

<b>REPORT TO:</b>		Cabinet	
<b>DATE:</b>		21 June 2023	
<b>PORTFOLIO:</b>		Councillor Marlene Haworth - Leader	
<b>REPORT AUTHOR:</b>		Julian Joinson, Member Services Manager	
<b>TITLE OF REPORT:</b>		Appointment of Cabinet Committees and Cabinet Groups 2023/24	
<b>EXEMPT REPORT (Local Government Act 1972, Schedule 12A)</b>	<b>No</b>	Not applicable	
<b>KEY DECISION:</b>	<b>No</b>	If yes, date of publication:	N/A

## 1. **Purpose of Report**

- 1.1 To confirm the establishment of Cabinet Committees and Cabinet Groups for the 2023/24 Municipal Year and to appoint members to the Committees and Groups.

## 2. **Recommendations**

- 2.1 That Cabinet agrees to the establishment of the Cabinet Committees and Cabinet Groups, as set out in paragraph 3.8, and with the terms of reference, as set out in Appendix 1 to this report;
- 2.2 That the membership of the Cabinet Committees and Cabinet Groups, as set out in paragraph 3.8 be approved.
- 2.3 That the following Cabinet Committees and Groups be disestablished
- Cabinet Committee (Land and Property)
  - Cabinet Committee (Digital Economy)
  - Covenant Commemoration Working Group
  - Cabinet Public Transport Group

## 3. **Reasons for Recommendations and Background**

- 3.1 In June 2015, Cabinet established the Cabinet Committee (Scrap Metal Dealers Act 2013). The Cabinet Committee determines whether to grant, renew, revoke or vary scrap metal licences pursuant to the Scrap Metal Dealers Act 2013, where the applicant or licensee (as the case may be) has informed the Council that they wish to make oral representations. Meetings take place only as and when required, but this body is needed to enable compliance with statutory requirements.

- 3.2 In December 2017, Cabinet established the Cabinet Committee (Street Naming). The Cabinet Committee meets from time to time and discharges the Council's functions in respect of the naming and renaming of streets pursuant to Sections 17 and 18 Public Health Act 1925.
- 3.3 In 2018, Cabinet established the Cabinet Committee (Land and Property) to have oversight of the Council's land and property holdings. However, this Committee has not met for at least 18 months and the Head of Regeneration and Housing considers that this Committee is surplus to requirements.
- 3.4 In June 2018, the Cabinet established the Cabinet Committee (Digital Committee). The Committee was intended to provide a forum for Cabinet to consider the impact of the digital economy on the Borough and its town centres in particular. However, the Committee has not met since that date and may be considered to be surplus to requirements.
- 3.5 In June 2015, Cabinet established the following three Cabinet Groups which act in an advisory capacity to Cabinet and do not have any delegated or decision making powers:
- (a) Covenant Commemoration Working Group (formerly Accrington Pals Centenary Commemorations Group – This group has not met since its focus was shifted in 2019 from the Pals Centenary to the Armed Forces Covenant. However, much of its role has been subsumed into the role of the Council's Armed Forces Champion. It is therefore recommended that the group be disestablished.
  - (b) Cabinet Public Transport Group – This group has not met since November 2016 and the projects for which it was originally set up to provide advice upon have either progressed to completion or undergone a change of priority. Accordingly, the Head of Planning and Transportation is of the view that the group should be disestablished.
  - (c) Cabinet Waste and Recycling Group. - This Group continues to meet on a regular basis and provides oversight of certain aspects of the Council's Waste Services.
- 3.6 On 21 September 2022, Cabinet established the Net Zero Working Group, comprising Councillors Zak Khan (Chair), Caroline Montague and Councillor Josh Allen. The Working Group's remit is to support the work of Cabinet in addressing climate change, but it does not have any delegated or decision making powers. The Group is currently active.
- 3.7 The terms of reference for all of the bodies mentioned above are appended to the report for information and completeness. However, Cabinet is being requested only to readopt those that relate to those bodies listed in paragraph 3.8 below.
- 3.8 It is proposed that the following bodies continue into 2023/24, with the membership as shown. Committees must only comprise councillors who are Cabinet Members:-

<b>Committees</b>	
Cabinet Committee (Scrap Metal Dealers Act 2013)	Councillor Peter Britcliffe (Chair) Councillors Marlene Haworth and Steven Smithson
Cabinet Committee (Street Naming)	Councillor Peter Britcliffe (Chair) Councillors Kath Pratt and Steven Smithson 1 Labour Vacancy (attending as observer)
<b>Working Groups</b>	
Cabinet Waste and Recycling Group	Councillor Steven Smithson (Chair) Councillors Loraine Cox and Joyce Plummer and 1 Labour Vacancy
Net Zero Working Group	Councillor Zak Khan (Chair) Councillors Josh Allen and Caroline Montague

#### 4. **Alternative Options considered and Reasons for Rejection**

- 4.1 None were considered, although Cabinet can decide not to appoint any of the proposed panels and groups if it wishes.

#### 5. **Consultations**

- 5.1 Consultations took place with relevant members to determine membership of these bodies.

#### 6. **Implications**

<b>Financial implications (including any future financial commitments for the Council)</b>	None.
<b>Legal and human rights implications</b>	None, other than those discussed in section 3 above.
<b>Assessment of risk</b>	None.
<b>Equality and diversity implications</b> <i>A <a href="#">Customer First Analysis</a> should be completed in relation to policy decisions and should be attached as an appendix to the report.</i>	None identified.

