

REPORT TITLE: ANNUAL APPOINTMENTS TO CABINET INFORMAL GROUPS,  
FORA AND MEMBER CHAMPION ROLES 2022/23

24 MAY 2022

REPORT OF CABINET MEMBER: LEADER AND CABINET MEMBER FOR  
PARTNERSHIP WORKING – CLLR LUCILLE THOMPSON

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WARD(S): GENERAL

PURPOSE

To make appointments that are required to be made to Cabinet Informal Groups and other fora for 2022/23 to which Cabinet has previously made appointments. Nominations have been requested from Group Leaders in advance of the meeting.

As this report has been prepared in advance of the Annual Council meeting on 18 May 2022, references to Cabinet Members and their responsibilities are based on arrangements agreed for 2021/22.

In addition, a number of Member Champion roles have been agreed by the Council over the previous years. It is proposed that these arrangements be subject to formal appointment on an annual basis in this report.

Cabinet on 7<sup>th</sup> June 2021 agreed to update the previous individual terms of reference for each development forum into a single terms of reference for the 3 major development areas (MDA) in the District. This was approved subject to an annual review.

Minor changes to the terms of reference are recommended to reflect governance arrangements.

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 the terms of reference for the Carbon Neutrality Open Forum and Winchester Sport & Leisure Park Advisory Board be approved, as attached as Appendix B and C to the report respectively.
3. That Cabinet appoint to the roles of:
  - a) Equality, Diversity and Inclusion Member Champion; and
  - b) A Cabinet Member be appointed as Lead Member for Equality, Diversity and Inclusion (paragraph 11.7 refers).
4. That Cabinet appoint a current Councillor(s) to act as a “Sanctuary Champion(s)” from the nomination(s) received (paragraph 11.8(a) refers).
5. That Cabinet appoint a current Councillor to act as “Armed Forces Champion” from the nomination(s) received (paragraph 11.8(b) refers).
6. That Cabinet agree minor changes to the terms of reference in Appendix D and that the development fora continue to meet virtually.

IMPLICATIONS:

1 COUNCIL PLAN OUTCOME

- 1.1 Annual consideration of appointments made by Cabinet helps to support the proper governance of the Council and its decision making structures.

2 FINANCIAL IMPLICATIONS

- 2.1 No immediate financial implications, other than usual costs associated with arranging and supporting meetings.

In terms of the development fora, there are no financial implications unless the decision is made to move away from virtual meetings (this is not recommended for a number of reasons as explained in paragraph 11.9 – 11.14 of this report).

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The authority to take the decisions set out in this report are pursuant Part 3.2 of the council constitution and the Local Government Acts 1972 and 2000 and the Localism Act 2011.

4 WORKFORCE IMPLICATIONS

- 4.1 Where appropriate, support to the bodies referred and their work can be met within existing resources”.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None.

6 CONSULTATION AND COMMUNICATION

- 6.1 Vacancies are advertised to all Members (via Group Managers) to allow cross-party nominations where appropriate. Appointments are published on the [Council's website](#).

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 None.

8 PUBLIC SECTOR EQUALITY DUTY

- 8.1 None required.

9 DATA PROTECTION IMPACT ASSESSMENT

9.1 None required.

10 RISK MANAGEMENT

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
Financial Exposure – n/a		
Exposure to challenge	<i>Those bodies referred to in this report have terms of reference and delegated decision making powers set out in the Council's constitution</i>	To ensure certainty and clear lawful decision making.
Innovation – n/a		
Reputation – <i>Some decisions taken without local engagement may make residents feel they are not involved in helping to shape new communities</i>	Ensure new residents are aware of the development fora and invited to attend and participate.	Gives the Council the opportunity to enhance its reputation by local engagement.
Achievement of outcome – <i>established forums and groups unable to meet or fulfil their terms of reference by not being properly represented</i>	<i>Annual appointment of members and deputies ensures groups are able to meet and fulfil objectives</i>	<i>Greater understanding of the work of the group or forum by elected members</i>
Property – n/a		
Community Support <i>Potential for lack of community support</i>	<i>Those bodies referred to in this report that meet in public normally have provision for public participation.</i>	Transparency of the decision making enables greater certainty of a decision and decision maker for the community.
Timescales – n/a		
Project capacity – n/a		
Other – n/a		

11 SUPPORTING INFORMATION:

11.1 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 CAB3345 elsewhere on the agenda.

