

WARRINGTON BOROUGH COUNCIL

EXECUTIVE BOARD – 21 May 2019

Report of Executive Board Member:	Leader of the Council	
Executive Director:	Professor Steven Broomhead, Chief Executive	
Senior Responsible Officers:	Sharon Parker, Democratic Services Manager	
Contact Details:	Email Address: szparker@warrington.gov.uk	Telephone: 01925 442161
Key Decision No.	N/A	
Ward Members:	All	

TITLE OF REPORT: APPOINTMENTS TO CABINET TASK GROUPS 2019/20 AND CHAMPIONS/AMBASSADORS 2019/20

1. PURPOSE

- 1.1 The Executive Board has established a range of Task Groups and Champions/Ambassadors to support the Executive Board in performing its functions and responsibilities.
- 1.2 This report seeks Executive Board approval to assess whether there is still a need for the Task Groups and Champions/Ambassadors to continue and how their work can contribute to the work programmes of the Policy Committees or any other relevant body.
- 1.3 The report also seeks to appoint to the Task Groups. Details of the 2019-20 proposed membership to date is attached (see appendix). It is proposed that Group Leaders will advise of further appointments to the vacant positions.

2. CONFIDENTIAL OR EXEMPT

- 2.1 The report is not confidential or exempt.

3. CURRENT MEMBERSHIP

- 3.1 The appointment to Task Groups is normally broadly based on the proportionality figures agreed at the annual meeting of the Council on 23 May 2016. There are now four members that are not in a political group:

Councillor K Buckley – Conservative Rep
Councillor G Fellows – Independent Rep
Councillor D Price – Change UK – The Independent Cllr Rep.
Councillor S Krizanac – Independent Rep

4. INTRODUCTION AND BACKGROUND

- 4.1 The Executive Board may, under the provisions of the Executive Board Procedure Rules contained within the Constitution, establish Task Groups to support it in performing its functions and responsibilities. Some groups are set up on a more permanent basis with others established on a task and finish basis.
- 4.2 Task Groups report directly to the Executive Board and there is a presumption against Task Group meetings being open to the press and public although the Executive Board may authorise that Task Group meetings shall be open to the press and public.

5. CURRENT EXECUTIVE BOARD TASK GROUPS

5.1 Councillor Development Forum - Membership (5) (2019-20 proportionality basis – 4:1)

- 5.1.2 The 2018-19 membership (3:1:1 basis) comprised: Councillors A McCarthy (Chair) (Lab); B Maher (Lab); T Williams (Lab); S Harris (L/D) and K Buckley (C).

- 5.1.3 The terms of reference are –

- To monitor and develop the Member Development and Training programme
- To review support services to Members
- To submit reports to the Executive Board on training and support services on the work of the Task Group with any necessary recommendations

- 5.1.4 The Forum's work programme is managed by officers from the Democratic and Member Services section in consultation with the Chairman of the Forum and also the responsible Executive Board Member.

- 5.1.5 In 2018/19 the Forum had one meeting and its main focus has been the production of the Elected Member Development Prospectus (EMDP) and future development, reviewing the Members Allowance Scheme with regard to the section relating to IT.

5.1.6 Further work will be required in 2019-20 with support arrangements for the new Councillors following elections in 2020 and the production of the EMDP for 2020-24.

5.2 Corporate Parenting Forum – Membership (6) (2019-20 proportionality basis 5:1 basis) plus 1 position by title

5.2.1 The 2018-19 membership (4:2 basis) comprised: J Guthrie Deputy Chair (Lab); T Jennings (Lab); R Knowles (Lab); C Mitchell (Lab); S Harris (L/D); P Walker (L/D).

Plus

Councillors J Carter (Chair) (Lab) – Executive Board Member, Children’s Services

Other Members:

Chair of Children in Care Council

NHS Rep

*Service Manager – Targeted Services

*Virtual Head - Universal Services

*representatives agreed in terms of reference, which may need some adjustment following staffing restructure within the Council.

5.2.2 The purpose of the Corporate Parenting Forum is to promote and secure the delivery of high-quality services for children in care, which will improve educational engagement and attainment, reduce offending behaviour and improve outcomes for care-leavers to enable them to achieve their maximum potential in society.

The forum meets with a group of officers to discuss and work with how to improve the lives of children in care within Warrington. At each meeting they look at how the performance data for children in care has changed, analysing things such as the number of children in care compared to previous years, and the northwest on a whole, how long a child is in care, and the number of children adopted. The forum works to support children through their progression in the care system and as care leavers.

5.2.3 The group met three times during 2018-19. The terms of reference were thoroughly reviewed in 2014 and amended in line with the Council’s Constitution.

