

REPORT TITLE: ANNUAL APPOINTMENTS TO CABINET COMMITTEES AND
INFORMAL POLICY GROUPS 2017/18

18 MAY 2017

REPORT OF PORTFOLIO HOLDER: Cllr Caroline Horrill, Leader

Contact Officer: Nancy Graham tel: 01962 848235 email:
ngraham@winchester.gov.uk

WARD(S): ALL

PURPOSE:

To make appointments that are required to be made to Cabinet Committees, Informal Policy Groups (IPGs) and other informal forums to which Cabinet has previously made appointments for 2017/18. Nominations will be reported verbally to the meeting.

As this report has been prepared in advance of the Annual Council meeting on 17 May 2017, references to Portfolio Holders and Portfolios are based on arrangements agreed for 2016/17.

RECOMMENDATIONS:

1. That Cabinet considers which bodies should be appointed as listed in Appendix A to the Report and determines the membership thereof.
2. That a new Cabinet (Central Winchester Regeneration) Committee be appointed with terms of reference as set out in Appendix B.
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).

1 SUPPORTING INFORMATION:

- 1.1 Appendix A to the Report lists the Cabinet appointments to be made to various internal Council bodies. Appointments by Cabinet to external organisations are listed in Report CAB2929 elsewhere on the agenda.
- 1.2 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.
- 1.3 At Cabinet on 20 March 2017, an amended structure of Cabinet Committees was agreed (Report CAB2913 refers). This agreed two new Cabinet Committees (for Station Approach and Leisure Centre) and that the Major Projects Committee be discontinued. In addition, it was agreed that no further meetings of the Bar End Forum would take place as the proposed Cabinet (Leisure Centre) Committee would be the principal body to receive input from the public on the Project.
- 1.4 It is further proposed that a new Cabinet (Central Winchester Regeneration) Committee be established to deliver the Central Winchester regeneration scheme, with terms of reference as set out in Appendix B.
- 1.5 Appendix A also lists Informal Policy Groups (IPGs) that are required to be reappointed. The memberships of IPGs are cross-party, and reflect the broad political balance of the Council.
- 1.6 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.
- 1.7 Independent Review Informal Policy Group
 - a) This 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.
 - b) The IPG met on six occasions and at its last meeting on 28 March 2017 it was agreed that the recommendations of Review Report had been considered fully and responded to and the Group could therefore be disbanded. The outstanding recommendations would be addressed through the internal audit report to the Audit Committee and included in the Peer Review Action Plan.
 - c) The work of the IPG has concluded and there is no requirement to reappoint for 2017/18.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB2800 – Annual Appointments to Cabinet Committees and Informal Policy Groups 2016/17

CAB2913 – Amendments to the Cabinet Structures

Other Background Documents:-

None.

2 APPENDICES:

Appendix A – List of Cabinet Committee & IPGs etc appointments required for 2017/18

Appendix B – Terms of Reference for new Cabinet (Central Winchester Regeneration) Committee

| NAME OF BODY | NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS |
|--|--|
| CABINET (TRAFFIC & PARKING) COMMITTEE | <p>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).</p> <p>Must be Cabinet Members (Minimum of 3 plus deputy)</p> <p>In addition, it is suggested that a maximum of 4 invitees be appointed (2 Conservative & 2 Liberal Democrat).</p> |
| CABINET (LOCAL PLAN) COMMITTEE | <p>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).</p> <p>Must be Cabinet Members (minimum of 3 plus deputy).</p> <p>In addition, it is suggested that the Planning Committee Chair continue as an invitee plus a maximum of 4 additional invitees be appointed (2 Conservative & 2 Liberal Democrat).</p> |
| CABINET (HOUSING) COMMITTEE | <p>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).</p> <p>Must be Cabinet Members (minimum of 3 plus deputy).</p> <p>In addition, it is suggested that a maximum of 4 invitees be appointed (2 Conservative & 2 Liberal Democrat).</p> |

| NAME OF BODY | NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS |
|--|---|
| CABINET (STATION APPROACH) COMMITTEE | <p>Report CAB2913 (Cabinet, 20 March 2017) agreed the establishment of this new Committee, its terms of reference and proposed membership of Cllrs Humby, Miller and Godfrey (Cllr Humby to be engagement lead).</p> <p>Must be Cabinet Members (minimum of 3 plus deputy).</p> <p>In addition, it is suggested that 4 invitees be appointed (2 Conservative & 2 Liberal Democrat).</p> |
| CABINET (LEISURE CENTRE) COMMITTEE | <p>Report CAB2913 (Cabinet, 20 March 2017) agreed the establishment of this new Committee and its terms of reference.</p> <p>New committee appointment.</p> <p>Must be Cabinet Members (minimum of 3 plus deputy).</p> <p>In addition, it is suggested that 4 invitees be appointed (2 Conservative & 2 Liberal Democrat).</p> |
| CABINET (CENTRAL WINCHESTER REGENERATION) COMMITTEE | <p>New Committee appointment with terms of reference as set out in Appendix B to this Report.</p> <p>Must be Cabinet Members (minimum of 3 plus deputy).</p> <p>In addition, it is suggested that 4 invitees be appointed (2 Conservative & 2 Liberal Democrat).</p> |

