

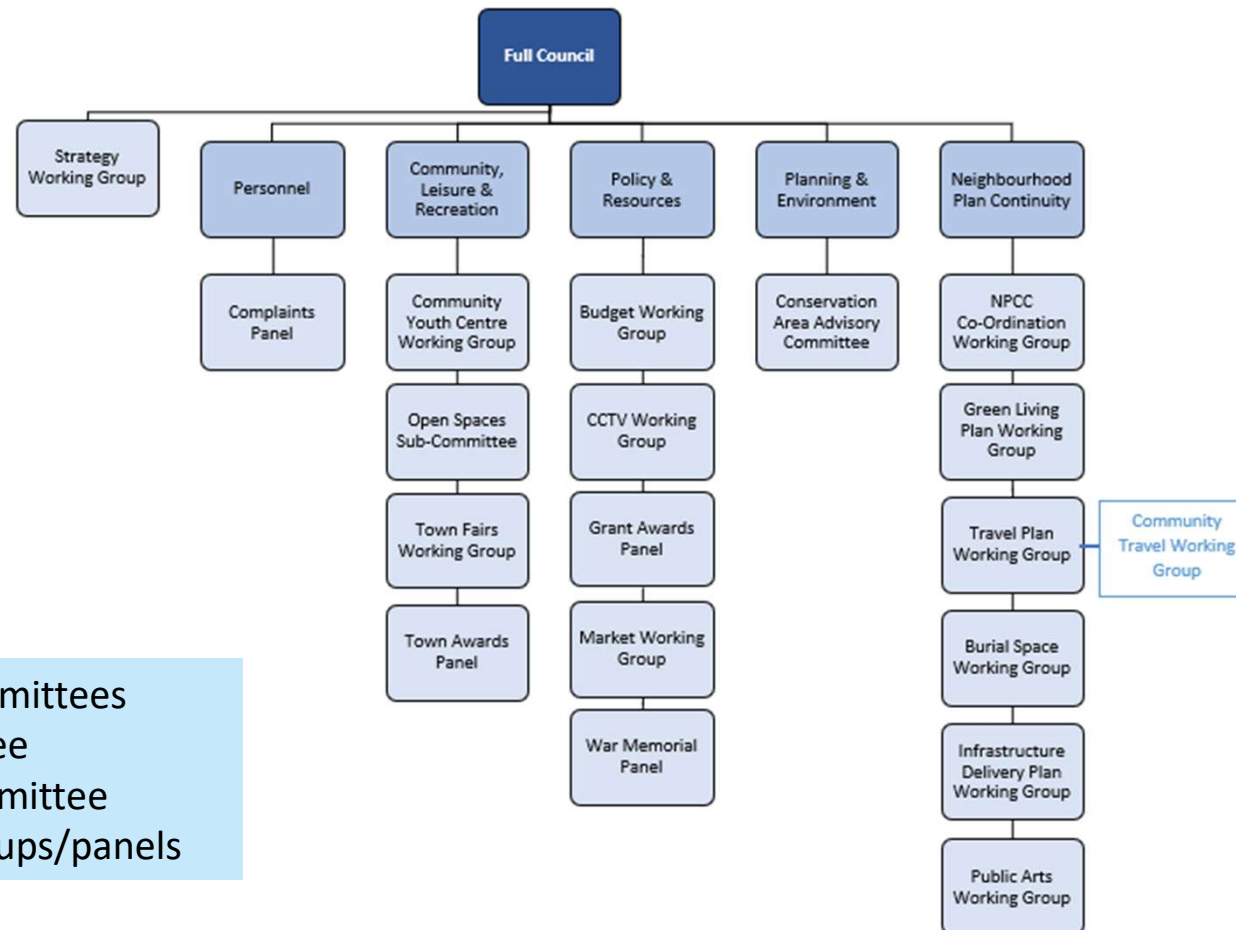


COMMITTEE STRUCTURE REVIEW

THAME TOWN COUNCIL

Presentation to Strategy Working Group, January 2024

EXISTING COMMITTEE STRUCTURE



- 5 standing committees
- 1 sub-committee
- 1 advisory committee
- 19 working groups/panels

