

<b>26 May 2021</b>		<b>ITEM: 9</b>
<b>Annual Council</b>		
<b>Committees and their Terms of Reference</b>		
<b>Wards and communities affected:</b> None	<b>Key Decision:</b> Not Applicable	
<b>Report of:</b> Lyn Carpenter, Chief Executive		
<b>Accountable Assistant Director:</b> Ian Hunt, Assistant Director of Law & Governance and Monitoring Officer		
<b>Accountable Director:</b> Lyn Carpenter, Chief Executive		
<b>This report is</b> Public		

## **Executive Summary**

This report requests the Council to formally establish those committees it considers necessary to fulfil its functions in the ensuing municipal year, in accordance with the requirements of both legislation and the Council's Constitution.

### **1. Recommendation(s)**

- 1.1 That the Overview and Scrutiny Committees listed in paragraph 3.2 of the report be established for the 2021/22 municipal year, with their terms of reference being those set out in Chapter 4 of the Constitution.**
- 1.2 That the Committees listed in paragraph 3.4 of the report be established for the 2021/22 municipal year, with their terms of reference being those set out in Chapter 5 of the Constitution.**

### **2. Introduction and Background**

2.1 The Council must establish:

- (a) At least one Overview and Scrutiny Committee;
- (b) A committee under the Licensing Act 2003;
- (c) A Health and Wellbeing Board.

and may establish other committees.

2.2 Chapters 4 and 5 of the Constitution contain information regarding the committees that have been established, together with their specific terms of reference.

### **3. Issues, Options and Analysis of Options**

- 3.1 The Council is requested to formally establish those committees considered necessary to fulfil the functions of the Authority during the forthcoming municipal year, in accordance with the requirements of both legislation and the Constitution.

#### **Overview and Scrutiny:**

- 3.2 The Constitution currently makes provision for six Overview and Scrutiny committees, as follows.
- Corporate Overview and Scrutiny Committee;
  - Children's Services Overview and Scrutiny Committee;
  - Health and Wellbeing Overview and Scrutiny Committee;
  - Housing Overview and Scrutiny Committee;
  - Cleaner, Greener and Safer Overview and Scrutiny Committee;
  - Planning, Transport, Regeneration Overview and Scrutiny Committee.
- 3.3 The terms of reference for each of the six committees mentioned in paragraph 3.2 above are set out in Chapter 4, Part 2 of the Constitution.

#### **Committees and sub-committees of the Council:**

- 3.4 Provision has been made within the Constitution for the following committees of the Council:
- Planning Committee;
  - Licensing Committee (and a Licensing Sub-committee);
  - General Services Committee;
  - Standards and Audit Committee;
  - Corporate Parenting Committee;
  - Health and Wellbeing Board.
- 3.5 The terms of reference of each committee mentioned in paragraph 3.4 above are set out in Chapter 5 of the Constitution.

#### **Changes to the number of committees or terms of reference:**

- 3.6 Any changes to the number of committees, or their terms of reference, will have to be reflected in the Constitution and therefore will require the approval of the Council.
- 3.7 Should the Council seek to establish or discontinue a committee that is currently included within the Constitution, it would be necessary to calculate the allocation of seats on committees to political groups. This too would require the approval of the Council, as would any nominations to committees

that may be made as a result. Any significant changes to be made to the Constitution should first be considered by General Services Committee.

#### **4. Reasons for Recommendation**

- 4.1 The Council is recommended to establish the committees detailed in this report for the 2021-22 municipal year in order to facilitate the efficient discharge of its functions and that their terms of reference be those contained with the Constitution.

#### **5. Consultation (including Overview and Scrutiny, if applicable)**

- 5.1 No consultation has been undertaken in respect of this report.

#### **6. Impact on corporate policies, priorities, performance and community impact**

- 6.1 Establishing those committees it considers necessary to fulfil its functions, in accordance with the requirements of both legislation and the Constitution, should enable the Council to discharge those functions in a timely, open and transparent manner for the benefit of the residents of the Borough.

#### **7. Implications**

##### **7.1 Financial**

Implications verified by: **Dammy Adewole**  
**Senior Management Accountant – Central Services**

The cost of servicing these committees will be met through the existing budgets. The yearly cost of an overview and scrutiny committee is £8,280 for the allowances for the Chair and Vice-Chair (based on 2019/20 allowances) plus additional costs for senior officer time attending the meetings and preparing reports.

##### **7.2 Legal**

Implications verified by: **Ian Hunt**  
**Assistant Director of Legal Services and Monitoring Officer**

These are set out in the body of the report.

### 7.3 **Diversity and Equality**

Implications verified by: **Roxanne Scanlon**  
**Community Engagement and Project  
Monitoring Officer**

There are no diversity implications noted in this report.

### 7.4 **Other implications** (where significant) – i.e. Staff, Health, Sustainability, Crime and Disorder)

None.

### 8. **Background papers used in preparing the report** (including their location on the Council's website or identification whether any are exempt or protected by copyright):

None.

### 9. **Appendices to the report**

There are no appendices to this report.

### **Report Author:**

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