

Meetings of the following **PANELS AND COMMITTEES** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 19 MAY 2010** at the conclusion of the meeting of the Council and you are requested to attend for the transaction of the following business:-

### **APOLOGIES**

*NB In the unlikely event that Members may have a personal and/or prejudicial interest to declare please do so as soon as these become apparent to you.*

### **DEVELOPMENT MANAGEMENT PANEL**

#### **1. Election of Chairman**

To elect a Chairman of the Panel for the ensuing Municipal Year.

#### **2. Appointment of Vice-Chairman**

To appoint a Vice-Chairman of the Panel.

#### **3. Section 106 Agreement Advisory Group**

To appoint eight Members to serve on the Section 106 Agreement Advisory Group.

#### **4. Tree Preservation Order Sub-Group**

To appoint five Members (including the Chairman and Vice-Chairman) of the Panel to serve on the TPO Sub-Group.

### **EMPLOYMENT PANEL**

#### **1. Election of Chairman**

To elect a Chairman of the Panel for the ensuing Municipal Year.

#### **2. Appointment of Vice-Chairman**

To appoint a Vice-Chairman of the Panel.

#### **3. Employee Liaison Advisory Group**

To appoint eight Members to serve on the Employee Liaison Advisory Group.

## **LICENSING AND PROTECTION PANEL**

### **1. Election of Chairman**

To elect a Chairman of the Panel for the ensuing Municipal Year.

### **2. Appointment of Vice-Chairman**

To appoint a Vice-Chairman of the Panel.

## **LICENSING COMMITTEE**

### **1. Election of Chairman**

To elect a Chairman of the Panel for the ensuing Municipal Year.

### **2. Appointment of Vice-Chairman**

To appoint a Vice-Chairman of the Panel.

### **3. Appointment of Sub-Committees**

To appoint Members of the Committee to three Groups, from which the Director of Central Services, after consultation with the Chairman, is authorised to convene Sub-Committee hearings comprising three Members.

## **OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING)**

### **1. Election of Chairman**

To elect a Chairman of the Panel for the ensuing Municipal Year.

### **2. Appointment of Vice-Chairman**

To appoint a Vice-Chairman of the Panel.

### **3. Corporate Plan Working Group**

To appoint two Members (or their representatives) to the Corporate Plan Working Group.

### **4. Cambridgeshire Health and Adult Social Care Scrutiny Committee**

To appoint one Member and one Member as substitute to the Cambridgeshire Health and Adult Social Care Scrutiny Committee.

## **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)**

### **1. Election of Chairman**

To elect a Chairman of the Panel for the ensuing Municipal Year.

### **2. Appointment of Vice-Chairman**

To appoint a Vice-Chairman of the Panel.

### **3. Corporate Plan Working Group**

To appoint two Members (or their representatives) to the Corporate Plan Working Group.

### **4. St Ives Town Centre Environmental Improvements Advisory Group**

To appoint two Members of the Panel to the St Ives Town Centre Environmental Improvements Advisory Group.

*(Note: These should not be the local Members who will be appointed separately.)*

### **5. LAA Joint Accountability Committee (Pages 1 - 4)**

To appoint one Member to serve on the Joint Committee. (A copy of the terms of reference of the Committee is enclosed.)

Councillor P M D Godfrey was appointed to the Joint Committee in 2009/10.

## **OVERVIEW AND SCRUTINY PANEL (ECONOMIC WELL-BEING)**

### **1. Election of Chairman**

To elect a Chairman of the Panel for the ensuing Municipal Year.

### **2. Appointment of Vice-Chairman**

To appoint a Vice-Chairman of the Panel.

### **3. Corporate Plan Working Group**

To appoint two Members (or their representatives) to the Corporate Plan Working Group.

## CORPORATE GOVERNANCE PANEL

### 1. Election of Chairman

To elect a Chairman of the Panel for the ensuing Municipal Year.

### 2. Appointment of Vice-Chairman

To appoint a Vice-Chairman of the Panel.

## ELECTIONS PANEL

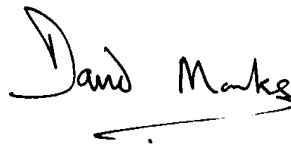
### 1. Election of Chairman

To elect a Chairman of the Panel for the ensuing Municipal Year.

