

Full Council

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| Report Title: | Committee Review |
| Meeting Date: | 13 February 2024 |
| Contact Officer: | Lizzie Fuller, Committee Services & Processes Officer Mandy Sturdy, Town Clerk |

Purpose of the Report

1. To provide further information on the documents available.

Action Required

2. To read this report in conjunction with all documents within the OneDrive and come prepared to the additional Full Council meeting on 13 February 2024. In particular please read Appendix A.

Document List

- Appendix A – Committee Structure Review – February 2024
- Appendix B – Provisional Committee Responsibilities in full
- Appendix C – Council Comparisons
- Appendix D – P&E Report to 23/1/24 meeting
- Appendix E – P&E Survey Results (Dec 2023/Jan 2024)
- Appendix F – SODC Template NP Steering Group Terms of Reference
- Appendix G – SODC Guidance on Setting Up a NP Steering Group

Background

3. Officers have undertaken a thorough research of all the Town Council's functions / committees / ToR / delegations. Whilst Officers do not have all the answers, it is hoped that their breadth of knowledge and holistic view combined with Councillor's specialist knowledge / interest / experience, will help the Council to establish next steps on the committee review and enable a draft structure to be considered at the March Full Council meeting.
4. The aim is for Councillors to provide feedback on what works / doesn't work with the draft (and existing) committee structure. Everything is connected and so changing one thing, impacts on another, hence no decisions are to be made at this meeting. Officers will take all comments on board so that at the March council meeting, a draft structure can be considered for approval.
5. It would be really helpful to Officers if detailed comments / questions can be sent in advance of the meeting, to make effective use of the time at the meeting. There is a lot to get through. If you cannot attend the meeting, please send your thoughts via email to the Committee Services & Processes Officer.

Resource Appraisal

6. The resource implications involve officer time to progress relevant actions including training and administration.

Risk Assessment

7. The efficiency and reputation of the Council could be affected if all councillors and officers are not aware of the changes and responsibilities of a new committee structure. Individuals are encouraged through this report and the attached documents to read and comment on the recommendations to mitigate this risk.

Legal Powers:

- Local Government Act 1972, Schedule 12
- Local Government Act 1972, Part IV, Sections 101-106
- Public Bodies (Admission to Meetings) Act 1960
- Local Government and Housing Act 1989, Section 13
- Localism Act 2011

Recommendation

It is recommended...

- i) To receive and consider all documents listed within this report.*
- ii) To provide feedback to Officers (either at the meeting and/or in advance via email).*
- iii) To approve that, subject to feedback, the committee structure review work be progressed to present a draft structure for approval at the March Full Council meeting.*