

CABINET

19 May 2005

ANNUAL APPOINTMENTS TO CABINET COMMITTEES AND INFORMAL  
MEMBER/OFFICER WORKING GROUPS ETC 2005-06.

REPORT OF THE CITY SECRETARY AND SOLICITOR

Contact Officer: Nancy Howarth Tel No: 01962 848235

RECENT REFERENCES:

CAB904 – Annual Appointments to Cabinet Committees and Informal Member/Officer Working Groups - 24 June 2004

PS167 – Review of Decision Making Structures and Member Services

EXECUTIVE SUMMARY:

This report lists the annual appointments that are required to be made to the Informal Member/Officer Working Groups etc that are established by Cabinet for 2005/06. Members that are interested in serving on these bodies should contact their respective Group Leaders by 16 May 2005 who will be co-ordinating nominations for consideration and endorsement by Cabinet.

Cabinet Committees can be appointed with membership drawn from the Cabinet only. Such Cabinet Committees can be given delegated powers to make decisions. Last year no such committees were appointed. This year it is proposed that a Cabinet (Traffic and Parking) Committee be established, as set out in paragraph 2.1 below. This follows the decision at the Council meeting on 13 April 2005 to support such a change.

RECOMMENDATIONS:

1. That Cabinet considers which bodies should be re-appointed, and if so, determines the membership.
2. That a Cabinet (Traffic and Parking) Committee be established with 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.”

3. That Cabinet determines the membership of the Cabinet (Traffic and Parking) Committee.
4. That it be recommended to Council that the minor changes to the Portfolio Scheme of Delegation as set out in paragraph 2.1 be approved.

CABINET19 May 2005ANNUAL APPOINTMENTS TO CABINET COMMITTEES AND INFORMAL MEMBER/OFFICER WORKING GROUPS ETC. 2005-06REPORT OF THE CITY SECRETARY AND SOLICITORDETAIL:1 Introduction

- 1.1 Section 2 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.
- 1.2 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 Performance Improvement Committees to undertake this work. It is important to avoid any duplication of effort and regular liaison meetings are held with the Chairman of Principal Scrutiny Committee and Performance Improvement Committees to ensure proper co-ordination.
- 1.3 Cabinet Committees can be appointed with membership drawn from the Cabinet only. These Committees can be given delegated powers to make decisions. Last year, no Cabinet Committees were appointed but this year it is suggested a Committee be established to consider contentious traffic regulations etc.

2 Appointments to Committees and Informal Member/Officer Working Groups2.1 Cabinet (Traffic and Parking) Committee

At Council on 13 April it was decided that in most instances, traffic orders should be decided by the Portfolio Holder but that there should be provision for the Portfolio Holder to refer more contentious traffic orders to a committee of Cabinet.

The current Scheme of Delegation to Portfolio Holders authorises the Portfolio Holder for Economy and Transport to undertake the functions set out below: Some minor adjustments to the wording are proposed and shown in tracking.

“ 1. *To authorise public consultation on proposed traffic regulation and parking orders.*

2. *To authorise the making of traffic regulation and parking orders except where:*

- (a) *a ward Councillor registers a request that the matter be not determined by the portfolio holder;*
- (b) *a parish council submits representations contrary to the officer recommendation;*
- (c) *Ten or more representations from separate addresses are received (and not withdrawn) which are contrary to the officer recommendation;*

*and in these cases the matter will be referred at the portfolio holder's discretion either to Cabinet, or to the Cabinet (Traffic and Parking) Committee for determination.*

It is suggested that the reference to EAPIC is deleted as report PS167 pointed out that double handling of objections is undesirable and that it would be better to have public participation at the meeting which has the powers to make the decision.

This proposal would require an amendment to the Scheme of Delegation to Portfolio Holders to be approved by Council.

The membership of a Cabinet Committee must be drawn from members of Cabinet only. The quorum would be three Members. Cabinet needs to decide whether a smaller group is appointed on a permanent basis, all of Cabinet are on the Committee, – or whether a rotating list is used as for Licensing Sub-Committees, for example.

It is suggested that the Cabinet (Traffic and Parking) Committee has 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.”

## 2.2 Housing Options Appraisal Steering Group

At its meeting on 17 September 2003 Cabinet was advised that a group was required to manage the statutory requirement to submit options appraisals for the future management and delivery of landlord services to Government Regional Offices.

In 2004/05 the Group's membership was as follows:

Councillors: Coates, Davies, Hiscock, Steel and Tait.

TACT representatives: Mr Bungey, Mr Gore, Mr Hayes, Mr Rickman and Mr Whitfield (deputy – Mr Gilbert-Wood) and representative from TPAS.

Officers: Mr Merrett, Mr Lyon, Mr Bone, Mr Botham, L Maclachlan (UNISON)

The final Housing Options Appraisal report was submitted to Cabinet on 20 April 2005 and then onto the ODPM. However, it has been suggested that the Group be reappointed to allow one further “de-brief” meeting in the summer time and possibly further update meetings on an annual basis if it is considered necessary.

## 2.3 Air Quality Informal Member/Officer Working Group

The Group's Terms of Reference are: ‘To develop the air quality action plan in accordance with current guidance issued by DEFRA.’. Its Membership for 2004/05 was as follows:

Councillors: de Peyer, Hammerton, Knasel, Learney, Mitchell, Pearson, Saunders, Wagner and Wright.

Officers: R Heathcock, S Blazdell, P Tidridge, M Hill

Hampshire County Council: Andy Wren, Peter Fydall, and Kevin Travers

## 2.4 Service Charges Informal Member/Officer Working Group

At 15 September 2004, Cabinet agreed that this Informal Member/Officer Working Group be reappointed with membership as follows to discuss and make recommendations to Cabinet on the issues outlined in the strategic review of sheltered housing services (CAB931 refers):

*Councillors: Coates, Hiscock, Hoare, Pines and Steel*  
*TACT: Sheila Greaves, Alan Rickman and Judith Stevenson Baker*  
*Officers: L Bingham, R Boardman, R Botham, , A Crosskey, L Curtis, S Tong, B Merrett and F Sutherland.*

The Group's initial recommendations were presented to Cabinet on 20 April 2005 (Report CAB1058 refers) but it has further work to undertake and it is therefore suggested that Group be re-established.

## 2.5 West of Waterlooville Forum

At its meeting on 15 December 2004, Cabinet agreed that the Forum should be re-established. Its membership for 2004/05 was as follows (six City Councillors plus one deputy):

*Winchester City Council Councillors:*  
*Allgood, Chamberlain, Collin (Chairman), Cooper, Hiscock, and Rees*  
*Deputy: Stallard*

*Havant Borough Council Councillors:*  
*Blackett, Moss, Smallcorn, Tarrant,*  
*Deputy: Hunt and Kennedy*

*Hampshire County Councillors:*  
*McIntosh and Hindson*

For 2005/06, it is suggested that Cabinet appoint a Chairman in addition to one deputy from each political group.

The Forum's terms of reference are included as Appendix 1 to this report.

### OTHER CONSIDERATIONS:

#### CORPORATE STRATEGY (RELEVANCE TO):

None

#### RESOURCE IMPLICATIONS

Cost associated with Member meetings

#### BACKGROUND DOCUMENTS:

File held in the City Secretary and Solicitor's Department

### APPENDICES

Appendix 1 – West of Waterlooville Forum Terms of Reference

## APPENDIX ONE

### **West of Waterlooville Forum - Revised 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 City Secretary and Solicitor 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.