

CABINET

12 JUNE 2012

CABINET ADVISORY GROUPS

Portfolio Holder: Councillor Rodney Chambers, Leader

Report from: Neil Davies, Chief Executive

Author: Julie Keith, Head of Democratic Services

Summary

The Cabinet is asked to agree to the establishment of the Cabinet Advisory Groups for 2012/2013

1. Budget and Policy Framework

- 1.1 The establishment and appointment to Cabinet Advisory Groups is a matter for Cabinet.

2. Background

- 2.1 The Cabinet has established a number of Advisory Groups to assist in the key areas of corporate parenting, the local development framework, the local transport plan, regeneration and the Council's procurement arrangements. Details of these and a number of proposed revisions to the arrangements are set out below.
- 2.2 These groups have no decision-making powers and consist of both executive and non-executive Councillors. In some instances they also include external representatives.
- 2.3 In 2009 the Cabinet agreed to delegate authority to the Chief Executive to make any in-year changes to the membership of the Cabinet Advisory Groups as necessary, in consultation with the Group Whips. This report requests that Cabinet agree to the establishment, size and nominations to these groups for 2012/2013.

3. Airport Proposals Cabinet Advisory Group

- 3.1 The Cabinet agreed to set up a cross party Cabinet Airport Advisory Group with the aim of advising on the Council's strategy for joining with others to oppose plans for Thames Estuary Airports at its meeting on 20 December 2011.

- 3.2 Further to this, Council on 12 January 2012, reaffirmed its strong opposition to the current plans to construct any of the new International Airport proposals in, or close to, Medway and agrees to work with neighbouring authorities, local communities, businesses and environmental groups to oppose these proposals.
- 3.3 This is a cross-party Group on a 5:2:1:1 basis and is supported by the Director of Regeneration, Community and Culture together with other senior officers.
- 3.4 It is recommended that the Cabinet approve the reestablishment of the Airport Proposals Cabinet Advisory Group, as set out in appendix 1 to the report.

4. Children and Adults Capital Programme Cabinet Advisory Group

- 4.1 The Children and Adults Capital Programme Cabinet Advisory Group was established last year to review, analyse and scrutinise progress on the Children and Adults capital programme.
- 4.2 The Board is chaired by the Portfolio Holder for Children's Services and consists of the Portfolio Holders for Adult Services, Children's Services, Children's Social Care and Finance, together with the Director of Children and Adults and senior council officers including representatives of finance, legal and procurement services.
- 4.3 It is recommended that the Cabinet approve the reestablishment of the Children and Adults Capital Programme Cabinet Advisory Group, as set out in appendix 1 to the report.

5. Corporate Parenting Group

- 5.1 Medway Council is the corporate parent of the children in its care, wherever the children are placed. All councillors have a responsibility in fulfilling this role. Medway has decided to exercise the function of corporate parenting through a Corporate Parenting Group.
- 5.2 The Cabinet in 2003 agreed to the establishment of a corporate parenting steering group, to advise officers on policy relating to looked after children monitor performance and celebrate and share achievements. Following the Joint Area Review the group was reconfigured and has now become an advisory group chaired by the Portfolio Holder for Children's Services. The group examines how Medway Council is meeting its obligations to Looked after Children in terms of providing care, a home and access to health and education and doing all the other things a good parent does.
- 5.3 Reflecting the responsibility for all councillors in this area it is proposed that the group comprises representatives from all the political groups on the council. The officers who usually attend meetings are the Director of Children and Adults, the Assistant Director for Children's Care, the Service Manager for Looked After Children, the Virtual Head

teacher as well as senior representatives from the Police, PCT and Connexions.

- 5.4 It is recommended that the Cabinet approve the reestablishment of the Corporate Parenting Group, as set out in appendix 1 to the report.

