

**BABERGH DISTRICT COUNCIL**

**FROM: Director of Corporate Services**

**REPORT NUMBER K8**

**TO: COUNCIL**

**DATE OF MEETING: 20 April 2010**

**REPRESENTATION ON OUTSIDE BODIES AND PARTNERSHIPS**

**1. PURPOSE OF REPORT**

- 1.1 To update Members on the current representation, including appointments made since May 2009, together with details of reporting back by representatives (Appendix (1) refers). For completeness, details of appointments made by the Suffolk Local Government Association under the political template are also included in the Appendix.
- 1.2 To advise Members that to date it has not been possible to make an appointment to the Suffolk Community Reference Group (CRG) under the delegation approved by the Council at its meeting on 23 February 2010.
- 1.3 To enable Members to consider whether to make appointments to the bodies listed below following notification that the Member indicated wishes to stand down:-
- (a) John Sayers
- Association for Suffolk Museums
  - Gainsborough's House Society Board of Governors
  - Sudbury and District CAB
  - Suffolk Rail Policy Group
- (b) Martyn Booth
- Community Safety Partnership Responsible Authorities Group (RAG).

**2. RECOMMENDATIONS**

- 2.1 That the information contained in Appendix (1) to this report be noted.
- 2.2 That the current position regarding the vacancy on the Suffolk Community Reference Group (CRG) be noted. Further that Jenny Antill, one of the existing Council representatives on the Sudbury and Locality CRG be appointed to this vacancy, as referred in paragraph 5.4 below.
- 2.3 That replacement appointments be made to the bodies listed in 1.3 above.

Any appointment made under 2.2 and 2.3 above will be for the remainder of the current term of office.

### 3. **FINANCIAL IMPLICATIONS**

- 3.1 Other than the payment of travelling and subsistence allowances in accordance with the Members' Allowances Scheme, for which Budget provision has been made, there may be implications with regards to provision of insurance and indemnity cover – separate recommendation from the Standards Committee on this agenda – (Paper J218 refers).

### 4. **RISK MANAGEMENT**

- 4.1 Some of the Council's statutory obligations are met through its participation in a small number of bodies/partnerships, as identified in Appendix (1). Appointments are made for the current term of office or are linked to the holder of a particular role within the Council (recommendation 2.1 of this report refers).

The recommendation in 2.3 of this report is most closely linked with the Council's significant business risk no. 4 – Political Leadership and Governance.

<b>Risk Description</b>	<b>Likelihood</b>	<b>Seriousness or Impact</b>	<b>Mitigation Measures</b>
No appointment made as in 2.2 and 2.3 resulting in inadequate representation of the Council's interests on the relevant body.	Low	Marginal	Group Leaders have been asked for nominations.
Members incur personal liability for acts or omissions as a Council appointee on an outside body.	Low	Critical	Council indemnity as recommended by Standards Committee in the circumstances where this can be given. Those bodies where Members could incur personal liability appear to constitute a minority, subject to further clarification.

### 5. **KEY INFORMATION**

- 5.1 The Council has made appointments, in accordance with its agreed criteria, to outside bodies and partnerships as detailed in Appendix (1). All appointments are for the period to the end of the current term of office, except where linked to the holder of a particular role within Babergh District Council.
- 5.2 The reporting back arrangements to be followed by representatives were agreed by Council and are intended to assist the Council to ensure that the criteria for appointments continues to be met, and that representation remains appropriate.
- 5.3 Appendix A sets out the position on reporting back by representatives as at 12 April 2010. Any further reports received after that date will be collated and made available to all Members in due course, together with further updates to representation as required.

## **Suffolk Community Reference Group (CRG)**

- 5.4 The CRG is a board of patient and community representatives who each have expertise based on locality, health conditions or protected characteristics under equality and diversity legislation. Babergh was asked to appoint a Geographical Representative from the Sudbury and District area onto this new board, which will work closely with NHS Suffolk to provide a regular forum for dialogue at various levels. No appointment was made at the Council meeting in February 2010, but Members agreed appropriate delegation to make an appointment out of meeting. It is anticipated that meetings will be held at 2 monthly intervals, alternating between Ipswich and Bury St Edmunds, on the Monday prior to the Wednesday meetings of the NHS Suffolk Board. Individual members of the Group will not have specific legal or financial responsibilities as a result of participation.

