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**Executive**

8 September 2009

**Report of the Head of Civic, Democratic and Legal Services**

**Minutes of Working Groups**

**Summary**

1. This report presents the minutes of recent meetings of the Young People's Working Group and the Social Inclusion Working Group and asks Members to consider the advice given by the Groups in their capacity as advisory bodies to the Executive.

**Background**

2. Under the Council's Constitution, the role of Working Groups is to advise the Executive on issues within their particular remits. To ensure that the Executive is able to consider the advice of the Working Groups, it has been agreed that minutes of the Groups' meetings will be brought to the Executive on a regular basis.
3. Members have requested that minutes of Working Groups requiring Executive endorsement be submitted as soon as they become available. In accordance with that request, and the requirements of the Constitution, minutes of the following meetings are presented with this report:
  - Social Inclusion Working Group – draft minutes of the meeting on 2 July 2009 (Annex A)
  - Young People's Working Group – draft minutes of the meeting on 22 July 2009 (Annex B)

**Consultation**

4. No consultation has taken place on the attached minutes, which have been referred directly from the Working Groups. It is assumed that any relevant consultation on the items considered by the Groups was carried out in advance of their meetings.

## Options

- Options open to the Executive are either to accept or to reject any advice that may be offered by the Working Groups, and / or to comment on the advice.

## Analysis

- Members are asked to consider the following recommendations to the Executive contained in the attached draft minutes at Annex B (Minute 4 refers):

*“(i) To accept the suggestion that the Young People’s Champion be appointed to the Young People’s Working Group as a non-voting, co-opted member and recommend that the Executive make this appointment.*

*“(ii) That the Members of the Young People’s Working Group ask the Executive to recommend to Council that the membership of the group be increased to also include the Interim Member of the Youth Parliament (MYP) and the Deputy Interim Member of the Youth Parliament as non-voting co-opted members.”*

- As stated in a previous report to the Executive, on 9 June 2009, the Head of Legal Services has advised that the Executive has the power to make appointments to its own Working Groups. Therefore if Members so wish, they may approve both of the above recommended appointments without reference to Full Council.

## Corporate Priorities

- The aims in referring these minutes accord with the Council’s corporate values to provide strong leadership in terms of advising these bodies on their direction and any recommendations they wish to make.

## Implications

- There are no known implications in relation to the following in terms of dealing with the specific matter before Members, namely to consider the minutes and determine their response to the advice offered by the Board:
  - **Financial**
  - **Human Resources (HR)**
  - **Equalities**
  - **Legal**
  - **Crime and Disorder**

- **Property**
- **Other**

### **Risk Management**

10. In compliance with the Council's risk management strategy, there are no risks associated with the recommendations of this report.

### **Recommendations**

11. Members are asked to note the minutes attached at Annexes A and B and to decide whether they wish to:
- Approve any specific recommendations made by the Working Groups, as set out in paragraph 6 above, and / or;
  - Respond to any of the advice offered by the Working Groups.

### **Reason:**

To fulfil the requirements of the Council's Constitution in relation to the role of Working Groups.

### **Contact details:**

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#### **Chief Officer Responsible for the report:**

Quentin Baker  
Head of Civic, Democratic and Legal Services

**Report Approved**

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**Date** 18/8/09

**Specialist Implications Officer(s)** None

**Wards Affected:**

All

**For further information please contact the author of the report**

### **Annexes**

Annex B – Draft minutes of the meeting of the Social Inclusion Working Group held on 2 July 2009.

Annex A – Draft minutes of the meeting of the Young People's Working Group held on 22 July 2009.

### **Background Papers**

Agenda and associated reports for the above meetings (available on the Council's website).