



21 August 2020

Our Ref Cabinet Panel CE & CD – 02.09.20
Contact. Committee Services
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To: Members of the Committee: Councillors: Judi Billing (Chair), Keith Hoskins (Chair), Ruth Brown, George Davies, Jean Green, Simon Harwood, Helen Oliver, Kay Tart and Michael Weeks

Substitutes: Councillors Ian Albert, Faye Frost, Michael Muir, Carol Stanier and Tom Tyson

NOTICE IS HEREBY GIVEN OF A

**MEETING OF THE CABINET PANEL ON COMMUNITY
ENGAGEMENT AND COOPERATIVE DEVELOPMENT**

to be held as a

VIRTUAL MEETING

On

WEDNESDAY, 2ND SEPTEMBER, 2020 AT 7.30 PM

Yours sincerely,

Jeanette Thompson
Service Director – Legal and Community

****MEMBERS PLEASE ENSURE THAT YOU DOWNLOAD ALL AGENDAS AND REPORTS VIA THE MOD.GOV APPLICATION ON YOUR TABLET BEFORE ATTENDING THE MEETING****

Agenda **Part I**

Item	Page
1. APOLOGIES FOR ABSENCE	
2. CHAIR'S ANNOUNCEMENTS Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chair of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest, wishing to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.	
3. INTRODUCTION BY THE JOINT CHAIRS OF THE CABINET PANEL ON COMMUNITY ENGAGEMENT AND CO-OPERATIVE DEVELOPMENT The Joint Chairs of the Cabinet Panel on Community Engagement and Co-Operative Development will introduce the aims and objectives of the Panel in General and the aims and objectives for this particular meeting. The Terms of Reference for the Cabinet Panel on Community Engagement and Co-operative Development are attached for information.	(Pages 3 - 4)
4. PRESENTATION REGARDING CO-OPERATIVES To receive a presentation regarding co-operatives.	
5. PUBLIC PARTICIPATION To receive petitions, comments and questions from the public.	
6. MEMBERS' DISCUSSION The Chair to lead a Members' discussion regarding the issues considered at the meeting.	
7. INFORMATION NOTE - WORK PROGRAMME AND ACTION TRACKER 2020/21 REPORT OF THE STRATEGIC DIRECTOR – COMMERCIAL To introduce the Panel's Work Programme and proposed Action Tracker for 2020/21.	(Pages 5 - 8)

MEMBERSHIP

1. The Panel shall comprise of nine (9) Members.
2. The Panel shall be politically balanced.
3. The quorum shall be three (3).
4. The initial appointments to be made by Council at its Annual Meeting or at other times, under delegated responsibility, by the Democratic Services Manager in consultation with Group Leaders.
5. Substitutes to be allowed, as per the Council's Procedure Rules.

TERMS OF REFERENCE

The Panel's Terms of Reference are to consider a range of community engagement, commercial and enterprise issues and in particular to:

1. Engage with individuals and the community, act as a sounding board on community ideas and projects and seek evidence and views as appropriate;
2. Consider a range of views on issues relating to community engagement, commercial and economic development matters;
3. Help and where appropriate maintain any links with relevant external (public, research, professional/trade, commercial and industrial) bodies;
4. Act as an advisory Panel to Cabinet in relation to the above.

The Leader and Deputy Leader, together with the Chair and Vice-Chair of Overview and Scrutiny Committee and relevant officers will agree a work programme for the Panels to ensure that there is not duplication with the work of the Overview and Scrutiny Committee or its Task and Finish Groups, ensuring the Panels and the Committee use their time to positively benefit the Council and our communities.

PROCEDURE & ADMINISTRATION

1. The Panel is advisory and has no decision making powers. It is therefore the intention that the Panel meetings, style and tone are informal and that the community and any person or body are welcomed and enabled to participate.
2. The Panel shall be Chaired by the Executive Member for Enterprise and Co-operative Development, or Community Engagement on a meeting by meeting basis (or by such Chair(s) as appointed at the Annual Council in the event of portfolio change).
3. The Panel shall aim to meet approximately 6 times per year, once before each Cabinet cycle.
4. Any recommendation of the Panel shall, in so far as possible, be by consensus. Where voting is necessary, then the normal Council voting procedures will apply.
5. Administrative support will be organised by the Committee, Member and Scrutiny Team.
6. Officer support shall be provided by the most relevant Directorate for the subject of the meeting and where relevant other Directorate officers, as requested by the Panel.