5.2.4 It is proposed that this Task Group continue with its work for 2019/20.

5.3 Planning for Travellers Task Group – Membership (7) (2019-20 proportionality basis 6:1)

5.3.1 The 2018-19 membership (5:2 basis) comprised: Councillors R Bowden (Lab) (Chair); D Friend (Lab); P Carey (Lab); J Kerr-Brown (Lab); C Mitchell (Lab); S Harris (L/D) and vacancy (L/D).

5.3.2 The purpose of the Planning for Travellers Task Group is to oversee and provide directional guidance on a project with a definitive end date.

5.3.3 The Task Group has met once during the civic year.

5.3.4 It is proposed that this Task Group continue with its work for 2019/20.

5.4 Armed Forces Task Group/WW1 Commemoration Task Group – Membership (7) (2019/20 proportionality basis – 6:1)

5.4.1 The 2018-19 membership (5:1:1 basis) comprised: Councillors G Friend (Lab) (Chair); T Higgins (Lab); B Maher (Lab); P Wright (Lab) Labour vacancy (Cllrs J Flaherty and L Morgan regularly substituted); M Biggin (L/D); K Buckley (C).

(Officers: B Magan/Comms Rep/S Broomhead); Regimental 75 Engineers - Co-opted Member.

5.4.2 The terms of reference for this group are: -

- Work with as many organisations as possible to improve the lives of current and former service personnel in Warrington. It is important for people to know that there is help available and that they don't have to cope on their own.
- establish and maintain a schedule of existing, planned and proposed events commemorating WW1 (such schedule to capture partner and key stakeholder organisations such as Parish Councils and any Neighbourhood Bodies and faith groups);
- establish a potential four year council led/enabled project plan of events;
- coordinate and manage a range of events through effective project and events management processes;
- report to the appropriate elected member decision bodies as appropriate;
- to meet over a four year period to support this process;
- to ensure, as far as practicably possible, and working in consultation with senior officers and elected members, that those events approved for inclusion in a four year project are achievable within existing revenue budgets.

5.4.3 This Task Group has met twice during the civic year with elected members keen to ensure that the Council's Commitment to the Armed Forces Community Covenant is on track and that any grant funding opportunities are accessed. The Council's Armed Forces Champion, Bryan Magan supports this group.

5.4.4 It is proposed that this Task Group continue with its work in 2019/20. The work programme to include community covenant and Cenotaph.

5.5 Waste Strategy Task Group - Membership (7) (2019/20 proportionality basis – 6:1)

5.5.1 The 2018-19 membership (5:2 basis) comprised: Councillors J Guthrie (Lab); R Bowden (Lab); J Hart (Lab); J Kerr-Brown (Lab); H Mundry (Lab); B Axcell (L/D); vacancy (L/D).

5.5.2 The main purpose of the Task Group is to provide a forum to review and develop a new Waste Strategy for Warrington.

5.5.3 The Task Group met three times in 2018/19 with significant discussion and debate contributing to the Council's proposed future strategy and Councillor Guthrie reporting matters through to the Executive Board as appropriate.

5.5.4 It is proposed that this Task Group continue with its work for 2019/20.

5.6 Syrian Refugee Executive Board Task Group – Membership (7) (proportionality basis - 5:2)

5.6.1 The 2018-19 membership (5:2 basis) comprised: Councillors T O'Neill (Lab) (Chair); R Bowden (Lab); J Carter (Lab); M McLaughlin (Lab); P Wright (Lab); W Johnson (L/D); vacancy (C).

5.6.2 The purpose of the Task Group is to provide members with oversight of the Council's response to the Government's request that each local authority area participate in the national refugee dispersal scheme relating to the Syrian refugees.

5.6.3 The Task Group has met three times during 2018/19.

5.6.4 It is proposed that this Task Group be discontinued. The Task Group was set up to establish process/protocols etc for the Syrian Refugee Programme. Managing ongoing processes and information sharing with WBC Officers will continue.

5.7 Social Care Market for Older People Executive Board Task Group – Membership (7) (exact proportionality basis - 5:2; actual proportionality 4:2:1)

5.7.1 The 2018-19 membership comprised: Councillors P Wright (Lab); H Cooksey (Lab); M Creaghan (Lab); R Knowles (Lab); M Smith (Lab) (Chair); S Krizanac (L/D); K Buckley (C).

5.7.2 The Task Group met once during 2018/19 however it is now proposed that this Task Group be discontinued for 2019-20.

