

ANNUAL COUNCIL – 25 MAY 2021

26. **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 Details are being obtained by the Monitoring Officer on whether it is possible for these meetings to continue to be held virtually/remotely. An update on this will be provided at the meeting.

2.3 As detailed in Article 10 the Council Constitution the meetings will be run and be 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.

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.

4. **Financial Implications**

4.1 An existing budgetary provision exists of £1,555.

5. **Staffing Implications**

5.1 The Committee Team will continue publish and circulate the agendas for the Forum meetings.

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.

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

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	High	Very High	Very High
	4	8	12	16
	Low	Medium	High	Very High
	3	6	9	12
	Low	Low	Medium	High
2	4	6	8	
Low	Low	Low	Low	Low
1	2	3	4	
Low ----->		Impact -----> Unacceptable		

Impact Score
 4 (Catastrophic)
 3 (Critical)

Likelihood Score
 4 (Very Likely (≥80%))
 3 (Likely (21-79%))

2 (Significant)
1 (Marginal)

2 (Unlikely (6-20%))
1 (Remote ($\leq 5\%$))

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.

Report prepared by: Sarah Haythorpe, Principal Committee Manager

Data sources: Council Constitution

Data checked by: James Baldwin, Solicitor to the Council

1	Poor	
2	Sufficient	✓
3	High	

Background Papers

None