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**CABINET PANEL ON COMMUNITY ENGAGEMENT AND
CO-OPERATIVE DEVELOPMENT
2 SEPTEMBER 2020**

***PART 1 – PUBLIC DOCUMENT**

TITLE OF INFORMATION NOTE: WORK PROGRAMME AND ACTION TRACKER FOR 2020/21

INFORMATION NOTE OF THE STRATEGIC DIRECTOR - COMMERCIAL

EXECUTIVE MEMBER – COMMUNITY ENGAGEMENT & ENTERPRISE AND CO-OPERATIVE DEVELOPMENT

1. SUMMARY

- 1.1 This note highlights proposed items to be scheduled in the work programme for the Cabinet Panel on Community Engagement and Co-operative Development for 2020/21. As at Appendix A, the Work Programme/Action Tracker allows the scene to be set for evaluation and the agreement of topics for 2020/21. This allows the Cabinet Panel to set a work programme which enables open discussion that may lead to recommendations to Cabinet /the relevant Executive Members or Service Director, regarding actions that they believe that the Council should be taking to address community engagement and co-operative development..

2. STEPS TO DATE

- 2.1 Council approved the establishment of the Cabinet Panel on Community Engagement and Co-operative Development at the meeting held on 16 January 2020. The terms of reference were tabled for the Council meeting held on the 4 June 2020:

<https://democracy.north-herts.gov.uk/documents/s10892/Appendix%20C%20-%20Revised%20Terms%20of%20Reference%20for%20Cabinet%20Panel%20on%20Community%20Engagement%20Enterprise%20and%20C.pdf>

- 2.2 Members are asked to consider and agree the proposed work programme and action tracker format, which will be updated following each meeting of the Panel.

3. INFORMATION TO NOTE

- 3.1 An email address for this panel has been set up to allow members of the public or organisations to provide suggestions/presentations for the panel's consideration. The address is - EnterprisePanel@north-herts.gov.uk.
- 3.2 The Panel will seek to ensure that consideration of agenda items minimises additional burdens on staff resources. Wherever possible, requests are made for the presentation of documents already in existence rather than the production of new documents specifically for the Panel. Suggestions from outside sources, will only be placed on the work programme if agreed by one of the alternating Chairs or at a meeting of the Panel.

- 3.3 Attendance from external bodies and members of the public is actively encouraged.
- 3.4 This is a non-decision making advisory body and therefore this or any notes/reports to the Panel do not include a recommendation on a key Executive decision and have not been referred to in the Forward Plan. However, recommendations for action from the Panel for consideration by Cabinet may do so. This will therefore need to be borne in mind for any recommendations of the Panel.

4. NEXT STEPS

- 4.1 Other topics for consideration and inclusion in the Panel's work programme will be considered at each meeting. When considering additional topics, their risk assessment and prioritisation will ensure that the most appropriate items are taken forward to the work programme

5. APPENDICES

- 5.1 Appendix A – Proposed Work Programme and Action Tracker

6. CONTACT OFFICERS

- 6.1 **Author**
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- 6.3 Hilary Dineen, Committee, Member and Scrutiny Manager
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7. BACKGROUND PAPERS

- 7.1 None

**POTENTIAL PROGRAMME FOR FUTURE CABINET PANEL COMMUNITY ENGAGEMENT
AND CO-OPERATIVE DEVELOPMENT MEETINGS 2020 -21**

2 September 2020	Co-operatives Guidance Announcements Presentation on Co-operatives Public Participation Member Discussion Consideration of the Work Programme and proposed Action Tracker Actions, possible additions to the work programme
9 November 2020	
1 February 2021	

CABINET PANEL ON COMMUNITY ENGAGEMENT AND CO-OPERATIVE DEVELOPMENT – ACTION TRACKER

Date and Min No	Action/Resolutions	Who will take the action forward	Status (Complete / Ongoing / Outstanding)	Update
	This will be the actions as agreed in the meetings		Complete	This area is to provide any available updates to the actions
			Ongoing	
			Outstanding	