6. International Relations Cabinet Advisory Group

- 6.1 The Council considered proposals to reconstitute the International Relations Committee as a Cabinet Advisory Group, initially at its meeting on 26 April 2012, and this was then formally agreed at Annual Council on 16 May 2012. The International Relations Committee dealt with twinning activity and issues between Medway and Valenciennes (France), Cadiz (Spain), Yokosuka, Ito (Japan) and Foshan (China). The Committee had responsibility for the allocation of £12,500 to develop twinning activities including the consideration of applications for funding from Sub-Groups.
- 6.2 The establishment of a Cabinet Advisory Group to replace the International Relations Committee was developed with the agreement of the Leader of the Council, the Cabinet Member for Strategic Development and Economic Growth and the four Group Whips. The change is as a consequence of a shift of emphasis in the business of the Committee and the consequential need to comply with regulations governing the relevant functions of the Council which are the responsibility of the Cabinet.
- 6.3 It is recommended that the International Relations Cabinet Advisory Group should reflect the composition of the former Committee involving five Councillors as set out in Appendix 1.
- 6.4 This Cabinet Advisory Group will keep levels of twinning activity between Medway and Valenciennes (France), Cadiz (Spain), Yokosuka, Ito (Japan) and Foshan (China) under review, and advise and make recommendations to the Cabinet accordingly. The levels were previously defined as follows:
- Level 1: information exchange;
 - Level 2: academic/economic visits for policy/working practice exchange, plus cultural promotion/research activity
 - Level 3: academic/economic/cultural exchange, including formal student placement exchange, trade mission activity and consultative infrastructure development
- 6.5 In addition, the Advisory Group will make recommendations to the Director of Regeneration, Community and Culture on the allocation of up to £12,500 per annum to develop twinning and support proposed activities including applications from the sub groups previously established for Valenciennes, Yokosuka/Ito and Foshan. (The fourth sub group covering Cadiz is no longer operational). The Cabinet Advisory Group will take forward a review of the functions and operation of these sub groups, which was a piece of work identified by the International Relations Committee at its last meeting.

- 6.6 The Director of Regeneration, Community and Culture previously had a delegation to consider and determine urgent project funding applications between meetings of the International Relations Committee subject to consultation with Committee members and to any application not exceeding 20% of the total budget allocation of the Committee. As the Committee no longer exists, and in light of the establishment of a Cabinet Advisory Group on International Relations, the Leader will now be asked to delegate authority to the Director of Regeneration, Community and Culture to deal with all future applications for International Relations Project Funding to be met from the budget for these activities (£12,500 in 2012/13) taking into account the views and recommendations of the Cabinet Advisory Group.
- 6.7 It is recommended that the Cabinet approve the establishment of the International Relations Cabinet Advisory Group, to be chaired by the Portfolio Holder for Strategic Development and Economic Growth, as set out above and in appendix 1 to the report,

7. Local Development Framework Advisory Group

- 7.1 In May 2004 the Cabinet agreed to the establishment of a Local Development Framework Advisory Group comprising of two Cabinet Members and three Members of the then Environment and Front Line Services Overview and Scrutiny Committee.
- 7.2 Consisting of officers and Council Members the group was established to report on day-to-day details and also local development documents and public participation before reports were presented to Cabinet or Overview and Scrutiny.
- 7.3 The Group consists of three Conservative Members and two Labour Members.
- 7.4 It is recommended that the Cabinet approve the reestablishment of the Local Development Framework Advisory Group, as set out in appendix 1 to the report as the LDF process is on-going beyond the Public Inquiry this summer as other sections of the Framework and Strategy need to be developed, consulted on and then approved.
- 7.5 The Group will also provide steers/advice to officers re the preparation of Medway's proposed Community Infrastructure Levy and its Charging Schedule.

8. Local Transport Plan Advisory Group

- 8.1 In November 2009 the Cabinet agreed to the establishment of a Cabinet Advisory Group to assist with the development of the Local Transport Plan.
- 8.2 On 3 March 2011 Full Council approved the Local Transport Plan (LTP) 3, which set out Medway's Transport Strategy for the next 15 years. This followed consideration at Cabinet on 15 February 2011.

- 8.3 At the Cabinet meeting on 15 February 2011 the work of the group to help steer the development of the LTP3 Transport Strategy was reported. The Cabinet also agreed that the LTP Advisory Group should continue to meet during the early stages of LTP3 (decision number 27/2011). This would be to oversee the implementation of the strategy.
- 8.4 It is recommended that the Cabinet approve the reestablishment of the Local Transport Plan Advisory Group, as set out in appendix 1 to the report.

9. Procurement Board

- 9.1 The Procurement Board was originally established in 2006 when the Council replaced its value based procurement process with a new risk based gateway process.
- 9.2 In October 2010 the Council agreed changes to the Contract Procedure Rules and the Council's procurement framework to ensure that the processes were more streamlined, whilst remaining robust. These took effect from 1 January 2011. This process includes the Procurement Board that reviews, analyses and scrutinises procurement activity across the Council with a view to ensuring the provision of best value goods, services and works.
- 9.3 The Procurement Board consists of two Portfolio Holders, together with the Monitoring Officer, Chief Finance Officer, Assistant Director Organisational Services, Procurement representative and other key representatives from each of the council's respective directorates.
- 9.4 It is recommended that the Cabinet approve the reestablishment of the Procurement Board with the Board being chaired by the Portfolio Holder for Finance, together with the Portfolio Holder for Adult Services, as set out in appendix 1 to the report.

