

REPORT TITLE: ANNUAL APPOINTMENTS TO CABINET COMMITTEES,
INFORMAL GROUPS AND FORA 2023/24

23 MAY 2023

REPORT OF CABINET MEMBER: CLLR MARTIN TOD LEADER AND CABINET
MEMBER FOR ASSET MANAGEMENT

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WARD(S): ALL

PURPOSE

To make appointments that are required to be made to Cabinet Committees in addition to the Cabinet Informal Groups and other fora for 2023/24. 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 17 May 2023, references to Cabinet Members and their responsibilities are based on arrangements agreed for 2022/23.

In addition, the report seeks the appointment to several Member Champion roles.

RECOMMENDATIONS:

1. That Cabinet considers the appointment to bodies listed in Appendix A to the Report and determines the membership thereof.
2. That a Cabinet Committee (Local Plan) be appointed and Terms of Reference delegated to the Monitoring Officer in consultation with the Strategic Director (DA) and relevant Cabinet Member.
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 1.10 refers).

4. That Cabinet appoint a current Councillor(s) to act as a “Sanctuary Champion(s)” from the nomination(s) received (paragraph 1.11(a) refers).
5. That Cabinet appoint a current Councillor to act as “Armed Forces Champion” from the nomination(s) received (paragraph 1.11(b) refers).

1 SUPPORTING INFORMATION:

Cabinet Committees

- 1.1 In respect of the Cabinet Committee: Regeneration, two projects have been identified as within its remit – Central Winchester Regeneration and Station Approach.
- 1.2 In respect of the Cabinet Committee: Housing, when it was established it was noted that there was a risk of duplication between the Cabinet Committee and the Business and Housing Policy Committee. TACT have expressed a clear preference to attend the Cabinet Committee meetings where all of the business relates to housing.

At the time the committee was established, it was noted that a constitutional review would review the effectiveness of the Policy committees which were introduced as part of the new constitution adopted in 2019. That review is in progress.

It was agreed that until this review was completed, the chair of both committees, work to agree where each paper will be presented and whether there may be circumstances where it will go to both.

Appendix A to the Report sets out the requirements for these cabinet committees and any restrictions that these have. It is anticipated that these cabinet committees will continue to meet as required and up to four times a year.

- 1.3 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.

Open fora

- 1.4 There are currently three open fora: Station Approach; Central Winchester Regeneration and Carbon Neutrality.

The Station Approach Open Forum and the Central Winchester Regeneration Open Forum were established prior to the establishment of the Cabinet Committee: Regeneration. The terms of reference for the Cabinet Committee: Regeneration include the consideration and agreement of methods of communication and engagement. This essential and important element of the two foras work will continue and, as now, decided by the relevant project boards in accordance with the project governance arrangements. This may include public engagement events, information events and public consultation

exercises as and when required and therefore it is no longer necessary for these fora to be formally constituted.

- 1.5 The Carbon Neutrality Open Forum will continue.

Local Plan Advisory Group (LPAG)

- 1.6 This year the Local Plan is being prepared for final adoption in 2024. There are still outstanding formal decision-making steps to undertake for which a Committee of Cabinet is suitable. Therefore, LPAG will be replaced by a Local Plan Cabinet Committee which will enable debate and decision making in public in accordance with the councils procedures.

As now, engagement and consultation will continue and will be reported to the Cabinet Committee along with matters of policy development.

Winchester Sport & Leisure Park Advisory Board

- 1.7 The Winchester Sport & Leisure Park Advisory Board was established in 2020/21 as part of the Leisure Management Contract and it is proposed to be appointed in 23/24.

Development Fora

- 1.8 The council hosts three development fora – Kings Barton Forum, West of Waterlooville Forum and North Whiteley Development Forum. The purpose of these meetings are to enable residents to engage directly with the council, any local town or parish council and the developer. However, the developments are in various stages of build out, and new governance structures have been put in place with a Parish Council at Waterlooville and the recent governance review completed at Whiteley.
- 1.9 It is proposed that the current fora meetings be reviewed as part of the Constitution Review currently underway and due for completion in September 2023. These development fora play an important role in the development of communities during the build out of new developments but the agendas will change over time and perhaps become more community development focussed rather than planning led.