Members will be aware that in April 2008, the Council appointed representatives to serve on the Sudbury and Locality Community Reference Group as follows:-

Nigel Bennett  
Jenny Antill (Reserve Member)

Jenny Antill has indicated that she would be prepared to stand on the Suffolk-wide Group subject to her availability for the meetings once the arrangements are confirmed by the Group itself. It is suggested that a reserve Member also be appointed to the new CLG.

## 5.5 Association for Suffolk Museums

This body is a registered charity which meets 3 times a year at varying locations.

Further details will be reported to the meeting.

## 5.6 Gainsborough House Society Board of Governors

The Board meets 6 times a year at the House, in the early evening.

This body is an unincorporated charity (a Trust) and has its own indemnity cover for Trustees. The Council's representative chose to be a Trustee, but there is also an option for the appointee to sit as an observer, who would have no legal or other liability.

## 5.7 Sudbury and District CAB

This body has a Board of Directors. The Council's representative sits as an observer and therefore has no legal liability. Meetings are held every 2 - 3 months, alternating between afternoons and evenings.

## 5.8 Suffolk Rail Policy Group

The Group meets 4 times a year, daytime afternoons, and is composed of Members and officers from Suffolk Local Authorities, together with Rail Industry representatives, and in effect fulfills a Stakeholder Group to feed local authority views into rail policy discussions.

## 5.9 Community Safety Partnership (CSP) Responsible Authorities Group (RAG)

The Council has a legal requirement to have a CSP, which has to respond to the Suffolk-wide Audit of Community Safety issues by producing an Annual Strategic Plan to address those issues. The Partnership itself has the responsibility for 'signing off' the Plan and the likelihood of individual members of the RAG having individual liability is low.

The Chairman of Strategy Committee automatically sits on the RAG. The Council is asked to appoint a second member, as a replacement for Martyn Booth.

## 6. APPENDICES

- (1) Current representation and summary of reporting back by Member representatives.

## 7. BACKGROUND PAPERS REFERRED TO:

None.

**CONTACT:** Linda Sheppard  
Senior Democratic Services Officer

**EMAIL:** linda.sheppard@babergh.gov.uk

**APPENDIX (1)**

<b>Date Appointed by the Council</b>	<b>Name of Body/Partnership</b>	<b>Current representative(s) and specific requirements for appointments</b>	<b>'Reporting back' details and other information</b>
21.4.09	Active South Suffolk	R W Thake	
17.5.07	ASSOCIATION FOR SUFFOLK MUSEUMS	<i>J R A Sayers</i>	<i>J R A Sayers is standing down April 2010 – see Paper K8.</i>
17.5.07	BABERGH COMMUNITY SAFETY PARTNERSHIP RESPONSIBLE AUTHORITIES GROUP (RAG)	N A Ridley <i>(Strategy Committee Chairman)</i>  M P Booth <i>(1 of the 2 representatives on the Babergh Crime Reduction Panel)</i>	Annual Review (Paper H32) presented to O&S(CS) 26/5/09 by N Ridley, RAG chair. <i>Next Annual Review to be presented to O&amp;S(CS) May 2010</i> There is a legal requirement to have a CSP. <i>Martyn Booth is standing down April 2010 – see Paper K8.</i>
17.5.07	BABERGH EAST LOCAL STRATEGIC PARTNERSHIP (LSP) BOARD	S P Clarke <i>(A Ward member in the catchment area)</i>	Presentation and Report to Overview and Scrutiny (Community Services) Committee.  There is a legal requirement to produce a Community Strategy.
17.5.07	BABERGH DOMESTIC VIOLENCE AND ABUSE FORUM	B D Hurren <i>(same member as County DVF)</i>	Annual report from rep and Community Safety Officer emailed to all Members April 09.
17.5.07	BABERGH HOUSING ASSOCIATIONS LIAISON GROUP	C A Todd S M Wigglesworth	
18.9.07	BUILDING CONTROL PARTNERSHIP BOARD	D C Rose Substitute Member G S White	Report of Board presented to June 09 Strategy Committee.
21.10.08	CARE HEALTH AND INDEPENDENCE DELIVERY PARTNERSHIP.	M R Miller	
26.6.08	CHILDREN'S CENTRE ADVISORY BOARDS – BRETT RIVER SUDBURY AND GREAT CORNARD	M R Miller R C Smith	
21.10.08	COMMUNITY COHESION AND INCLUSION DELIVERY PARTNERSHIP	D L Wood <i>(Member Champion for Equalities)</i>	
17.5.07	CHILTON WOODS MASTER PLAN JOINT MEMBER ADVISORY GROUP	N A Ridley <i>(Strategy Committee Chairman)</i> N A Bennett	Meetings recently recommenced.
17.5.07	COUNTY DOMESTIC VIOLENCE AND ABUSE FORUM	B D Hurren <i>(same Member as Babergh Forum)</i>	<i>See Babergh Domestic Violence and Abuse Forum (above).</i>
17.5.07	COUNTYWIDE MEMBER FORUM ON CHILDREN AND YOUNG PEOPLE	R W Thake <i>(Member Champion for Children and Young People)</i> Substitute Member G S White	The Council has duties under the Children Act 2004.
16.12.08	CULTURE AND SPORT DELIVERY PARTNERSHIP BOARD COUNCILLORS' CULTURAL NETWORK	S M Wigglesworth <i>(Member Champion for Arts and Culture)</i> Substitute Member D L Wood	(Formerly the Councilors Cultural Network)

