

REPORT TITLE: WORK PROGRAMME AND ANNUAL APPOINTMENTS TO
INFORMAL GROUPS FOR 2023/24

REPORT OF THE CHAIRPERSON

15 JUNE 2023

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WARD(S): GENERAL

PURPOSE

This report sets out an initial draft work programme for the new municipal year and asks the forum to agree matters it wishes to consider during 2023/24.

The forum is also asked to consider its appointments to the informal groups established during the previous municipal year(s). The previous groups and associated membership are set out within the report.

RECOMMENDATIONS:

1. That the forum considers the items listed in Appendix 1 and 2 of the report and agrees the matters it wishes to consider during the 2023/24 municipal year and delegates to the Strategic Director, in consultation with the Chairperson, authority to set the detailed work programme.
2. That following the consideration of the Budget Review Update report at the meeting, the forum agrees the inclusion of the Budget Review items marked as 'subject to confirmation at the meeting' into the work programme for 2023/24, as set out in Appendix 2 below.
3. That the forum considers whether it wishes to (a) re-appoint the informal groups and accept the changes shown in paragraph 10.5 and (b) establish any additional informal groups if necessary.
4. That the forum agrees the membership of the informal groups established as part of item 3 above.

IMPLICATIONS:

1 COUNCIL PLAN OUTCOME

1.1 This paper seeks to ensure that:

- a) the forum fulfils its terms of reference in a way that is well planned and executed, and
- b) the role of councillors elected to lead and serve their communities is properly supported and developed.

Both of these objectives help to support the 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.

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 If officers are involved in work of the forum (other than general support) in the same way as they would be with Parishes; then their time will not be a specific charge to the Town Account. Work that solely relates to the Town may involve additional charges to the Town Account. The forum will need to assess its work priorities so that they can be supported from within available resources.

5 PROPERTY AND ASSET IMPLICATIONS

5.1 None.

6 CONSULTATION AND COMMUNICATION

6.1 All members of the town forum are invited to be nominated for each informal group.

7 ENVIRONMENTAL CONSIDERATIONS

7.1 None.

8 PUBLIC SECTOR EQUALITY DUTY

8.1 The Council considers the appointment of nominees that represent as far as possible the diverse nature of the local community.

8.2 The work programme for the Town Forum will take account of recommendations by the newly formed Equality, Diversity and Inclusion Members' Forum and be updated to include reports arising from the identification of equality issues that impact on the town area.

9 DATA PROTECTION IMPACT ASSESSMENT

9.1 None required.

10. SUPPORTING INFORMATION:

10.1 Work Programme for the 2023/24 Municipal Year

The Forum is now a well-established part of the Council's democratic process playing a greater role in providing a 'Winchester voice' on issues that affect the Town area. In considering which subjects the Forum should discuss in the coming year, members may want to refer to:

- The forum's terms of reference ([as set out on the Council's website, on this link](#))
- Issues considered by the forum in the previous year (Appendix 1 to this report)
- Latest forward plan ([as set out on the Council's website, on this link](#))

In selecting items for discussion, members should be mindful of the officer resources required and whether there is other relevant and /or similar Council work being undertaken in the same area, to avoid duplication.

There are a number of topics that regularly form part of the forums work programme and these have been incorporated into the 2023/24 draft programme in Appendix 2.

10.2 Informal Groups

During the previous municipal year, the forum appointed the following informal groups and should consider whether it wishes to re-appoint these groups and nominate members as necessary, subject to a proposed revision as set out in 10.5 below. The membership of each group during 2022/23 is shown below.

Planning for the future in Winchester Town (per refer to paragraph 10.5 below)

Members: Becker, Craske, Edwards, Reach, Scott and Westwood

Lead Officer: E Ekeledo

Winchester Town Forum (Parks and Recreation) Informal Group

Members: Batho, Becker, Ferguson, Learney, Radcliffe and Tippett-Cooper.

Lead Officer: S Lincoln

Winchester Town Forum (City Centre) Informal Group (please refer to paragraph 10.5 below)

Members: Batho, Edwards, Learney, Radcliffe, Thompson and Tod

Lead Officer: E Ekeledo

Winchester Town Forum (Account Informal) Group

Members: Ferguson, Learney, Reach and Tod.

