

**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 16<sup>th</sup> January 2020 meeting. The amended terms of reference were tabled for the Full Council meeting on the 4<sup>th</sup> 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](mailto: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  
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- 6.2 Anna Gouveia, Committee, Member and Scrutiny Officer, 01462 474514  
[Anna.Gouveia@north-herts.gov.uk](mailto:Anna.Gouveia@north-herts.gov.uk)
- 6.3 Georgina Chapman, Policy Officer, 01462 474121  
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#### **7. BACKGROUND PAPERS**

- 7.1 None