

COMMITTEE TERMS OF REFERENCE REVIEW

Head of Service:	Jackie King, Director of Corporate Services
Wards affected:	(All Wards);
Urgent Decision? (yes/no)	No
If yes, reason urgent decision required:	
Appendices (attached):	Appendix 1 – Amended Committee Terms of Reference

Summary

This report presents the amended Terms of Reference for Committees for consideration by Members.

Recommendations

The Committee is asked to:

- (1) Agree the amended Committee Terms of Reference and recommend approval by Council.**
- (2) Agree the setting up of a cross-party working group to take forward the next phases of the Constitution review work.**

1 Reason for Recommendations

- 1.1 Members are being asked to approve the amended Committee Terms of Reference in order that the Committee budgets can be aligned to the new responsibilities and to reflect the updated Financial Regulations.
- 1.2 Also, to approve the setting up of a working group to review and make recommendations to update the Constitution in its entirety for consideration by the relevant Committee.

This includes delegation of the Terms of Reference, including membership, to the Director of Corporate Services in consultation with the Chair of S&R and the Chair of Standards.

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2 Background

- 2.1 It was agreed that the Constitution would be reviewed and updated in 21/22 and this work was started but was put on hold due to the impact of COVID and the lead officer for the work leaving the council.
- 2.2 As part of the budget process for 22/23 members requested that Committee budgets were developed in accordance with a review and realignment of the remit of each of the Committees, which would then be reflected in the annual priorities exercise.
- 2.3 To achieve that the Committee Terms of Reference were separated and brought forward in advance of the rest of the Constitution review work.

3 Committee Terms of Reference (ToR)

- 3.1 There has been a robust process to produce the amended ToR. The work has primarily been carried out in conjunction with Committee Chairs, supported by the LGA and the Centre for Governance and Scrutiny (CfGS).
- 3.2 This phase of the Constitution work has concentrated on the main Policy and Regulatory Committees and has also proposed establishing a new Sub-Committee. Members will note in Appendix 1 that there are still some Sub-Committees and Advisory Panel ToR that will require review as we move through the next stages of the workplan.

4 Next Steps

- 4.1 To date the scope of the work has been to review the remit of the Committees in terms of the functions and activities that they cover. Next steps will be to review membership, representation and numbers on each Committee, Sub-committee and Advisory Panel and whether they need to be updated. This will be covered in a separate session in the next few weeks with the Committee Chairs.

This will also cover the remit of the Advisory Panels to ascertain whether they need to be amended or updated in light of the changes made to the main Committees ToR.

- 4.2 Discussions will be had by the end of January 2022 to set a workplan for the next stages of the Constitution review, with a view to having all of the work completed for recommendation to Full Council in April 2022.

This workplan and timetable will be agreed with Members of S&R and it is intended that a working party will be established (subject to Committee approval) to complete this work.

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Due to the tight deadline to complete this work, members are asked to delegate the writing of the Terms of Reference for the Working Group, including membership, to the Director of Corporate Services in conjunction with the Chair of S&R and the Chair of Standards.

It is acknowledged that a previous working group was established to look at the Standing Orders around speaking at public meetings and the extensive input from members to that piece of work will be incorporated into the Constitution review.

5 Risk Assessment

Legal or other duties

5.1 Impact Assessment

Failure to approve the amended Terms of Reference will result in the priorities and budgets for 22/23 not being fully aligned which may lead to confusion and lack of clear accountability for areas of Committee business and decision making.

5.2 Crime & Disorder

5.2.1 No specific concerns in this report.

5.3 Safeguarding

5.3.1 No specific concerns in this report.

5.4 Dependencies

5.4.1 No specific concerns in this report.

5.5 Other

5.5.1 No specific concerns in this report.

6 Financial Implications

6.1 The proposed changes to Committee responsibilities are expected to be deliverable within the Council's existing overall budget envelope. Where responsibilities are transferred from one Committee to another, the associated existing budget will also be transferred between the relevant Committees, as at the date that the proposed changes become effective.

6.2 **Section 151 Officer's comments:**

This Terms of Reference Review incorporates the changes proposed in the Financial Regulations Review, on this same Committee agenda.

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7 Legal Implications.

7.1 The involvement of the Monitoring Officer in this work will ensure that any Constitutional amendments are made in accordance with regulations and legal requirements.

7.2 **Legal Officer's comments:**

None arising from the content of this report.

7.3 Policies, Plans & Partnerships

7.4 **Council's Key Priorities:** Effective Council

8 Background papers

8.1 The documents referred to in compiling this report are as follows:

Previous reports:

None

Other papers:

None