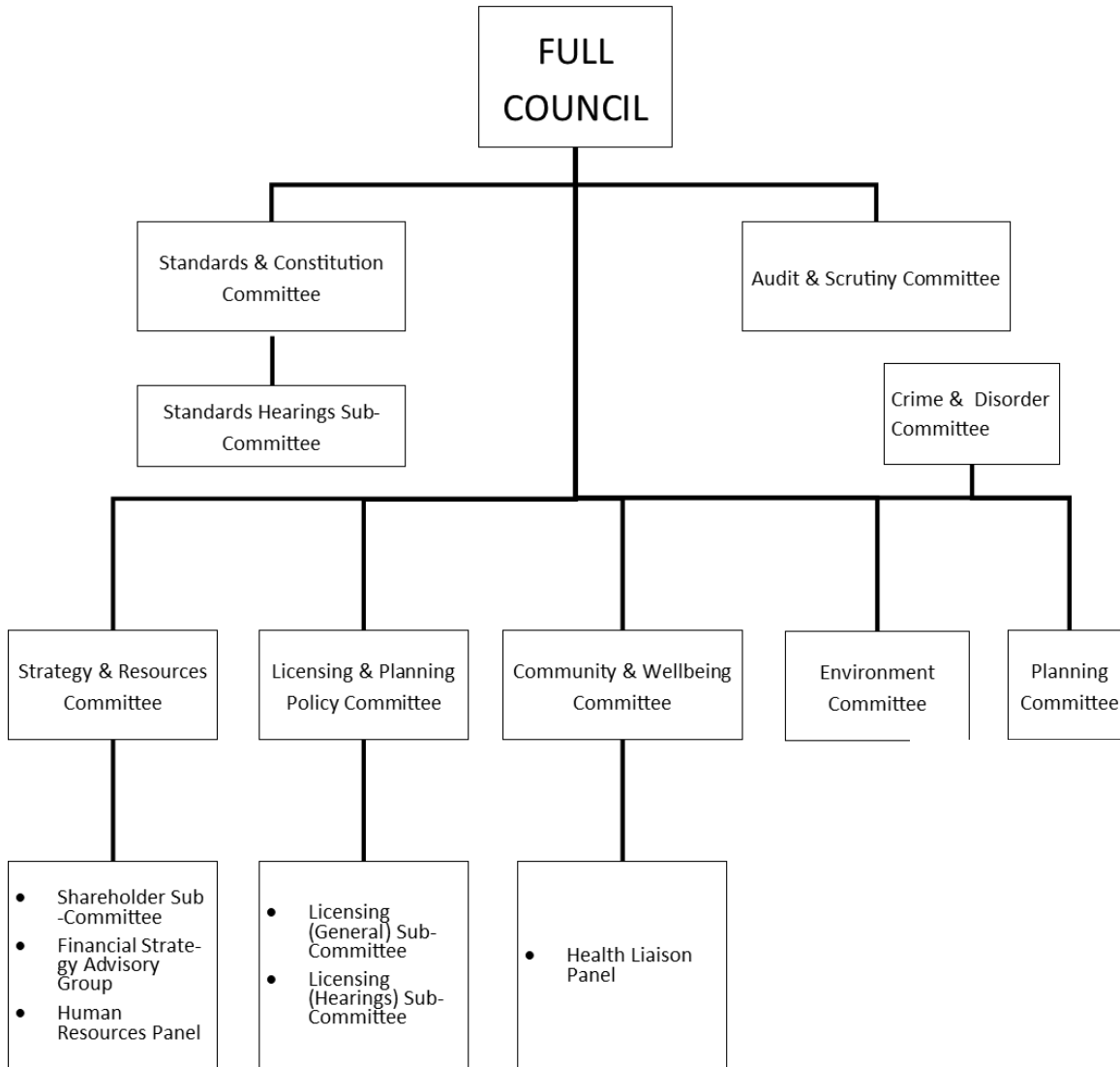


Annex 4.1 - Further Information on the Council’s Committees

1. Diagram of Committee Structure



2. The Role of the Full Council

2.1. The Full Council acts as a forum where **all** councillors can meet on a regular basis, act as a focus for the council, discuss and debate issues of importance to the Borough and decide the council's Budget and Policy Framework.

2.2. Budget and Policy Framework

2.2.1. Information on the council's Budget and Policy Framework can be found in the [Council Operating Framework](#) (Annex 4.5).

2.3. Functions of the Full Council

2.3.1. The functions of the Full Council are included in its terms of reference, which are available in the [Constitution](#) (Appendix 3).

2.4. Full Council meetings

2.4.1. There are three types of meetings of the Full Council, and they will be conducted in accordance with its standing orders, available in the [Constitution](#) Appendix 4):

- i. The Annual Meeting.
- ii. Ordinary meetings.
- iii. Extraordinary meetings.

