

# Southend-on-Sea Borough Council

Report of Chief Executive

to

Cabinet

On

25 June 2019

Tim MacGregor - Policy Manager

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**Cabinet Working Parties**

**Cabinet Member: Councillor Gilbert**

**Policy & Resources Scrutiny Committee**

**A Part 1 Public Agenda Item**

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## 1. Purpose of Report

- 1.1 To revise the configuration and composition of Cabinet working parties to help drive the Southend 2050 programme.

## 2. Recommendations

- 2.1 That Cabinet revise the configuration of Cabinet working parties as set out in paragraph 3.10.
- 2.2 That a vice-chair for each Cabinet working party is appointed by the Leader and the terms of reference for each working party are amended to reflect this.
- 2.3 To further review the Terms of Reference of each working party to ensure they are fit for purpose

## 3. Background

- 3.1 The Council meeting of 3 June saw a change of administration which has set out its policy objectives in the context of the Council's agreed ambition, desired outcomes and 2050 road map.
- 3.2 Critical to the delivery of these outcomes is the role undertaken by councillors, and Cabinet members in particular, in leading delivery of the 2050 outcomes.
- 3.3 The Council currently has 12 established working parties, as outlined at **Appendix 1**. As can be seen the level of activity of each is relatively low, in terms of frequency of meetings - with the exception of the Traffic Regulations Working Party. Most have a tendency to meet as and when issues arise, rather than having a particular focus or work programme for the year.
- 3.4 An alternative approach is to rationalise the number of working parties so that they are based around the new portfolios of the joint administration. Such working parties

would enable cabinet members to work with councillor colleagues across party groups to focus their efforts on delivering policy objectives in a more pro-active way than has been the case to date.

- 3.5 Such an approach would provide better coverage of policy objectives than the current working parties, enabling councillors to give an early steer to policy development before officers draft reports for Cabinet or appropriate committee. The approach will also provide a better opportunity for non-cabinet councillors to input into policy development and complement the work of the three scrutiny programme working parties.
- 3.6 The new working parties, would, therefore, be chaired by the relevant Cabinet member (as are current working parties) and could comprise the 44 non-Cabinet members. This would mean each working party having 7-9 members to conform to group proportionality.
- 3.7 It is recommended that each working party also has a vice-chair, appointed by the Leader, to support the chair and promote councillor development.
- 3.8 Current co-optees on the Access, Parking and Transport Strategy, the Biodiversity and Environmental Awareness and Conservation working parties can be retained by the new working parties, if they were limited to contributing to issues relevant to the reason for which they were co-opted . Meetings and agendas could also be managed to ensure items were dealt with appropriately.
- 3.9 The Traffic Regulations Working Party meets frequently to consider specific traffic proposals, with recommendations being considered after each meeting by Cabinet Committee. It is, therefore, recommended that this working party is retained, along with the Holocaust Memorial Day Working Party, to provide focus on arrangements for the events.
- 3.10 However, the functions of the other current working parties can be incorporated into a new configuration as set out below and in Appendix 2.

	<b>Working Party</b>	<b>Chaired by</b>	<b>Existing working parties:</b>
1	Housing and Communities	Cllr Gilbert	- Housing and Homelessness WP - People Management, Accommodation and Digital Strategy WP
2	Transport, Capital, Inward Investment	Cllr Woodley	- Access, Parking and Transport Strategy WP - London Southend Airport Monitoring WP
3	Business, Culture and Tourism	Cllr Robinson	- Cultural, Tourism and Events WP
4	Children and Learning	Cllr Jones	- School Places WP
5	Community Safety and Customer Contact	Cllr Terry	None
6	Environment and Planning	Cllr Mulroney	- Bio-diversity and Environmental Awareness WP - Conservation WP - Local Development Framework WP - Waste Management WP
7	Health and Adult Social Care	Cllr Harp	None
8	Traffic Regulations	Cllr Woodley	n/a
9	Holocaust Memorial Day	Cllr Robinson	n/a

#### **4. Other Options**

The Council could retain the current configuration of Cabinet working parties, however, they would not provide the same extent of focus on 2050 outcomes or engage non-Cabinet councillors to the same extent in policy development work.

