

Annual Council Meeting

Meeting Date	15 July 2020
Report Title	Establishment of Committees and their terms of reference
Portfolio Holder	Leader – Councillor Roger Truelove
SMT Lead	David Clifford – Head of Policy, Communications and Customer Services
Lead Officer	Jo Millard – Senior Democratic Services Officer
Key Decision	No
Classification	Open

Recommendations	1. To establish the Committees of the Council for the Municipal Year 2020/21 and agree their terms of reference as set out in Appendix I.
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1 Purpose of Report and Executive Summary

- 1.1 This report requests the Council to formally establish the Committees for the municipal year 2020/21 and to agree their terms of reference.

2 Background

- 2.1 The Council must establish:
- (a) At least one Overview and Scrutiny Committee
 - (b) A Committee under the Licensing Act 2003

The Council may also establish other Committees.

- 2.2 Appendix I sets out the terms of reference of Committees as currently agreed by the Council.

3 Proposal

- 3.1 That the Committees that the Council has concluded it requires to discharge functions for, should be established and that the terms of reference, for those Committees should be agreed.

4 Alternative Options

- 4.1 Any changes to the number of Committees, or their terms of reference, must be included in the Constitution and as such will require approval of the Council. Any proposal to establish or discontinue a Committee that is currently included within

the Constitution, would affect the calculation of the allocation of seats on Committees and would require approval of the Council.

5 Consultation Undertaken or Proposed

5.1 All Group Leaders have been asked to provide Democratic Services with their Group's allocation to seats on committees.

6 Implications

Issue	Implications
Corporate Plan	Becoming a High Performing Organisation.
Financial, Resource and Property	The cost of servicing the Council's committees will be met within existing budgets. The establishment of any additional Committees would have financial and human resource implications.
Legal and Statutory	The Head of Legal has been consulted on this report. The relevant legal provisions are set out in the body of the report.
Crime and Disorder	None identified at this stage.
Environment and Climate/Ecological Emergency	None identified at this stage.
Health and Wellbeing	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	None identified at this stage.
Privacy and data protection	None identified at this stage.

7 Appendices

7.1 Appendix I sets out the terms of reference of the Committees.

8 Background Papers

8.1 Swale Borough Council Constitution.