

## Full Council

---

<b>Report Title:</b>	<b>Committee Review</b>
<b>Meeting Date:</b>	<b>14 May 2024</b>
<b>Contact Officer:</b>	<b>Lizzie Fuller, Committee Services &amp; Processes Officer Mandy Sturdy, Town Clerk</b>

### Purpose of the Report

1. To provide background for the adoption of the new Scheme of Delegations for this civic administration year.

### Action Required

2. To adopt the Scheme of Delegations for 2024-25.

### Background

3. The Council received the draft Scheme of Delegations at its meeting on 30 April 2024. Whilst the document was well-received, there was no feedback. However given the importance of the document, a few key changes are highlighted below for Councillors consideration.

### Scheme of Delegations Changes

4. The new wording in the document is highlighted in red text. The black wording is exact (or slightly amended) wording from the previous Delegations policy or committee terms of reference.

### Delegated Spending

5. The delegated spending for the Corporate Governance, Community Services and Environment & Assets committees has been set to £15,000 to reflect rising costs / inflation. The council should be aware that the CLR and P&R committees previously had £10,000 delegated spending (which had been in place since at least 2018).
6. The Planning committee has not been given any delegated spending (as was the case for the former P&E and NPC committees). However, as TNP2 and other projects within this committee evolve, it may be necessary to revisit this.
7. Similarly, the Personnel committee has not been given any delegated spending – no change from previous committee. It should be noted that any financial recommendations put forward by the Personnel committee are made to the Full Council for resolution.

### Committee Membership

8. The membership of the Planning committee has been set as 8 (plus ex-officio members). The council should be aware that the former P&E committee had 9 members (plus ex-

officio members). It has been necessary to formally reduce the membership to reflect that 6 Councillors placed this committee as fourth on their committee preferences.

9. The membership of the Environment & Assets committee has been set as 10 (plus ex-officio members). This is the same as the Corporate Governance committee (and former P&R). It has been necessary to set this membership to reflect that 10 Councillors placed this committee as first or second on their committee preferences.

### **Resource Appraisal**

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

### **Risk Assessment**

11. 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.
12. The document is a legal requirement for the governance of a Town Council.

### **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) Adopt the Scheme of Delegations for 2024-25.***