

NORTH HERTFORDSHIRE DISTRICT COUNCIL



30 November 2020

Our Ref CPCECD – 09.11.20
Contact. Committee Services
Direct Dial. (01462) 474655
Email. committee.services@north-herts.gov.uk

To: Members of the Committee: Judi Billing (Joint Chair), Keith Hoskins (Joint 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

MONDAY, 9TH NOVEMBER, 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.	WELCOME AND REMOTE/PARTLY REMOTE MEETINGS PROTOCOL SUMMARY Members are requested to ensure that they are familiar with the attached summary of the Remote/Partly Remote Meetings Protocol. The full Remote/Partly Remote Meetings Protocol has been published and is available here: https://www.north-herts.gov.uk/home/council-and-democracy/council-and-committee-meetings .	(Pages 5 - 6)
2.	APOLOGIES FOR ABSENCE	
3.	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.	
4.	NOTIFICATION OF OTHER BUSINESS Members should notify the Chair of other business which they wish to be discussed at the end of either Part I or Part II business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency. The Chair will decide whether any item(s) raised will be considered.	
5.	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 Cooperative Development will introduce the aims and objectives for this meeting.	
6.	PUBLIC PARTICIPATION To receive petitions, comments and questions from the public. Members of the public will be requested to take part in the discussion.	

7. MEMBERS' DISCUSSION REGARDING COMMUNITY ENGAGEMENT IN THE AGE OF SOCIAL MEDIA

The Chair to lead a Members' discussion regarding Community Engagement in the Age of Social Media

**8. INFORMATION NOTE - WORK PROGRAMME AND ACTION TRACKER
INFORMATION NOTE OF THE POLICY AND COMMUNITY ENGAGEMENT
MANAGER**

(Pages 7
- 10)

To highlight proposed items scheduled in the work programme for the Cabinet Panel on Community Engagement and Co-operative Development for 2020/21 following the initial meeting.

This page is intentionally left blank

REMOTE/PARTLY REMOTE MEETINGS PROTOCOL SUMMARY

A protocol regarding remote meetings has been devised as a result of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 ('the Regulations') to provide guidance for the conduct of any remote meeting of the Council, and its various Committees and Sub-Committees, held under the provisions of the Regulations and subsequent changes to the Constitution.

The full Remote / Partly Remote Meetings Protocol has been published and is available to view on the Council's website via the following link: <https://www.north-herts.gov.uk/home/council-and-democracy/council-and-committee-meetings>

The Council's adopted Constitution will continue to apply to meetings of the Council and its various Committees and Sub-Committees. Where there is a conflict between the protocol and Constitution the Constitution takes precedence.

The protocol applies to this meeting. It outlines processes for conducting remote meetings. Some key points are highlighted here for guidance:

- Prior to the start of a meeting the Committee, Member and Scrutiny Officer/Manager ('The Officer') will confirm the meeting is being streamed live. They will confirm that they can see and hear all participating Members, Officers and/or members of the public at the start or upon reconvening a meeting.
- Any person attending the meeting remotely should join no later than 15 minutes prior to allow for technical checks. They should ensure that their name on screen appears in the agreed format, as indicated in the Protocol. They should mute their microphone when not speaking. Their background should be nondescript or virtual/blurred if possible. Headsets are recommended to reduce audio feedback.
- Remember to stay in view of the camera. While on camera everything you do is visible; please observe as far as possible the etiquette you would as if attending a meeting in person.
- Be careful to prevent exempt or confidential papers being seen within the video-feed. When a meeting is in private session there should be only those entitled to be present in the room. The live stream will continue with a holding card displayed.
- If a Member wishes to speak, they should use the raise hand function. Please wait to be invited by the Chair to address the meeting. The normal procedure rules with respect to debate and speaking times will apply as per the Constitution.
- If a Member has declared a Disclosable Pecuniary Interest and is required to leave the meeting during the consideration of an item, they will be placed in the waiting room. It is the responsibility of the Member in question to remind the Chair at the start of such item. The Officer will remind the Chair to return the Member as appropriate.
- Members will need to use the tools in the "Participants" function to vote: using a green tick to indicate 'for', a red cross to indicate 'against', or the "raise hand" tool to indicate an abstention. Where a Member has had to dial into the meeting by telephone, the Chair will ask for verbal confirmation as to how they wish to vote. Leave the vote in situ until told otherwise by either the Chair or Officer.
- The Officer will clearly state the result of the vote and the Chair will then move on.
- Details of how Members voted will not be kept or minuted unless a Recorded Vote is requested or an individual requests that their vote be recorded, although voting may be seen and/or heard on the video recording.
- If there are Part 2 (confidential) items Members will be invited to join a breakout room for these items. You must accept this invitation.
- Once Part 2 (confidential) discussions have concluded Members will need to leave the breakout room. Please do not leave the meeting.

This page is intentionally left blank

**CABINET PANEL ON THE COMMUNITY ENGAGEMENT
AND CO-OPERATIVE DEVELOPMENT
09/11/2020**

***PART 1 – PUBLIC DOCUMENT**

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

INFORMATION NOTE OF THE POLICY AND COMMUNITY ENGAGEMENT MANAGER

EXECUTIVE MEMBERS – COMMUNITY ENGAGEMENT AND ENTERPRISE AND CO-OPERATIVE DEVELOPMENT

PRIORITY: RESPONSIVE AND EFFICIENT

1. SUMMARY

1.1 This note highlights proposed items scheduled in the work programme for the Cabinet Panel on Community Engagement and Co-operative Development for 2020/21 following the initial meeting. As at Appendix A, the Work Programme/Action Tracker allow 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 for the Community Engagement and Co-operative Development at the 16th January 2020 meeting. The amended terms of reference were tabled for the Full Council meeting on the 4th 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 the work programme and action tracker; which will be updated following each Panel meeting as appropriate.

3. INFORMATION TO NOTE

3.1 An inbox has been set up to allow members of the public or organisations to provide suggestions/presentations for the panel's consideration. The address is – Community@north-herts.gov.uk

3.2 The Policy and Community Engagement Manager/Communities' Team Leader will also provide a verbal update to the Panel where appropriate.

3.3 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, as detailed in paragraph 3.2 will only be placed on the work programme if agreed by one of the alternating Chairs or at a meeting of the Panel.

3.4 Attendance from external bodies and members of the public is actively encouraged.

3.5 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 - Programme of meetings and Action Tracker

6. CONTACT OFFICERS

6.1 Reuben Ayavoo, Policy and Community Engagement Manager, 01462 474212
Reuben.ayavoo@north-herts.gov.uk

6.2 Anna Gouveia, Committee, Member and Scrutiny Officer, 01462 474514
Anna.Gouveia@north-herts.gov.uk

6.3 Georgina Chapman, Policy Officer, 01462 474121
Georgina.chapman@north-gov.uk

7. BACKGROUND PAPERS

7.1 None

APPENDIX A

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

21 October 2020	Co-operatives Guidance Announcements Presentation on Co-operatives by Anna Peachey Public Participation Member Discussion Consideration of the Work Programme and Proposed Action Tracker Actions, possible additions to the work programme
9 November 2020	Community Engagement Guidance Announcements Public Participation Panel Discussion Consideration of the Work Programme and Proposed Action Tracker Actions, possible additions to the work programme
1 February 2021	

CABINET PANEL FOR COMMUNITY ENGAGEMENT AND CO-OPERATIVE DEVELOPMENT – ACTION TRACKER: November 2020

Date and Min No	Action/Resolutions	Action/Response/Outcome	Status (Complete/in progress)	Additional commentary