Date Appointed by the Council	Name of Body/Partnership	Current representative(s) and specific requirements for appointments	'Reporting back' details and other information
17.5.07 21.4.09	DEDHAM VALE AONB AND STOUR VALLEY JOINT ADVISORY COMMITTEE (JAC)	P J Holbrook P G Gibson	There is a legal requirement to produce a Management Plan for Areas of Outstanding Natural Beauty.
17.5.07	DUAL USE SPORTS CENTRE MANAGEMENT COMMITTEES - EAST BERGHOLT HIGH GREAT CORNARD UPPER HADLEIGH HIGH SUDBURY UPPER	M R Miller H N Todd B Riley J R A Sayers	<i>Report emailed to Members April 2010.</i> <i>Report emailed to Members Jan 10</i>
17.5.07	EAST OF ENGLAND REGIONAL ASSEMBLY (EERA)	P Jones <i>Representation ceases from 31/3/10.</i>	EERA publications have been circulated or made available in Members' Room on a regular basis, together with emailed information on specific aspects.
17.5.07	EAST OF ENGLAND REGIONAL RESILIENCE FORUM	D L Wood	Regional Advisory and Collaborative Body (non statutory) under the Civil Contingencies Act 2004.
-	<i>EAST OF ENGLAND TOURIST BOARD – REGIONAL TOURISM COUNCIL</i>	<i>S M Wigglesworth</i>	<i>SLGA political template appointment, made 11/7/08.</i>
17.5.07	EASTERN ORCHESTRAL BOARD ANNUAL GENERAL MEETING	H N Todd	
16.12.08	ECONOMIC PROSPERITY DELIVERY PARTNERSHIP BOARD	J R B Cave Substitute Member B Riley	
17.5.07	FOSIG (FOURTH OPTION AUTHORITIES SPECIAL INTEREST GROUP)	D M Busby (Chairman of Overview and Scrutiny (Stewardship) Committee)	Minutes of AGM and Executive meetings in Members' Room.
17.5.07	GAINSBOROUGH'S HOUSE SOCIETY BOARD OF GOVERNORS	<i>J R A Sayers</i>	<i>J R A Sayers is standing down – see April 2010 – see Paper K8.</i>
17.5.07	GREENWAYS COUNTRYSIDE MANAGEMENT PROJECT JOINT ADVISORY COMMITTEE (JAC)	P Jones	Half-Year reports with covering note made available in Members' Room).
17.5.07	HADLEIGH ENVIRONMENTAL AND TRAFFIC MANAGEMENT WORKING PARTY	B Riley M O Munson	Update from M Munson emailed to all Members 12/4/10.
17.5.07	HAVEN GATEWAY PARTNERSHIP	A J Hinton	Report to Overview and Scrutiny (Community Services) Committee.
	HAVEN GATEWAY DRYPORT PARTNERSHIP STEERING GROUP	A J Hinton Substitute Member D L Wood	Included in above.
17.5.07	IDAWAY SUPPORT GROUP (Group Home run by the Suffolk Mental Health and Learning Disabilities Trust)	M R Miller A J Hinton ( <i>Ward members</i> )	