3. Policy Committees

3.1. Full Council appoints five policy committees, whose terms of reference are available in the [Constitution](#) (Appendix 3). The committees are:

- i. Community and Wellbeing
- ii. Environment
- iii. Strategy and Resources
- iv. Licensing and Planning Policy
- v. Crime and Disorder

3.2. In accordance with the aims and objectives set by the Full Council in its corporate plan, the principles of best value, and within the approved budget and policy framework, policy committees will:

- i. Deal with all policy and operational matters, including statutory responsibilities.
- ii. Develop strategies and policies and put them to the Full Council for approval.

- iii. Draw up revenue budgets and develop proposals for capital projects, and submit these to the Strategy and Resources Committee for recommendation to Full Council where these form part of the policy framework.
- iv. Implement approved capital projects.
- v. Develop and maintain communication and consultation with the public, local businesses, voluntary and other relevant organisations, and form partnerships and influence partners.
- vi. Distribute grant aid or award rate relief in accordance with conditions laid down by Full Council.
- vii. Determine the level of delegation to officers.

4. Sub-Committees and working groups

- 4.1. Committees may also appoint sub committees and working groups, and if appropriate agree their terms of reference, a chair and, if considered necessary, a vice chair and substitute committee members of the sub-committee or working group. The Full Council may also set up time-limited sub-committees for specific purposes.
- 4.2. The terms of reference for all the sub-committees are set out in the [Constitution](#) (Appendix 3).

5. Remit of committees

- 5.1. For the avoidance of doubt, if a particular matter or project falls under the terms of reference of more than one committee, the Full Council may designate one committee as the lead committee for a matter. The lead committee will have all the powers and functions it needs to make decisions on that matter, even if some fall within the remit of another committee. A lead committee has the power to refer the matter to another committee for decision; or for comment or recommendation to Full Council.
- 5.2. No committee, sub-committee, panel, working group or officer shall take action requiring expenditure unless suitable budgetary provision has been approved.
- 5.3. Decisions of committees and sub committees taken in exercise of any delegated functions are the decisions of the council for all purposes unless rescinded. Most decisions cannot be implemented until five working days after publication of the Decision Notice, this is to allow for a possible scrutiny call in.
- 5.4. Each committee can determine the content of any representations to be made to central government, local authority associations, members of

parliament, any national organisation, concerning any matter within that committee's remit.

5.5. The council has the following committees, in addition to the policy committees, which help it to discharge the functions described in the Full Council's terms of reference (see the [Constitution](#), Appendix 3); they are:

- i. Audit and Scrutiny Committee
- ii. Planning Committee
- iii. Standards and Constitution Committee

5.6. Committees will normally make the final decision on any matter before it, if they have delegated authority to do so, or will make a report and recommendation to Full Council if it they do not have such authority. It is also open to a majority of committee members present, and able to vote, at a meeting to agree to refer a matter to Full Council.

5.7. The committees, their terms of reference and number of councillors on each committee, is set out in the [Constitution](#) (Appendix 3).

6. Appointment of councillors to committees

6.1. The Full Council will appoint the committee members, Chairs and Vice Chairs to serve on the committees, subject to the right of any political group within the meaning of the Local Government & Housing Act 1989 and any regulations thereto, to make nominations to those appointments.

7. Conflicts

7.1. A Chair of a policy committee cannot be a member of or a substitute on Strategy and Resources Committee.

7.2. Members of the Audit & Scrutiny Committee may not scrutinise any decision in which they were involved as a member of a policy committee.

8. Arrangements for meetings

8.1. There are currently four cycles of meetings in each municipal year: June - July; September - December; January - February; March - April for policy committees. Each policy committee will normally meet at least once in each cycle of meetings and may arrange such special meetings as are necessary. The Planning Committee will meet at least eleven times per year.

9. Details relating to committees, sub-committees, area committees, advisory panels and joint arrangements

9.1. Details and further information on the council's committees, sub-committees, area committees, advisory panels, and joint arrangements can be found in the [Constitution](#) (Appendix 3).

10. Arrangements to promote wellbeing

- 10.1. The council, in order to promote the economic, social or environmental wellbeing of its area may, subject to the other provisions of this Constitution:
- i. Enter into arrangements or agreements with any person or body.
 - ii. Co-operate with, or facilitate or coordinate the activities of any person or body.
 - iii. Exercise on behalf of that person or body any functions of that person or body.

11. Access to Information

- 11.1. The Access to Information Procedure Rules is available in the [Framework](#) (Annex 4.4).
- 11.2. If the joint committee contains councillors who are not on the executive of any participating local authority, then the access to information rules in Part VA of the Local Government Act 1972 will apply.

12. Delegation to and from other local authorities

- 12.1. The council may delegate functions to another local authority or, in certain circumstances, the executive of another local authority. The reverse also applies, whereby the council may accept such a delegation from another local authority.
- 12.2. The decision whether or not to delegate functions to another local authority, or to accept such a delegation from another local authority shall be reserved to the council.

13. Contracting out

- 13.1. The council may contract out to another body or organisation, functions which may be exercised by an officer and which are subject to an order under Section 70 of the Deregulation and Contracting Out Act 1994.
- 13.2. The council may also arrange for other functions to be carried out by a contractor, where the contractor acts as the council's agent under usual contracting principles, provided there is no delegation of the council's discretionary decision making.