

REVIEW OF UPDATED TERMS OF REFERENCE

Executive Summary

As part of the Review of the Constitution, first raised as a Scrutiny Topic Proposal at the July 2022 meeting of the Overview and Scrutiny Committee, Officers undertook to include the Terms of Reference of the various Task Groups, Working Groups, Boards, and Panels for inclusion in the Constitution.

The Overview and Scrutiny Committee, as part of its function, has responsibility for four Working Groups: Economic Development, Finance, Housing, and Housing Infrastructure Fund. Included in this report at appendix 2 are the revised Terms of Reference proposed for the Groups that report directly to the Committee. At appendix 2 are the revised Terms of Reference proposed for the other Groups of the Council.

Recommendations

The Committee is requested to:

Recommend That

the comments of the Committee be referred to the Executive and Council.

The Committee has the authority to determine the recommendation(s) set out above.

Background Papers:	None
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Review of Updated Terms of Reference

1.0 Introduction

- 1.1 Following a Scrutiny Topic Proposal raised by Councillor Andy Caulfield, the Director of Legal and Democratic Services undertook to review the whole Constitution and update it.
- 1.2 As part of the review, it was decided to standardise the Terms of Reference for all Task Groups, Working Groups, Panels and other Groups of the Council.
- 1.3 All Terms of Reference have been reviewed by the Lead Officer and Democratic Services.
- 1.4 No substantive changes were made to the roles or functions of each Group as a part of this review.
- 1.5 To date there has been no consistency in the start times of Groups. It is proposed that the start times be made consistent as part of this review.

2.0 Economic Development Task Group

- 2.1 The Group has been renamed to Economic Development Working Group.
- 2.2 The Terms of Reference were last updated on 22 March 2021.
- 2.3 The Role and Functions section has been amended to reflect responsibility for overview of town centre development.

3.0 Finance Task Group

- 3.1 The Group has been renamed to Finance Working Group.
- 3.2 The Terms of Reference were last updated on 22 March 2021.
- 3.3 No substantive changes were made to the Role and Functions section.

4.0 Housing Task Group

- 4.1 The Group has been renamed to Housing Working Group.
- 4.2 The Terms of Reference were last updated on 22 March 2021.
- 4.3 No substantive changes were made to the Role and Functions section.

5.0 Housing Infrastructure Fund Task Group

- 5.1 The Group has been renamed to Housing Infrastructure Fund Working Group.
- 5.2 The Terms of Reference were last updated on 23 June 2022.
- 5.3 No substantive changes were made to the Role and Functions section.

6.0 Other Terms of Reference

- 6.1 As part of the review of the Constitution, it was agreed that the Committee would receive the updated Constitution for review. At Appendix 2 are other Terms of Reference that will be included in the new Constitution, for the Committee's reference.
- 6.2 If there any global changes to the standardised template as determined by the Executive or Council the four Terms of Reference in Appendix 1 may need to be reconsidered by the Committee.

7.0 Corporate Strategy

7.1 By including the Terms of Reference in the Constitution both 'Engaged Communities' and 'A High Performing Council' strands are engaged.

8.0 Implications

Finance and Risk

8.1 There are no known financial risks to the Council that arise from this report at this time.

Equalities and Human Resources

8.2 There are no known equalities or human resources issues with this report.

Legal

8.3 There are no specific legal implications except to note that the Task Groups perform a governance role by contributing to the Overview and Scrutiny function of the Council.

9.0 Engagement and Consultation

9.1 Appropriate Officers and departments of the Council were engaged and consulted with.

REPORT ENDS