

Chichester District Council

CABINET

2 June 2015

Appointments to Panels, Forums and other Groups 2015-2016

1. Contacts

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2. Recommendations

- a) **That the membership of Panels and Forums for 2015/16 be as set out in Appendix 1, subject to the addition of minority group nominations.**
- b) **That the Development Plan Panel be re-constituted as the Development Plan and Infrastructure Panel, with membership and terms of reference as set out in Appendix 2.**
- c) **That the delegation of powers relating to grants and concessions be transferred from the Cabinet Member for Finance and Governance to the Cabinet Member for Community Services, and that the Cabinet Member for Finance and Governance be empowered to act if she has a prejudicial interest or is otherwise unavailable.**
- d) **That the IT Advisory Group be discontinued.**

3. Context

- a) The establishment of most Panels and Forums and their membership is constitutionally the responsibility of the Cabinet. The Conservative group nominations are set out in Appendix 1. It is hoped that the minority group nominations will be reported at the meeting.
- b) Panels are internally constituted and have specific objectives set out in the Constitution. It is proposed that the Development Plan Panel should be re-constituted as the Development Plan and Infrastructure Panel, with broader terms of reference as set out in Appendix 2, and be reduced by one in size by the omission of the Deputy Leader.
- c) Because the approval of grants and concessions is an executive function and the Grants and Concessions Panel is not a committee of the Cabinet, the formal decision making powers are currently delegated to the Cabinet Member for Finance and Governance, as set out in Appendix 2. If the Cabinet Member for Community Services is now appointed as Chairman

of the Panel, it is suggested that these powers should be delegated to her instead. The Cabinet is asked to authorise the Cabinet Member for Finance and Governance to exercise these powers where she has a prejudicial interest or is otherwise unavailable.

- d) The Senior Leadership Team (SLT) has set up three new programme boards:
- Business Improvement
 - Infrastructure
 - Commercial

Each board has its own terms of reference and is responsible for co-ordinating, monitoring, directing and overseeing the implementation of a set of related activities and projects in order to deliver the corporate plan priorities. Membership consists of SLT, the respective cabinet member, a programme manager and other officers that are required. Work of these boards will be reported via the Council's corporate performance monitoring system. Actions taken by officers will be in accordance with the Council's delegation scheme.

- e) The IT Advisory Group is a non-executive group consisting of the Cabinet Member for Support Services and five other District Council Members. The objectives of the group are:-

- To consider and make recommendations to Cabinet on proposed and approved IT projects
- To monitor the progress of IT projects, including the receipt of post project evaluations
 - To make recommendations to cabinet on ICT policies; and
 - To recommend the Digital Access Strategy to Cabinet.

Since its inception, a number of constitutional and procedural changes have taken place that have had the effect of duplicating the original role of the IT Advisory Group:

- There are delegated powers to the Chief Officers and Heads of Service within the Constitution to progress individual asset renewal projects funded from the Asset Renewal Programme up to a maximum value of £175,000 in conjunction with the Chief Finance Officer (Part 3, Section 3, Delegated Powers).
- The funds allocated within the Asset Renewal Programme (ARP) are contained within the annual Budget Spending Plan and are considered by Cabinet in February each year. Approved funds within the ARP are subsequently released under the above delegated powers. Any associated project or spend remains subject to contract standing orders but negates the need for a separate report to be presented to ITAG. ITAG consider any project initiation document (PID), monitor the project progress and project evaluation.

- One of the roles of the Business Improvement Board is to consider all PID's, monitor project progress and post project evaluation reports.

As a consequence, ITAG business going forward will substantially overlap with that of the Business Improvement Board in the decision making role which, if it were to remain, would make IT unique in this respect. There are other mechanisms to involve non Cabinet District Council members with specific IT expertise in the generation and review of projects, such as the Special Adviser role, should this be required. It is therefore recommended that this Group be disbanded and IT related policies, PID's and projects requiring funding from reserves be considered by Cabinet in line with all other business improvement projects.