## Open Fora

- 11.2 Three Open Fora were established in 2019/20 to provide input into the Council's regeneration projects:
- a) Station Approach Open Forum;  
(further information contained in Appendix A)
  - b) Winchester Sports and Leisure Centre Open Forum;  
This Forum held its final meeting in July 2021 and it is recommended it be formally disbanded. It has been replaced with the new Winchester Sport and Leisure Park Advisory Board (see below).
  - c) Central Winchester Regeneration Open Forum.  
(further information contained in Appendix A)

## Carbon Neutrality Open Forum

- 11.3 The Carbon Neutrality Open Forum was established in 2020/21 and met on one occasion. It was chaired by the Cabinet Member for Climate Emergency who is the only standing member. It was agreed that other councillors and representatives of external partner organisations will form a panel at each meeting to present and take part in the debate. Draft terms of reference for the Forum are included at appendix B.

## Winchester Sport & Leisure Park Advisory Board

- 11.4 The Winchester Sports and Leisure Centre Open Forum held its final meeting in July 2021. A new [Winchester Sport & Leisure Park Advisory Board](#) was established in 2020/21 and has met twice. Draft terms of reference for the Advisory Board are included at appendix C.

## Development Fora

- 11.5 Cabinet on 22 June 2021 agreed to a single terms of reference for the 3 fora meetings to operate within. It was revised to a single terms of reference to ensure consistency across the 3 fora, while recognising the different stage that each may be at. As development at each MDA progresses, and the community becomes increasingly established, the issues discussed by the fora will naturally move from being almost entirely strategic planning matters to issues associated with living on the development.
- 11.6 Developments of this scale will almost always require a review of local governance arrangements to ensure they are suitable and appropriate to serve the new community. This is achieved through a community governance review in accordance with the statutory requirements as contained within the Local Government Public Involvement in Health Act 2007 (LGPIH Act).

- 11.7 In terms of the fora, Cabinet Member for Built Environment and Officers have consulted with the Chair of each forum to confirm that the current terms of reference are acceptable.
- 11.8 The Chair and Members of the fora for Kings Barton and West of Waterlooville have both confirmed that they are content for the meetings to continue virtually providing an innovative way for people to attend Council meetings without having to travel to attend an in person meeting.
- 11.9 The Chair of North Whiteley forum has received requests from some Members for the forum meetings be held in person locally. This was discussed at the last meeting on the 10 February 2022. 4 Members of the forum expressed a wish for meetings to be held in person. 1 Member of the forum expressed a preference for them to continue being held virtually.
- 11.10 At that meeting the two visiting Members of the public both expressed their preference for virtual meetings. One explained they were a nervous speaker and felt more comfortable attending virtually and the other said it enabled them to join the meeting whilst going about other business at home
- 11.11 Whilst the preference for face to face meetings locally is noted, in this case the fora generally work well virtually as noted by Kings Barton and West of Waterlooville. They are non-decision making meetings and allow ample opportunity for public engagement.
- 11.12 It has been suggested that the meeting should be held in Whiteley. Historically they were held at the Solent Hotel. The hire of the venue and equipment to audio broadcast and live stream the meeting here cost approx. £1,500 + VAT per meeting. This includes hire of the venue, as well as AV and Cameras (to enable the council to live stream the meetings via its YouTube channel).
- 11.13 Other venues have been recommended including the Cornerstone Primary School. The headmaster has advised that it would be possible to use the school on Monday or Tuesday evenings, with a letting cost of £20 per hour. In addition it would be necessary to hire the relevant equipment to enable audio broadcast and live stream the meeting. £830 + VAT, per meeting.
- 11.14 It is considered that the fora operate exceptionally well virtually, with positive feedback from the public who can participate from their own home. No change is proposed, these meetings should continue virtually at this time.
- 11.15 Long term community governance arrangements are yet to be determined at Kings Barton and North Whiteley, but for West of Waterlooville MDA a community governance review was completed and led to the formation of Newlands Parish Council in April 2019. The parish council is now well established and dealing with many operational issues on behalf of its residents.