The review of the constitution will consider when is the right time for a development fora to discontinue which will be based on an agreed criteria, but it will be important to ensure there is no deficit in local engagement prior to moving from the existing arrangements.

1.10 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.

In 2022/23, the following member was appointed:

- a) Equality, Diversity and Inclusion Member Champion and Lead Cabinet Member –Councillor Becker;

Cabinet are asked to confirm the names of the Member Champion and (if different) Lead Cabinet Member from nominations received.

1.11 Other Member Champion roles

- a) Sanctuary Champion(s)

This role was established following a notice of motion from Councillor Tippett-Cooper to Council on 12 January 2022.

In 2022/23, Councillor Tippett-Cooper was appointed as “Sanctuary Champion”.

Cabinet are asked to confirm the name of the “Sanctuary Champion” for 2023/24 from the 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 former councillor Green appointed in 2022/23.

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.

2 OTHER OPTIONS CONSIDERED AND REJECTED

- 2.1 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.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB3344 – Annual appointments to Cabinet informal groups etc 22/23

CAB3343 – Members' Equality, Diversity and Inclusion Forum

CAB3358 – Further annual appointments to Cabinet Committees

Other Background Documents:-

None.

APPENDICES:

Appendix A – List of internal appointments to be made by Cabinet 23/24

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
CABINET COMMITTEE: REGENERATION	<p>The Committee's membership was agreed to be the Leader and Cabinet Member for Asset Management (Chairperson), plus 3 other Cabinet members.</p> <p>In the event of any member of Cabinet not being available for a meeting of the Cabinet Committee another member of Cabinet may deputise where no conflict arises.</p> <p>In addition, it was agreed that 4 other members be invited to attend and offer views at meetings of the Committee.</p> <p>Meetings will be held in the Walton Suite beginning at 10.00am and have been scheduled for 7 June 2023, 4 October 2023 and 31 January 2024.</p> <p>Usual visiting councillor and public participation protocols will apply.</p> <p>The membership for 2022/23 was Councillors Tod (Chairperson), Ferguson, Learney and Thompson from Cabinet, plus Councillors Cunningham, Edwards, Godfrey & Westwood appointed as non-voting invited councillors.</p> <p>Recommended 4 voting members – Cabinet Member with responsibility for CWR project (Chairperson) and 3 other Cabinet members. Plus four other members.</p>
CABINET COMMITTEE: HOUSING	The Committee's membership was agreed to be the Cabinet Member for

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<p>Community and Housing (Chairperson), plus 2 other Cabinet members.</p> <p>In the event of any member of Cabinet not being available for a meeting of the Cabinet Committee another member of Cabinet may deputise where no conflict arises.</p> <p>In addition, it was agreed that the following be invited to attend and offer views at meetings of the Committee;</p> <p>(a) 4 other members and</p> <p>(b) Two TACT representatives plus one deputy</p> <p>Meetings will be held in the Walton Suite beginning at 10:00am and have been scheduled for 10 July 2023, 14 November 2023 and 5 February 2024.</p> <p>The membership for 2022/23 was Councillors Ferguson (Chairperson), Gordon-Smith and Power from Cabinet, plus Councillors Batho, Cutler, Horrill and Kurn appointed as non-voting invited councillors. In addition, David Light and David Chafe were appointed as TACT representatives with Lyn Mellish as the deputy.</p> <p>Recommended 3 voting members – Cabinet Member with responsibility for housing (Chairperson) and 2 other Cabinet members. Plus four other members) and two TACT representatives.</p>
CABINET COMMITTEE: LOCAL PLAN	Usual visiting councillor and public participation protocols will apply.