#### **5. Reason for Recommendation**

To revise the configuration and composition of Cabinet working parties to help drive the Southend 2050 programme.

#### **6. Corporate Implications**

##### 6.1 Contribution to Southend 2050 Road Map

The working parties will provide greater councillor focus on the delivery of Southend 2050 outcomes, by engaging them earlier in the policy development and decision making cycle.

##### 6.2 Financial Implications - None

##### 6.3 Legal Implications - None specific.

##### 6.4 People Implications – None specific

##### 6.5 Property Implications – None specific.

##### 6.6 Consultation - None specific.

##### 6.7 Equalities Implications

The working parties will enable earlier consideration by councillors of the equalities and inclusion implications, in relation to policy development work, in the Council's decision making process.

##### 6.8 Risk Assessment

The working parties will enable earlier consideration by councillors of the potential risks and opportunities in the Council's decision making cycle.

##### 6.9 Value for Money – none specific

##### 6.10 Community Safety Implications - None specific

##### 6.11 Environmental implications – None specific

#### **7. Background Papers**

- The Council Constitution, Part 3, Schedule 2, Cabinet working parties.

## Current Cabinet Working Parties – 3 June 2019

	<b>Current Working Parties</b>	<b>No. members</b>	<b>Meeting frequency</b>	<b>Note</b>
1.	<b>Access, Parking and Transport Strategy Working Party</b>	8 Cllrs 7 Co-optees - Chaired by Cabinet member	1x since formation - Jan 19	
2.	<b>Biodiversity and Environmental Awareness Working Party</b>	20 (8 Cllrs, 12 co-optees) Chaired by Cabinet member	Last met April 16	Oversees bio-diversity action plan.
3.	<b>Conservation Working Party</b>	8 Cllrs 7 Co-optees - Cabinet Member	Last met Feb 19 Ave 1-2x pa	
4.	<b>Cultural, Tourism and Events Working Party</b>	8 Cllrs Chair Cabinet Member	Met once (Oct 18)	
5.	<b>Holocaust Memorial Day Working Party</b>	8 Cllrs Chair: Cabinet Member	2-3x pa	
6.	<b>Housing and Homelessness Working Party</b>	8 Cllrs Chair: Cabinet member	1-2x pa Last met Jul 18	
7.	<b>London Southend Airport Monitoring Working Party</b>	8 Cllrs Chair: Cabinet member	1x pa Last met Oct 18	Meets annually – to receive annual report
8.	<b>People Management, Accommodation and Digital Strategy Working Party</b>	8 Cllrs Chair: Cabinet member	Last met Oct 18	Oversees digital strategy
9.	<b>School Places Working Party</b>	8 Cllrs Chair: Cabinet member	2-3x pa Last met Nov 18	
10	<b>Southend-on-Sea Local Development Framework Working Party</b>	8 Cllrs Chair: Cabinet Member	1 pa Last met Jan 19	Oversee Local Plan, Jt Strategic Plan etc.
11	<b>Traffic Regulations Working Party</b>	12 Cllrs	10x since May 18 (meets with each Cabinet Cttee)	Statutory body
12	<b>Waste Management Working Party</b>	8 Chair: Cabinet member	2x pa Last met Oct 18	

### 3. Proposed Cabinet Working Parties - Terms of Reference

#### 3.1 Environment & Planning Working Party

##### 3.1.1 Membership

8 Councillors

Substitutes: Permitted in accordance with Standing Order 31  
Proportionality: By convention political proportionality shall apply

Other non-voting members will be invited to attend as and when appropriate, and will include representatives from:

- Leigh Society
- Southend Society
- Shoebury Society
- Milton Society
- S.E. Essex Archaeological Society
- Southend & District Building Restoration Trust
- RIBA
- Chamber of Commerce.
  
