

Report by the Head of Legal and Democratic Services

Working Groups Reporting to Committees

1.0 Summary

1.1 This report sets out the details of the Council's Working Groups for 2006/07 and asks the parent Committee to agree the Terms of Reference, Membership and duration for each Working Group.

2.0 Recommendation

2.1 The Committee are recommended to agree:

- (a) the requirement for its Working Groups;
- (b) the Terms of Reference for its Working Groups;
- (c) the Membership of its Working Groups;
- (d) the duration of its Working Groups.

3.0 Background

3.1 The Constitution requires that each parent Committee should annually review the need for each of the Working Groups within its area of responsibility. If the parent Committee agree that the Working Group is required for the forthcoming year, the Committee should then agree the Working Group's Terms of Reference, Membership and duration.

3.2 The following Working Groups advise the Policy and Strategy Committee:

- (i) Community Strategy and Development Plan Working Group;
- (ii) Land Disposal Working Group;
- (iii) Shoreham Renaissance Working Group;
- (iv) Ropetackle Arts and Educational Facility Working Group.

3.3 The current Terms of Reference for the Committee's Working Groups are attached at Annex A. The Committee are asked to make any necessary amendments and approve the Terms of Reference and the duration for each Working Group.

3.4 The Committee are asked to agree the appointment of Members to each Working Group in line with the Membership set out in the Terms of Reference and as set out below:

Working Group	Membership
Community Strategy and Development Plan Working Group	3 seats
Land Disposal Working Group	3 seats*

Shoreham Renaissance Working Group	3 seats
Ropetackle Arts and Educational Facility Working Group	3 seats

*Membership of the Land Disposal Working Group is dependent on the matter under consideration.

Local Government Act 1972

Background documents:

Adur District Council's Constitution (April 2006)

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Appendix

1.0 Council Objective

1.1 This report does not relate to any specific Council Objective.

2.0 Specific Targets

2.1 This report does not relate to any specific targets.

3.0 Sustainability Issues

3.1 Matter considered and no issues identified.

4.0 Equality Issues

4.1 Matter considered and no issues identified.

5.0 Community Safety Issues (Section 17)

5.1 Matter considered and no issues identified.

6.0 Human Rights Issues

6.1 Matter considered and no issues identified.

7.0 Financial Implications

7.1 Matter considered and no issues identified.

8.0 Legal Implications

8.1 The Council's Constitution requires that each working group be reviewed annually by the relevant parent Committee.

9.0 Consultations

9.1 None undertaken.

10.0 Risk assessment

10.1 Matter considered and no issues identified.

11.0 Health & Safety Issues

11.1 Matter considered and no issues identified.

Community and Strategy and Development Plan Working Group

Terms of Reference

Membership: 6 members appointed by Policy and Strategy Committee and Planning and Regulatory Committee. (4 Conservatives, 1 Labour and 1 Independent)

Quorum: 3 members (representing more than one party)

Purpose

1. To provide direction and advice to the Council on the preparation and adoption of the Adur Development Plan by 2007.
2. To review the 2003 Adur Community Strategy by 2008.

Terms of Reference

1. To receive and consider the issues and priorities of stakeholders, including Adur in Partnership (AiP) and Stakeholder Planning Forum to inform the preparation of the Adur Development Plan and the review of the Adur Community Strategy.
2. To agree a project plan and regularly monitor progress towards the adoption of the Adur Development Plan and review of the Adur Community Strategy;
3. To recommend to the Policy and Strategy Committee consultation proposals in respect of the Adur Development Plan and the Adur Community Strategy;
4. To make recommendations to the Policy and Strategy Committee on all aspects of the Adur Development Plan and the Adur Community Strategy;
5. To carry out such other related tasks as are given to it by the Policy and Strategy Committee.

Frequency of Meetings

At least quarterly, but it is anticipated that more regular meetings will be required at various times during the municipal year in accordance with the requirements of the project plan.

Land Disposal Working Group

Terms of Reference

Duration: To Annual Council 2006

Reporting Procedure

The Land Disposal Working Group shall report to

1. Housing and Central Services Committee on individual parcels of land;
2. Policy and Strategy Committee on the land disposal strategy.

Terms of Reference

1. To consider all land disposal in the context of the Adur Local Plan or its replacement, the Local Development Framework.
2. To advise the Council's Corporate Property Officer on whether or not individual parcels of land, identified by the Asset Management Working Group, or its successor, should be disposed of by the Council.
3. To make recommendations to Policy and Strategy Committee on a strategy for the disposal of land that is excess to the requirements of the Council.

Membership

A. When considering the disposal of individual parcels of land:

Three Councillors, made up of:

- (i) A member of the leading group;
- (ii) A member as (a) or (b) below:
 - (a) A member from the Ward (unless all Ward members are excluded due to having a prejudicial interest); or
 - (b) A member from an adjacent Ward (selected by alphabetical order of Ward and Councillor);
- (iii) A member from the opposition groups, to be selected from the Ward furthest from the land being considered.

B. When considering a strategy for the disposal of land:

Three Councillors, made up of:

- (i) The Chairperson of Housing and Central Services Committee;
- (ii) The Chairperson of Policy and Strategy Committee;
- (iii) A member who is not a member of the leading group.

Officer Support

1. The Council's Corporate Property Officer;
2. Such other officers as are appropriate from time to time, such as legal, financial and planning support.

Shoreham Renaissance Working Group

Terms of Reference

Membership: Chairperson of Policy and Strategy Committee;
2 members, representing Wards in Shoreham by Sea;
Corporate Director, Environment, Community & Housing Services (or
their representative)
Corporate Director, Strategy (or their representative)

Quorum: 2 members and 1 Corporate Director (or their representative)

Duration: To May 2006

1. To investigate and make recommendations to Policy and Strategy Committee on future plans for the town centre area of Shoreham by Sea, with particular reference to the Pond Road area.
2. To report to Policy and Strategy Committee on the working group's findings and recommendations arising from the Masterplanning process.
3. To project manage the Shoreham Renaissance Masterplanning project and report periodically on progress to Policy and Strategy Committee.
4. To seek and receive advice from any appropriate external source in relation to (1) above, including the Shoreham Community centre and voluntary organisations on the Pond Road site and other stakeholders.
5. To seek and receive advice from West Sussex County Council and the Primary Care Trust in relation to (1) above.
6. To co-opt representatives of key partners involvement in the renaissance of Shoreham Town Centre.

Ropetackle Arts and Educational Facility Working Group

Terms of Reference

Membership: 3 members, appointed by the Policy and Strategy Committee

Quorum: 2 members

Duration: To Annual Council 2006

1. To consider and advise the Policy and Strategy Committee on matters relating to the interior design of the Ropetackle Arts and Educational Facility.
2. To consider and advise the Policy and Strategy Committee on matters relating to the finance of the Ropetackle Arts and Educational Facility.
3. To consider and advise the Policy and Strategy Committee on matters relating to the management of the Ropetackle Arts and Educational Facility.
4. To consider and advise the Policy and Strategy Committee and / or the Community and Leisure Services Committee on any other issues relating to the Ropetackle Arts and Educational Facility.