



APPENDIX A: ES/0732

PROPOSED APPOINTMENTS TO WORKING GROUPS 2021/22

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.

Membership – 12

Cabinet Member with responsibility for Planning and Coastal Management (Chair)

Cabinet Member with responsibility for Planning and Coastal Management – Councillor David Ritchie

3 x Relevant Cabinet Members

Cabinet Member with responsibility for Housing – Councillor Richard Kerry
Cabinet Member with responsibility for Economic Development – Councillor Craig Rivett
Cabinet Member with responsibility for the Environment – Councillor James Mallinder

2 x Chairman of Planning Committees (Vice-Chairman to substitute if necessary)

Chairman of Planning Committee North – Councillor Paul Ashdown (Vice-Chairman – Councillor Jenny Ceresa)

Chairman of Planning Committee South – Councillor Debbie McCallum (Vice-Chairman – Councillor Tony Fryatt)

2 x Planning Committee Members

Councillor Norman Brooks (North) and Councillor Tony Cooper (South)

Broads Authority Representative

Councillor Andree Gee

3 x Other Members

Councillor Mike Deacon
Councillor Malcolm Pitchers
Councillor Kay Yule

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.

Membership:

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

Councillor Richard Kerry

One Member of the Scrutiny Committee

Councillor Linda Coulam

Four other Members

Councillor Mark Jepson

Councillor Chris Mapey

Councillor Keith Patience

Councillor Keith Robinson

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, subject to business, to agree and review training and development activities for Elected Members.

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 Member development.
- To monitor and review the Strategy and associated documents/processes on an at least an annual basis.
- To shape and prioritise Member Development, e.g. New Member induction Programme, Prospective Councillor Events, training and development needs identified through MDP or other means etc.
- To oversee the development of a comprehensive Member Development Programme, that takes advantage of partnership opportunities with other local authorities and promotes best practice for the delivery of Member Development.
- To ensure that the Council provides Member Development that complies with the principles of the Charter and / or Charter Plus for Member Development.
- To encourage effective Member / officer working relationships and to ensure that all Councillor roles are explained clearly.
- To assist in the development of effective evaluation to ensure the effectiveness of the Member Development Programme and to make best use of resources.
- To maintain a dialogue with national and regional bodies supporting Member Development and to explore external sources of funding for Member Development.
- To receive regular update reports on Member Development within the Council, to review Member attendance at Member Development events and to retain an overview of the Member Development budget.
- To ensure equal access for all Councillors to training and development and to promote the use of information technology for and by Members.

Membership:

Leader of the Council (who will also be Chairman of the Steering Group)

Councillor Steve Gallant or the Deputy Leader and Cabinet Member with responsibility for Economic Development
Councillor Craig Rivett in his absence

Main Opposition Group Leaders

Councillor Peter Byatt and Councillor Caroline Topping

Four Members from the Conservative Group

Councillor Paul Ashdown
Councillor Chris Blundell
Councillor Judy Cloke
Councillor Chris Mapey