

Full Council

Report Title:	Committee Review
Meeting Date:	5 March 2024
Contact Officer:	Lizzie Fuller, Committee Services & Processes Officer Mandy Sturdy, Town Clerk

Purpose of the Report

1. To provide an update on feedback and background information to support the proposal to approve the documents as listed in points 3-5.

Action Required

2. To receive the feedback summary on the committee review work
3. To approve the draft, high-level, committee structure and responsibilities – to be implemented from May 2024.
4. To agree the names of the committees – to be implemented from May 2024.
5. To approve the process for determining whether planning applications require an Officer report and subsequent discussion at P&E – to be implemented for the April/May 2024 meetings as a trial period, with Council having the option to review at / continue after the Annual Meeting.
6. To note the updated timeline.

Background

7. Further information about the 4 required actions can be found in Appendix A. Councillors are asked to read through this ahead of the Full Council meeting on 5 March 2024.
8. Since the last Full Council meeting (13 February 2024) all feedback has been collated. Thank you to all staff and councillors who have provided feedback. The feedback has been reassuringly positive.
9. Only minor changes have been made to the draft committee structure and responsibilities.
10. The council needs to approve the committee names. The names present in Appendix A are just one option, but there were mixed comments as to the names Corporate Governance (some feeling that this should be kept as P&R) and alternative names suggested for the new 'Environment and Assets Committee'. All committee names can be

changed / left as is – but the council does need to decide this to enable work to continue. New committee names will give the committees a fresh restart / rebrand.

11. Some minor changes to the timeline have been made to timeline, which should be noted, however the work is still on track for a new committee structure and membership in place for the Annual Meeting (14 May 2024).

Resource Appraisal

12. The resource implications involve officer time to progress relevant actions including training and administration.

Risk Assessment

13. The efficiency and reputation of the Council could be affected if all councillors and officers are not aware of the changes and responsibilities of a new committee structure. Individuals are encouraged through this report and the attached documents to read and comment on the recommendations to mitigate this risk.

Legal Powers:

- Local Government Act 1972, Schedule 12
- Local Government Act 1972, Part IV, Sections 101-106
- Public Bodies (Admission to Meetings) Act 1960
- Local Government and Housing Act 1989, Section 13
- Localism Act 2011

Recommendation

The council is asked to resolve to:

- i) To approve the draft, high-level, committee structure and responsibilities – to be implemented from May 2024.***
- ii) To agree the names of the committees – to be implemented from May 2024.***
- iii) To approve the process for determining whether planning applications require an Officer report and subsequent discussion at P&E – to be implemented as a trial for the April/May 2024 P&E committee meetings.***