- Natural England
- South Essex Natural History Society
- Essex Wildlife Trust – Rochford and Southend Local Group
- British Trust for Conservation Volunteers One representative of Royal Society for the Protection of Birds – Southend Members Group
- Friends of Hadleigh Castle Country Park
- Southend Ornithological Group
- Butterfly Conservation (Cambs and Essex Branch)
- Leigh Town Council
- Essex Amphibian and Reptile Group
- Essex Biodiversity Partnership
- The Site Manager – Hadleigh Castle Country Park
- The Southend Environmental Project Manager – Essex Wildlife Trust

The Chair shall be the Leader or such other Cabinet Member as the Leader shall appoint. The Vice-Chair will be appointed by the Leader.

##### 3.1.2 Quorum

3 Councillors

##### 3.1.3 Terms of Reference

- (a) **To consider policy matters that support delivery of the Council's Ambition and Outcomes as set out in the Southend 2050 Road Map and make recommendations, when appropriate, to Cabinet.**
- (b) To identify conservation issues of importance to the Borough and make recommendations to the Cabinet.

- (c) To consider conservation policy and monitor changes in Conservation Areas and make recommendations to the Cabinet.
- (d) To consider practical conservation projects in the Borough, including partnerships with other organisations and to make recommendations thereon to the Cabinet.
- (e) To consider major planning applications with conservation implications referred to it by the Development Control Committee and to make comments to the Development Control Committee.
- (f) To make recommendations on the collection, removal and disposal of all excreta, refuse, litter (including abandoned vehicles and trolleys), and for the recycling of waste (including the preparation of waste recycling plans), for the Civic Amenity sites within the Borough and all matters relating to cleansing of the Borough including all paved roads, areas of open land and foreshore.
- (g) To make recommendations on matters relating to the review of the Local and Structure Plans and the provision of a comprehensive up to date planning policy framework for the Borough.  
  
To make recommendations to Cabinet on local listing on an annual basis and on an ad hoc basis in case of urgency.
- (h) To provide advice to the Southend Strategic Partnership about environmental and biodiversity issues, and to assist in the delivery of the Community Plan.
- (i) To identify environmental and biodiversity issues of importance to the Borough and the Council.
- (j) To consider environmental and biodiversity projects in the Borough including partnerships with other organisations and seek funding from non-Council sources and promote collaboration and support with funding agencies.
- (k) To consider and where appropriate participate in local and national environmental and biodiversity campaigns.
- (l) To encourage, assist and promote biodiversity in the Borough.
- (m) To keep under review the development of environmental and biodiversity policies.
- (n) To support sustainable development and improvements in the local environment.
- (o) To increase awareness and publicity of environmental and biodiversity issues.

#### **3.1.4 Status of Meetings**

Private

#### **3.1.5 Reports to**

The Cabinet (save in respect of 3.1.3(d) above)

## **3.2 Business, Culture & Tourism Working Party**

### **3.2.1 Membership**

8 Councillors

The Chair shall be the Leader or such other Cabinet Member as the Leader shall appoint. The Vice-Chair will be appointed by the Leader.

Substitutes: Permitted in accordance with Standing Order 31  
Proportionality: By convention political proportionality shall apply

### **3.2.2 Quorum**

3

### **3.2.3 Terms of Reference**

- (a) To consider policy matters that support delivery of the Council's Ambition and Outcomes as set out in the Southend 2050 Road Map and make recommendations, when appropriate, to Cabinet.**
- (b) To carry out study work and formulate proposals and recommendations in respect of cultural projects.
- (c) To review the current programme of events in Southend and the funding thereof, and to consult stakeholders on improvements which could be made.
- (d) To develop and recommend a new events strategy for Southend.
- (e) To formulate proposals and recommendations in respect of the pier and foreshore.

### **3.2.4 Status of Meetings**

Private

### **3.2.5 Reports to**

The Cabinet

### 3.3 Housing and Communities Working Party

#### 3.3.1 Membership

8 Councillors (by convention political proportionality shall apply)

Substitutes: Permitted in accordance with Standing Order 31  
Proportionality: By convention political proportionality shall apply

Other non-voting members will be invited to attend as and when appropriate.

The Chair shall be the Leader or such other Cabinet Member as the Leader shall appoint. The Vice-Chair shall be appointed by the Leader.