- 11.16 The terms of reference for the North Whiteley Governance Review (LR555) was approved at the Licensing and Regulation Committee on 10 March 2022. This includes an advisory group to be established, close working with Curdrige Parish Council and Whiteley Town Council as well as consultation with neighbouring parish councils.
- 11.17 Minor changes are proposed to the fora terms of reference which is attached at appendix D.
- 11.18 Formal Cabinet committees can be appointed with membership drawn from the Cabinet only and can be given delegated powers to make decisions. It has been the practice in previous years to include a standing list of non-Cabinet Members as non-voting invited representatives. No Cabinet Committees have been appointed for the past three years.

11.19 Public Sector Equality Duty – Member appointments

Following consideration of the Public Sector Equality Duty at Cabinet on 25 January 2022 (report CAB3331 refers), Cabinet agreed to the appointment of Members to the following roles:

- a) Lead Cabinet Member
- b) Member Champion.

Councillors Clear and Becker were appointed to these roles respectively and Cabinet is asked to consider nominations and make appointments for 2022/23.

11.20 Other Member Champion roles

- a) Sanctuary Champion(s)

Council on 12 January 2022 received a notice of motion from Councillor Tippett-Cooper as follows:

*“Winchester City Council is committed to welcoming asylum seekers and refugees to our District and including them in our activities. The people in our district have shown kindness and openness in recent months with huge support when donations for evacuees from Afghanistan were needed. We are also a district with a rich network of organisations providing support to the most vulnerable in our society. As a Council, we recognise the importance of reflecting this spirit of our community and core values of openness, kindness and respect for others. Winchester City Council also recognises asylum seekers’ and refugees’ potential contribution to our district, and also recognises that a co-ordinated and forward-looking approach is needed if the welfare*

*of people moving into the town, and community cohesion between new and existing communities, are to be supported effectively.*

*To this end, we resolve to:*

- Support organisations such as the University of Winchester (which is a University of Sanctuary), the community group Winchester City of Sanctuary, the Southampton & Winchester Visitors Group, Hampshire Cultural Trust and other key charities and community groups in their work to make Winchester a place of sanctuary;*
- Welcome to Winchester district those fleeing violence and persecution in their own countries;*
- Value the contribution those seeking sanctuary can make to our District;*
- Support taking practical steps, in dialogue with the organisations above, to welcome and integrate all people into our communities, activities and culture;*
- Challenge anti-refugee and anti-migrant attitudes wherever they are found and support the Southampton and Winchester Visitors Group and Winchester City of Sanctuary in the promotion of the Together With Refugees campaign calling for a fairer, kinder and more effective approach to supporting refugees in the UK;*
- Nominate a current Councillor(s) to act as a “Sanctuary Champion(s)”, who will endeavour to communicate with the organisations listed above to explore how we can develop further ideas to support asylum seekers and refugees who are resettled in our district;*
- We are willing for our organisation’s name to be added to a list of supporters of City of Sanctuary”*

The notice of motion was unanimously supported, included the recommendation that the Council nominates a current Councillor(s) to act as a “Sanctuary Champion(s)”, who will endeavour to communicate with the organisations listed in the Notice of Motion to explore how the Council can develop further ideas to support asylum seekers and refugees who are resettled in our district.

Cabinet are asked to confirm the name(s) of the Sanctuary Champion(s) from nominations received. It is proposed that this appointment be reviewed annually.

b) Armed Forces Champion

The Council has previously appointed an “Armed Forces Champion” with Councillor Green most recently in the role.

