

ANNUAL COUNCIL – 21 MAY 2019

24. 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 Last year Council made 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)

3. Options/Reasons for Recommendation

- 3.1 That the Council continue with the current division of areas, as detailed in Paragraph 2.1 above.

4. Financial Implications

- 4.1 Budgetary provision exists for the hire of venues for the meetings and Members' travelling allowance to be paid in respect of these meetings.

5. Staffing Implications

- 5.1 The Committee team will continue to organise the venues for the meetings, the drafting, publication and circulation of the agenda, but do not take notes at the meeting. This role is organised by the Chairs of each Forum but Members and any notes circulated to the attendees.

- 5.2 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, Communications

- 6.1 None specific.

7. Website Implications

- 7.1 The Committee team will continue to ensure that all agendas for the meetings are published on the Council's website.

8. Health and Safety Implications

- 8.1 Each Chair of the Forum will be provided with details of any emergency evacuation procedures by the meeting venues.

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 Better facilities which generate income for the Council	Treat	Low - 2

- 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 -----> 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 Strategic 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 Council appoints the Chairs and Vice-Chairs of the Local Area Forums for the 2019/2020 Local Government year as detailed in Paragraph 2.1.

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