

**Executive**

30 March 2010

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

**Minutes of Working Groups**

**Summary**

1. This report presents the minutes of recent meetings of the LDF 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:
  - LDF Working Group – draft minutes of the meeting of 4 January 2010 (Annex A)
  - Social Inclusion Working Group – draft minutes of the meeting of 17 February 2010 (Annex B)
4. The following meeting has also taken place:
  - Social Inclusion Working Group – 28 January 2010. The draft minutes were considered by the Executive at their meeting on 16 February 2010 as Annex 11 to the report on "Financial Strategy 2010-2016".

**Consultation**

5. 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**

6. 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**

7. There are no resolutions within the attached minutes which require the specific endorsement or approval of the Executive.

### **Corporate Priorities**

8. 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**

9. 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 respond to any of the comments offered by the Working Groups.

### **Reason:**

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

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**Chief Officer Responsible for the report:**

Alison Lowton  
Acting Head of Civic, Democratic and Legal Services

**Report Approved**

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**Date** 11/03/2010

**Specialist Implications Officer(s)** None

**Wards Affected:**

All

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

**Annexes**

Annex A – Draft minutes of the meeting of the Local Development Framework Working Group held on 4 January 2010.

Annex B – Draft minutes of the meeting of the Social Inclusion Working Group held on 17 February 2010.

**Background Papers**

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