The Profile:

A Member of the Executive/Cabinet, Chairman, or a Member with an interest in the Armed Forces community.

Some Armed Forces experience would be an advantage.

The Role:

To raise the profile and needs of the Armed Forces community (serving personnel, regular and reserve, their families, veterans and Cadets), internally and externally within the Council

Cabinet are asked to confirm the name of the Armed Forces Champion from nomination(s) received. It is proposed that this appointment be reviewed annually.

12 OTHER OPTIONS CONSIDERED AND REJECTED

12.1 Not to consider making changes to any appointments. This was rejected as it is usual practice at the start of the new municipal year to consider whether any changes are required following the annual council meeting.

12.2 In terms of the development fora, Council could choose not to review the terms of reference and further decide not to appoint to these meetings. However it is considered that they have a valuable role to play in developing a sense of community. Ceasing their operation prematurely would not be in the interests of proper planning or community engagement.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB3298 – Annual appointments to Cabinet Informal Group & Fora 2020/21  
CAB3306 – Revised terms of reference for MDA fora

Other Background Documents:-

LR555 NORTH WHITELEY COMMUNITY GOVERNANCE REVIEW 10 March 2022

APPENDICES:

Appendix A – List of internal appointments to be made by Cabinet  
Appendix B – Draft terms of reference of Carbon Neutrality Open Forum  
Appendix C – Draft terms of reference of Winchester Sports & Leisure Park Advisory Board  
Appendix D - Terms of reference of the Development Fora

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
<b>LOCAL PLAN ADVISORY GROUP</b>	<p>This Advisory Group was established in March 2020, Cabinet agreed to establish a Local Plan Advisory Group with cross-party membership and terms of reference as set out <a href="#">here</a>. The Group met five times in 2021/22.</p> <p><b>Recommended seven Members appointed:</b></p> <ul style="list-style-type: none"> <li>• <b>Three Cabinet Members (one to be the Chairperson);</b></li> <li>• <b>Two other Liberal Democrat Group members;</b></li> <li>• <b>Two Conservative Group members.</b></li> </ul>
<b>STRATEGIC ASSET PURCHASE SCHEME BOARD</b>	<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"> <li>• Leader of the Council</li> <li>• Cabinet Member with responsibility for Finance</li> <li>• Cabinet Member with responsibility for Estates</li> <li>• Cabinet Member with responsibility for Business</li> <li>• Finance Manager (Capital &amp; Treasury)</li> <li>• Corporate Head of Housing</li> <li>• Corporate Head of Asset Management</li> <li>• Strategic Director: Place</li> <li>• Section 151 Officer – final approver of the purchase</li> </ul>

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
<p><b>TREASURY INVESTMENT GROUP</b></p>	<p>This Group was appointed at Council on 11 October 2017 (following recommendation from Audit Committee) with membership as follows:</p> <ul style="list-style-type: none"> <li>• Finance Manager (Capital And Treasury)</li> <li>• Cabinet Member (with responsibility for Finance)</li> <li>• One Other Cabinet Member</li> <li>• Chair Of The Audit &amp; Governance Committee</li> <li>• One other Member from the Administration of the Council from the Audit &amp; Governance Committee</li> <li>• Shadow Cabinet Member</li> </ul> <p>(The Section 151 Officer, as final decision maker, would not be a member of the TIG).</p> <p>It was further agreed that at a minimum three Members, including the Cabinet Member (with responsibility for Finance), the Chair of the Audit &amp; Governance Committee, the Finance Manager and one further member from the TIG, be consulted with when making an investment decision.</p>
<p><b>KINGS BARTON FORUM</b></p>	<p>This Forum was established in 2012/13 and its terms of reference are</p>