<b>Date Appointed by the Council</b>	<b>Name of Body/Partnership</b>	<b>Current representative(s) and specific requirements for appointments</b>	<b>'Reporting back' details and other information</b>
31.7.07	IPSWICH and DISTRICT CITIZENS ADVICE BUREAU	G S White	Report emailed to Members July 09 following AGM.
18.9.07	IPSWICH POLICY AREA BOARD	A J Hinton Substitute Member – P Jones	Remainder of current term of office or for the life of the Board, whichever is the shorter.
28.1.10	JOINT MEMBER BOARD WITH MID SUFFOLK DISTRICT COUNCIL	Chairman of Strategy Committee Leaders of Political Groups D L Wood Reserve Members Appointed from the relevant Strategy political groupings.	Report to Strategy Committee 8/4/10 (Paper J222).
28.1.10	JOINT MEMBER BOARD WITH MID SUFFOLK DISTRICT COUNCIL	Chairman of Strategy Committee Leaders of Political Groups (3) David Wood	Political Group Reserves to be appointed from Strategy Committee Members
17.5.07	JOINT MUNICIPAL WASTE MANAGEMENT STRATEGY MEMBER/OFFICER STEERING GROUP	C W Arthey ( <i>Member Champion for Waste Management Strategy</i> )	Representative reports to Strategy Committee in support of related reports.
17.5.07	LOCAL AREA AGREEMENT (LAA) – ACCOUNTABLE BODIES GROUP	N A Ridley (Chairman of Strategy Committee)	There is a legal responsibility for the delivery of LAA Targets.
17.5.07	LOCAL GOVERNMENT ARTS FORUM	S M Wigglesworth – ( <i>Member Champion for Arts and Culture – same Member as Councillors Cultural Network</i> )	<i>Ceased to function from July 2009.</i>
17.5.07	LOCAL GOVERNMENT ASSOCIATION ASSEMBLY	N A Ridley ( <i>Strategy Committee Chairman</i> )	
17.5.07	LOCAL GOVERNMENT ASSOCIATION – RURAL COMMISSION (LGARC)	R E Kemp ( <i>Same Member as SPARSE</i> )	See SPARSE (below).
	NORTH HAVEN BOARD	S M Wigglesworth	<i>Independent Group appointment (but not made by SLGA under the political template)</i>
15.12.09	REGIONAL SPATIAL STRATEGY (RSS) IPSWICH POLICY AREA WORKING GROUP	A J Hinton	
15.12.09	REGIONAL SPATIAL STRATEGY (RSS) IPSWICH POLICY AREA WORKING GROUP	Mr A J Hinton	
17.5.07	SOUTH SUFFOLK LEISURE TRUST BOARD	B L Lazenby G S White	Report emailed to all Members 25/3/10.
17.5.07	SPARSITY PARTNERSHIP FOR AUTHORITIES DELIVERING RURAL SERVICES (SPARSE)	R E Kemp ( <i>Same member as LGARC</i> )	Regular updates circulated or made available in Members' Room on an on-going basis, together with emailed notification.
17.5.07	SUDBURY AND DISTRICT CITIZENS ADVICE BUREAU	J R A Sayers	<i>J R A Sayers is standing down April 2010 – see Paper K8.</i>