#### 3.3.2 Quorum

3 Councillors

#### 3.3.3 Terms of Reference

- (a) **To consider policy matters that support delivery of the Council's Ambition and Outcomes as set out in the Southend 2050 Road Map and make recommendations, when appropriate, to Cabinet.**
- (b) To advise the Cabinet on strategic housing policy issues relating the provision and improvement of affordable and social housing in the borough.
- (c) To review progress on the future management of the Council's housing stock, following the report of the ALMO Task and Finish Group and the decision of Cabinet on 5<sup>th</sup> November 2013; including reviewing progress on the level of savings / efficiencies to be achieved and the performance of South Essex Homes.
- (d) To advise Cabinet on the strategic approach to the prevention, alleviation and eradication of homelessness issues (including rough sleepers) in the borough.
- (e) To develop the People Management Strategy.
- (f) To monitor and manage performance against agreed action plans and targets within the People Management Strategy.
- (g) To make recommendations on Corporate People Management issues.
- (h) To monitor, review and make recommendations on a Digital Strategy for the Council.
- (i) To make recommendations on an Accommodation Strategy necessary to deliver the Council's services in the future together with proposals for the implementation of such strategy.
- (j) To review usage of existing accommodation and to recommend ways to maximise such use in the interests of economy and the most effective delivery of service.

### **3.3.4 Status of Meetings**

Private

### **3.3.5 Reports to**

The Cabinet

## 3.4 Transport, Capital, Inward Investment Working Party

### 3.4.1 Membership

8 Councillors

The Chair shall be the Cabinet Member for Infrastructure. The Vice-Chair shall be appointed by the leader.

Substitutes: Permitted in accordance with Standing Order 31  
Proportionality: By convention political proportionality shall apply

Interested Parties (to be invited in a non-voting capacity on an ad-hoc basis):

- 1 representative from First Group
- 1 representative from Arriva
- 1 representative from Stephensons
- 1 representative of the rail operators (dependent upon franchise)
- 1 representative of Southend Area Bus Users Group
- 1 representative of the Rail Users Group

Advisory Capacity:

- 1 representative of Essex County Council

### 3.4.2 Quorum

3 Councillors

### 3.4.3 Terms of Reference

- (a) **To consider policy matters that support delivery of the Council's Ambition and Outcomes as set out in the Southend 2050 Road Map and make recommendations, when appropriate, to Cabinet.**
- (b) **Access to the Borough:** This will include considering improvements to access options for visitors to the Borough including changes to road layouts and reducing access traffic on roads within the core of the town centre to provide easier, direct and more intuitive access to car parks and key visitor destinations.
- (c) **Parking:** This will include:
  - (i) the development of a parking guidance system and vehicle messaging system covering the main car parks across the Borough; and
  - (ii) appropriate changes to parking tariffs for periods of high demand for example Summer weekends and bank holidays to better balance the demand for parking between the seafront and town centre car parks.
- (d) **Transport:** This will include:
  - (i) how public transport, including bus services, in the Borough might be improved;
  - (ii) ensuring synergy of public transport services for the Borough; and
  - (iii) the provision of improved travel information pre-travel and pre-arrival to the Borough through a range of media and systems and to encourage travel behaviour change by residents of the Borough and visitors.

- (e) To monitor the on-going operation of the London Southend Airport in the context of the environmental controls recorded in the leases and S.106 Agreements. To respond to concerns regarding air traffic movements.

#### **3.4.4 Status of Meetings**

Private

#### **3.4.5 Reports to**

The Cabinet

## 3.5 Children and Learning

### 3.5.1 Membership

8 Councillors

The Chair shall be the Leader or such other Cabinet Member as the Leader shall appoint. The Vice-Chair shall be appointed by the leader.

Substitutes: Permitted in accordance with Standing Order 31  
Proportionality: By convention political proportionality shall apply

### 3.5.2 Quorum

3

### 3.5.3 Terms of Reference

- (a) **To consider policy matters that support delivery of the Council's Ambition and Outcomes as set out in the Southend 2050 Road Map and make recommendations, when appropriate, to Cabinet.**
- (b) To review the provision of primary and secondary school places across the Borough taking into account all relevant factors.

