

**CABINET PANEL ON COMMUNITY ENGAGEMENT AND  
CO-OPERATIVE DEVELOPMENT  
21 OCTOBER 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 AND 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 for the Environment 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](mailto: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 – Work Programme and Action Tracker

#### **6. CONTACT OFFICERS**

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#### **7. BACKGROUND PAPERS**

- 7.1 None