- f) At only 5 members, the political balance on the Joint Employee Consultative Group (JECP) would give all the seats to the majority group, but the Leader has suggested that one seat should be made available for a minority group nomination.
- g) Forums are used to inform on-going policy debates from an external perspective. Forums have members representing external interests, as well as the appointed members of the District Council proposed in the Appendix. The forums which were related to particular projects, i.e. the North East Chichester City Forum and Southern Gateway Forum, did not meet at all during the term of the previous Council and it is suggested these should not be re-appointed. If they are needed again, they could be re-constituted as Task & Finish Groups, involving external representatives as necessary. Only the District Parking Forum needs to be re-appointed.
- h) A separate report elsewhere on the agenda proposes the establishment of a new members' joint liaison group with West Sussex County Council to consider the Infrastructure Business Plan.

4. Appendices

- a) List of Panels and Forums
- b) Proposed terms of reference of the Development Plan and Infrastructure Panel
- c) Powers relating to Grants and Concessions currently delegated to the Cabinet member for Finance and Governance

5. Background Papers

None

PANELS AND FORUMS**(appointed by the Cabinet)**

* = chairman

BOUNDARY REVIEW PANEL (6)**2014-2015 membership**

Mr G A F Barrett (C)	Mrs N Graves (C)
Mr T M E Dunn (C)	Mr G V McAra (IND)
Mr A J French (LD)	Mr J Ridd (C)*

2015-2016 membership**Political Balance: Con 5; LD or IND 1**

Mr John Ridd (C)*	Mr Josef Ransley (C)
Mr Myles Cullen (C)	Mr Simon Lloyd- Williams (C)
Mr Simon Oakley (C)	

DEVELOPMENT PLAN PANEL (11)**Constitution**

Leader of the Council (Chairman of Panel), Deputy Leader of the Council, Cabinet Member for Planning and Housing, and up to eight other District Council members

2014-2015 membership

Mrs H P Caird (C)*	Mr R J Hayes (C)
Mr A D Chaplin (LD)	Mr S Oakley (C)
Mr M A Cullen (C)	Mrs C Purnell (C)
Mr A P Dignum(C)	Mr J Ridd (C)
Mrs J E Dunton(C)	Mr A R H Smith (LD)
Mr T M E Dunn (C)	

2015-2016 membership**Political Balance: Con 9; LD 1 IND 1**

Mrs Susan Taylor (C)*	Mr Bob Hayes (C)
Mr Myles Cullen (C)	Mr Simon Oakley (C)
Mr Tony Dignum (C)	Mrs Carol Purnell (C)
Mrs Janet Dunton (C)	Mr Darren Wakeham (C)
Mr Mark Dunn (C)	

GRANTS AND CONCESSIONS PANEL (8)

Constitution

Nominated member of the Cabinet
Five other District Council members

2014-2015 membership

Mr A P Dignum (C) *	Mrs N Graves (C)
Mr J L Cherry (Ind)	Mrs E P Lintill (C)
Mr J F Elliott (C)	Mrs B A Tinson (C)
Mr A J French (LD)	Mrs P M Tull (C)

2015-2016 membership

Political Balance: Con 7; LD or IND 1

Mrs Eileen Lintill (C)*	Mrs Denise Knightley (C)
Mr Ian Curbishley (C)	Mrs Penny Plant (C)
Mr John F Elliott (C)	Mrs Tricia Tull (C)
Mrs Norma Graves (C)	

JOINT EMPLOYEE CONSULTATIVE PANEL (5)

Constitution

Elected councillors Cabinet Member for Support Services and four other District Council members

2014-2015 membership

Mr S Carr (LD)	Mr R M J Marshall (C)
Mr T M E Dunn (C)	Mr J Ransley (C)
Mr R Hayes (C)*	

2015-2016 membership

Political Balance: Con 5

Mr Bruce Finch (C)*	Mr Josef Ransley (C)
Mr Roger Barrow (C)	
Mr Bob Hayes (C)	

STRATEGIC RISK GROUP (5)

Constitution

Elected councillors Three members from each of the Cabinet and the Corporate Governance and Audit Committee to meet at least twice a year with the Senior Leadership Team (SLT) to consider key strategic risks affecting the Council.

2014-2015 membership

Cabinet representatives:
Leader
Deputy Leader
Cabinet Member for Finance &
Governance

CGAC representatives:
Mr Hicks
Mr Marshall
Mrs Tull

Note: The leader of the council is recommended to identify a cabinet portfolio holder to have overall responsibility for risk management.

