



REPORT TO: COMMUNITY SERVICES & LICENSING COMMITTEE

DATE: 27TH NOVEMBER 2008

REPORTING OFFICER: CORPORATE DIRECTOR
Marie-Ann Jackson

SUBJECT: COMMITTEE TERMS OF REFERENCE

WARDS AFFECTED: ALL

1.0 PURPOSE OF REPORT

1.1 To provide the Committee with re-drafted Committee Terms of Reference as agreed at the September meeting and to seek the views of the Committee whether they wish to recommend any amendments to the Constitution Working Party as part of its wider review of the constitution.

2.0 RECOMMENDATIONS

2.1 It is recommended that Members consider the Terms of Reference as detailed in Annex A and make recommendations to the Constitution Working Party regarding any amendments it may wish to make.

3.0 REPORT

3.1 Members considered the Community Services and Licensing Committee Terms of Reference at its meeting in September where the following was agreed:

“that the Terms of Reference be re-drafted and brought back to the next meeting of the Committee in a format that:

- States clearly the roles and responsibilities of the Committee
- Is explicit and in plain English
- Includes a description of services governed by the Committee
- Includes a set of generic roles and responsibilities applied across all services within the scope of this Committee
- That a Members’ training session be arranged
- That a draft of the revised Terms of Reference be submitted to a future meeting for comment so as to be included within the current review of the Constitution being carried out by the Constitution Review WP.

It was noted that the objective of the re-drafting was to make the Terms of Reference easily understandable and not to amend their actual scope.”

- 3.2 Attached at Annex A to this report is a re-drafted Terms of Reference for Members comment and consideration.
- 3.3 At the September meeting it was agreed that any further consideration as to whether the Terms of Reference be recommended for amendment be done following the re-draft and that any proposed amendments be submitted to the Constitution Working Party for consideration as part of the wider review of the Constitution.
- 3.4 In determining whether the committee wishes to make any such recommendations it may wish to consider the following questions:
- a) Should the name of the Committee be changed?
 - b) Is the Scope of Responsibility correct or are there service areas that should be removed/added?
 - c) Does the Scheme of Delegation need amending?
 - d) Should all Licensing functions be delegated to the Licensing Committee?

Background Papers:

Council Constitution

Community Services & Licensing Committee Minutes – 25 September 2008

OFFICER CONTACT:

Please contact Marie-Ann Jackson, Corporate Director if you require any further information on the contents of this report. The officer can be contacted at Ryedale House, Malton telephone number 01653 600666 Ext.345
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