

## Full Council

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<b>Report Title:</b>	<b>Committee Review</b>
<b>Meeting Date:</b>	<b>30 April 2024</b>
<b>Contact Officer:</b>	<b>Lizzie Fuller, Committee Services &amp; Processes Officer Mandy Sturdy, Town Clerk</b>

### Action Required

1. To provide feedback on the draft Scheme of Delegation, with the aim to approve it at the Annual Meeting on 14 May 2024.
2. To confirm committee preferences to Officers by close of play on Tuesday 7 May 2024 to aid with preparations for the Annual Meeting (14 May 2024).

### Background

3. At the previous Full Council meeting (5 March 2024), the Council approved the high level committee structure, names and responsibilities. This will come into effect from 14 May 2024.

### Committee Terms of Reference / Delegations

4. Since then, work has focused on a detail review and revision of the committee terms of reference. The delegations of each committee have been brought into a single document, combining the previous Delegations Policy to create a Scheme of Delegations (Appendix A). The intention is to give the council a more holistic view of its programme of work.

### Committee Preferences

5. Councillors will receive an email tomorrow (1 May) with a link to submit a form confirming individual committee preferences, ranking from top preference to bottom preference. It helps if Councillors are prepared to be a member of 3 committees.

### Next Steps

6. Work continues regarding the working groups. It is hoped to present draft Terms of Reference for the new Working Groups at the Annual Meeting for feedback and provide committees the opportunity to refine and approve these at their first meetings.
7. Similarly, with External Organisations, these appointments will remain as current for now.

### Resource Appraisal

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

## Risk Assessment

9. 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

### ***The council is asked to:***

- i) Provide feedback on the draft Scheme of Delegations.***
- ii) Confirm their committee preferences to Officers by close of play on Tuesday 7 May 2024 to aid with preparations for the Annual Meeting (14 May 2024).***