### 2. Appointment of Vice-Chairman

To appoint a Vice-Chairman of the Panel.

Dated this 11th day of May 2010



Chief Executive

## A SCHEDULE OF PROPOSED APPOINTMENTS WILL BE CIRCULATED AT THE MEETING

### Notes

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*
  - (a) *the well-being, financial position, employment or business of the Councillor, their family or any person with whom they had a close association;*
  - (b) *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*
  - (c) *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or*
  - (d) *the Councillor's registerable financial and other interests.*

2. *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

**Please contact Ms C Deller, Democratic Services Manager, Tel No 01480 388007/e-mail: [Christine.Deller@huntsdc.gov.uk](mailto:Christine.Deller@huntsdc.gov.uk) if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.**

**Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.**

Agenda and enclosures can be viewed on the District Council's website – [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk) (*under Councils and Democracy*).

**If you would like a translation of  
Agenda/Minutes/Reports or would like a  
large text version or an audio version  
please contact the Democratic Services Manager and  
we will try to accommodate your needs.**

***Emergency Procedure***

*In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.*

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## **LOCAL AREA AGREEMENT JOINT ACCOUNTABILITY COMMITTEE TERMS OF REFERENCE AND OPERATING CONVENTIONS**

### **1. INTRODUCTION**

- 1.1 Cambridgeshire's Local Area Agreement (LAA) is based on a commitment to work in partnership and bring workstreams, funding and strategies together to ensure public services are delivered as effectively as possible. The LAA covers four service blocks: children and young people; safer and stronger communities; healthier communities and older people; and economic development and enterprise.
- 1.2 The LAA Board, now known as Cambridgeshire Together, has been established to lead the delivery of the LAA. Cambridgeshire Together is accountable to the people of Cambridgeshire and has a stated aim to be open and transparent in its decisions and activities and communicate them effectively to the public. One way of ensuring this is to make effective arrangements for scrutiny. It is for this reason that an LAA Joint Accountability Committee (JAC) is being established.

### **2. ROLE OF THE JAC**

- 2.1 The purpose of the JAC is to scrutinise Cambridgeshire Together at a strategic level to ensure that:
- Services are being delivered through the LAA as effectively as possible
  - Public funding spent through the LAA is being used as efficiently as possible
  - The achievements of the LAA are greater than if partners were delivering services separately.
- 2.2 The JAC will do this by:
- Monitoring performance information; where performance targets are not being met, the reasons for this will be explored
  - Receiving financial reports on expenditure through the LAA, including reasons for any exceptions to planned expenditure
  - Contributing to and commenting upon the annual revisions and changes to the LAA known as the LAA Refresh process.

### **3. POWERS**

- 3.1 The JAC will have a number of powers to enable it to achieve its objectives. It will be able to:
- Require both members of Cambridgeshire Together and officers employed by partners to the LAA to attend its meetings and answer questions
  - Require information both from Cambridgeshire Together and from partner organisations

- Make recommendations to Cambridgeshire Together and require a written response, detailing which recommendations are accepted and which not, and for those not accepted, the reasons why
- Suggest topics to relevant partner organisations' Scrutiny Committees for more detailed investigation. It will be up to the Scrutiny Committee concerned to decide whether to add any such topics to its work programme.

#### **4. MEMBERSHIP**

4.1 Partners to the LAA will appoint members to the JAC as follow:

Cambridge City Council	One member
East Cambridgeshire District Council	One member
Fenland District Council	One member
Huntingdonshire District Council	One member
South Cambridgeshire District Council	One member
Cambridgeshire Police Authority	One member (who must be one of the Local Authority appointed members)
Cambridgeshire County Council	Five members, to include one each from the Council's four Scrutiny Committees

4.2 Each organisation will be responsible for selecting its representatives. All representatives must be democratically elected and must belong to a Scrutiny Committee within the organisation they are representing. Members of Cambridgeshire Together and of any of Cambridgeshire's five Local Strategic Partnerships are ineligible for membership of the JAC. Members who belong to the executive of one partner to the LAA and a Scrutiny Committee of a different partner will be entitled to sit on the JAC as a representative of the latter but will need to be alert to potential conflicts of interest and declare these when appropriate.

