

WAVENEY DISTRICT COUNCIL

Appointment of Working Groups for 2018/19

1. Local Plan Working Group	
<u>Terms of Reference:</u>	
<ul style="list-style-type: none"> • Work with officers to prepare a range of Local Plan and related documents. • Prepare issues and options papers and other documents on which to consult the community and other stakeholders. • Consider representations to the documents and recommend amendments for approval by Cabinet or Full Council, as appropriate. • Act as a focal point for knowledge and information about the Local Plan documents both for members and the community at large. • Receive regular progress reports on the delivery of the Local Plan and in particular major projects. • Work with officers to prepare the Community Infrastructure Levy (CIL) charging schedule and related documents, including the approach to spending CIL. • Consider applications for Neighbourhood Forums and Neighbourhood Areas for approval by the Cabinet or the Cabinet Member in consultation with the Head of Planning & Coastal Management. • Consider draft Neighbourhood Planning documents and the Examiner's Report (i.e. Neighbourhood Plans, Neighbourhood Development Orders and Community Right to Build Orders) for decision by the Cabinet / Cabinet Member / Council as appropriate. • Receive progress reports on the completion and content of Parish and Town Plans. <p>Delegated authority has been given to this Working Group to consider the Council's response to representations during the Examination phases of the Local Plan/Neighbourhood Plans/Neighbourhood Development Orders/Community Right to Build Orders and also to approve issues and options papers and other documents for consultation. This Working Group is primarily a consultative rather than a decision making body.</p> <p>The Working Group maintains a standing invite to the Cabinet Member and relevant officers responsible for the Great Yarmouth Local Plan in the interests of the Duty to Cooperate on strategic planning issues of a cross boundary nature. Other local authority representatives and organisations will also be invited as and when appropriate.</p>	
<u>Membership:</u>	
2 x Relevant Cabinet Members	Cabinet Member for Planning & Coastal Management – David Ritchie Cabinet Member for Housing – Chris Punt

Chairman of Planning Committee	Chairman of the Planning Committee – Paul Ashdown
One Planning Committee Member	Planning Committee Member – John Groom
Broads Authority Representative	Broads Authority Representative – Mike Barnard
East Suffolk Partnership Representative	East Suffolk Partnership Representative – Michael Ladd
At least five other Members	<p><u>Conservative</u> Norman Brooks Alison Cackett Graham Catchpole Simon Woods</p> <p><u>Labour</u> June Ford Lewis Nicholls Malcolm Pitchers Tom Reynolds</p> <p><u>Green</u> Graham Elliott</p>

2. Housing Benefits & Tenant Services Consultation Group

Terms of Reference:

The main purpose of the Housing Benefit & Tenant Services Consultation Group (HoBTS) is to act as a consultative forum:

- Advising on rent and tenancy agreement related documentation, including letters, statements, publicity material, Service Charters, etc;
- Promoting the interests of Council tenants in relation to relevant issues;
- Receiving feedback on the delivery of the Housing Service;
- Generating ideas and proposals which could lead to improvements in Tenant Services, Strategic Housing and the Revenues and Benefits Service;
- Consulting with tenants and service users on matters of concern to identify particular vulnerable tenants and tailor the service to meet their needs;
- Maintaining and developing effective partnership working;
- Encouraging the formation of neighbourhood Council tenants associations, and supporting them when they are established;
- Hold separate focussed meetings on a range of housing services of interest to the group.

The Consultation Group has no decision making power but can vote on recommendations to be referred to the Portfolio Holder for Housing for information or action (to the Council's Cabinet members if necessary).

In addition, the group will be able to invite representatives from other statutory, voluntary and other organisations whose input would be beneficial, dependent upon the issues being discussed.

Meetings

The HoBTS will meet at least once every two months providing there is sufficient business.

The Council's Head of Service for Housing and other officers will provide administrative support to the Group.

Equal Opportunities

The HoBTS will act without discrimination, prejudice or bias in any form for or against any individual, regardless of gender, age, race, politics, religion, physical ability or disability, sexual orientation or background.

Membership:

Cabinet Member with responsibility for Housing
(who will also be Chairman of the Group)

Cabinet Member for Housing – Chris Punt

<p>One Member of the Overview & Scrutiny Committee</p> <p>Four other Members</p>	<p>Overview & Scrutiny Member – Alison Cackett</p> <p><u>Conservative</u> Mike Barnard Bruce Provan</p> <p><u>Labour</u> Yvonne Cherry Keith Patience</p>
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3. Member Development Steering Group

The Member Development Steering Group is comprised of Councillors from all political parties. The Group will ordinarily meet on a quarterly basis to agree and review training and development activities for Elected Members. The purpose of the Steering Group is:

- To establish a comprehensive and robust Members Training and Development process.
- To ensure that Member Development becomes part of the overall mainstream organisational development activities.

Terms of Reference:

- To champion and encourage Elected and Co-opted Member development.
- To assist in the development of a robust Member Development Strategy and process.
- To assist in the shaping and prioritising of Member Development activities eg Member Induction Programme, Personal Development Plans and Reviews.
- To assist in generating creative and innovative ideas for the advancement of the Member Development Programme.
- To encourage an effective Member / Officer working relationship and to ensure there is role clarity for all Members.
- To sign up to the principles of Charter Plus for Member Development, undertake the self-assessment process and produce an improvement plan with a view to maintaining external accreditation.
- To assist in the development of effective evaluation mechanisms in order to validate the programme.
- To attend and actively participate in Steering Group meetings.
- To seek internal and external opportunities for promotion of the programme eg local, regional and national awards.
- Establish criteria for funding bespoke / individual training and development requests.
- Assessing the availability of national programmes.
- Maintaining a dialogue with regional bodies supporting development activities.
- Review and monitor statistical data on the level of Member Development take up.
- To be a reference point for Group Leaders, Management Team and external bodies with regards to Member Development.

