



REPORT TO: POLICY & RESOURCES COMMITTEE

DATE: 4TH DECEMBER 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 for comment 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 The Community Services & Licensing Committee requested at its last meeting a re-drafted Terms of Reference in plain English, clearly stating the roles and responsibilities of the committee. 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. For completeness the same exercise has been carried out with the Terms of Reference of Policy & Resources Committee for Members' consideration which are attached at Annex A to this report.

3.3 In consideration of the Terms of Reference there may be amendments that Members may wish to make. It is suggested that any proposed amendments be submitted to the Constitution Working Party for consideration as part of the wider review of the Constitution. Any changes to levels of delegation will be picked up as part of a review of the Scheme of Delegation.

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?

Background Papers:

Council Constitution

Community Services & Licensing Committee Minutes – 25 September 2008

OFFICER CONTACT:

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