

# REPORT TO COUNCIL

**REPORT OF:** Chief Executive

**REPORT NO.** CEX253

**DATE:** 28th October 2004

<b>TITLE:</b>	<b>Annual Stakeholder Conference – 9th December 2004</b>
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## Recommendations

That the considerations of this report concerning the format, venue, agenda and invitations to the Annual Stakeholder Conference be approved and that this meeting be followed by a formal Council meeting starting at 2.00pm.

## Information

This event is included in the schedule of meetings that was approved at the Annual Council meeting in April.

Like the Members Forum held on the 24<sup>th</sup> June, it is a meeting to which all members of the Council will be invited but it is not an ordinary or extra-ordinary meeting of the Council.

The purpose of the Annual Stakeholder Conference is to provide an opportunity for Councillors and stakeholders to consider:

- a) The progress of the Council over the past twelve months
- b) The key issues facing the communities in the District
- c) The implications of these issues for resources of the Council and the partnerships it is engaged with.

This report asks the Council to seek and approve the agenda for the day and the invitees.

## Invitees

The key invitations will be the members of the Local Area Assemblies and the Local Strategic Partnership. This will include County Councillors, Parish Councillors, Tenants Representatives and any co-opted members. As the majority of these LAAs will have held only one meeting prior to this conference it is recognised that their ability to contribute may be limited. It is proposed that Parish Councils be invited to send their Clerk to accompany their elected representative if they wish.

In addition to the LAA members, it is proposed to include all Chairs of Town-Centre Management Partnerships, the Council's External Auditors and the members of the Change Management Action Plan Monitoring Group.

## Chairing the Meeting

In the original Consultation strategy it was proposed that the Leader chair this meeting. However the Leader has suggested that it may encourage a more inclusive approach if the meeting was chaired by the Chairman of the Council.

## Agenda and Procedures

It is proposed to use a mixture of presentations and group work to consider the issues before the conference. In order to engender participation it is also proposed to schedule specific time for the consideration of any other strategic issues raised by persons invited to the meeting.

To make the most constructive use of the time available it is proposed to start at 10.00a.m and finish the meeting by 1.00p.m. Refreshment will be provided during the workshop sessions.

## Outcome from the Meeting

The meeting has been scheduled so that the Cabinet and Council can take the outcome from the meeting into account in preparing the budget and service plans for 2005/6 and sequel. Although it is not a decision-making forum it is anticipated that both of these bodies would have regard to the conclusions reached at the Annual Stakeholder Conference.

## External Facilitation

It may be worthwhile to have some external facilitation at this meeting, which could be provided by Gillian Dent of Solace within the time that has already been procured.

## Agenda

The following agenda is proposed:

<b>From</b>	<b>To</b>	<b>Subject</b>	<b>Form</b>	<b>Led by</b>
10.00	10.20	Introduction and clarification of aims for the day and strategic input from attendees	Presentation	Chief Executive
10.20	11.00	The last 12 months of the Council – achievements and lessons learnt	Working Groups.	
11.00	11.20	Key Issues facing the District over the next 12 months	Presentation and Discussion.	Group Leaders
11.20	12.00	The ingredients for success in responding to these issues.	Working Groups	
12.00	12.30	Implications for the Council, its communities and its partners	Presentation and Discussion	Leader
12.30	13.00	Outcome and Conclusions	Discussion	Chairman and Chief Executive
13.00		Buffet Lunch		

## Venue

As the number of participants could be between one and two hundred, the Council Chamber will not be sufficient. It is therefore proposed to use the Guildhall Arts Theatre and rooms within the Guildhall for the workshop sessions.

### **Additional Ordinary Council Meeting**

Under the Council's constitution the authority is required to approve its licensing policy at least one month prior to the implementation of the new legislation on the 7<sup>th</sup> February. Under the Council's constitution this is a matter for full Council and we are currently consulting on the policy. In order to facilitate this it is purpose to schedule an additional Ordinary Council meeting to start at 2.00p.m on the same day. This meeting will be in the Council Chamber. Other matters likely to be included on this agenda are the Council's policies on access including customer services.

Duncan Kerr,  
Chief Executive