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<p>available on the Council's website <a href="#">here</a></p> <p>The Forum met four times in 2021/22 with Winchester City Council membership as follows: Councillors Weir (Chairperson), Cramoysan, Cunningham, Godfrey, Horrill, Learney and Prince (Deputies: None appointed for WCC). It is recommended this Forum meet three times per year in accordance with other fora (and as included in their terms of reference).</p> <p>In addition to Winchester City Council, membership includes:</p> <ul style="list-style-type: none"> <li>• Hampshire County Council – 2 plus deputies</li> <li>• Headbourne Worth Parish Council – 1 plus deputy</li> <li>• Littleton &amp; Harestock Parish Council – 1 plus deputy</li> </ul> <p>Can be cross-party membership. <b>Recommend seven WCC Councillors (including the Chairperson), plus one deputy for each political group.</b></p>
<p><b>WEST OF WATERLOOVILLE FORUM</b></p>	<p>The Forum's terms of reference are available on the Council's website <a href="#">here</a>:</p> <p>The Forum met three times in 2021/22 with Winchester City Council membership as follows: Councillors Clear (Chairperson), Brook, Cutler and Read (Deputies: Evans and Weston).</p> <p>In addition to Winchester City Council, membership includes:</p> <ul style="list-style-type: none"> <li>• Havant Borough Council – 4 (including vice-chair)</li> <li>• Hampshire County Council – 2</li> <li>• Parish Council of Newlands – 2</li> </ul> <p>Can be cross-party membership. <b>Recommended four WCC Members (including chairperson) with two deputies.</b></p>
<p><b>NORTH WHITELEY DEVELOPMENT FORUM</b></p>	<p>This Forum was established at Cabinet on 9 December 2009 and its terms of</p>

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<p>reference are available on the Council's website <a href="#">here</a>:</p> <p>The Forum met three times in 2021/22 with Winchester City Council membership as follows: Councillors Fern (Chairperson), Bentote, Evans, McLean, Miller and Pearson.</p> <p>In addition to Winchester City Council, membership includes:</p> <ul style="list-style-type: none"> <li>• Fareham Borough Council – 1 plus deputy</li> <li>• Eastleigh Borough Council – 1</li> <li>• Hampshire County Council – 2</li> <li>• Curdrige Parish Council – 1</li> <li>• Whiteley Town Council – 1 plus deputy</li> <li>• Botley Parish Council – 1 plus deputy</li> </ul> <p>Can be cross-party membership. <b>Recommended 6 WCC Members (including chairperson) with 2 deputies.</b></p>
<p><b>CENTRAL WINCHESTER REGENERATION OPEN FORUM</b></p>	<p>This Open Forum was established in 2019/20 and met twice in 2021/22.</p> <p>The membership for 2021/22 was Councillors Learney (Chairperson), Edwards, Godfrey, Gordon-Smith, Horrill,</p> <p><b>Recommended 5 Members – Cabinet Member with responsibility for CWR project (Chairperson) and 4 other members (2 from each political group).</b></p>
<p><b>STATION APPROACH OPEN FORUM</b></p>	<p>This Open Forum was established in 2019/20 and has met on one occasion, with no meetings held in 2021/22.</p>

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<p>The membership for 2021/22 was Councillors Tod (Chairperson), Godfrey, Miller, Tippett-Cooper and Westwood.</p> <p><b>Recommended 5 Members – Cabinet Member with responsibility for Station Approach project (Chairperson) and 4 other members (2 from each political group).</b></p>
<p><b>WINCHESTER SPORT &amp; LEISURE PARK ADVISORY BOARD</b></p>	<p>This advisory board was established in 2020/21 and has met twice. Its terms of reference are included at Appendix C of the report.</p> <p><b>Recommended appoint:</b></p> <ul style="list-style-type: none"> <li>a) Nominated Cabinet Members (including Cabinet Member with responsibility for sport as chairperson)</li> <li>b) Relevant Ward Councillor(s)</li> <li>c) Shadow Cabinet Member with responsibility for sport (non-voting)</li> <li>d) Representative of the University (non-voting)</li> <li>e) Representative of the Pinder Trust (non-voting)</li> <li>f) Two officers from Winchester City Council (non-voting) – Strategic Director and contract management role</li> <li>g) A representative from the management contractor (Non Voting)</li> </ul>
<p><b>CARBON NEUTRALITY OPEN FORUM</b></p>	<p>This Open Forum was established in 2020/21 and has met once.</p> <p>It was chaired by the Cabinet Member for Climate Emergency. It was agreed that other councillors and representatives of external partner organisations</p>

