 2016/17 have been agreed as follows:

Thursday 28 July 2016 – 10am – D Day Memorial Hall, Southwick

Thursday 20 October 2016 – 2pm – Deverall Hall, Purbrook

Thursday 23 March 2017 – 10am – D Day Memorial Hall, Southwick

c) **North Whiteley Development Forum**

This Forum was established at Cabinet on 9 December 2009 and its membership for 2015/16 was:

Winchester City Council:

Councillors: L Ruffell (Chairman), Achwal, Humby, McLean, Newman-Mckie and Weston

Deputies: Evans and One Conservative Councillor (tba)

Fareham Borough Council:

Councillor Swanbrow

Deputy – Councillor KD Evans

Eastleigh Borough Council:

Councillor Kyrle

Hampshire County Council

Councillor Woodward

Councillor Stallard

Curdrige Parish Council

Parish Councillor Bundell

Whiteley Town Council

Parish Councillor Evans

Deputy – Parish Councillor Jenkins

Botley Parish Council

Parish Councillor Mercer

Deputy – Parish Councillor Hunter

Its terms of reference are available on the Council's website via the following link:

<http://www.winchester.gov.uk/meetings/ou/7/>

The Forum did not meet during 2015/16 but it is recommended that it be re-established for 2016/17 to continue its work on community development in the Major Development Area.

Cabinet are asked to put forward the names of six Councillors (including the Chairman) and up to two deputies.

OTHER CONSIDERATIONS:

6 COMMUNITY STRATEGY & PORTFOLIO PLANS (RELEVANCE TO):

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

7 RESOURCE IMPLICATIONS:

Cost associated with Member meetings.

8 BACKGROUND DOCUMENTS:

[Council's Constitution - Part 3 – Responsibility for Functions](#)

9 APPENDICES:

None.