<u>Membership:</u>	
Leader of the Council Member (who will be Chairman of the Steering Group)	Conservative Group Leader (Chairman) – Mark Bee
Labour Group Leader	Labour Group Leader – Peter Byatt
Two Members from the other Minor Opposition Parties	Graham Elliott 1 Vacancy
Relevant Cabinet Member	Craig Rivett
Member with Special Interest	Frank Mortimer

4. Lowestoft Transport & Infrastructure Prospectus Steering Group

The Lowestoft Transport & Infrastructure Prospectus (LTIP) Steering Group will be responsible for co-ordinating and delivering the aims and objectives laid out in the LTIP through identified projects in the short, medium and long term.

The Group is comprised of six partners: New Anglia LEP, Suffolk County Council, Waveney District Council, Suffolk Chamber of Commerce, Lowestoft & Waveney Chamber of Commerce and the Environment Agency. The Group will ordinarily meet on a bi-monthly basis.

Aims & Overarching Objectives

1. To set out a plan for the development and potential delivery of short, medium and long term proposals for the improvement of Transport and Infrastructure within Lowestoft to meet the following objectives:

- Facilitate economic growth, in particular that associated with tourism and inward investment from offshore developments.
- Facilitate movement of people, goods and services within and across the town in the most sustainable way.
- Address existing and potential future traffic congestion issues within Lowestoft.
- Stimulate development and create jobs by removing constraints to development within the areas designated as the Lowestoft Lake Lothing & Outer Harbour Area Action Plan (AAP), an Enterprise Zone (EZ) and the Centre for Offshore Renewable Engineering (CORE).
- Reduce the threat of flooding.
- Improve port infrastructure and access to the inner harbour.

2. To support the development and delivery of short, medium and term proposals for the improvement of Transport and Infrastructure outside the Lowestoft area to meet the following objectives:

- Facilitate economic growth, in particular that associated with tourism and inward investment from offshore developments.
- Facilitate movement of people, goods and services to and from Lowestoft in the most sustainable way.
- Improve the performance and resilience of existing road networks serving Lowestoft.
- Reduce journey times and improve the reliability and quality of journeys to and from Lowestoft by both road and rail.

Specific Objectives

Sustainable Transport
Rail Infrastructure
Road Infrastructure
Port Infrastructure
Flood Protection

<u>Membership:</u>	
Leader of the Council	Leader of the Council – Mark Bee
Two relevant Cabinet Members	Cabinet Member for Planning & Coastal Management – David Ritchie
	Cabinet Member for Tourism & Economic Development – Michael Ladd

5. Civic Memorabilia Working Group

Terms of Reference:

Set up by Full Council, the Board has delegated authority to decide the future of the various civic items in the care of Waveney District Council.

The Board will meet to consider the individual items of memorabilia along with as accurate a valuation as is possible, details of how each item came into the Council's possession, from where and with what, if any, restrictions/stipulations.

The Board will agree item by item actions, to either 'keep it', 'agree future with the donor', 'gift it for public display' or 'sell it for the benefit of the local community'.

The outcome of the Board's work to be reported back to Full Council.

Membership:

Deputy Leader of the Council
Cabinet Member for Resources
Two Conservative Group Members

Labour Group Leader
Labour Group Member

One Member from the other Opposition Parties

Stephen Ardley
Cabinet Member – Bruce Provan
Jenny Ceresa
Trish Mortimer

Labour Group Leader – Peter Byatt
Keith Patience

Rob Neil

6. Member Programme Board

Governance

The meetings of the Programme Board will be held alternately between the offices of Suffolk Coastal District Council (East Suffolk House, Melton) and the offices of Waveney District Council (Riverside, Lowestoft).

The meetings will be chaired by each Leader or their nominated deputy on an alternating basis, dependant on the location of the meeting. The Chair will be elected at the beginning of each meeting.

The meetings will be serviced and supported by professional Officers.

Scope of the Programme Board

To make recommendations to each respective Cabinet and/or Council about:

- (a) The preferred number of councillors for the new Council
- (b) The preferred name of the new Council
- (c) The shadow arrangements to be in place during the implementation period
- (d) The preferred governance arrangements for the new Council
- (e) The form and content of the constitution of the new Council
- (f) The financial arrangements for the new Council
- (g) The alignment of policies of the two existing councils
- (h) The content of the Business Plan for the new council
- (i) Any other relevant matters relating to the creation of the new council

The Programme Board will:

- work to a task and finish principle where possible
- produce a project plan/work plan
- produce action points only not minutes
- link effectively with Cabinet/Council
- not make decisions, only recommendations to Cabinet, individual Cabinet member or to the Council
- update Cabinet/Portfolio-holder as appropriate
- consider written reports to be presented to the Cabinet and/or Council as a basis for further discussion and development
- set out documents, evidence and recommendations in report, including, if appropriate, minority view

Membership:

Suffolk Coastal District Council
4 Members of the Majority Group

Ray Herring
Steve Gallant
Geoff Holdcroft
Stephen Burroughes

1 Member of the Opposition

Christine Block

Waveney District Council
3 Members of the Majority Group

Stephen Ardley
Mark Bee
Bruce Provan

2 Members of the Opposition Parties

Peter Byatt
Rob Neil

6. East Suffolk Merger Working Group

Terms of Reference:

Membership:

Deputy Leader of the Council
2 Conservative Group Members

Two Labour Group Members

One Member from the other Minor Opposition
Parties

Stephen Ardley
Paul Ashdown
Alison Cackett

Peter Byatt
Tess Gandy

1 vacancy