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<p>will form a panel at each meeting to present and take part in the debate. The draft terms of reference are included at appendix b.</p> <p><b>Recommended one Member – Cabinet Member with responsibility for Climate Change (Chairperson) and a panel of other members and external organisations be invited depending on the subject matter of the meeting</b></p>
<p><b>EQUALITY, DIVERSITY AND INCLUSION FORUM</b></p>	<p>Further details of this new Forum will be submitted to the next Cabinet meeting where member appointments will also be made.</p>

## **Carbon Neutrality Programme Open Forum**

### **Terms of Reference**

Author: Anna Wyse

Date: 30/03/2022

Approved by Carbon Neutrality Board on 12/04/2022

### **Background**

In June 2019, the council declared a Climate Emergency with targets for the organisation to be carbon neutral by 2024 and Winchester District by 2030. In response to the declaration, a Carbon Neutrality Action Plan was adopted by the council in December 2019, which set out the action it would deliver, the way it will work and the collaborations it would seek to achieve the aims.

In June 2021, the Cabinet confirmed its intention to establish a public Open Forum for the Carbon Neutrality programme to broaden public engagement with the programme.

### **Aim**

The aim of the Carbon Neutral Open Forum is “to enable open discussion, ideas exchange and two way feedback with the public , partners and other interested parties related to the Council’s Carbon Neutrality Programme and its commitment for a “net carbon neutral district by 2030”

### **Scope**

All aspects of the Carbon Neutrality programme but a particular focus on the 2030 challenge.

### **Membership**

The Open Forum will be chaired the Cabinet Member for Climate Emergency. Other councillors and representatives of external partner organisations will form a panel at each meeting to present and take part in the debate.

### **Meetings**

Meetings will be:

- in public (initially held virtually via “Teams”); opportunity for discussion; “bureaucracy lite”
- Agenda agreed in advance with Chairperson, published 5 working days in advance. Generally items supported by a short briefing paper or a presentation.
- No minutes, but key action points will be summarised by the Chairperson and recorded; action points reviewed at the start of the next meeting, and feedback given.
- Output can be fed into the “communications” section of a decision report, if appropriate, with commentary
- Meetings may be held virtually or in person; however it is recognised that virtual meetings may have a wider reach across the district.

### **Frequency**

Meetings of the Carbon Neutral Open Forum will be flexible with no set timetable, however it is an intention to hold two meetings per year. It is likely that one of these meetings will coincide with Winchester Green Week.

### **Attendance**

The Carbon Neutral Open Forum is intended to be wide-reaching and open to the public and key stakeholders working to address the climate emergency.

The Carbon Neutral Open Forum will be chaired the Cabinet Member for Climate Emergency. Other councillors and representatives of external partner organisations will form a panel at each meeting to present and take part in the debate. These will be:

- Cabinet Member (Chairperson)
- 2 members of administration; 2 members of opposition group
- Lead Director
- Lead Corporate Head of Service and Service Lead
- Other officers as appropriate to topic
- Winacc
- Stakeholders from Steering Group by invitation (dependent on topics)
- Open to public so anyone can attend to listen and participate in the open questions session
- Open to the media

A Teams link to attend the Forum virtually will be provided on the WCC website for each meeting.

### **Agenda and Topics**

Topics for Carbon Neutral Open Forum will be agreed by the Carbon Neutrality Board. External speakers may be invited and it is likely that the Carbon Neutral Open Forum will focus on key areas of the CNAP in rotation with meeting durations limited to 1 hr 30 mins.

