

**Review of Member Fora**
**APPENDIX 1**

	Name of Body	Current Membership	Summary of Terms of Reference or Function of the Body	Frequency of Meetings	Whether the Body should continue or not and the reason for that view			
					View of relevant Snr. Officer	The Chair of the Body	Appropriate Cabinet Member	Executive or Council Function
1.	Joint Consultative Committee	18 Members: 9 Members - Employer Representative & 9 Members - Employee Representatives	Foster good industrial relations and facilitate communications within the Council through a Forum for consultation on corporate issues between representatives of elected Members of the Council and Trade Union representatives from each of the main recognised Trade Unions represented at Flintshire	As and when required but scheduled to be held quarterly	Should continue as required as part of the national agreement with the recognised unions and assists the Council or Executive in meeting its statutory requirements as employer.	Agrees with senior officer	Agrees with senior officer	Executive
2.	Teachers' Consultative Committee (TCC)	8 Teachers (Union reps) Directorate Advisors	The group covers the same ground as the FCCTCC	3 times a year	Ian Budd commented that there is no need for two separate teacher bodies and for it to cover all education staff.	Agrees with Ian Budd	Agrees with Ian Budd	Executive
3.	Flintshire County Council Teachers' Consultative Committee (FCCTCC)	8 Members from the LEA 8 Teachers (Union reps) Directorate Advisors	The function of the group is to provide consultations between FCC and Teachers regarding staff issues and any other relevant matters and to make recommendations to the Council	3 times a year				Executive
4.	School Performance Monitoring Group	Cabinet Member for Education, Chair of Lifelong Learning Scrutiny, Volunteer Members of Lifelong Learning Scrutiny, Director of Lifelong Learning, Principal School Improvement Officers and appropriate School Improvement Officer	Monitor school improvement and performance detailed terms of reference agreed by Cabinet at its 18 September 2012 meeting. - Key stage results - Other attainment information, including outcomes for "vulnerable" learners - Estyn reports - Welsh Government banding information - Attendance - Exclusions - School contexts and contextualised performance	As required	This has recently been reviewed and should remain	Agrees with officer view	Agrees with officer view	Executive
5.	Planning Delegations	3 Members + relevant officers	1. To consider the recommendation of the Head of Planning to grant planning permission for development where objections have been received from members of the public or consultees, but the development is of such a scale that it need not be determined by Committee. 2. To agree with the Head of Planning's recommendation, or 3. To agree with the Head of Planning's recommendation subject to the imposition of additional conditions, or 4. To require that the matter be determined at the next available Planning & Development Control Committee. 5. Either the Chairman or Vice Chairman can request that the actions 2 to 4 are undertaken.	Every 2 weeks	No, despite recent improvements this is still not a transparent process. Either we operate the scheme of delegation, or we don't. This does little to assist with transparency.	Favours retention of existing arrangements	Supportive of loss of the meeting and would like this to move forward quickly. He has asked for a briefing note to address this.	Council
6.	Member/Officer Tenant Working Group	4 Members to include the cabinet member for Housing, Chair of Tenant Federation + 3 other tenants and relevant officers	To implement the Customer Involvement Strategy and action plan, receive progress reports and to annually review the Customer Involvement Strategy.	Meets up to a maximum of 6 times a year	I believe it is important that the group continues as the group is a partnership between Tenants, Staff and Elected members to oversee the implementation of the customer involvement strategy and action plan. It is a group that shows true partnership in delivering a quality service and enables tenants to play an active role in monitoring the delivery of the housing service, and is a 'Best practice' model as identified in the Welsh Government guidelines for the authorities customer involvement processes.	We have developed a good working relationship as a joint monitoring group. As changes in service are made there is a better understanding of how customer involvement will be implemented and that we are working with councillors reinforces the commitment from the council. Mavis Crofts - Chair of the Flintshire Tenant Federation	Cllr Helen Brown confirms that this group should continue	Executive

