

## COMMITTEE TERMS OF REFERENCE

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

### Summary

This report presents the amended Terms of Reference for Committees for approval by Council.

### Recommendation (s)

#### The Council is asked to:

- (1) Agree the amended Committee Terms of Reference.

## 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.

## 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 19 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.

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### **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.
- 4.2 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.
- 4.3 Discussions have been held in January 2022 to set the 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.
- 4.4 The establishment of a cross party working group has been agreed by the Strategy & Resources Committee on 27 January 2022. In addition the members of the Committee will agree a workplan and timetable .
- 4.5 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

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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 as approved by Strategy & Resources Committee on 27<sup>th</sup> January 2022.

## 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.

## 8 Policies, Plans & Partnerships

8.1 **Council's Key Priorities:** The following Key Priorities are engaged:  
Effective Council

8.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

8.3 **Climate & Environmental Impact of recommendations:** Under the terms of reference Climate Change and environmental improvement schemes are the responsibility of Environment & Safe Communities Committee

8.4 **Sustainability Policy & Community Safety Implications:** under the terms of reference environmental protection, pollution control and biodiversity are the responsibility of Environment & Safe Communities Committee.

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8.5 **Partnerships:** none arising from the content of this report

**9 Background papers**

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

**Previous reports:**

None

**Other papers:**

None