EXISTING COMMITTEE RESPONSIBILITIES

Policy & Resources	Community, Leisure and Recreation	Planning & Environment	Personnel	Neighbourhood Plan Continuity
Areas of Responsibility	Areas of Responsibility	Areas of Responsibility	Areas of Responsibility	Areas of Responsibility
Asset Management	Allotments	Bus Shelters / Stops	Committee Budgetary Control	Affordable Housing / CLT
Asset Management & Maintenance	Arts	Committee Budgetary Control	Appeals	Committee Budgetary Control
Audit	Burial Space	Conservation Area	Complaints	Community Facility
Capital Programme	Christmas Lighting	Consultations within ToR	Grievance & Disciplinary	Green Living
Committee Budgetary Control	Civic Events	Contrary Decisions	Health & Safety	Housing Allocations
Community Safety / CCTV	Committee Budgetary Control	Cycle Network	Human Resources	Infrastructure Delivery
Consultations within ToR	Community Facilities / Support	Design Statements	Induction & Training Members	Local Plan consultations
Council Policies	Consultations within ToR	Dog Bins	Pensions	National Planning consultations
Economic Development	Culture	Drainage, ditches, ponds	Policy within ToR	NP amendment
Electoral Matters	Cuttle Brook	Enforcement	Recruitment of Town Clerk	NP evidence gathering / rewrite
Emergency Planning	Entertainments	Environmental Issues	Salaries & Grades	NP Monitoring and Review
Fees/Charges	Good Neighbour Scheme	Footpaths	Staff Contracts and Handbook	£106 / CIL allocation
Financial Management	Heritage	Highways Maintenance inc Gritting	Staff Monitoring Data	Town Centre Management
Grants / Loans	Horticultural Management	Land Use and Development		Transport Planning
Health & Safety	Information Centre	Licensing		Windfall monitoring
Insurance	Markets (Themed)	Lighting		
IT	Music event support	Naming of Streets		
Land Acquisition/Disposal	Play Areas	Parking		
Leases / Lettings	Policy within ToR	Planning Applications (Minor)		
Legal / Legislative Matters	Public Open Space (Maintenance)	Policy within ToR		
Marketing & Publicity	Public Space Protection Order	Rights of Way		
Partnership Agency Agreements	Recreation / sports support	Road Safety		
Risk Management	Recreation Areas	Signage		
Scheme of Administration	Skate Park	Street Furniture		
Strategic Planning	War Memorials	Toilets		
	Youth Projects	Traffic Management		
		Transport		
		Trees		
		Waste / Recycling		

PROGRESS (approved by council so far)

- P&E – trialled a 4-week cycle (Sept 2023 to present)
 - Schedule of Meetings 2024/25 agreed only meeting dates to give flexibility (November 2023 – Full Council)
 - P&E survey (Dec 2023/Jan 2024) – 9 responses
 - P&E frequency – every 4 weeks (6), none – all applications delegated (2), depends on number of applications (1)
 - Delegation to Officers – no objections to this. Majority vote: Any application where the Officer recommendation is to support the application and the application is not considered to be contentious. (6)
 - P&E functions – mixed response. Strong support to keep planning applications (7) and have local/regional plan consultations responses (6) on P&E. Less support for street naming (3), environmental health (3) and street furniture (2) to sit within P&E.
 - Environmental / Climate / Green issues on P&E? Yes (5), No(2), Unsure (2)
 - CAAC – mixed opinions. 5 responses supporting CAAC staying as an advisory committee. General consensus that CAAC could be more influential if it had more qualified members.
- All findings to be reported to next P&E for consideration

PROGRESS (behind the scenes)

- Reviewed TTC's committee:
 - Responsibilities
 - Delegations / Terms of References
 - Sub-committees / Working Groups
 - Budget lines
 - External organisations representatives
 - Policies
 - Agenda items
- Reviewed TTC Staffing Review (Mandy 2022)
- Researched other council's*:
 - Planning committees – ToR, delegations
 - Working group protocols – to try and establish a procedure to prevent new WGs being added ad-hoc
 - Committee structures
 - Committee reviews

*Generally looked at other Town (rather than parish) Councils, and those who have achieved one of the Local Council Quality Awards.
Also noted some info about the councils, e.g. no. of cllrs/staff, precept, population, whether they have a strategy.

WHY ARE WE REVIEWING THE COMMITTEE STRUCTURE?

COMMITTEE RESPONSIBILITIES

- Unclear / overlapping / undefined committee responsibilities and priorities
- The way TTC works has changed – new staffing/roles created, different priorities (e.g. environment).

