

## Full Council

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**Title:** Committees – Responsibilities, Structure and Terms of Reference

**Date:** 16 May 2023

**Contact Officer:** Mandy Sturdy, Town Clerk

### Purpose of Report

1. To provide background on the annual review of Committee Responsibilities, Committee / Working Group structure, and Committee Terms of Reference.

### Background

2. It is normal practice to review Committee Responsibilities, Committee / Working Group structure, and Committee Terms of Reference at the Annual Meeting of the Council.
3. As part of the wider review of the Council and development of a Council strategy, Officers have begun work on cohesively reviewing the committee responsibilities, structure, and Terms of Reference. At this stage, Officers are not ready to propose any changes, however, are continuing to progress this important work and will report proposals through Full Council in due course.
  - (a) **Committee Responsibilities:** No changes proposed at present.
  - (b) **Committee / Working Group (WG) Structure:** The committee / working group structure has been updated to reflect current working practices.
  - (c) **Committee Terms of Reference:** No changes proposed at present.
4. Members are welcome to make suggestions for changes to any document.

### Resource Appraisal

5. The proposed changes are all within existing defined resources, and / or reflect what the Town Council does already, so there are no additional resource requirements identified.

### Risk Assessment

6. The documents support the legal requirement for the Governance of a Town Council.

### Legal Powers:

- Local Government Act 1972

### Recommendation

- The Committee Responsibilities, Committee / Working Group Structure and Terms of Reference be adopted.*
- To authorise that, if required, these documents can be brought back to Full Council, or a relevant committee, to make changes as part of the wider review, within 6 months in accordance with Standing Order 17.1.*