| NAME OF BODY | NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS |
|--|--|
| EAST HANTS/WCC JOINT ENVIRONMENTAL SERVICES COMMITTEE | <p>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).</p> <p>Its Membership is six Members – three from each authority (Leader and relevant Portfolio Holders). Each authority can appoint also appoint a Deputy.</p> <p>Must be Cabinet Members - Three Members plus deputy The Committee's terms of reference state that, unless there are overriding reasons to the contrary, it should be the Leader and Portfolio Holder with responsibility for Waste plus one other (and deputy).</p> |
| CENTRAL WINCHESTER REGENERATION IPG | <p>This Informal Policy Group was established at Cabinet on 6 July 2016. It held its inaugural meeting on 13 September 2016 and has met on eight further occasions to date. Its terms of reference are available via the following link: http://www.winchester.gov.uk/meetings/ou/37/</p> |
| STRATEGIC ASSET PURCHASE SCHEME BOARD | <p>Board was established by Cabinet on 7 December 2016 (Report CAB2872 refers).</p> <p>Proposed membership of Strategic Asset Purchase Board (quorum to be four individuals with at least one Member):</p> <ul style="list-style-type: none"> • Leader of the Council • Portfolio Holder with responsibility for Finance • Portfolio Holder with responsibility for Estates • Portfolio Holder with responsibility for Business • Director of Professional Services • Assistant Director (Estates and Regeneration) • Assistant Director (Housing Services) • Head of Finance (section 151 officer) – final approver of the purchase |

| NAME OF BODY | NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS |
|------------------------------------|--|
| BARTON FARM FORUM | <p>This Forum was established in 2012/13 and its terms of reference are available on the Council's website via the following link: http://www.winchester.gov.uk/meetings/ou/30/</p> <p>The Forum met three times in 2016/17. Can be cross-party membership.</p> <p>In addition to Winchester City Council, membership includes:</p> <ul style="list-style-type: none"> • Hampshire County Council – 2 plus deputies • Headbourne Worth Parish Council – 1 plus deputy • Littleton & Harestock Parish Council – 1 plus deputy <p>Recommend eight WCC Councillors (including the Chairman), plus one deputy for each political group.</p> |
| WEST OF WATERLOOVILLE FORUM | <p>The Forum's terms of reference are available on the Council's website via the following link: http://www.winchester.gov.uk/meetings/ou/19/</p> <p>The Forum met three times during 2016/17. Can be cross-party membership.</p> <p>In addition to Winchester City Council, membership includes:</p> <ul style="list-style-type: none"> • Havant Borough Council – 4 plus 1 deputy • Hampshire County Council – 2 plus 1 deputy • Parish Council of Denmead – 1 • Southwick & Widley Parish Council - 1 <p>For 2017/18 - recommended 4 WCC Members with 2 deputies</p> |

| NAME OF BODY | NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS |
|---|---|
| NORTH WHITELEY DEVELOPMENT FORUM | <p>This Forum was established at Cabinet on 9 December 2009 and its terms of reference are available on the Council's website via the following link: http://www.winchester.gov.uk/meetings/ou/7/</p> <p>The Forum did not meet in 2016/17 (it will only meet once the planning consent has been issued). Can be cross-party membership.</p> <p>In addition to Winchester City Council, membership includes:</p> <ul style="list-style-type: none"> • Fareham Borough Council – 1 plus deputy • Eastleigh Borough Council – 1 • Hampshire County Council – 2 • Curdrige Parish Council – 1 • Whiteley Town Council – 1 plus deputy • Botley Parish Council – 1 plus deputy <p>For 2017/18 Recommended 6 WCC Members with 2 deputies</p> |

Cabinet (Central Winchester Regeneration) Committee – Terms of Reference

Delegated Matters

- 1.1. To oversee the implementation of the Central Winchester Regeneration Project and to ensure that it meets the objectives established by Cabinet, and in particular:
 - to exercise those financial management and procurement powers of Cabinet set out below in respect of the Project;
 - to agree the Project Plan and monitor progress of the project against that Plan including key milestones;
 - to agree progression to the next stages of design as set out in the Project Plan;
 - to ensure effective actions are in place to address key risks;
 - to consider and agree methods of consultation and engagement;
 - to consider and agree a communication strategy .
- 1.2. To exercise the following powers of Cabinet under the Financial Procedure Rules in respect of the Project:-
 - approval of schemes under Financial Procedure Rule 6.4 – authority to release expenditure for capital schemes;
 - approval of a capital or revenue virement or supplementary capital or revenue estimate up to £250,000, subject to the requirement to give The Overview and Scrutiny Committee the opportunity to call in any such approvals in excess of £100,000;
 - approval of final cost for capital schemes under Financial Procedure Rule 7.12.
- 1.3. To exercise the following powers of Cabinet under the Contract Procedure Rules in relation to the procurement of contracts for works, goods, software or services in connection with the Project:-
 - approval of price/quality evaluation criteria;
 - approval of short-listing procedures, short-list selection and approved lists of contractors, including the authorisation of any departures from Contract Procedure Rules;
 - award of Contract.
- 1.4. To consider and approve the submission of planning applications to the Local Planning Authority to take forward the Project.
- 1.5. To agree any land disposals (including, sales, leases and grants of easements) at best consideration or where the undervalue does not exceed £100,000, to take forward the Project.

- 1.6. To agree any land acquisitions (including acquisitions of freehold/leasehold land, and easements) to take the Project forward, within the budget allowed for the Project.

Referred Matters

To advise Cabinet on:

- 1.7. Any proposals in which the limitations set out above in the Delegated Matters would be exceeded.

To advise Cabinet and Council on:

- 1.8. Approval of a capital or revenue virement or supplementary capital or revenue estimate over £250,000,