

EAST SUFFOLK COUNCIL

Appointment of Working Groups for 2019/20

1. Local Plan Working Group

Terms of Reference:

- To act in an advisory/consultative capacity to the Cabinet Member for Planning and Coastal Management and through him/her to Cabinet/Full Council, as appropriate.
- To work with officers to prepare and review Local Plan documents and related documents, such as Supplementary Planning Documents including development briefs, the Statement of Community Involvement, Local Development Scheme, the Authority Monitoring Report and Community Infrastructure Levy (CIL) Charging Schedule.
- Feed in local knowledge and information to inform the preparation of Local Plan documents and related documents.
- Consider the findings of evidence base documents to inform the preparation of documents.
- To work with officers to agree and publish issues and options papers and other draft documents on which to consult the community and other stakeholders.
- Work with Officers to determine the appropriate consultation methods at specific plan/document making stages, taking into account the Council's Statement of Community Involvement and resources.
- 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 and related documents both for members and the community at large.
- Receive progress updates for the preparation of Neighbourhood Plans and other projects, as relevant.
- In preparing Local Plans and other related documents, take into account the wider strategic planning issues and collaboration with other local authorities, particularly those within the same housing market area and functional economic area.
- Provide views, via the Cabinet Member for Planning and Coastal Management, into any Board/s overseeing local authority joint working on Local Plans and related documents.
- Act in an advisory capacity for any other relevant issues relating to the preparation of Local Plan and related documents.
- To scrutinise the preparation of Local Plan documents to ensure they comply with all the regulatory requirements.

The Working Group will meet monthly on an on-going basis, subject to business.

Vice Chairman to be elected at the first meeting of the municipal year.

No substitutes other than Vice Chairman of Planning Committee, where necessary. Other members can be invited at the discretion of the Chairman of the Working Group.

The Working Group maintains a standing invite to the Cabinet Member and relevant officers responsible for the Great Yarmouth, Ipswich, Babergh and Mid Suffolk Local Plans in the interests of the Duty to Cooperate on strategic planning issues of a cross boundary nature. Other local authority representatives, neighbourhood plan groups and organisations will also be invited as and when appropriate.

<p>Membership - 12</p> <p>Cabinet Member for Planning and Coastal Management (Chair)</p> <p>3 x Relevant Cabinet Members</p> <p>2 x Chairman of Planning Committee (Vice-Chairman to substitute if necessary)</p> <p>2 x Planning Committee Members</p> <p>Broads Authority Representative</p> <p>3 x Other Members</p>	<p>Cabinet Member for Planning and Coastal Management – David Ritchie</p> <p>Cabinet Member for Housing – Richard Kerry Cabinet Member for Economic Development – Craig Rivett Cabinet Member for Environment – James Mallinder</p> <p>Chairman of Planning Committee North – Paul Ashdown (Vice-Chairman - Jenny Ceresa)</p> <p>Chairman of Planning Committee (South) – Debbie McCallum (Vice-Chairman – Tony Fryatt)</p> <p>2 Planning Committee Members – tbc</p> <p>Broads Authority Representative – Andree Gee</p> <p>3 Other Members – tbc</p>
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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 quarterly, 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.

<p><u>Membership:</u></p> <p>Cabinet Member with responsibility for Housing (who will also be Chairman of the Group)</p> <p>One Member of the Scrutiny Committee</p> <p>Four other Members</p>	<p>Cabinet Member for Housing – Richard Kerry or Assistant Cabinet Member, as appropriate</p> <p>One Scrutiny Member – tbc</p> <p>Four Other Members – tbc</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. As East Suffolk Council will be undertaking the Charter Plus Re-Assessment for Member Development during 2020, there will be a need for more frequent meetings.

The purpose of the Steering Group is:

- To establish a comprehensive and robust Member Training and Development process/programme.
- 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.

<p><u>Membership:</u></p> <p>Leader of the Council (who will also be Chairman of the Steering Group)</p> <p>Main Opposition Group Leaders</p> <p>Four Members from the Conservative Group</p>	<p>Leader – Steve Gallant or the Deputy Leader Craig Rivett in his absence</p> <p>Peter Byatt and Graham Elliott</p> <p><u>Membership to be confirmed</u></p> <p>Paul Ashdown Chris Blundell Judy Cloke Chris Mapey</p>
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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, East Suffolk 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

<p><u>Membership:</u></p> <p>Leader of the Council</p> <p>Two relevant Cabinet Members</p>	<p>Leader of the Council – Councillor S Gallant</p> <p>Cabinet Member for Planning & Coastal Management – Councillor D Ritchie</p> <p>Cabinet Member for Transport – Councillor N Brooks</p>
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