

REPORT TO FULL COUNCIL REVISED COMMITTEE STRUCTURE: STANDING ORDERS AMENDMENTS



Report Reference C-23-05b
Meeting Date 12th June 2023
Agenda Item 14
Prepared by Town Clerk

1.0 BACKGROUND

At the Annual Council Meeting, council approved a revised committee structure and terms of reference for these committees in accordance with Standing Order 59 which enables the council to determine committees at the annual meeting. These changes have been introduced to align the council's committee system with the new strategic plan.

To embed the revised structure into Standing Orders, various revisions to Standing Orders are required. These changes were proposed and seconded at the annual meeting and stood adjourned without debate. They are now presented for debate and resolution.

The proposed amendments to Standing Orders are detailed in the appendix.

2.0 RECOMMENDATION

It is recommended that the changes to Standing Orders detailed in the appendix are approved.

APPENDIX A: AMENDMENTS TO STANDING ORDERS

AMENDMENTS TO STANDING ORDERS

Standing Order 59b

Addition of Emergency to list of committees that do not require ward representation.

Standing Orders 60, 108 and 109

Replacement of reference to “Planning and Licensing Committee” with “Planning Committee”

Standing Order 76b

Renumbered as 77 and updated to list:

- Assets and Operations
- Community
- Emergency
- Environment and Transport
- Events
- Finance
- Personnel
- Planning
- Town Centre
- Urgency

REPLACEMENT ANNEX B: COMMITTEE TERMS OF REFERENCE

Assets and Operations Committee

1. The Assets and Operations Committee ('the Committee') shall consist of six councillors and, as provided for by Standing Order 61, the Town Mayor (ex officio) and the Deputy Town Mayor (ex officio).
2. The quorum of the Committee shall be four members.
3. The Committee has delegated authority to consider and decide on matters related to:
 - The financial, general and day-to-day running matters of the council’s estates or interests in land/buildings (except those expressly referred to any other committee) and matters related to the Council’s day to day operations and general issues relating to the efficient operation of the Council as referred to it by the Council.
4. The Committee may authorise expenditure in accordance with the budget approved by Council.
5. The Committee shall annually, by 31st October, agree a recommended budget for the forthcoming financial year, which will be presented with a recommendation to the Finance Committee.

6. The minutes of committee meetings shall be presented to the next practicable meeting of the Council.

Community Committee

1. The Community Committee ('the Committee') shall consist of six councillors and, as provided for by Standing Order 61, the Town Mayor (ex officio) and the Deputy Town Mayor (ex officio).
2. The quorum of the Committee shall be four members.
3. The Committee has delegated authority to consider and decide on matters related to:

The promotion of community wellbeing and civic pride (except those expressly referred to any other committee), volunteer programmes, community group support, community communication and engagement, community grant schemes (except for Large Grants), the Town Awards, Social Issues (including healthcare, education, social behaviour and quality of life)

4. The Committee may authorise expenditure in accordance with the budget approved by Council.
5. The Committee shall annually, by 31st October, agree a recommended budget for the forthcoming financial year, which will be presented with a recommendation to the Finance Committee.
6. The minutes of committee meetings shall be presented to the next practicable meeting of the Council.

Environment and Transport Committee

1. The Environment and Transport Committee ('the Committee') shall consist of six councillors and, as provided for by Standing Order 61, the Town Mayor (ex officio) and the Deputy Town Mayor (ex officio).
2. The quorum of the Committee shall be four members.
3. The Committee has delegated authority to consider and decide on matters related to:

Floriculture, Streetscene and townscape; environment, climate change and biodiversity; non-council owned open space, highways, heritage and Active Travel and transport.

4. The Committee may authorise expenditure in accordance with the budget approved by Council.
5. The Committee shall annually, by 31st October, agree a recommended budget for the forthcoming financial year, which will be presented with a recommendation to the Finance Committee.

6. The minutes of committee meetings shall be presented to the next practicable meeting of the Council.

Emergency Committee

1. The Emergency Committee ('the Committee') shall consist of the Town Mayor (ex officio) and the Deputy Town Mayor (ex officio), as provided for by Standing Order 61, and the chairmen of the Assets and Operations, Community, Environment and Transport, Events, Finance, Personnel, Planning, and Town Centre Committees
2. The quorum for the Committee shall be three members.
3. The Committee shall meet only when it is established that an emergency meeting of the full council (called on the first legal day following notification) would fail to achieve a quorum.
4. The Committee may decide all matters that may be legally delegated to a committee on behalf of the Council.
5. The Committee shall provide a full report to the Council at the next Council Meeting.

