



PART A:	MATTERS DEALT WITH UNDER DELEGATED POWERS
REPORT TO:	POLICY AND RESOURCES COMMITTEE
DATE:	6 JUNE 2019
REPORT OF THE:	CHIEF EXECUTIVE STACEY BURLET
TITLE OF REPORT:	APPOINTMENT OF WORKING PARTIES AND SUB- COMMITTEES
WARDS AFFECTED:	ALL

EXECUTIVE SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To appoint working parties and sub-committees of the Policy and Resources Committee.

2.0 RECOMMENDATION(S)

- 2.1 It is recommended that:

- (i) The terms of reference for working parties and sub-committees of the Policy and Resources Committee attached at Appendix 1 of this report be approved;
- (ii) That members and substitutes be appointed to working parties and sub-committees of the Policy and Resources Committee based on the suggested allocation of seats set out in Appendix 2.

3.0 REASON FOR RECOMMENDATION(S)

- 3.1 Working parties allow informal and detailed discussion of specific areas of work, such as budget proposals and financial matters, grant applications and the Constitution, prior to the Policy and Resources Committee considering these items.
- 3.2 Sub-Committees allow a smaller group of Members to make decisions on often complex and confidential staffing matters.
- 3.3 The recommendations in this report put arrangements in place for working parties and sub-committees to assist the Policy and Resources Committee in carrying out its duties.

4.0 SIGNIFICANT RISKS

4.1 There are no significant risks associated with the recommendations in this report.

5.0 POLICY CONTEXT AND CONSULTATION

5.1 The membership of sub-committees must be political proportional, under the Local Government & Housing Act 1989.

REPORT

6.0 REPORT DETAILS

6.1 Early each municipal year, in June, the Policy and Resources Committee appoints working parties and sub-committees to support it in carrying out its business. Sub-committees have decision making powers, delegated by the Policy and Resources Committee, and are public meetings (except where it is agreed to move into exempt session), whilst working parties are advisory private meetings and can only make recommendations back to the Policy and Resources Committee for consideration. This is summarised in the table below. As these are discretionary bodies, which have to be appointed each year, there are no terms of reference included in the Constitution.

Sub-Committees	Working Parties
Have decision making powers, delegated by the Policy and Resources Committee	Are advisory and can only make recommendations back to the Policy and Resources Committee for consideration
Are public meetings (except where it is agreed to move into exempt)	Are private meetings

6.2 At its meeting on 14 March 2019, the Policy and Resources Committee agreed written terms of reference for its working parties and sub-committees. This was intended to provide clarity regarding the roles of these meetings for both Members and officers.

6.4 These terms of reference for the working parties and sub-committees are attached as Appendix 1 and need to be approved again as part of the process of appointing these bodies for the new municipal year.

6.5 Appointments of member and substitutes to the working parties and sub-committees also required approval and a suggested allocation of seats is set out in Appendix 2.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

- a) Financial
There are no financial implications, other than expenses which may be claimed by Members for attendance at these meetings.
- b) Legal
The legal implications in relation to the Local Government & Housing Act 1989 are set out above.

- c) Other (Equalities, Staffing, Planning, Health & Safety, Environmental and Climate Change, Crime & Disorder)
There are no staffing implications, other than the requirement to support and attend these meetings.

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Background Papers:
None

Background Papers are available for inspection at:
Not applicable.