

## AGENDA MANAGEMENT SHEET

<b>Name of Committee</b>	<b>Cabinet</b>
<b>Date of Committee</b>	<b>30 June 2005</b>
<b>Report Title</b>	<b>Establishment of Policy Panels</b>
<b>Summary</b>	To consider the establishment of panels.
<b>For further information please contact:</b>	Janet Purcell Member Services Manager Tel: 01926 412320 janetpurcell@warwickshire.gov.uk
<b>Would the recommended decision be contrary to the Budget and Policy Framework?</b>	No.
<b>Background papers</b>	None

### CONSULTATION ALREADY UNDERTAKEN:-

Details to be specified

Other Committees	<input type="checkbox"/>	.....
Local Member(s)	<input checked="" type="checkbox"/>	N/A
Other Elected Members	<input type="checkbox"/>	.....
Cabinet Member	<input checked="" type="checkbox"/>	Leader/Policy and Governance
Chief Executive	<input checked="" type="checkbox"/>	.....
Legal	<input checked="" type="checkbox"/>	Jane Pollard.....
Finance	<input type="checkbox"/>	.....
Other Chief Officers	<input checked="" type="checkbox"/>	COMT .....
District Councils	<input type="checkbox"/>	.....
Health	<input type="checkbox"/>	.....
Police	<input type="checkbox"/>	.....
Other Bodies/Individuals	<input type="checkbox"/>	.....

**FINAL DECISION YES**

**SUGGESTED NEXT STEPS:**

Details to be specified

- Further consideration by this Committee ☐ .....
- To Council ☐ .....
- To Cabinet ☐ .....
- To an O & S Committee ☐ .....
- To an Area Committee ☐ .....
- Further Consultation ☐ .....

## **Agenda No 5**

**Cabinet - 30 June 2005.**

### **Establishment of Policy Panels**

#### **Report of the County Solicitor and Assistant Chief Executive**

##### **Recommendation**

That the Cabinet consider the question of Policy Panels and ask the Leader and the Chief Executive to consult on proposals for consideration at a future meeting as soon as possible.

### **1.0 Introduction**

The Council's Constitution allows for the establishment of panels (see Part 4 Section 3 – protocols). The Council approved amendments to the protocols in September 2004 that clarified that Cabinet should approve the establishment and terms of reference of policy panels and that the panels should:

- primarily report to Cabinet
- generally be task orientated and time limited
- be chaired by the relevant Cabinet portfolio holder
- include members of relevant overview and scrutiny committees.

This report sets out the panels that were in place at 1 May 2005, their remits and work to date, and suggests a process for deciding which panels Cabinet wishes to establish.

### **2.0 Previous panels**

#### **2.1 Health Policy Panel**

##### **2.1.1 Remit:**

- To develop and propose policy to the Cabinet in relation to the internal WCC contribution to Health Improvement and Reducing Health Inequalities.

- To influence, advise on, advocate and monitor developments effecting health improvement and reducing health inequalities, bringing the main drivers together.
- To commission specific work/projects in relation to the health improvement/well-being/reducing health inequality agenda, producing a work plan with timescales and objectives.
- To promote the importance and relevance of health improvement agenda for all the activities and series of WCC.
- To be a means to drive and deliver the health improvement objectives of the Social Inclusion Strategy and the Vest Value Performance Plan.

2.1.2 Membership: (4 plus the Cabinet portfolio holder for Supporting People):

2.1.3 Work undertaken

The Panel has considered a range of issues relating to health improvement, including:

- departmental health audits
- the outcome of the Citizens Panel Health and Well-being survey.
- Joint discussion between the Health Policy Panel and Sure Start Policy Panel on health inequalities.
- member seminar on health inequality
- specific issues – e.g. breast feeding, accident prevention.
- White Paper – Choosing Health – Making healthy choices easier
- Healthy workforce strategy

Much of the work was reflected in a report to Cabinet in November 2004. This report included the progress against the Council's medium term priorities in relation to health improvement and a series of recommendations, which were endorsed by the Cabinet.

## **2.2 Sure Start Policy Panel (formerly known as Early Years Panel)**

2.2.1 Remit:

- To advise on issues relating the Early Years Development and Childcare Plan and to consider recommendations from the Early Years Development and Child Care Partnership.
- To develop and propose policy to the Cabinet in relation to early years and childcare.

- To take account of the connections with other agencies/partners, and within the County Council, which are relevant to the provision and development of early years education and childcare.