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7.	Voluntary Sector Grants Panel	8 Members + relevant officers	To provide recommendations to the Chief Executive on Council funding from the £21K available in the community chest fund to third sector organisations	The Panel meets 3 times a year in order to review and make recommendations on the allocation of the Community Chest Grant which is approx. £21K p.a.	Yes, this body should continue until it decides on alternative mechanisms for funding allocations. The Panel plays an important role in that it enables elected members to maintain an understanding of the types of grassroots organisations seeking funding plus the trends and difficulties faced by local organisations	This body should continue	Believes this body should continue.	Executive
8.	Inclusion Service Steering Group	2 Members, Inclusion Service Management Team, Primary, Secondary & Special School headteachers, Primary & Secondary ALNCoS, Parent Partnership representative	To review and monitor Service policy, provision, delivery and efficiency.	Termly	Yes this should continue as it provides a valuable forum ensuring members and other stakeholders maintain their knowledge of Inclusion Services, challenge policy and have the opportunity to impact on service	This body should continue	Agrees with officer view. This must remain.	Executive
9.	Welsh in Education Strategic Forum	Menter Iaith, Mudiad Ysgol Meithrin, parent representative, Children & Young People's Partnership, Athrawon Bro, 2 Head teachers, 3 Principal Learning Advisers, Head of Dev & Resources, Governor representative, Pupil Support Manager, Trade Unions, College Representative & Council	To agree, implement and review a coordinated approach that best delivers the requirements of the WG's Welsh-medium Education Strategy. To be responsible for the delivery of the action plan incorporating seven key outcomes. To monitor, evaluate and consider the impact of the delivery of the action plan in raising standards in Welsh first and second language. Forum representatives are expected to consult with and feedback to their respective associate stakeholders.	It meets approx. 6 times year	The Welsh in Education Strategic Forum should continue as it is the key vehicle for the delivery and monitoring of the Welsh Education Strategic Plan.	This body should continue	Agrees with officer view that it should continue.	Executive
10.	Foster Care Panel	FCC x 5 BCU x 3 Independent Members x 4	The foster care panel is required under The Fostering Services (Wales) Regulations 2003. The function of the fostering panel is to consider each application for approval and to recommend whether or not a person is suitable to act as a foster parent. Where the panel recommends approval of an application, to recommend the terms on which the approval is given. To recommend whether or not a person remains suitable to act as a foster parent and whether or not the terms of the person's approval remain appropriate	Monthly	Should continue.	Craig Wilkinson - It is a statutory requirement to have a Fostering Panel so I can not understand how the service could function without the Panel meeting. The consequences of not meeting statutory requirements with regard to fostering will result in the authority having to place children with external carers at considerable expense to the authority and disruption to the children.	Confirmed that the Fostering Panel should continue	Executive

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11.	Children's Forum	FCC x 2 WCBC x 12 BCUHB x 3 Public Health x 1 CAFCASS x 1 NSPCC x 1 Police x 1 Cabinet members for Education, Social Services, Housing and Corporate Management with one member from each political group and other persons as determined by Cabinet at its meetings of the 01.08.06 and 13.12.11	1. Ensuring that the Chief Executive and Cabinet Members are involved in setting priorities and strategic direction for vulnerable children, specifically children on the Child Protection Register and children looked after. 2. Ensuring that the Chief Executive and Cabinet Members are well informed about the progress and well-being of vulnerable children for whom the Authority holds significant responsibility. 3. Overseeing the Authority's development of a robust approach to corporate parenting.	4-6 weeks	The Children's Forum has been reviewed and recommend it be retained without review or amendment.	Councillor Chris Bithell confirmed the Children's Services Forum should continue.	Cllr Christine Jones agrees with the Chair that the Forum should continue	Executive
12.	Adoption Panel	FCC x 2 WCBC x 2 BCU x 2 Independent Members x 4	Enshrined in regulation	Monthly	Yes to continue	David Beard - The Adoption Panel are vital elements of ensuring that planning for children and young people can occur, that resources available for them are safe and reviewed and provide an essential part of an integrated service for	Cllr Christine Jones agrees that the Adoption Panel should continue	Executive
13.	Waste Strategy Review Board	No current membership	To consider issues relating to Waste Management Strategy and make recommendations to the Cabinet.	Not met for some time.	The Council's Waste Strategy was approved by Executive in June 2010 and will be reviewed by Cabinet in 2013.  The document defines Council Policy on all waste management issues and therefore the Member Fora is not required	None at present	Cllr Kevin Jones agrees with officer	Executive

