

ANNUAL COUNCIL – 9 JUNE 2020

20. APPOINTMENT OF THE CHAIRS AND VICE-CHAIRS FOR EACH OF THE LOCAL AREA FORUMS (CED)

1. Summary

1.1 To agree the appointment of the Chairs and Vice-Chairs of the Local Area Forums.

2. Details

2.1 Council makes its appointments on the following division of areas, with the Division being as follows:

Chorleywood and Sarratt Local Area Forum (Chorleywood North, Chorleywood South and Sarratt)

Rickmansworth Local Area Forum (Moor Park and Eastbury, Penn and Mill End, Maple Cross and Rickmansworth Town)

Croxley Green Local Area Forum (Dickinson and Durrants)

Abbots Langley Local Area Forum (Abbots Langley and Bedmond, Gade Valley and Leavesden)

Watford Rural Local Area Forum (Carpenders Park, Oxhey Hall and Hayling, South Oxhey)

2.2 With the new Regulations (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 made under the Coronavirus Act 2020 this enables Council/Committee meetings to be held in a virtual format and enables remote attendance.

2.3 At the request of Members it is proposed that the Local Area Forum meetings in June and July go ahead but be held remotely/virtually. This could also be the case for the Autumn/Winter meetings.

2.4 Zoom IT software is being investigated for purchase by the ICT Team as a way for the Chair of the Forum to run and manage the meetings virtually.

2.5 As detailed in Article 10 the Council Constitution the meetings will be run and managed by the Chair and Vice Chair of the meeting with no officer presence. The Committee Team will continue to publish the agendas but the items for the agenda will continue to be the responsibility of the Chair and fellow Ward Councillors to formulate.

2.6 All the venues which had been booked to hold the meetings in June/July have been cancelled.

2.7 The Forum meetings are not decision making bodies and whilst every effort will be made to livestream the meeting for the public at large if the connectivity is lost with the live streaming the meeting could continue. The Chair can decide whether to continue the meeting or adjourn the meeting to another date and time.

3. Options/Reasons for Recommendation

3.1 That the Council continue with the current division of areas, as detailed in Paragraph 2.1 above and appoint a Chair and Vice-Chair for each Forum.

3.2 That the summer meetings be held virtually/remote under the Covid-19 regulations with the meeting being run and managed by the Chair and Vice-Chair of the Forum.

3.3 The Committee Team use the budgetary provision for the purchase of the Zoom IT software.

4. Financial Implications

4.1 An existing budgetary provision exists of £1,555 for the hire of the venues for the meetings. This budget will be used for the purchase of the Zoom IT software.

5. Staffing Implications

5.1 The Committee Team will continue publish and circulate the agendas for the Forum meetings, but will not attend or take notes at the meeting. Under Article 10 – Area Arrangements - of the Council Constitution there are no formal notes of the meeting but Ward Members may note any actions they agree to pursue.

6. Legal, Equal Opportunities, Environmental, Community Safety, Customer Services Centre and Health and Safety Implications.

6.1 None specific.

7. Communications

7.1 Details will be provided to the Customer Strategy Manager for posting onto local social media pages.

8 Website Implications

8.1 The Committee Team will continue to ensure that all agendas for the meetings are published on the Council's website and amend the meetings to be virtual/remote meetings.

9. Risk Management

9.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

9.2 The subject of this report is covered by the Committee service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this plan.

Nature of Risk	Consequence	Suggested Control Measures	Response (tolerate, treat, terminate, transfer)	Risk Rating (combination of likelihood and impact)
Not appointing the Chair and Vice-Chairs of the Forums	Lack of democracy in enabling members of the public to have their say on local issues in their area	Attendees feel part of the democratic process	Treat	Low - 2
Lack of IT	Lack of	Members of	Treat	Low -2

software to hold the meetings virtually	democracy in enabling members of the public to have their say on local issues in their area	the public feel part of the democratic process		
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9.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely ----- Likelihood ----- ▼ Remote	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12
	Low 2	Low 4	Medium 6	High 8
	Low 1	Low 2	Low 3	Low 4
	Impact Low ----- ► Unacceptable			

Impact Score
 4 (Catastrophic)
 3 (Critical)
 2 (Significant)
 1 (Marginal)

Likelihood Score
 4 (Very Likely (≥80%))
 3 (Likely (21-79%))
 2 (Unlikely (6-20%))
 1 (Remote (≤5%))

9.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Corporate Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

10. Recommendation

10.1 That the Council continue with the current division of areas, as detailed in Paragraph 2.1 above and appoint a Chair and Vice-Chair for each Forum.

10.2 That the summer meetings be held virtually/remote under the Covid-19 regulations with the meeting being run and managed by the Chair and Vice-Chair of the Forum.

10.3 The Committee Team use the Forum budgetary provision for the purchase of the Zoom IT software.

Report prepared by: Sarah Haythorpe, Principal Committee Manager

Data sources: Council Constitution

Data checked by: Anne Morgan, Solicitor to the Council

1	Poor	
2	Sufficient	✓
3	High	

Background Papers

None