



Full Council	Tuesday, 30 July 2019	Matter for Information and Decision
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Report Title: **Review of Newly-Established Council Bodies' Terms of Reference and Allocation of Additional Seats (July 2019)**

Report Author(s): **David Gill (Head of Law & Democracy / Monitoring Officer)**

Purpose of Report:	To approve an increase in and allocation of membership to the Audit Committee and Environment Working Group and to adopt Terms of Reference for newly-established Council Bodies as set out in the report.
Report Summary:	The report sets out a proposed increase in and allocation of membership to the Audit Committee and the Environment Working Group along with the Terms of Reference for the newly-established Council Bodies as set out in the Appendix. The report also advises Council of minor amendments made to the Constitution by the Head of Law & Democracy / Monitoring Officer under delegated powers.
Recommendation(s):	<p>A. That the Membership of the Audit Committee be increased from 5 Members to 6 Members, that the additional seat be allocated to the Conservative Group and that Cllr Miss P V Joshi be appointed to that seat.</p> <p>B. That the Membership of the Environment Working Group be increased from 4 Members to 5 Members, that the additional seat be allocated to the Conservative Group and that Cllr Miss P V Joshi is appointed to that seat.</p> <p>C. That the Terms of Reference for the Audit Committee, People Committee, IT and Communications Working Group, Environment Working Group and the Constitutional Working Group (as set out at Appendix 1 to the report) be approved; and</p> <p>D. That Council notes the amendments to the Constitution made by the Head of Law & Democracy / Monitoring Officer under delegated powers (as set out at paragraph 4 of the report).</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Stephen Hinds (Deputy Chief Executive) (0116) 257 2681 stephen.hinds@oadby-wigston.gov.uk</p> <p>David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk</p>
Corporate Objectives:	Building, Protecting and Empowering Communities (CO1) Providing Excellent Services (CO3)
Vision and Values:	Accountability (V1) "A Stronger Borough Together" (Vision) Respect (V2) Customer Focus (V5)

Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Political Dynamics (CR3) Reputation Damage (CR4) Regulatory Governance (CR6) Organisational / Transformational Change (CR8)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications directly arising from this report.
Health and Safety:	There are no implications directly arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	As the author, the report is satisfactory.
Consultees:	<ul style="list-style-type: none"> • Councillor J W Boyce (Liberal Democrat Group Leader) • Councillor Miss P V Joshi (Conservative Group Leader) • Chairs of Relevant Committees and Working Groups
Background Papers:	<ul style="list-style-type: none"> • Report entitled 'Approval and Adoption of Revised Council Constitution (April 2019)' to Council, 16 May 2019 • Report entitled 'Appointment of Office Holders, Council Bodies & Memberships (2019/20)' to Council (AGM), 14 May 2019 • The Local Government (Committees and Political Groups) Regulations 1990 • The Local Government (Committees and Political Groups) (Amendment) Regulations 1991 • Local Government and Housing Act 1989
Appendices:	1. Proposed Terms of Reference for Newly Established Council Bodies

1. Background

- 1.1 On 16 April 2019, Council adopted a new Constitution to come into effect at the commencement of the 2019/20 Municipal Year.
- 1.2 On 14 May 2019, at its Annual General Meeting, Council agreed to the establishment of a number of new Council Bodies and appointed nominees to the same.
- 1.3 The new Council Bodies established and appointed to were as follows:
 - Audit Committee – 5 Members, plus 1 Independent Person
 - People Committee – 5 Members
 - Constitutional Working Group - 6 Members
 - Environment Working Group – 4 Members
 - IT and Communications Working Group – 5 Members

- 1.4 The initial allocation of seats to the new Council Bodies was in accordance with the Local Government (Committees and Political Groups) Regulations 1990, Local Government (Committees and Political Groups) (Amendment) Regulations 1991 ("the Regulations") made under sections 15, 16 and 17 of the Local Government and Housing Act 1989.

2. Information

- 2.1 The Regulations permit the Council to make alternative allocations of seats, if it so wishes, and following discussions between the Leader of the Council and the Leader of the Opposition, it is proposed that the following amendments be made accordingly:
- 2.1.1 Audit Committee - Membership be increased from 5 Members to 6 Members, plus 1 Independent Person. The additional seat to be allocated to the Conservative Group.
- 2.1.2 Environment Working Group - Membership be increased from 4 Members to 5 Members. The additional seat to be allocated to the Conservative Group.
- 2.2. A nomination to appoint Councillor Miss P V Joshi to both additional seats at paragraphs 2.1.1 and 2.1.2 above has been received by the Head of Law & Democracy / Monitoring Officer.

3. Terms of Reference

- 3.1 Having determined to appoint the new Council Bodies, Council tasked the Head of Law & Democracy to prepare Terms of Reference for each Committee and Working Group.
- 3.2 Following consultation with the Leader of the Council and the Chairs of the relevant Committees and Working Groups, the proposed Terms of Reference are attached at **Appendix 1** and are recommended for Council's approval.
- 3.3 Subject to approval, the Terms of Reference will be incorporated into Part 3 of the Constitution (Responsibility for Functions) with consequential amendments to the Terms of Reference of other Committees as appropriate (e.g. Policy, Finance and Development Committee).

4. Amendments to the Constitution under Delegated Powers

The Monitoring Officer has used his delegated powers to make the necessary amendments to reflect the current management structure.