

Annual Council Meeting	
Meeting Date	15 May 2024
Report Title	Establishment of Committees and their terms of reference
EMT Lead	Lisa Fillery – Director of Resources
Head of Service	
Lead Officer	Jo Millard – Democratic and Electoral Services Manager
Classification	Open
Recommendations	1. To establish the Committees of the Council for the Municipal Year 2024/25 and agree their terms of reference as set out in Appendix I

1 Purpose of Report and Executive Summary

- 1.1 This report requests the Council to formally establish the Committees for the municipal year 2024/25 and to agree their terms of reference.

2 Background

- 2.1 Council agreed Committees and terms of reference as part of the updated Constitution when moving to the Committee System in 2022. It is normal practice for the Committees and terms of reference to be confirmed each year at Annual Council.
- 2.2 Appendix I sets out the terms of reference of Committees as currently agreed by the Council.

3 Proposals

- 3.1 To establish the Committees of the Council for the Municipal Year 2024/25 and agree their terms of reference.

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	The recommendations in this report contribute to the council priority to renew local democracy and make the council fit for the future.
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, Statutory and Procurement	The Head of Legal has been consulted. The relevant legal provisions are set out in the body of the report.
Crime and Disorder	The Council's Committee Structure includes Committee(s) with Crime and Disorder within their remits
Environment and Climate/Ecological Emergency	The Council's Committee Structure includes Committee(s) with Environment and Climate/Ecological Emergency within their remits
Health and Wellbeing	The Council's Committee Structure includes Committee(s) with Health and Wellbeing within their remits
Safeguarding of Children, Young People and Vulnerable Adults	The Council's Committee Structure includes Committee(s) with Safeguarding of Children, Young People and Vulnerable Adults within their remits
Risk Management and Health and Safety	The Council's Committee Structure includes Committee(s) with Risk Management and Health and Safety within their remits
Equality and Diversity	The Council's Committee Structure includes Committee(s) with Equality and Diversity within their remits
Privacy and Data Protection	The Council's Committee Structure includes Committee(s) with Privacy and Data Protection within their remits

7 Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Terms of Reference of the Committees

8 Background Papers

Extraordinary Council 27 April 2022 - [Committee System - Revised Constitution](#).