10. Medway Regeneration, Community and Culture Advisory Group

- 10.1 The Cabinet established the Medway Regeneration, Community and Culture Advisory Group, on a cross-party basis, last year which replaced a number of advisory groups which had previously overseen regeneration across Medway.
- 10.2 This advisory group is cross party and considers regeneration issues, whether promoted:
- directly by Medway Council (such as the Civic Centre redevelopment site);
 - jointly promoted (such as Temple Waterfront - a partnership regeneration project between the Council, Lafarge and Morgan Timber); or
 - private sector promoted (such as Victory Pier).
- 10.3 It has an overview of regeneration issues in Strood, Chatham, Gillingham and elsewhere, such as the Peninsula.

10.4 It is recommended that the Cabinet approve the reestablishment of the Medway Regeneration, Community and Culture Advisory Group, as set out in appendix 1 to the report.

10.5 Members are advised that the Rochester Riverside Board is not a Cabinet Advisory Group. This continues to meet as it is constituted under a collaboration agreement, originally with SEEDA (Now HCA) with 50/50 voting rights for both organizations irrespective of the numbers on the Board.

11. Regeneration, Community and Culture Capital Programme Cabinet Advisory Group

11.1 It is now proposed that a new Regeneration, Community and Culture Capital Programme Cabinet Advisory Group be established to review, analyse and scrutinise progress on the Regeneration, Community and Culture capital programme, on a similar basis to the Children and Adults Capital Programme Cabinet Advisory Group, as outlined earlier in the report.

11.2 The Group would be chaired by the Portfolio Holder for Front Line Services and also include the Portfolio Holders for Finance and Housing and Community Services. The Group would also consist of the Director of Regeneration, Community and Culture and senior council officers including representatives of finance, legal and procurement services.

11.3 It is recommended that the Cabinet approve the establishment of the Regeneration, Community and Culture Capital Programme Cabinet Advisory Group, as set out in appendix 1 to the report.

12. Shadow Health and Wellbeing Board Cabinet Advisory Group

12.1 On 6 September 2011 the Cabinet set up a Shadow Health and Wellbeing Board for this year only as a Cabinet Advisory Group. A series of development events took place following that date and the first meeting of the Shadow Health and Wellbeing Board took place on 3 May 2012.

12.2 With effect from 1 April 2013 the Health and Wellbeing Board will assume statutory responsibilities and will be set up as a Committee of the Council on the same basis as a Committee appointed by the authority under section 102 of the Local Government Act 1972.

12.3 The Cabinet agreed the terms of reference for this Group on 6 September 2011, as set out in Appendix 2 to this report.

12.4 The following membership is proposed for 2012/2013:

Medway Councillors:

David Brake – Cabinet Member for Adult Services
Howard Doe – Cabinet Member for Housing and Community Services
Vince Maple – Leader of the Labour Group
David Wildey – Cabinet Member for children’s social care

(The Leader of the Council has appointed Councillor Mackness as his representative to attend on an occasional basis to support the work of the Board during the shadow period until April 2013).

Medway LINK/HealthWatch – one seat

David Harris

Director of Children and Adult Services

Rose Collinson

Director of Public Health

Alison Barnett

Medway Clinical Commissioning Group – three seats

Doctor Peter Green, Shadow Accountable Officer, Medway
Commissioning Group

Doctor Gill Fargher, Medway Commissioning Group

Doctor Shariq Lanker, Medway Commissioning Group

Kent and Medway PCT Cluster – one seat

Helen Buckingham – Deputy Chief Executive of NHS Kent and Medway as representative of the PCT Cluster (nominated by Ann Sutton, Chief Executive of the Cluster) until April 2013 (In the event of Helen Buckingham not being able to attend Ann Sutton attends in her place). Colin Tomson – Kent and Medway PCT Cluster Chairman will attend on an occasional basis to support the work of the Board during the shadow period until April 2013.

NHS Commissioning Board – one seat

At the appropriate point, the NHS Commissioning Board will be required to send a representative to participate in the preparation of the JSNA and Joint Health and Wellbeing Strategy (JHWBS). It will have to also send a representative on request to discuss any matter relating to its local commissioning responsibilities.

13. Financial and legal implications

13.1 There are no direct financial implications arising from this report.

13.2 Requirements under the Local Government and Housing Act 1989 concerning political proportionality do not apply to these advisory groups. It is a matter for Cabinet to establish and/or remove such groups as appropriate, as well as determine their size and composition.

