

## Full Council

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<b>Title:</b>	<b>Working Groups</b>
<b>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 Report

1. To provide background on the annual review of the working group structure, responsibilities and membership.

### Background

2. It is normal practice to review these documents at the Annual Meeting of the Council.
3. The council's committee structure, responsibilities and meeting frequency have been under review and are now ready to implement from May 2024.
4. A draft working group structure was presented to the council (5 March 2024). Some minor updates have been made to this, including the addition of the Green Living Plan Working Group at the request of the Environmental Project Officer. A provisional structure can be found at Appendix A (page 1) and an overview of their purpose (page 2).
5. Many of these working groups / panels will only meet as required. The Open Spaces Sub-Committee will be disbanded on completion of the Elms Park project, and similarly with the Capital Project Delivery Team regarding the Community & Youth Centre.
6. Working groups where terms of reference need creating are identified.

### Next Steps

7. Between now and the first committee meetings, Officers will work on creating draft Terms of Reference for each of the working groups based on a standard template. This will be a starting point for the committees to further refine and adopt at their first meeting.
8. Working group membership will be confirmed at the Full Council meeting on 18 June, but Councillors may indicate their preferences in advance. Committees may choose to elect Chairs for their working groups, but Councillors do not need to be a member of the appointing committee to chair a working group (although it is preferable to assist with reporting).

### Resource Appraisal

9. Officer time to progress relevant actions.

### Risk Assessment

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

**Legal Powers:**

- Local Government Act 1972

**Recommendation**

- i) To note and provide feedback on the provisional working group structure and responsibilities.*
- ii) To note that at the first meetings of the relevant committees, the focus of the meeting will be to refine and approve their working groups.*