

## Full Council

---

<b>Report Title:</b>	<b>Committee Restructure – Interim 3-month review</b>
<b>Meeting Date:</b>	<b>13 August 2024</b>
<b>Contact Officer:</b>	<b>Lizzie Fuller, Committee Services &amp; Processes Officer Mandy Sturdy, Town Clerk</b>

### Purpose of the Report

1. To provide a 3-month interim review and any necessary changes following the implementation of the new committees.

### Action Required

2. To adopt the amended Scheme of Delegations for 2024-25, and update the Committee Responsibilities accordingly.
3. To adopt the amended Standing Orders for 2024-25.
4. To provide feedback on the new committees and their delegations.

### Background

5. The Council adopted the new Scheme of Delegations Policy, Committee Structure / Responsibilities and Standing Orders at its meeting on 14 May 2024.
6. Since then, all committees (other than the Personnel committee) established under the new committee structure have met. Any feedback on these meetings is welcome.
7. Officers review the adopted documents on an ongoing basis and at the 3-month mark, present this interim review and have identified some minor changes for consideration.
8. Another review will be presented at the 6-month mark (November 2024) and 12-month (May 2025).

### Standing Orders changes

9. It is suggested that with regards to the Sealing of Documents, the council's Standing Orders be amended to enable routine or minor partnership / legal agreements that fall under the remit of a committee be signed and sealed by that relevant committee. Any substantial (new or renewing) agreement would continue to require signing and sealing by the whole Council. The proposed change is highlighted in red below:

#### **20. Sealing of Documents**

20.0 A legal deed shall not be executed on behalf of the Council unless authorised by a resolution of the Council. **Committees appointed by the Council may sign**

- and seal documents on behalf of the Council provided the committee has delegated authority to do so (see Scheme of Delegations) and the document:
- is routine or related to ongoing authorised works and
  - falls under the remit of said committee.

**20.1 In accordance with a resolution under para 20.0, the Council's Common Seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Members of the Council who shall sign the deed as witnesses.**

## Scheme of Delegations Changes

### 10. Corporate Governance committee

- **Amend:** 7.8: Determining the making to individuals and organisations of all **grants,** allowances and loans. Receiving reports from organisations who have received **an annual Devolved Services** grant from the Town Council, in line with the Council's Grant Award Policy for grants exceeding £2,000.
- **Amend:** 7.13: Overseeing and authorising the signing and sealing of any legal documents and partnership agreements **not covered by the Town Clerk's delegations that fall under the remit of this committee as authorised by Standing Order 20.0.**
- **Add:** 7.19: Overseeing and regulating all health and safety matters relating to Town Council offices and equipment (Town Hall and Depot).

### 11. Community Services committee

- **Merge 8.10 with 8.12:** Initiating and participating in economic development initiatives, connecting with local businesses **to and supporting** town centre vitality and vibrancy. **Enhancing the town's vibrancy** This may be through a range of schemes, including public art, Christmas lighting, flag flying, town twinning, **blue plaques, supporting improvements to town council infrastructure,** and monitoring town centre signage.
- **Add:** 8.15: Overseeing and regulating all health and safety matters relating to Town Council events and communications. Having concern for community welfare and safety including emergency planning.
- **Add:** 8.16: Delivering the objectives of the Communications Strategy (once developed).
- **Add:** 8.17: Determining the **policy and** making of grants to **individuals and** organisations through the Grants Awards scheme, in line with the Council's Grant Award Policy. Receiving reports from organisations who have received a grant from the Town Council, **exceeding £2,000,** in line with the Council's Grant Award Policy.
- **Add:** 8.18: Overseeing and authorising the signing and sealing of any legal documents and partnership agreements that fall under the remit of this committee as authorised by Standing Order 20.0.

## 12. Environment & Assets committee

- **Add:** 9.16: Overseeing and regulating all health and safety matters relating to Town Council assets and public spaces.
- **Add:** 9.17: Overseeing and authorising the signing and sealing of any legal documents and partnership agreements that fall under the remit of this committee as authorised by Standing Order 20.0.

## Resource Appraisal

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

## Risk Assessment

14. 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.
15. The documents are a legal requirement for the governance of a Town Council.

## 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
- Management of Health and Safety at Work Regulations 1999

## Recommendation

### ***The council is asked to:***

- i) Adopt the amended Scheme of Delegations for 2024-25, and update the Committee Responsibilities accordingly.***
- ii) Adopt the amended Standing Orders for 2024-25.***