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14.	Health & Safety Board	Chief Executive The Leader of the Council Cabinet Member for Corporate Management Members from each political group Directors Head of Public Protection Corporate Health and Safety Team Leader Union Representatives	<p><b>Aim of the Group</b> To facilitate and monitor the strategic development and progress of health and safety practice and raise the profile of health and safety so it becomes embedded in the culture of the Authority. To take the lead in ensuring the effective communication of health and safety duties and the benefits throughout the organisation</p> <p><b>Purpose of the Group</b></p> <ul style="list-style-type: none"> <li>• To act as the forum to maintain a positive health and safety culture throughout the Authority, a culture that strives to continually improve health and safety practice and performance</li> <li>• To act as a forum to monitor the Authority's Health and Safety Management System (SMS) and the supporting operating manual of Corporate Standards</li> <li>• To act as a forum to ensure health and safety information is disseminated and used throughout the Authority</li> <li>• To act as a forum for monitoring health and safety performance and the effectiveness of health and safety arrangements within the Authority</li> <li>• To maintain an oversight of legal changes in health and safety legislation and its interpretation</li> <li>• To ensure the group are made aware of the significant risks faced</li> </ul>	Three monthly	This is an extremely valuable group that monitor and keep abreast of health and safety issues across the authority. We have a legal obligation to ensure dissemination of health and safety information and this is the only overarching group with representation from all areas of the authority including Members.	Colin Everett is of the opinion that this group must continue with member participation in order for them to take ownership as part of their responsibilities, particularly in light of the recent Flintshire Corporate self-assessment which highlighted the health and safety evidence under governance and corporate alignment. He feels that it is too high risk to remove and will therefore discuss with Aaron to ensure this group continues.	Should continue	Executive
15.	Procurement Board	4 Members and 4 officers	<ol style="list-style-type: none"> <li>1. Raise the profile of Procurement at a strategic level</li> <li>2. Provide strategic direction, guidance and support in the implementation</li> <li>3. Monitor and develop a Procurement Strategy and Action Plan (inc performance measures and targets)</li> <li>4. Approve progress reports to Cabinet</li> <li>5. Ensure that Procurement Strategy and Action Plan continue to address WAG's agenda and e-procurement taking account of local issues</li> <li>6. Approve projected plans arising out of the Action Plan</li> <li>7. Ensure appropriate consultation with outside agencies</li> <li>8. Receive and consider progress reports from the Central Procurement Unit</li> <li>9. Receive and consider reports from the Procurement Link Officers</li> <li>10. Approve reports to WPI Supervisory Board</li> </ol>	Every 4 - 6 months	Meets infrequently and with limited effectiveness. Procurement is now a full programme within Flintshire Futures whose governance arrangements replace the need for this Board. Recommend withdrawal.	No Chair at present	Agrees this should be discontinued.	Executive
16.	ICT Panel	5 members	<ol style="list-style-type: none"> <li>1. To review and monitor progress in the implementation of the Corporate ICT Strategy.</li> <li>2. To champion the development and implementation of ICT initiatives across the County Council and monitor the outcomes and benefits of such initiatives.</li> <li>3. To advise the Executive of solutions to overcome obstacles which may impede progress in the development and implementation of ICT within the Council.</li> <li>4. To ensure ICT development and investment is aligned to council and service priorities.</li> <li>5. To review and monitor Information Security and receive reports of security incidents and where appropriate approve corrective action.</li> </ol>	Every 4 - 6 months	The Panel should continue but with a different set of ToR with high level officer/elected Member representation with the role being to shape the direction of the service and help direct resource allocation and investment to support the organisation as a whole.	Cllr Robin Baker was Chair of the ICT Panel and it has not met since the election.	Councillor Mullin - retain this but revisit membership and terms of reference. We have just had a good report back from the Wales Audit Office and they recommend some form of member forum to consider ICT investment and priorities.	Executive