COMMITTEE STRUCTURE

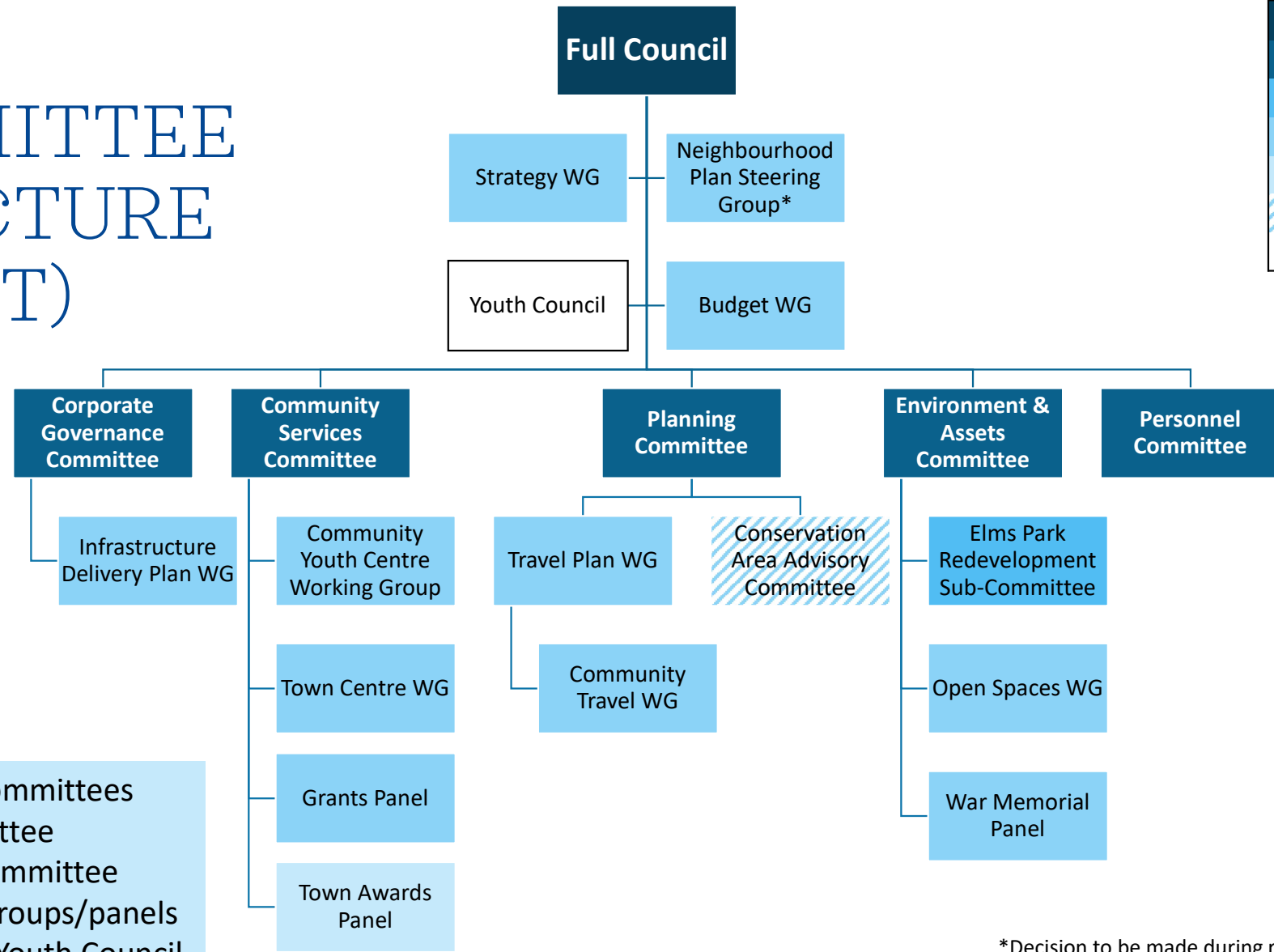
- Too many working groups – struggled to find councils which had quite as many! There is a lot of overlap, many inactive ones, and potential to merge some WGs. Need to establish procedure for creating WGs/Sub-Committees.
- Other than the addition of NPCC in 2015 and renaming of CLR ('Culture' to 'Community'), the committee structure has remained the same since at least **2005**, whereas the functions / projects / staff structure of the council have changed

COMMITTEE PROCESSES

- Inefficiencies – duplicated effort, committee work driving workload preventing officer from delivering projects, 'meetings for meetings', 'tail wagging dog'
- Some communications not fit for purpose. There is a disconnect between committees and staff – they need to be more aligned and communicate actions/progress. It would make sense for the committees to reflect the current management team structure.
- Slow decisions

Overall, TTC's committees are broadly comparable with other councils. I don't think we need any major changes, and we don't want to change for changes sake. TTC needs an effective and efficient committee structure & cycle that fits the needs of TTC now with flexibility to meet future needs & aspirations in line with its strategic objectives.

NEW COMMITTEE STRUCTURE (DRAFT)



Full Council
Committee
Sub-Committee
Working Group
Contains non-Cllr members
Under review
Subject to scoping

- 5 standing committees
- 1 sub-committee
- 1 advisory committee
- 12 working groups/panels
- Option for a Youth Council

*Decision to be made during review as to whether TNP2 matters go straight to FC, or this sits under Planning Committee.