Date Appointed by the Council	Name of Body/Partnership	Current representative(s) and specific requirements for appointments	'Reporting back' details and other information
15.4.08	SUDBURY AND LOCALITY COMMUNITY REFERENCE GROUP	N A Bennett Substitute Member J Antill	
17.5.07	SUFFOLK COAST and HEATHS AONB PARTNERSHIP/JAC	D C Rose	There is a legal requirement to produce a Management Plan for Areas of Outstanding Natural Beauty.
17.5.07	JAC ONLY	C A Roberts	
	SUFFOLK COMMUNITY REFERENCE GROUP (CRG)		<i>No appointment made 23 February 2010. See Paper K8.</i>
15.04.08	SUFFOLK COUNTY HEALTH OVERVIEW AND SCRUTINY COMMITTEE	L H Young  Substitute Member – M O Munson	
17.5.07	SUFFOLK DEVELOPMENT AGENCY LTD T/A CHOOSE SUFFOLK	J R B Cave	Report emailed to all Members 12/4/10.
15.12.09	SDA SUPERVISORY BOARD	J R B Cave	
24.2.09	SUFFOLK FLOOD RISK MANAGEMENT JOINT SCRUTINY PANEL	S P Clarke L H Young	
17.5.07	SUFFOLK JOINT PLANNING POLICY PANEL	A J Hinton  Substitute Member – P J Holbrook	BDC is a Category 1 Responder under the Civil Contingencies Act 2004.
-	<i>SUFFOLK LAA SCRUTINY PANEL</i>	<i>Substitute Member – J R B Cave</i>	
-	<i>SUFFOLK LOCAL ACCESS FORUM</i>	<i>J Antill</i>	<i>SLGA political template appointment, made 11/7/08.</i>
18.9.07 (revised arrangements agreed by Council)	SUFFOLK LOCAL GOVERNMENT ASSOCIATION (SLGA)	N A Ridley <i>(Strategy Committee Chairman)</i> N A Bennett S M Wigglesworth <i>(Leaders of the two other Groups not holding the Chairmanship of Strategy Committee)</i> Substitutes are the Vice-Chairman of the Strategy Committee and Deputy Group Leaders as appropriate.	Minutes of meetings available in Members Room.  Attendees at LGA Conference were originally the Chairman of Strategy Committee and Leaders of all 3 political groups on the Council. Substitutes – Vice-Chairman of the Strategy Committee and Deputy Group leaders as appropriate.  <i>(2010 attendees – Jennie Jenkins, Nick Ridley, David Wood)</i>
17.5.07	SUFFOLK RAIL POLICY GROUP	J R A Sayers	<i>J R A Sayers is standing down April K8 – see Paper K8.</i>
18.9.07	SUFFOLK SCHOOL ORGANISATION REVIEW (SOR) – LOCAL STAKEHOLDER FORUM	R W Thake  Substitute Member – J R B Cave	
17.5.07	SUFFOLK SPORT	D L Wood	

Date Appointed by the Council	Name of Body/Partnership	Current representative(s) and specific requirements for appointments	'Reporting back' details and other information
-	SUFFOLK STRATEGIC PARTNERSHIP BOARD	N A Ridley	SLGA political template appointment, made 11/7/08.
17.5.07	SUPPORTING PEOPLE MEMBERS PANEL	J A Jenkins	The SP Programme has statutory force, administered at a County level in Suffolk with District Council representation. <i>Report emailed to all Members April 09.</i>
7.5.07	THE QUAY THEATRE AT SUDBURY LTD	B D Hurren	
17.5.07	UNIVERSITY CAMPUS SUFFOLK – FOUNDATION BOARD	S M Wigglesworth Substitute Member N A Bennett	
17.5.07	WASTE MANAGEMENT PROJECT BOARD	H N Todd Substitute Member P K Beer	
17.5.07	WESTERN SUFFOLK LOCAL STRATEGIC PARTNERSHIP (LSP) BOARD	C M Spence <i>(A Ward member in the catchment area)</i>	Presentation and Report to Strategy Committee Progress on Action Plan.  BDC participation in the LSP continues pending the outcome of LGR.  There is a legal requirement to produce a Community Strategy.
17.5.07	WESTERN SUFFOLK LOCAL STRATEGIC PARTNERSHIP (LSP) FORUM	R E Kemp L H Young	