### 3.5.4 Status of Meetings

Private

### 3.5.5 Reports to

The Cabinet

## **3.6 Community Safety and Customer Contact Working Party**

### **3.6.1 Membership**

8 Councillors

The Chair shall be the Leader or such other Cabinet Member as the Leader shall appoint. The Vice-Chair shall be appointed by the leader.

Substitutes: Permitted in accordance with Standing Order 31  
Proportionality: By convention political proportionality shall apply

### **3.6.2 Quorum**

3

### **3.6.3 Membership**

8 Councillors

Substitutes: Permitted in accordance with Standing Order 31  
Proportionality: By convention political proportionality shall apply to the 5 Councillors who are not Cabinet Members.

### **3.6.4 Quorum**

3 (including at least 2 of the Cabinet Members)

### **3.6.5 Terms of Reference**

- (a) **To consider policy matters that support delivery of the Council's Ambition and Outcomes as set out in the Southend 2050 Road Map and make recommendations, when appropriate, to Cabinet.**

### **3.6.6 Status of Meetings**

Open to the public

### **3.6.7 Reports to**

The Cabinet

### **3.7 Health and Adult Social Care Working Party**

#### **3.7.1 Membership**

8 Councillors

Substitutes: Permitted in accordance with Standing Order 31  
Proportionality: By convention political proportionality shall apply to the 5 Councillors who are not Cabinet Members.

The Chair shall be the Leader or such other Cabinet Member as the Leader shall appoint. The Vice-Chair shall be appointed by the leader.

Substitutes: Permitted in accordance with Standing Order 31  
Proportionality: By convention political proportionality shall apply

#### **3.7.2 Quorum**

3 (including at least 2 of the Cabinet Members)

#### **3.7.3 Terms of Reference**

- (a) To consider policy matters that support delivery of the Council's Ambition and Outcomes as set out in the Southend 2050 Road Map and make recommendations, when appropriate, to Cabinet.**

#### **3.7.4 Status of Meetings**

Open to the public

#### **3.7.5 Reports to**

The Cabinet

## **3.8 Traffic Regulations Working Party**

### **3.8.1 Membership**

8 Councillors<sup>1</sup>, comprising the 3 Cabinet Members who sit on the Cabinet Committee (one of whom shall be appointed Chair) and 5 Councillors who are not Cabinet Members.

Substitutes: Permitted in accordance with Standing Order 31  
Proportionality: By convention political proportionality shall apply to the 5 Councillors who are not Cabinet Members.

### **3.8.2 Quorum**

3 (including at least 2 of the Cabinet Members)

### **3.8.3 Terms of Reference**

- (a) To consider written objections and also to hear oral representations by objectors and supporters (if any) to proposed Traffic Regulation Orders and to make a recommendation to the Cabinet Committee on such proposed Orders. (See Section 6D of **Part 4(a)** of the Council's Constitution regarding public speaking on Traffic Regulation Orders.)
- (b) To consider requests for Traffic Regulation Orders referred to the Working Party by the Council, Cabinet or the Deputy Chief Executive (Place) and make appropriate recommendations to the Cabinet Committee on those requests.
- (c) To consider exceptional circumstances PVX applications and hear oral representations by the applicant or their appointed representative and make appropriate recommendations to the Cabinet Committee.

### **3.8.4 Status of Meetings**

Open to the public

### **3.8.5 Reports to**

The Cabinet

## **3.9 Holocaust Memorial Day Working Party**

<sup>1</sup> **Note:** No Councillor shall sit on the Traffic Regulations Working Party (whether for the first time or returning to the Working Party after a period of absence), including as a substitute Councillor, without having first attended a training session on the principles of Traffic Regulation Orders.

### **3.9.1 Membership**

8 Councillors

Substitutes: Permitted in accordance with Standing Order 31

Proportionality: By convention political proportionality shall apply

The Chair shall be the Leader or such other Cabinet Member as the Leader shall appoint.

### **3.9.2 Quorum**

3

### **3.9.3 Terms of Reference**

To recommend arrangements to commemorate Holocaust Memorial Day, 27<sup>th</sup> January each year.

### **3.9.4 Status of Meetings**

Private

### **3.9.5 Reports to**

The Cabinet