Events Committee

1. The Events Committee ('the Committee') shall consist of six councillors and, as provided for by Standing Order 61, the Town Mayor (ex officio) and the Deputy Town Mayor (ex officio).
2. The quorum of the Committee shall be four members.
3. The Committee has delegated authority to consider and decide on matters related to:

Celebrations and town events including the Christmas Market.
4. The Committee may authorise expenditure in accordance with the budget approved by Council.
5. The Committee shall annually, by 31st October, agree a recommended budget for the forthcoming financial year, which will be presented with a recommendation to the Finance Committee.
6. The minutes of committee meetings shall be presented to the next practicable meeting of the Council.

Finance Committee

1. The Finance Committee ('the Committee') shall consist of five councillors and, as provided for by Standing Order 61, the Town Mayor (ex officio) and the Deputy Town Mayor (ex officio).
2. The quorum of the Committee shall be four members.

3. The Committee has delegated authority to consider and decide on matters related to:

Financial governance (including the council's Financial Regulations), general financial issues, the allocation of Large Grants (as defined by the council's grants policy), audit arrangements (except approval of the Annual Return), banking and investment arrangements (in accordance with adopted Investments Policy)
4. The Committee has a responsibility to monitor the financial wellbeing of the Council and report to the next Council meeting any concerns that the council may exceed its full year total expenditure budget
5. The Committee may authorise expenditure in accordance with the budget approved by Council.
6. The Committee has delegated authority to authorise payments on behalf of the Council.
7. The Committee is directed to appoint an 'Internal Audit Working Group' consisting of three members who will undertake quarterly inspections and report their findings to the Committee. The Terms of Reference for the working group shall be an annex to the Financial Regulations and reviewed at the first meeting of the Committee each civic year when the membership of the working group shall be determined.
8. The Committee shall, by 30th November, agree a recommended budget and precept requirement for the forthcoming financial year, which will be presented with a recommendation for approval to the Council.
9. The minutes of committee meetings shall be presented to the next practicable meeting of the Council.

Personnel Committee

1. The Personnel Committee ('the Committee') shall consist of five councillors and, as provided for by Standing Order 61 the Town Mayor (ex officio) and the Deputy Town Mayor (ex officio).
2. The quorum of the Committee shall be four members
3. The Committee has delegated authority to consider and decide on matters related to:

Management of staff (e.g. discipline, staff welfare, remuneration, recruitment, training etc.) Compliance with the Data Protection and Freedom of Information Acts. Councillor training and development.
4. The Committee shall annually by 31st October, agree a recommended budget for the forthcoming financial year which will be presented for consideration by the Finance Committee.
5. The Committee may authorise expenditure in accordance with the budget approved by Council.

6. The minutes of committee meetings shall be presented to the next practicable meeting of the Council.

Planning Committee

1. The Planning Committee ('the Committee') shall consist of six councillors and, as provided for by Standing Order 61 the Town Mayor (ex officio) and the Deputy Town Mayor (ex officio).
2. The quorum of the Committee shall be four members
3. The Committee has delegated authority to consider and decide on matters related to:

any planning or licensing consultation referred to it in accordance with Standing Orders, the monitoring and review of the Knutsford Neighbourhood Plan, local and national planning policy
4. The Committee has no authority to commit expenditure.
5. The minutes of committee meetings shall be presented to the next practicable meeting of the Council.

Town Centre Committee

1. The Town Centre Committee ('the Committee') shall consist of seven councillors and, as provided for by Standing Order 61, the Town Mayor (ex officio) and the Deputy Town Mayor (ex officio).
2. The quorum of the Committee shall be four members.
3. The Committee has delegated authority to consider and decide on matters related to:

Promotion of tourism and the town economy, town centre management and the development of a Town Centre masterplan, Christmas illuminations and Markets (excluding the Christmas Market but including the Market Hall, Makers Market and market licensing)
4. The Committee may authorise expenditure in accordance with the budget approved by Council.
5. The Committee shall annually, by 31st October, agree a recommended budget for the forthcoming financial year, which will be presented with a recommendation to the Finance Committee.
6. The minutes of committee meetings shall be presented to the next practicable meeting of the Council.

Urgency Committee

1. The Urgency Committee ('the Committee') shall consist of the Town Mayor (ex officio) and the Deputy Town Mayor (ex officio), as provided for by Standing Order 61, and the chairmen

of the Assets and Operations, Community, Environment and Transport, Events, Finance, Personnel, Planning, and Town Centre Committees

2. The quorum for the Committee shall be three members.
3. The Committee shall meet only in accordance with Standing Order 49.
4. The Committee may decide all matters on behalf of the Council as per Standing Order 49.
5. The Committee shall provide a full report to the relevant Committee and Full Council.