5.8 Warrington Sustainable Energy and Climate Change Executive Board Task Group – Membership (5) (2019/20 proportionality basis -4:1)

- 5.8.1 The 2018/19 membership comprised: Councillors R Bowden (Lab); J Guthrie (Lab); H Mundry (Lab); D Price (Lab); B Axcell (L/D).
- 5.8.2 This Task Group was reinstated in May 2018 to provide direction on sustainable energy strategy and policy in Warrington. It will reflect on progress and opportunities for sustainable energy projects in Warrington and other energy-related issues and opportunities as they arise. It will make recommendations to the Executive Board.
- 5.8.3 The Task Group met twice during 2018/19 due to lack of projects, however, following the decision by the Executive Board to progress with the Cirencester Solar Farm project, it was agreed to re-establish this task group to monitor this high profile project as well as to take forward other energy opportunities which are now presenting themselves.
- 5.8.4 It is proposed that this Task Group continue with its work for 2019/20.

6. OTHER BOARDS / WORKING GROUPS

6.1 Extreme Weather Board – Membership (5) (2019/20 proportionality basis – 4:1)

- 6.1.1 The 2018-19 membership (3:2 basis) comprised: Councillors J Guthrie (Lab) (Chair); P Nelson (Lab); S Parish (Lab); Vacancy (L). B Axcell (L/D).
- 6.1.2 This Board assists the Executive Board in delivering its work programme to the highest quality and enhance the potential to achieve positive outcomes. It will create an additional and regular scrutiny and accountability mechanism for and on behalf of the Executive Board and also a forum for considering and driving forward improvement strategies.
- 6.1.3 The Board has met twice during 2018/19. The Board reviewed extreme weather events, considered winter maintenance and flood risk management, it was also noted that the communications team were ready with set messages for Facebook and Twitter, should any extreme weather conditions occur; the team would also look into communications with LiveWire.
- 6.1.4 It is proposed that this Board continue with its work for 2019/20.

6.2 City Centre Masterplan Working Group – Membership (7)

- 6.2.1 The 2018-19 membership (5:2 basis) comprised: Councillors T O'Neill (Lab) (Chair); R Bowden (Lab); C Mitchell (Lab); D Price (Lab); T Jennings (Lab); B Barr (L/D); Vacancy (L/D).
- 6.2.2 The purpose of the working group is to oversee the delivery of the masterplan.

6.2.3 The Working Group met regularly in 2018/19 and affords senior members and officers to discuss matters of strategic importance to help shape future policy strategy.

6.2.4 It is proposed that this Working Group be discontinued.

6.3 Warrington Borough Council Strategic Housing, Regeneration and Investment Board

6.3.1 The Board was established on 15 January 2018, however, the Board never met during 2018-19 and it is therefore proposed that this Board be discontinued.

6.4 Night Time Economy Task Group (Membership (6) (2019/20 proportionality basis - 4:2 plus 4 co-optees and 3 WBC officers)

6.4.1 The 2018-19 membership (4:2 basis) comprised: Councillor J Guthrie (Lab), Councillor B Maher (Lab), Councillor M McLaughlin (Lab), Councillor P Nelson (Lab), Councillor G Welborn (L/D), Vacancy (L/D).

Plus

WBC Chief Executive (Chair), Police CI for Warrington, Police Partnership Inspector, Best Bar None Chair, Pub Watch Chair, Public Protection Unit Manager, Head of Community Safety and Resilience, Head of Customer Strategy and Communications, Legal Services Representative (as necessary).

6.4.2 The Task Group is chaired by the Chief Executive and has met regularly during 2018/19. It has and continues to contribute towards the Council's strategic and policy approach.

6.4.3 It is proposed that this group continues with it works for 2019/20.

7. AMBASSADORS/CHAMPIONS

7.1 The Ambassador/Champion appointments detailed in the table below: assist, challenge and liaise with the relevant Executive Board Member and Policy Chair and act as a representative voice within the Council and engage with the community to gain a deeper understanding of the issues facing their relevant Champion/Ambassador role and/or area.

7.2 The term of office for each Champion/Ambassador to be for a definite period (the length of the municipal year) and that once appointed by the Executive Board they should only be removed upon the basis of a report submitted to the Executive Board.

7.3 It is proposed that the following Champions/Ambassadors continue for 2019/20:

Champion/Ambassador	Member
Adult Safeguarding/ Older People	Councillor M Creaghan
Young People	Councillor T Jennings
Heritage	Janice Hayes (officer appointment)
Fairtrade	Councillor S Wright

8. FINANCIAL CONSIDERATIONS

8.1 The work programmes of the Executive Board Task Groups are developed and delivered within approved and existing budgets.

