

# APPENDIX 1

## Review of Member Fora

	Name of Body	Current Membership	Summary of Terms of Reference for Function of the Body	Frequency of Meetings	Executive or Council Function
1.	Joint Consultative Committee				Executive
2.	Teachers' Consultative Committee	8 Teachers (Union reps) Directorate Advisors	The group covers the same ground as the FCCTCC.		Executive
3.	Flintshire County Council Teachers' Consultative Committee	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		Executive
4.	Member Development Working Group	7 Members + Colin Everett, Peter Evans, Robert Robins and Steve Hughes	To deal with issues relating to Member support & development.	As required. On average approx. twice a year	Council
5.	Development Plans Panel	9 Members + relevant officers	Guides the work on the Development Plan (previously the UDP, in the future will be the LDP).	Depends on position with development plans work, sometimes meets every 2 weeks	Executive
6.	Planning Protocol Working Group	11 Members + relevant officers	Deals with ongoing improvements and changes to the Planning Service including responding to consultations	Every 2 months	Executive
7.	Planning Delegations	2 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	Council
8.	Member/Officer Sheltered Working Group	6 Members and 6 officers	Manage implementation of service improvements with the sheltered housing wardens service.		Executive
9.	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	Executive

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10.	Land Disposal Panel	6 members + 3 officers	The function of the LDP is to act as a member group between the Corporate Asset Management Group approving a sale of property and the final approval under delegated powers or Cabinet approval	Previously monthly	Executive
11.	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.	Executive
12.	Inclusion Service Steering Group	2 Members, Inclusion Service Management Team, Primary, Secondary & Special School headteachers, Primary & Secondary ALN Cos, Parent Partnership representative	To review and monitor Service policy, provision, delivery and efficiency.	Termly	Executive
13.	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 Member	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	Executive
14.	Foster Care Panel	FCC x 5 BCUHB x 3 Independent Members x 4		Monthly	Executive

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15.	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	Executive
16.	Social Services Representations & Complaints Review Panel	One Member chosen from a pool	To review complaints made in respect of Social Services functions	Not met for some time	Executive
17.	Agricultural Panel	6 members + 2 officers	1. To be involved in shortlisting and interviewing arrangements for prospective farm tenants when farm vacancies occur together with appropriate local Members, and to advise the Director on candidate selection for the vacancy. 2. To be involved in site visits to the agricultural estate as appropriate and to meet on a six month basis to receive a report on general agricultural issues from the Land Agent.	Between quarterly and six monthly	Executive
18.	Waste Strategy Review Board		To consider issues relating to Waste Management Strategy and make recommendations to the Cabinet		Executive

	Name of Body	Current Membership	Summary of Terms of Reference for Function of the Body	Frequency of Meetings	Executive or Council Function
19.	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 by FCC and that necessary action is being taken.</li> </ul>	Three monthly	Executive
20.	Procurement Board	4 Members and 4 officers	<p>To review and monitor progress in the implementation of the Corporate ICT Strategy.</p> <p>To champion the development and implementation of ICT initiatives across the County Council and monitor the outcomes and benefits of such initiatives.</p> <p>To advise the Executive of solutions to overcome obstacles which may impede progress in the development and implementation of ICT within the Council.</p> <p>To ensure Act development and investment is aligned to Council and service priorities.</p> <p>To review and monitor Information Security and receive reports of security incidents and where appropriate approve corrective action.</p>	Every 4 - 6 months	Executive
21.	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</li> </ol>	Every 4 - 6 months	Executive