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<p>Terms of Reference and Membership will be delegated to the Monitoring Officer in consultation with the relevant Cabinet Member and Strategic Director (DA). Membership will be in line with that of other Cabinet Committees.</p>
<p>CARBON NEUTRALITY OPEN FORUM</p>	<p>This Open Forum was established in 2020/21 and has met three times in 2022/23.</p> <p>It was chaired by the Cabinet Member for Climate Emergency. 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.</p> <p>The membership for 2022/23 was Councillor Learney.</p> <p>Recommended one Member – Cabinet Member with responsibility for Climate Change (Chairperson) and a panel of other members and external organisations to be invited depending on the subject matter of the meeting.</p>
<p>EQUALITY, DIVERSITY AND INCLUSION FORUM</p>	<p>The Forum was established by Cabinet in June 2022 (report CAB3343 refers). It was agreed the chair of the Forum would in the first instance be nominated by Cabinet and the group would consist of the shadow Cabinet Member and one representative from each of the other political groups, the Cabinet Member for ED&I the Member Champion for ED&I and lead officers for this area at the council.</p> <p>The membership for 2022/23 was Councillors Becker (Chairperson), Clear, Brook and Isaacs.</p>

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<p>Recommended five Members – Cabinet Member for ED&I, Member Champion for EDI, the shadow Cabinet Member and one representative from each political group.</p>
<p>WINCHESTER SPORT & LEISURE PARK ADVISORY BOARD</p>	<p>This advisory board was established in 2020/21 and has met three times in 2022/23.</p> <p>The membership for 2022/23 was Councillors Thompson (Chairperson), Ferguson, Gordon-Smith, Edwards, Kurn and Reach</p> <p>Recommended appoint:</p> <ul style="list-style-type: none"> a) Nominated Cabinet Members (including Cabinet Member with responsibility for WSLP 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)
<p>CENTRAL WINCHESTER REGENERATION (CWR) PROJECT BOARD</p>	<p>Board was established by Cabinet on 7 February 2023 (report CAB3395(R) refers).</p> <p>Proposed membership:</p>

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<ul style="list-style-type: none"> a) 2 Cabinet Members and 2 members from the Executive Leadership Board, for the council b) 4 relevant project directors from the development partner c) Ex officio members may be included as appropriate (for example, legal or finance colleagues)
<p>STRATEGIC ASSET PURCHASE SCHEME BOARD</p>	<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 • Cabinet Member with responsibility for Finance • Cabinet Member with responsibility for Estates • Cabinet Member with responsibility for Business • Service Lead - Finance • Corporate Head of Housing • Corporate Head of Asset Management • Strategic Director: Place • Section 151 Officer – final approver of the purchase
<p>TREASURY INVESTMENT GROUP</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"> • Service Lead - Finance

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<ul style="list-style-type: none"> • Cabinet Member (with responsibility for Finance) • One Other Cabinet Member • Chair Of The Audit & Governance Committee • One other Member from the Administration of the Council from the Audit & Governance Committee • Shadow Cabinet Member <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 & Governance Committee, the Service Lead - Finance and one further member from the TIG, be consulted with when making an investment decision.</p>
KINGS BARTON FORUM	<p>This Forum was established in 2012/13 and its terms of reference are available on the Council's website here</p> <p>The Forum met three times in 2022/23 with Winchester City Council membership as follows: Councillors Cramoysan (Chairperson), Batho, Craske, Cunningham, Godfrey, Horrill, Porter and Rutter (Deputies: Learney). 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"> • Hampshire County Council – 2 plus deputies (last year Councillors Tod and Warwick) • Headbourne Worth Parish Council – 1 plus deputy (last year Councillor

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<p>Watters)</p> <ul style="list-style-type: none"> • Littleton & Harestock Parish Council – 1 plus deputy <p>Can be cross-party membership.</p> <p>Recommended seven WCC Councillors (including the Chairperson), 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 here:</p> <p>The Forum met three times in 2022/23 with Winchester City Council membership as follows: Councillors Cutler (Chairperson), Achwal, Brook and Read (Deputies: Evans and Weston).</p> <p>In addition to Winchester City Council, membership includes:</p> <ul style="list-style-type: none"> • Havant Borough Council – 4 (including vice-chair) • Hampshire County Council – 2 • Parish Council of Newlands – 2 <p>Can be cross-party membership. Recommended four WCC Members (including chairperson) with two deputies.</p>
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 here:</p> <p>The Forum met three times in 2022/23 with Winchester City Council membership as follows: Councillors Achwal (Chairperson), Evans, Kurn, Miller, Pearson and Small.</p>

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<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>Can be cross-party membership. Recommended 6 WCC Members (including chairperson) with 2 deputies.</p>