

25 May 2016		ITEM: 9
Annual Council		
Committees and their Terms of Reference		
Wards and communities affected: None	Key Decision: Not Applicable	
Report of: Lyn Carpenter, Chief Executive		
Accountable Head of Service: David Lawson, Deputy Head of Legal & Democratic Services and Monitoring Officer		
Accountable Director: Lyn Carpenter, Chief Executive		
This report is public		

Executive Summary

This report requests the Council to formally establish those committees it considers necessary to fulfil its functions in the ensuing municipal year, in accordance with the requirements of both legislation and the Council's Constitution.

1. Recommendation(s)

- 1.1 That the Overview and Scrutiny Committees listed in paragraph 3.2 of the report be established for the 2016-17 municipal year, with their terms of reference being those set out in Chapter 4 of the Constitution.**
- 1.2 That the Committees listed in paragraph 3.4 of the report be established for the 2016-17 municipal year, with their terms of reference being those set out in Chapter 5 of the Constitution.**

2. Introduction and Background

2.1 The Council must establish:

- (a) At least one Overview and Scrutiny Committee;
- (b) A committee under the Licensing Act 2003;
- (c) A Health and Wellbeing Board

and may establish other committees.

2.2 Chapters 4 and 5 of the Constitution contain information regarding the committees that have been established, together with their specific terms of reference.

3. Issues, Options and Analysis of Options

- 3.1 The Council is requested to formally establish those committees considered necessary to fulfil the functions of the Authority during the forthcoming municipal year, in accordance with the requirements of both legislation and the Constitution.

Overview and Scrutiny:

- 3.2 The Constitution currently makes provision for six Overview and Scrutiny committees, as follows.
- Corporate Overview and Scrutiny Committee;
 - Children's Services Overview and Scrutiny Committee;
 - Health and Well being Overview and Scrutiny Committee;
 - Housing Overview and Scrutiny Committee
 - Cleaner, Greener and Safer Overview and Scrutiny Committee;
 - Planning, Transport, Regeneration Overview and Scrutiny Committee;
- 3.3 The terms of reference for each of the six committees mentioned in paragraph 3.2 above are set out in Chapter 4, Part 2 of the Constitution.

Committees and sub-committees of the Council:

- 3.4 Provision has been made within the Constitution for the following committees of the Council:
- Planning Committee;
 - Licensing Committee (and a Licensing Sub-committee);
 - General Services Committee;
 - Standards and Audit Committee;
 - Corporate Parenting Committee;
 - Health and Wellbeing Board
- 3.5 The terms of reference of each committee mentioned in paragraph 3.4 above are set out in Chapter 5 of the Constitution.

Changes to the number of committees or terms of reference:

- 3.6 Any changes to the number of committees, or their terms of reference, will have to be reflected in the Constitution and therefore will require the approval of the Council.
- 3.7 Should the Council seek to establish or discontinue a committee that is currently included within the Constitution, it would be necessary to calculate the allocation of seats on committees to political groups. This too would require the approval of the Council, as would any nominations to committees

that may be made as a result. Any significant changes to be made to the Constitution should first be considered by the Constitution Working Group.

4. Reasons for Recommendation

- 4.1 The Council is recommended to establish the committees detailed in this report for the 2016-17 municipal year in order to facilitate the efficient discharge of its functions and that their terms of reference be those contained with the Constitution.

5. Consultation (including Overview and Scrutiny, if applicable)

- 5.1 No consultation has been undertaken in respect of this report.

6. Impact on corporate policies, priorities, performance and community impact

- 6.1 Establishing those committees it considers necessary to fulfil its functions, in accordance with the requirements of both legislation and the Constitution, should enable the Council to discharge those functions in a timely, open and transparent manner for the benefit of the residents of the Borough.

7. Implications

7.1 Financial

Implications verified by: **Laura Last**
Senior Finance Officer – Management Accounts

The cost of servicing these committees will be met through the existing budgets. The yearly cost of an overview and scrutiny committee is £7,714 for the allowances for the Chair and Vice-Chair plus additional costs for senior officer time attending the meetings and preparing reports.

7.2 Legal

Implications verified by: **David Lawson**
Monitoring Officer and Deputy Head of Legal

These are set out in the body of the report.

7.3 Diversity and Equality

Implications verified by: **Natalie Warren**
Community Development and Equalities Manager

There are no diversity implications noted in this report.

7.4 **Other implications** (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

None.

8. **Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

- None.

9. **Appendices to the report**

- There are no appendices to this report.

Report Author:

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