NEW COMMITTEES OVERVIEW (DRAFT)

Full Council Consideration of all major council matters, strategic planning, committee appointments, all matters which cannot be delegated	Corporate Governance Council finances, policies and resources, office management, and legal services	Community Services Community, events, and customer service at its heart	Planning Planning and all matters related to land use and planning policy changes	Environment & Assets Asset development & maintenance, environment, open spaces	Personnel Personnel policies and practices, salaries, recruitment, grades, conditions, health & safety issues & pensions
Appointments (Co-Option, Committees, External Representatives etc)	Financial Management	Events	Planning Applications	Asset Management	Salaries & Grades
Strategic Planning & Budget Setting	Risk Management	Community Safety	Land Use & Development	TTC Buildings & Community Assets	Staff Wellbeing
Internal / External Audits	Internal Control	Community Support	Planning Consultations	TTC Green & Open Spaces	Resourcing
Committee Management	Office Management	Engagement	Highways / Transport	Environment / GLP progress monitoring	Staff Data Monitoring
Neighbourhood Plan (or Planning Committee)	Legal Matters	Town Vibrancy	Active Travel		
Ratify committee decisions	Democratic Services				

NEW WORKING GROUPS / SUB-COMMITTEE OVERVIEW

Full Council Consideration of all major council matters, strategic planning, committee appointments, all matters which cannot be delegated	Corporate Governance Council finances, policies and resources, office management, and legal services	Community Services Community, events, and customer service at its heart	Planning Planning and all matters related to land use and planning policy changes	Environment & Assets Asset development & maintenance, environment, open spaces	Personnel Personnel policies and practices, salaries, recruitment, grades, conditions, health & safety issues & pensions
Strategy WG	IDPWG? Could be renamed or incorporated into Strategy WG – to manage all S106 and CIL income / expenditure / allocations	Community Youth Centre Sub-Committee (or keep as Working Group)	Travel Plan WG and Community Travel WG	Elms Park Redevelopment Sub-Committee To deliver the refurbishment of Elms Park	
Neighbourhood Plan SG <i>Decision to be made during review as to whether TNP2 matters go straight to FC, or this sits under Planning Committee.</i>		Town Centre WG (Markets, Christmas Lighting, Town Fairs, CCTV, Public Art)	Conservation Area Advisory Committee (under review)	Open Spaces WG Play areas, burial spaces and allotments	
Budget WG Budget setting (autumn)		Town Awards Panel		War Memorial Panel	
Youth Council Subject to scoping.		Grants Panel			

SUGGESTED CHANGES IN MORE DETAIL

Committees

- Committee names given a refresh to better reflect staffing structure and current TTC functions.
 - Community, Leisure & Recreation Committee → **Community Services Committee**
 - Policy & Resources Committee → **Corporate Governance Committee**
 - Planning & Environment Committee → **Planning Committee**
 - Neighbourhood Plan Continuity Committee removed
 - **Environment & Assets Committee** (New committee)
 - **Personnel Committee** = no change

Sub-Committees / Working Groups

- NPCCCWG and NPCC replaced with NP Steering Group – this is more in line with other councils. NPSG given greater delegations. NP is an important document that spans all aspects of TTC and should report into FC. Any decisions so far have been through NPCCCWG then NPCC then Full Council. NPCC Working Groups disbanded and reallocated to new/existing WGs
- CYCWG to become a Sub-Committee – as per Elms Park. WGs cannot have delegated spending.
- TCWG – formerly reported into NPCC but disbanded when Market Town Co-Ordinator role ended. Currently several WGs sit under CLR/P&R – recommend merging these into new TCWG (to include Markets, Christmas Lighting, Town Fairs, CCTV, Public Art)
- IDPWG – This covers management of S106/CIL funds. Option 1) move from NPCC to ‘Corporate Governance Committee’ (P&R) OR Option 2) merge with Strategy Working Group

WHAT NEXT?



DATE	ACTION
8 January 2024	<ul style="list-style-type: none">• Review Strategy Day outcomes and establish next steps based on that (Mandy)• Consider some draft ideas for structure (Lizzie)• Feedback your ideas (Strategy WG)
16 January 2024 (FC)	Brief update presented to Full Council following SWG and next steps
January/February 2024	<ul style="list-style-type: none">• Consult TTC Staff / Team Meetings and make any changes following FC feedback.• Circulate draft structure via Councillor OneDrive for Councillors to review individually.
13 February 2024	Option to call an additional Full Council in February to include a closed session to discuss / present first draft structure / hold a strategy workshop with whole council
5 March 2024 (FC)	Present draft structure, committee responsibilities (& associated documents)
30 April 2024 (FC)	Approve final structure, committee responsibilities (& associated documents) and Schedule of Meetings 2024/25
14 May 2024 (FC)	Appoint committee membership
June/July 2024	Committees to approve own ToR (based on agreed responsibilities) plus ToR for Working Groups
August 2024	Full Council approve final committee & WG ToR
August 2024	All changes implemented and communicated