#### 2.2.2 Membership (3 plus Cabinet portfolio holder for Young People, Lifelong Learning and Families)

#### 2.2.3 Work undertaken

The panel has looked at how to meet the individual needs of all children, young people, parents and providers in all communities across Warwickshire. This has included consideration of the following issues:

- Nursery Education Funding
- Admissions to Nurseries and Schools
- Full-time places and younger three-year-olds
- Children's Centres
- Childminding places and PSA targets
- Foundation Stage issues
- Pre school and early intervention
- Sure Start projects, including family and parenting and support
- Capital proposals

### 2.3 **Truancy Panel**

#### 2.3.1 Remit:

To develop policy to reduce truancy.

#### 2.3.2 Membership:

6 plus  
Cabinet portfolio holder for Learning (Lead),  
Cabinet portfolio holder for Supporting Communities  
Cabinet portfolio holder for Young People, Lifelong Learning and Families

#### 2.3.3 Work undertaken

The Truancy Policy Panel has looked at the following areas:

- Monitored school attendance figures and considered the actions being taken.
- Multi-agency projects aimed at reducing youth crime.
- The introduction of penalty notices and penalties for pupil non-attendance and issues arising from the first three months of implementation.

## **2. 4 Capital and Property Panel**

### **2.4.1 Remit:**

- To involve members in the preparation of the Capital programme, including the PTES programme and to be the interface between e-government and property holding
- To develop a strategy for office accommodation in the Warwick/Leamington area and to assist with the development of a revised corporate property strategy

### **2.4.2 Membership:**

6 plus the Cabinet portfolio holder for Resources Management:

### **2.4.3 Work undertaken**

- The Panel has considered capital development proposals from all departments and has made recommendations to the Cabinet regarding the Capital Programme for 2005/06 to 2007/08
- Several significant office/property matters have been considered including issues relating to Kings House at Bedworth, Northgate Street, Montague Road and The Saltisford at Warwick.
- The further development of the Corporate Property Strategy and continue to monitor accommodation requirements of departments.

## **2.5 Equalities**

### **2.5.1 Remit:**

- To provide a member lead on developing equalities policy and championing the equalities agenda, reporting to Cabinet.
- To ensure that issues of equality, diversity and social inclusion are given proper significance and weight on the Council's political and service agenda.
- To work with the officers Social Inclusion Network on the development of the equalities agenda and the identification of resource requirements.
- To monitor progress on equality and diversity policies, referring matters to Overview and Scrutiny Committees as appropriate.

## 2.5.2 Membership (4 plus Cabinet portfolio holder for Supporting Communities):

### 2.5.3 Work undertaken

- Reported to Cabinet in October on progress against the Equality Standard
- Considered the results of the Self Assessment Process undertaken by departments
- Considered the results of the Equality Impact Assessments (identification of areas of service provision that might potentially discriminate unfairly, and or highlight any areas of unmet need that should need to be addressed)
- Input into and endorsed the Equality and Diversity Policy Statement for consultation
- Presented the Corporate Equality Strategy and Action Plan for 2004-2007 for endorsement by Cabinet in October
- Overseen the production of the Council's Race Equality Scheme, the production of which is a mandatory requirement.

## 2.6 **Fire Service- Integrated Risk Management Plan Policy Panel**

### 2.6.1 Remit:

To prepare the draft Fire Service Integrated Risk Management Plan.

### 2.6.2 Membership - 6 plus Cabinet portfolio holder for Public Information and Safety.

### 2.6.3 Work undertaken

The Policy Panel has:

- Prepared the Integrated Risk Management Plan, which was adopted by the Council in March 2004.
- Monitored the implementation of the Year 1 Action Plan Objectives
- Considered and advised on the Year 2 Action Plan Objectives (which were adopted by the Council in March 2005).

## 2.7 **Smallholdings Panel**

### Terms of reference:

To act as a consultative panel for the Director of Property Services on the management of smallholdings and appointment of smallholdings tenants.

Membership:

5 Councillors:

The Cabinet portfolio holder for Transport, Environment and Rural Affairs  
The Chair of the Environment and Rural Affairs Overview and Scrutiny  
Committee

A nominee from each of the political groups.

### **3.0 Establishment of panels**

**3.1** The Cabinet is invited to consider what panels it wishes to establish, their remits, memberships and reporting routes (with time limits). Taking account of the following factors:

- The key areas of policy development anticipated over the next year (aligned with the corporate business plan).
- The level of detailed work required (that would be better driven by a small group of members in the first instance rather than by full Cabinet meetings).
- The extent of the need for policy development (as opposed to monitoring/assessing activities undertaken by officers that may be better handled through the Overview and Scrutiny framework).

**3.2** It may be that the best way forward is for the Leaders and the Chief Executive to do some further work in consulting with members of the Cabinet and Leaders Liaison Group with a view to reporting back to a future meeting as soon as possible.

DAVID CARTER  
County Solicitor and Assistant  
Chief Executive  
Shire Hall  
Warwick  
10 June 2005