4.3 Each organisation will be entitled to appoint one substitute for each of its members on the JAC. The same eligibility criteria will apply for substitutes as for members.

#### **5. CO-OPTTEES**

5.1 The JAC may appoint up to three people at any one time as non-voting co-opted members. Co-options may be made only if the person co-opted has particular knowledge or expertise relevant to the work of the JAC. In making an appointment, the JAC will specify whether the co-option is effective for a specified period, for specific meetings or for specific items.

5.2 The JAC may not co-opt anyone who is an active member of a political party.



## **6. CHAIRMANSHIP**

- 6.1 The JAC will elect its Chairman and Vice-Chairman annually, with an expectation that each of these post-holders will serve for two years.
- 6.2 The Chairmanship will alternate between the County Council and the District Councils/Police Authority, with the Vice-Chairman representing the opposite organisation(s) to that represented by the Chairman.

## **7. QUORUM**

- 7.1 The quorum for all meetings of the JAC will be four members, two County Council representatives and two District/Police Authority representatives.

## **8. VOTING ARRANGEMENTS**

- 8.1 Any matter requiring a vote will be determined by a simple majority of those present and voting. If the votes cast are equal, then the Chairman will have a second, casting vote.

## **9. FREQUENCY AND VENUE OF MEETINGS**

- 9.1 The JAC will meet twice a year.
- 9.2 Venues for meetings will be arranged and paid for by the Democratic Services team at Cambridgeshire County Council and will always be within the County.

## **10. OFFICER SUPPORT**

- 10.1 Cambridgeshire County Council will provide staffing support for two meetings per year from its Democratic Services and Scrutiny teams.
- 10.2 The Scrutiny Development Co-ordinator will:
- Manage the work of the Committee
  - Liaise with the Policy and Diversity team at the County Council, who are responsible for co-ordinating work on the LAA
  - Undertake small amounts of research where necessary
  - Keep the Chairman of the JAC briefed between formal Committee meetings.
- 10.3 The Democratic Services Officer will:
- Arrange meeting dates and venues
  - Co-ordinate agenda preparation and dispatch
  - Attend meetings to take the minutes and to provide procedural advice.

## **11. PUBLIC ACCOUNTABILITY AND INVOLVEMENT**

- 11.1 Meetings of the Committee shall be open to the press and public and the agenda, reports and minutes will be available for inspection at Cambridgeshire County Council's offices and on the County Council's website at least five working days in advance of each meeting. [This excludes items of business containing confidential information or information that is exempt from publication in accordance with Access to Information legislation.] Other participating local authorities may make links from their website to the JAC's papers on Cambridgeshire County Council's website.
- 11.2 The JAC will publish an annual work plan of issues to be considered and an annual report of what has been scrutinised.
- 11.3 Subject to 11.4 below, there will be an opportunity for members of the public to ask questions at meetings of the JAC, with up to 15 minutes set aside at the beginning of each meeting for this purpose. The following guidelines will apply:
- There is no need to give prior notice of a question.
  - Each member of the public may ask only one question.
  - All questions must be clear and concise and relevant to the work of the JAC. If the Chairman feels that a question is not relevant to the work of the JAC, he or she may advise the member of public on alternative means of pursuing the issue.
  - Questions should be addressed to the Chairman, who will either answer the question directly or refer the matter to another person present at the meeting. If it is not possible to answer the question orally at the meeting, the Chairman may ask an officer to send a written response.
- 11.4 The Chairman will retain the right to vary or withdraw this facility at any time.

## **12. PRESS STRATEGY**

- 12.1 Agendas for all meetings will be sent to the local media.
- 12.2 Cambridgeshire County Council will be responsible for issuing press releases on behalf of the JAC and dealing with any press enquiries. Press releases issued on behalf of the JAC will be agreed with the Chairman or Vice-Chairman and circulated to all JAC members.

## **13. MEMBERS' CONDUCT**

- 13.1 Councillors and members of the Police Authority must abide by their Code of Conduct. Meetings of the JAC will be treated as official Committee meetings for the purpose of the rules about declarations of interest.