14. Risk management

14.1 There are no risk management implications arising from this report.

15. Recommendation

15.1 The Cabinet is asked to agree the establishment of the Cabinet Advisory Groups with the terms of reference set out in this report and appointment of members to these bodies, as set out in appendix 1 to the report, for 2012/2013, and at paragraph 12.4 in respect of the Shadow Health and Wellbeing Board Cabinet Advisory Group.

16. Suggested reasons for decisions

16.1 The establishment of these groups will support the Cabinet in decision-making and the development of policies.

Lead officer contact

Julie Keith, Head of Democratic Services
Telephone: (01634) 332760 E-mail: julie.keith@medway.gov.uk

Background papers

None.

Appendix 1

Bodies established by Cabinet (Appointments to these bodies must be approved by Cabinet)

Title	No and ratio	Names of nominated representatives		Term of office
Airport Proposals Cabinet Advisory Group	9 (5:2:1:1)	Cllrs Bright, Rodney Chambers, Chitty, Filmer, Jarrett, Juby, Maple, Murray and Stamp		Municipal year
Children and Adults Capital Programme Cabinet Advisory Group	4 (4 Portfolio Holders)	Cllrs Brake, Jarrett, Wicks and Wildey		Municipal year
Corporate Parenting Group	9 (5:2:1:1) plus named substitutes	Member Cllr Cooper Cllr Etheridge Cllr Gilry Cllr P Gulvin Cllr Price Cllr Royle Cllr Smith Cllr Wicks Cllr Wildey	Substitute Cllr Stamp Cllr Iles Cllr Craven Cllr Brake Cllr Maple Cllr Avey Cllr Kearney Cllr Baker Cllr A Gulvin	Municipal year
International Relations Cabinet Advisory Group	5 (3:2)	Cllrs Chitty, Mackness, Price, Shaw and Wicks		Municipal year
Local Development Framework Advisory Group	5 (3:2)	Cllrs Bowler, Bright, Mrs Diane Chambers, Chitty and Griffiths		Municipal year
Local Transport Plan Advisory Group	5 (3:2)	Cllrs Bowler, Bright, Filmer, Griffiths and Hicks		Municipal year
Medway Regeneration, Community and Culture Advisory Group	16 (10,4,1,1)	Cllrs Baker, Bright, Rodney Chambers, Chitty, Doe, Paul Godwin, Griffiths, Hicks, Hubbard, Jarrett, Juby, Maple, Stamp, Wicks, Mackinlay and Mason		Municipal year
Procurement Board	2 (2 Portfolio Holders)	Cllrs Brake and Jarrett		Municipal year
Regeneration, Community and Culture Capital Programme Cabinet Advisory Group	3 (3 Portfolio Holders)	Cllrs Doe, Filmer and Jarrett		Municipal year
Shadow Health and Wellbeing Board	*	* see paragraph 12.4 of the report		Municipal year

Shadow Health and Wellbeing Board – Terms of Reference

- (i) To prepare the JSNA which identifies the current and future health and wellbeing needs of the local population and may address needs around wider determinants of health, for approval by the relevant partners as required.
- (ii) To prepare a Joint Health and Wellbeing Strategy for Medway to meet the needs identified in the JSNA, for approval by relevant partners as required.
- (iii) To prepare the Medway Pharmaceutical Needs Assessment for approval by relevant partners as required.
- (iv) To promote integrated working between commissioners of NHS, public health and social care services for the benefit of the health and wellbeing of the people of Medway.
- (v) To provide advice, assistance or other support appropriate for the purpose of encouraging the making of arrangements under section 75 of the National Health Service Act 2006 (ie arrangements under which NHS bodies and local authorities agree to exercise specified functions of each other).
- (vi) To keep commissioning plans for healthcare, social care (adult and children's services) and public health under review to ensure they are taking into account the JSNA and local HWB Strategy.
- (vii) To advise Medway Council's Cabinet of its views on whether the local authority is discharging its duty to have regard to the JSNA and Joint Health and Wellbeing Strategy in discharging its relevant functions
- (viii) To consider, and where appropriate, refer CCG commissioning plans back to the CCG or the NHS Commissioning Board for further consideration if they are deemed not to sufficiently comply with the local Health and Wellbeing Strategy.
- (ix) To encourage persons who arrange for the provision of services related to wider determinants of health such as housing, to work closely with the Board and other commissioners of health and social care
- (x) To involve users and the public in the work of the Board, as appropriate.
- (xi) To play a formal role in authorisation and annual assessment of the Medway Clinical Commissioning Group.