In 2014/15 this was the Cabinet Member for Finance & Governance

2015-2016 Cabinet representatives

Mr Tony Dignum (C)
Mrs Eileen Lintill (C)
Mrs Philippa Hardwick (C)

CHICHESTER DISTRICT PARKING FORUM (5)

2014-2015 membership

Mr J C P Connor (C) Mr A J French (LD)*
Mr M A Cullen (C) Mrs E Hamilton (C)
Mr A P Dignum (C)

2015-2016 membership

Mrs Gillian Keegan (C)*	Mr John Connor (C)
Mr Tony Dignum (C)	
Mr Nigel Galloway (C)	

Development Plan and Infrastructure Panel (Non-Executive)

Membership: Cabinet Member for Housing and Planning (Chairman of Panel),
Leader of the Council, and up to eight other District Council
members

Terms of reference:

To advise the Cabinet on:

- 1) The Local Plan and in particular:
 - a. The Statement of Community Involvement
 - b. The Local Development Scheme
 - c. Any Development Plan Documents (including Site Allocations Documents and the Local Plan Review)
 - d. Any Supplementary Planning Documents
 - e. The responses to representations made with regard to any consultations related to the above
 - f. The Authority's Monitoring Report (including the 5 year housing land supply position).
- 2) Neighbourhood Plans and in particular:
 - a. The contents of Examiners' Reports and their recommendations (including decisions to proceed to referendum and whether the neighbourhood area as designated is the appropriate geographical area for those eligible to vote).
- 3) Strategic Planning and in particular:
 - a. Any documents produced by the Coastal West Sussex and Greater Brighton Strategic Planning Board
 - b. Any planning policy documents produced by local planning authorities, groups of authorities or other partnerships (such as Local Enterprise Partnerships) that effect the economic, social or environmental well-being of Chichester District
 - c. The responses to representations made with regard to any consultations related to the above.
- 4) Infrastructure Planning and in particular:
 - a. The prioritisation of infrastructure and funding within the plan area and co-ordination with key partners
 - b. The phasing, timing and delivery of infrastructure to support growth identified in the Local Plan
 - c. The draft Infrastructure Business Plan and its subsequent annual review including allocation of Community Infrastructure Levy (CIL) receipts
 - d. Any review of the CIL charging schedule or its application

- e. The responses to representations made with regard to any stakeholder consultation related to the above
- f. The Council's capital programme where related to infrastructure planning issues.

5) Other relevant planning policy and infrastructure related matters.

In addition the Panel will monitor progress of:

- 1) Neighbourhood Plans
- 2) The Local Plans of other authorities (including the West Sussex Minerals and Waste Plans)
- 3) The development of the evidence base in relation to the review of the Local Plan.

It should be noted that there will be occasions that due to the need to respond quickly items may have to be taken directly to Cabinet.

Cabinet Member for Finance and Governance

2. To approve, subject to the terms of the Grants and Concessions Policy and associated criteria:
 - Grants (including HECA Grants) greater than £1,000, taking account of the views of the Grants and Concessions Panel at their meetings.
 - Grants (including HECA Grants) of up to £1,000, in consultation with two other members of the Grants and Concessions Panel by electronic or other documented means on a monthly basis.
 - Concessions against rent payable on Chichester District Council owned premises or land.
 - Concessions against Business Rates collected by Chichester District Council.

3. To approve, subject to the terms of the New Homes Bonus (Parish Allocations) Policy and associated criteria:
 - Awards of up to £25,000 for any single project or where the total value of multiple projects from the same Parish does not exceed £25,000.
 - Agreement of the detail of application process, documentation and supporting guidance.
 - Subsequent variation to the application process, documentation and supporting guidance to ensure the continued effectiveness of the process and consistency with the New Homes Bonus Policy.

(For the avoidance of doubt, where a request exceeds the delegation, a recommendation will be made to Cabinet. The Cabinet Member for Wellbeing and Community Services is also delegated the powers relating to Grants and Concessions and New Homes Bonus (Parish Allocations) held by the Cabinet Member for Finance and Governance, where that member has a prejudicial interest or is otherwise unavailable.)