Lead Officer: D Kennedy

Winchester Town Forum (Heritage) Informal Group

Members: Radcliffe, Thompson, Tippett-Cooper & Westwood

Lead Officer: D Ayre

Winchester Town Forum (Outdoor Swimming) Informal Group

Members: Becker, Tod and Tippett-Cooper

Lead Officer: S Lincoln

Winchester Town Forum (Town Vision) Informal Group

Members: Batho, Becker and Craske

Lead Officer: S Robbins

- 10.3 At its meeting on 17 March 2022, the forum agreed that a Winchester Town Forum (Town Vision) Informal Group be established to also include the work of the Town Accounts Grants Informal Group. The membership for this informal group was appointed by the Forum at its meeting in June 2022, as set out in paragraph 10.2 above.
- 10.4 In addition, changes were made by the forum at the meeting on 16 June 2022 to combine the Winchester Town Forum (North Walls), (KGV) and (St Giles Hill) Informal Groups to form the newly named Winchester Town Forum (Parks and Recreation) Informal Group, as appointed in paragraph 10.2 above.
- 10.5 Furthermore, it is proposed that due to their related nature, two Informal Groups, namely Winchester Town Forum (City Centre) Informal Group and Planning for the future in Winchester Town Informal Group, as set out above – be combined to form one Informal Group going forward for 2023/24.
- 11 OTHER OPTIONS CONSIDERED AND REJECTED
- 11.1 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.

BACKGROUND DOCUMENTS

None.

APPENDICES

Appendix 1: Topics previously considered by the Forum in 2022/23

Appendix 2: Draft Work Programme for 2023/24

Appendix 1

2022/23 Agenda Items

The forum met five times in 2022/23. The table below lists the business items for each of those meetings.

<u>Meeting Date</u>	<u>Agenda Item</u>
16/06/22	<ul style="list-style-type: none">- Draft BID Business Plan and ballot proposal- Bike Parking and Security
15/09/22 (adjourned to 22/09)	<ul style="list-style-type: none">- Winchester Town Account Financial Planning 2022/23- Town Forum Grant Programme- KGV New Build Pavilion – Request for additional budget
09/11/22	<ul style="list-style-type: none">- Winchester Town Account Medium Term Financial Position- Upgrades/Replacements to Bus Shelters- Tree Strategy- Local Plan update – Regulation 18 public consultation
26/01/23	<ul style="list-style-type: none">- Winchester Town Account Budget for 2023/24 (rec'd to Cabinet)- Local Design Codes
13/03/23	<ul style="list-style-type: none">- St Giles Hill Park Management Plan- Winchester Town Vision – Progress Update- Local Design Codes – Presentation by Andy von Bradsky

WINCHESTER TOWN FORUM – SCHEDULED ITEMS OF BUSINESS ETC

15 JUNE 2023					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/ COMMENT
			Original	Revised	
	Town Forum Informal Group Appointments and Work Programme for 2023/24	Simon Hendey/Dawn Adey	15 June 2023		WTF317
	Public Open Space at Kings Barton	Steve Lincoln	15 June 2023		WTF318
	Budget Review Updates 2023/24	Darren Kennedy	15 June 2023		WTF319
14 SEPTEMBER 2023					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
	Town Forum Grant Programme Update	Melissa Fletcher/Jane Chuhan	14 September 2023		

	Winchester Town Account Financial Planning 2023/24 (Initial draft Medium Term Financial Projections and assumptions for 2023/24 to 2027/28)	Darren Kennedy	14 September 2023		
	Update on Parking agency agreement changes with Hampshire County Council	Andy Hickman	14 September 2023		
	Budget Review: Play Refurbishment Programme – Initial Draft Options (subject to confirmation at the meeting)	Susan Robbins/Steve Lincoln	14 September 2023		
	Budget Review: Open Spaces and Grounds Maintenance – Initial Draft Options (subject to confirmation at the meeting)	Andy Hickman/Campbell Williams	14 September 2023		
8 NOVEMBER 2023					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE	STATUS/COMMENT	
	Winchester Town Account Medium Term Financial Position (Draft budget options)	Darren Kennedy	8 November 2023		

	Budget Review: Play Refurbishment Programme – Final Proposals (subject to confirmation at the meeting)	Susan Robbins/Steve Lincoln	8 November 2023		
	Budget Review: Open Spaces and Grounds Maintenance – Final Proposals (subject to confirmation at the meeting)	Andy Hickman/Campbell Williams	8 November 2023		
	Budget Review: Cemeteries - Initial Draft Options (subject to confirmation at the meeting)	Sharon Evans	8 November 2023		
	Budget Review: Grants funding - Criteria proposals to be set for grants post 2024 (subject to confirmation at the meeting)	Susan Robbins	8 November 2023		
25 JANUARY 2024					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
	Winchester Town Account Budget for 2024/25 (to be recommended to Cabinet)	Darren Kennedy	25 January 2024		
	Budget Review: Cemeteries – Final Proposals (subject to confirmation at the meeting)	Sharon Evans	25 January 2024		

11 MARCH 2024					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
	Winchester Town Vision – Annual Progress Update	Susan Robbins	11 March 2024		

<u>Possible Items to be allocated for 2023/24</u>
North Winchester Design Code (to be timetabled by officers when updates are available) – Date tbc