1. Chairman's introduction
2. Review previous action points
3. Presentations / topic briefings
4. Key decision and discussion
5. "Question Time" – Pre-selected questions to the panel with a supplementary from questioner
6. Open question time
7. Action points to be agreed
8. Close and next meeting date

Winchester Sport and Leisure Park Advisory Board - Terms of Reference

**Membership**

The Leisure Centre Joint Advisory Board (“the Joint Advisory Board”) will comprise of:

- a) Nominated Cabinet Members (including Cabinet Member with responsibility for sport as chairperson)
- b) Relevant Ward Councillor(s)
- c) Shadow Cabinet Member with responsibility for sport (non-voting)
- d) Representative of the University (non-voting)
- e) Representative of the Pinder Trust (non-voting)
- f) Two officers from Winchester City Council (non-voting) – Strategic Director and contract management role
- g) A representative from the management contractor (non-voting)

**General**

1. The purpose of the Advisory Board is to work in collaboration with Winchester City Council, the University of Winchester and Pinder Trust to advise and provide their recommendations subject to the terms and conditions of the Management Contract :
  - a) any minor variations to the management contract required from time to time
  - b) the proposed prices to be charged for use of the facilities
  - c) any proposals for improvements, major maintenance or other amendments to the facilities
  - d) an annual facility programme, including recommending requests for special events, whole facility hire etc

The Advisory Board will also:

- e) Monitor and oversee the performance of the contractor and recommend any remedial action to be taken in respect of performance including reports from user groups.
- f) Monitoring customer satisfaction and ensuring that customer needs are met.
- g) Consider the response to any request made by the management contractor under the terms of the contract
- h) Generally keep the operation of the facilities under regular review and recommend any action required.

The Advisory Board is not a decision making body of Winchester City Council. All of their advice and recommendations will be considered by the Cabinet, or under appropriate delegations.

2. The priorities of the Advisory Board are:
  - a) Securing and ensuring efficient and effective management of the facilities, including operation, programming, events, catering, retail, bookings.
  - b) Considered and prudent investment in facilities by way of maintenance, improvement or new build.

- c) Sound financial management
  - d) A programme of activities which can improve the health, fitness and well being of a wide cross section of the local community
  - e) Providing opportunities for people to reach their full potential in their chosen sport or leisure activity
  - f) Creating a sociable and inclusive environment which is welcoming and enjoyable
  - g) Marketing and promotion of the facilities to all sections of the community
  - h) Compliance with all relevant legislation and professional guidance
  - i) A fair but effective pricing structure
  - j) Long term support by way of access within the facility programme at fair cost for low income groups and key sports clubs whilst they demonstrate benefit to the community. To consider any requests for usage or access from sports clubs outside of those which are at the discretion of the management contractor.
3. The Advisory Board will be administered by the City Council.
  4. The quorum of the meeting will be 4 with at least 2 from the Council in attendance.
  5. The Advisory Board Chairperson will be appointed by the Council and will have the casting vote and will in discussion with other members of the Board determine dates of meetings for the year.
  6. The Advisory Board will meet quarterly in public similar to the Open Forum with a clear agenda, reports, and then a question and answer session at the end for users and the public with the ability to have a confidential meeting if needed.
  7. The Advisory Board will meet quarterly. The Chairperson will agree with the officers the agenda for meetings. All papers of a commercial nature will be confidential unless otherwise decided on a case by case basis.

Development Fora – Terms of Reference

The fora have no formal decision making powers, but can advise and make recommendations on relevant issues.