9. RISK ASSESSMENT

9.1 There are no risks identified in this report.

10. EQUALITY AND DIVERSITY / EQUALITY IMPACT ASSESSMENT

10.1 There are no equality and diversity issues arising from this report.

11. CONSULTATION

11.1 The Leader and Senior Management Team of the Council have been consulted.

12. REASONS FOR RECOMMENDATION

12.1 To re-appoint the various Executive Board Task Groups and Working Groups and Champions/Ambassadors to support the Executive Board in its business.

13. RECOMMENDATION

13.1 The Executive Board is recommended to:

- (i) Re-appoint the following Executive Board Task Groups/Other Boards/Working Groups:

- Armed Forces TG
- Corporate Parenting
- Councillor Development Forum
- Planning for Travellers TG
- Waste Strategy TG
- Extreme Weather Board

Night Time Economy Task Group
Warrington Sustainable Energy and Climate Change TG.

- (ii) Appoint to the Task Groups as outlined in the appendix attached to this report and note that group leaders will advise of further appointments to the vacant positions.
- (iii) Delegate authority to the Head of Legal and Democratic Services and Monitoring Officer to the Council, following consultation with the Leader of the Council, to finalise the membership for 2019/20.
- (iv) Note that the following Task Groups have been discontinued:

Social Care Market for Older People Task Group
Syrian Refugee Task Group
City Centre Masterplan Working Group
Warrington Borough Council Strategic Housing, Regeneration and Investment Board.

- (v) Appoint to the Ambassador/Champion roles for the 2019/20 civic year as detailed in sections 7.3 of this report as follows:

Champion/Ambassador	2019/20 member
Adult Safeguarding/ Older People	Councillor M Creaghan
Young People	Councillor T Jennings
Heritage	Janice Hayes (officer appointment)
Fairtrade	Councillor S Wright

14. BACKGROUND PAPERS

Minutes and agenda papers.

Contact for Background Papers:

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CABINET TASK GROUPS AND BOARDS 2019-20 - MEMBERSHIP

Task Groups

Name of Task Group	Membership 2019-2020
Armed Forces Task Group 7 (6:1 proportionality basis)	Councillor G Friend (Chair)(L) Councillor T Higgins (L) Councillor B Maher (L) Councillor J Flaherty (L) Councillor P Wright (L) Councillor M Biggin (L/D) Councillor K Buckley (C) (in Labour place)
Corporate Parenting Forum 6 (5:1 proportionality basis)	Councillor J Carter (Chair) (L) Councillor J Guthrie (Deputy Chair) (L) Councillor T Jennings (L) Councillor R Knowles (L) Vacancy (L) To be advised (L/D) Plus Councillor M Smith (L) ex-officio member
Councillor Development Forum 5 (4:1 proportionality basis)	Councillor A McCarthy (Chair) (L) Councillor B Maher (L) Councillor T Williams (L) Councillor S Harris (L/D) Councillor K Buckley (C) (in Labour place)
Planning for Travellers Task Group 7 (6:1 proportionality basis)	Councillor R Bowden (Chair) (L) Councillor J Davidson (L) Councillor D Friend (L) Councillor J Kerr-Brown (L) Councillor C Mitchell (L) Vacancy (L) Councillor S Harris (L/D)
Waste Strategy Task Group 7 (6:1 proportionality basis)	Councillor J Guthrie (Chair) (L) Councillor R Bowden (L) Councillor J Hart (L) Councillor J Kerr-Brown (L) Councillor H Mundry (L) Vacancy (L) Councillor B Axcell (L/D)
Warrington Sustainable Energy and Climate Change Task Group 5 (4:1 proportionality basis)	Councillor R Bowden (L) Councillor J Guthrie (L) Councillor H Mundry (L)

	Vacancy (L) Councillor B Axcell (L/D)
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Other Boards

Name of Board	Membership 2019-20
Extreme Weather Board 5 (4:1 proportionality basis)	Councillor J Guthrie (Chair) (L) Councillor P Nelson (L) Councillor S Parish (L) Vacancy (L) Councillor B Axcell (L/D)
Night Time Economy Task Group 6 (5:1 proportionality basis) plus 4 co-optees and 3 WBC officers	Councillors: J Guthrie (L) L Morgan (L) M McLaughlin (L) P Nelson (L) Vacancy (L) G Welborn (L/D) PLUS WBC Chief Executive (Chair) Police CI for Warrington Police Partnership Inspector Best Bar None Chair Pub Watch Chair Public Protection Unit Manager Head of Community Safety and Resilience Head of Customer Strategy and Communications Legal Services Representative (as necessary)

Champion/Ambassador	Member
Adult Safeguarding/ Older People	Councillor M Creaghan
Young People	Councillor T Jennings
Heritage	Janice Hayes (officer appointment)
Fairtrade	Councillor S Wright