



PART A: MATTERS DEALT WITH UNDER DELEGATED POWERS

REPORT TO: POLICY AND RESOURCES COMMITTEE

DATE: 27 MAY 2021

**REPORT OF THE: HEAD OF CORPORATE GOVERNANCE AND MONITORING OFFICER
SIMON COPLEY**

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 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 grant applications, the Constitution and the Local Plan, 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, normally in May, 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 the first time, for its working parties and sub-committees. This was intended to provide clarity regarding the roles of these meetings for both Members and officers. As new working parties and sub-committees were subsequently created, further terms of reference were agreed by the Policy and Resources Committee for these bodies.

6.4 The current 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 members and substitutes to the working parties and sub-committees also require approval and the proposed allocation of seats and membership is set out in Appendix 2, using 2020-21 as a starting point for 2021-22.

6.6 At its meeting on 18 March 2021, the Policy and Resources Committee agreed in principle to set up a Livestock Market Working Party. Proposed terms of reference for this working party have been included in Appendix 1 and proposed allocation of seats and membership in Appendix 2.

6.7 All members sitting on sub-committees dealing with appointments and appeals must be trained to ensure that they can deal with these matters appropriately, having regard to all legal, policy and procedural requirements.

7.0 IMPLICATIONS

7.1 The following implications have been identified:

a) Financial

There are no direct financial implications, other than expenses which may be claimed by Members for attendance at any physical meetings. The staffing implications detailed below will carry an indirect cost.

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)

Staff resource will be required from the relevant service areas involved in the areas of work. The creation of a new Livestock Market Working Party will therefore require additional staffing resource to be made available and there is currently a capacity issue, requiring additional revenue funding to resolve.

Holding working party and sub-committee meetings will have a small climate change impact in terms of paper use, and, where there is a physical element to the meeting, additional journeys, heating and lighting.

There are no other implications.

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Background Papers:

None

Background Papers are available for inspection at:

Not applicable.