#### 7. **Local Government (Access to Information) Act 1985:** **List of Background Papers**

7.1 Reports to Cabinet 14<sup>th</sup> June 2015, 6<sup>th</sup> December 2017 and 6<sup>th</sup> June 2018 and 21 September 2022.

<https://democracy.hyndburnbc.gov.uk/ieListDocuments.aspx?CId=133&Mid=2186&Ver=4>

<https://democracy.hyndburnbc.gov.uk/ieListDocuments.aspx?CId=133&Mid=2190&Ver=4>

<https://democracy.hyndburnbc.gov.uk/documents/s7680/Appointment%20of%20Cabinet%20Committees%20and%20Groups.pdf>

**CABINET COMMITTEE (SCRAP METAL DEALERS ACT 2013)**

**MEMBERSHIP:** 3 Members of Cabinet (with a quorum of 3)

**REPORTS TO:** Cabinet

**TERMS OF REFERENCE**

- To determine whether to grant, renew, revoke or vary scrap metal licences pursuant to the Scrap Metal Dealers Act 2013 where the applicant or licensee (as the case may be) has informed the Council that they wish to make oral representations in accordance with paragraphs (7) and (8) of Schedule 1 of that Act
- To discharge the Council's functions under paragraph 8 Schedule 1 of the Scrap Metal Dealers Act 2013.

## **CABINET COMMITTEE (STREET NAMING)**

**MEMBERSHIP:** 3 Members of Cabinet (with a quorum of 3) and a councillor nominated by the Leader of the main opposition group may attend

**REPORTS TO:** Cabinet

### **TERMS OF REFERENCE**

- To discharge the Council's functions in respect of the naming and renaming of streets pursuant to sections 17 and 18 Public Health Act 1925

## **Cabinet Committee (Land and Property)**

**MEMBERSHIP:** 3 Members of Cabinet (with a quorum of 3)

**REPORTS TO:** Cabinet

### **TERMS OF REFERENCE**

- To have oversight of the Council's land and property holdings and the management thereof; and
- To identify land and property that is surplus to the Council's requirements and to identify sites that are suitable for disposal and to make recommendations to Cabinet accordingly; and
- To monitor the progress of both acquisitions and disposals of land and property by the Council

## **Cabinet Committee (Digital Economy)**

**MEMBERSHIP:** 3 Members of Cabinet (with a quorum of 3)

**REPORTS TO:** Cabinet

### **TERMS OF REFERENCE**

- To consider the impact of the digital economy on the Borough, in particular in respect of its impact on town centres and retailers; and
- To advise Cabinet and to formulate proposals and strategies in respect of the same for approval by Cabinet.

## **Covenant Commemoration Working Group**

### **Membership**

Three Councillors –  
Two from the controlling administration;  
One from the main Opposition Group;

Mrs Turner, widow of Honorary Freeman Bill Turner

Representatives of British Legion

Representatives of other groups, to be invited at the discretion of the Chair.

### **Terms of Reference**

1. To consider any issues arising or support proposed in connection with the Armed Forces Covenant.
2. To consider any proposals arising to commemorate the Accrington Pals Battalion.
3. To report findings and recommendations to Cabinet.

## **Cabinet Public Transport Group**

### **Membership**

Four Councillors -

- Three from the controlling administration;
- One from the main Opposition Group;

All Hyndburn Division Lancashire County Councillors to be invited

Officers from Hyndburn Borough Council, Lancashire County Council and other organisations to be invited at the discretion of the Chair.

Representatives of public transport organisations including local bus operating companies and rail companies (network and rail services), to be invited at the discretion of the Chair.

Representatives of user groups where appropriate, to be invited at the discretion of the Chair.

### **Terms of reference**

1. To consider the issues surrounding initiatives such as those described below, with a view to ensuring that the schemes meet the needs of the Borough and do not have an adverse impact on local residents.
  - Pennine Reach, Accrington Bus Station and Great Harwood Interchange
  - Potential improvements to M65 or A56
  - Blackburn Road, Accrington
  - Whinney Hill Link Road
2. To report findings and recommendations to Cabinet.

## **Cabinet Waste and Recycling Group**

### **Membership**

Four Councillors -

- Three from the controlling administration;
- One from the main Opposition Group;

Head of Community Services

The chair shall have discretion to invite other officers or Members as required.

### **Terms of Reference**

1. To review current recycling streams and examine opportunities to mix materials and recycle additional waste.
2. To review the types and numbers of recycling containers and opportunities to make the service more attractive to residents
3. To review collection methods and the replacement of collection vehicles
4. To report findings to Cabinet with any recommendations and costed options for improving the service and increasing recycling rates

## **NET ZERO WORKING GROUP**

**REPORTS TO:** Leader and Cabinet

**MEMBERSHIP:** 3 councillors

### **MAIN TERMS OF REFERENCE**

- To provide advice and support to the Cabinet in addressing climate change and promoting a green agenda.

### **DETAILED TERMS OF REFERENCE:**

- To consider strategies and policies to address climate change
- To be a consultation mechanism for the Council's initiatives to address climate change and contribute to environmental improvements
- To monitor the progress of climate change and environmental improvement projects and make recommendations for possible new environmental initiatives
- To report to Cabinet on the above and any recommendations arising