

ANNUAL COUNCIL

Date: Wednesday, 11 May 2022

Title: Appointment of Standing Committees, Sub-Committees and Working Parties, and the Election of Chairs

Contact Officer: Deputy Town Clerk, Adam Clapton

Background

Members will be aware of the Council's Committee Structure and how the membership works from previous Annual Council meetings.

For ease the Deputy Town Clerk has provided the following table with details of the membership required.

Committee/Sub-Committee	Membership required
a) Climate, Biodiversity & Planning Committee	6 Members + Ex-officio Town Mayor & Leader
b) Parks & Recreation Committee	6 Members + Ex-officio Town Mayor & Leader
c) Halls, Cemeteries & Allotments Committee	6 Members + Ex-officio Town Mayor & Leader
d) Stronger Communities	6 Members + Ex-officio Town Mayor & Leader
e) Policy, Governance & Finance	2 Members + Chair of the above Standing Committees and Ex-officio Town Mayor & Leader
f) Personnel Sub-Committee <i>[this is a sub-committee of the Policy, Governance & Finance Committee]</i>	Town Mayor, Leader, and Chair of above Standing Committees. Subject to inclusion of an elected Member with experience in this field maybe 1 additional Member
g) Disciplinary & Grievance Panel	3 Members* – must not be Chair or Members of Personnel/Policy Governance & Finance Committee

NOTE: The Vice-chair of these Committees/Sub-Committees will be appointed at the first meeting.

Working Parties	Membership required
Corn Exchange Working Party*	6 Members - reports to Halls, Cemeteries & Allotments Committee.
Queens Platinum Jubilee Working Party**	6 Members - reports to Stronger Communities Committee
20mph Speed Limit Working Party	6 Members – reports to Climate Biodiversity & Planning Committee. Elected at EOC 5 Jan 2022 - Cllrs J Aitman, T Ashby, L Duncan, A Prosser, and R Smith together with Cllr Andrew Coles (WODC/OCC) – Chair of TAC
Task & Finish Groups	Membership required
Inclusivity & Diversity Panel	Chairs of Committees
Rebranding	Elected at Full Council 12 April 2021 – Cllrs Ashbourne, Collins & Gwatkin
In Bloom	Elected at Full Council 6 December 2021 – Cllrs Aitman, Duncan & Smith
Covid Memorial	Elected at Full Council 6 December 2021 – Cllrs Aitman, Collins & Duncan

*Members may like to consider disbanding this Working Party following the installation of the retractable seating in the Corn Exchange, with all further operational decisions being returned to the Halls, Cemeteries & Allotments Committee.

**The Council should also note that the work of the Queen’s Platinum Jubilee Working Party will mostly be completed on 5th June 2022 which fulfils the purpose of this group. Any further issues relating to the Legacy Project at Unterhaching Park would be returned to the Stronger Communities Committee.

NOTE: The Chair of the Working Parties will be appointed at the first meeting.

Recommendations

Members are invited to note the report and;

1. that the membership to the Council’s Standing Committees (a to d) be elected, and;
2. that the Chairs of those Standing Committees be elected, and;
3. that in order to form the Policy, Governance & Finance Committee at e – it be made up of the Committee Chairs (a to d) plus Ex-Officio Town Mayor and Leader, plus 2 additional Members to make the membership of 8 Members;

4. that the Personnel Sub-Committee is formed of the Town Mayor and Leader, plus the Chairs of the Standing Committees
5. that a Disciplinary & Grievance Panel is elected – *to be formed from Councillors not sitting on the Policy, Governance & Finance Committee* – membership is a minimum of 3.
6. that the future of the Working Parties be agreed – membership of the Corn Exchange WP being confirmed if continuing and;
7. that the membership of the Task & Finish Groups be reaffirmed.