Primary objectives of the fora:

1. Meet 3 times per year. Virtual meetings will continue.
2. Comment and advise on strategic matters related to the implementation of the MDA.
3. Monitor and comment on progress relating to the development of the MDA including the implementation of planning conditions and requirements of planning obligations (s106 agreements) and s278 agreements (highway works).
4. Monitor and comment on community development activities within the development area, and provide advice on how these should progress.
5. Support the establishment of appropriate local democratic structures for the emerging community.
6. Be wound down once governance arrangements are established,

How this will be achieved:

1. Each meeting will receive the following input:
  - a. Update on the physical development of the MDA (from the developer).
  - b. Report on the community development activities and any issues arising within the MDA.
  - c. Discussion on infrastructure.
2. Other matters will be brought to the forum as and when required.

*Key stages of the fora:*

Stage 1 – Planning	Stage 2 – Emerging	Stage 3 – Establishing
<p><u>Start:</u> Initial master planning  <u>End:</u> Outline planning consent / start on site.</p>	<p><u>Start:</u> Start on site  <u>End:</u> Establishment of a parish council, or other suitable democratic body as applicable.</p>	<p><u>Start:</u> Establishment of a parish council, or other suitable democratic body as applicable.  <u>End:</u> New governance arrangements established</p>
<ul style="list-style-type: none"> <li>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.</li> <li>Consider and advise upon the infrastructure required</li> </ul>	<ul style="list-style-type: none"> <li>Receive updates on the progress of development and compliance with relevant planning conditions and S106/S278 agreements</li> <li>Input into creation of a community development strategy</li> </ul>	<ul style="list-style-type: none"> <li>Receive updates on progress in establishing the community and any emerging issues</li> <li>Consider and advise upon a strategy for the ownership and management of the social infrastructure and community assets.</li> <li>Receive updates on the progress of development and compliance with relevant planning conditions and S106/S278 agreements</li> </ul>
Lead: Service Lead – Built Environment	Lead: Service Lead – Built Environment	Lead: Service Lead – Community & Wellbeing

Membership

**North Whiteley / Stage 2**

- |                             |  |
|-----------------------------|--|
| • Winchester City Council   | 6 elected representatives (inc. Chair) |
| • Hampshire County Council  | 2 elected representatives              |
| • Eastleigh Borough Council | 1 representative                       |
| • Fareham Borough Council   | 1 representative                       |
| • Whiteley Town Council     | 1 representative                       |
| • Curdridge Parish Council  | 1 representative                       |
| • Botley Parish Council     | 1 representative                       |

*Officers:*

Lead Officer

Julie Pinnock

Implementation Officer  
Community Worker

Hilary Oliver  
TBC

### **Kings Barton / Stage 2**

- |  |  |
|--|--|
| • Winchester City Council              | 7 elected representatives (inc. Chair) |
| • Hampshire County Council             | 2 elected representatives              |
| • Littleton & Harestock Parish Council | 1 representative                       |
| • Headbourne Worthy Parish Council     | 1 representative                       |

#### *Officers*

Lead Officer  
Senior Planner/ Community Officer

Julie Pinnock  
Vacant

### **West of Waterlooville / Stage 3**

- |                            |   |
|----------------------------|---|
| • Winchester City Council  | 4 elected representatives (inc. Chair)      |
| • Havant Borough Council   | 4 elected representatives (inc. Vice Chair) |
| • Hampshire County council | 2 elected representative                    |
| • Newlands Parish Council  | 2 representative                            |

#### *Officers*

Lead Officer  
Community Worker

Steve Lincoln  
TBC

### Quorum

The development fora will be quorate if five voting representatives are present.

### Method of working and voting rights

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

### Public Participation procedure

There will be a period of 10 minutes maximum at the beginning of each forum meeting when the Chair 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. 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 allocated maximum ten minutes between them.

The Chair will retain 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.

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 Chair will invite Officers and/or Members to respond to specific points during the round table debate and discussion amongst forum members that follows.

Members of the public should contact the Democratic Services Officer 3 working days before the meeting (preferably telephone or email) so that as many people who wish to speak can be accommodated during the public participation sessions. 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 (i.e. Cabinet or Ward Members) to speak in advance of questions and debate amongst forum members at the Chair's discretion.

The forum will then debate the item with any conclusions and recommended recorded.