

**REPORT OF THE SERVICE DIRECTOR, CUSTOMERS, GOVERNANCE AND
EMPLOYEES****MEMBERSHIP AND TERMS OF REFERENCE****Purpose of the Report**

1. To set out the membership and terms of reference of the Communities Committee.

Information

2. The following Councillors have been appointed to the committee:

Chairman: Councillor John Cottee
Vice-Chairman: Councillor Tom Smith

Councillor Mike Adams
Councillor Pauline Allan
Councillor Sinead Anderson
Councillor Stephen Garner
Councillor Glynn Gilfoyle
Councillor Sue Saddington
Councillor Jonathan Wheeler
Councillor Daniel Williamson
Councillor Elizabeth Williamson

3. At its meeting on Thursday 27 May 2021, the Council agreed the terms of reference for the Communities Committee, set out in the extract below:

COMMUNITIES COMMITTEE – TERMS OF REFERENCE

1. The exercise of the powers and functions set out below are delegated by the Full Council to the Committee in relation to communities activity :
 - a. All decisions within the control of the Council including but not limited to those listed in the Table below
 - b. Policy development and approval in relation to communities activity, subject to any necessary approval by the Policy Committee or the Full Council
 - c. Review of performance in relation to the services provided on a regular basis
 - d. Review of day to day operational decisions taken by officers

- e. Approval of consultation responses except for responses to day-to-day technical consultations which will be agreed with the Chairman and reported to the next available Committee following their submission.
 - f. Approval of departmental staffing structures as required
 - g. Approving all Councillor attendance at conferences, seminars and training events within the UK mainland for which a fee is payable including any expenditure incurred, within the remit of this Committee and to receive quarterly reports from Corporate Directors on departmental officer travel outside the UK within the remit of this Committee.
2. If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy Committee.
 3. As part of the detailed work programme the Committee will receive reports on the exercise of powers delegated to Officers.
 4. The Committee will be responsible for its own projects and may establish steering groups to consider projects. Where it considers it appropriate, projects will be considered by a cross-committee project steering group that will report back to the most appropriate Committee.

Table
Responsibility for Culture, including libraries and archives, adult and community learning, arts, heritage, sports, country parks and green spaces
Responsibility for support to communities including Community Hub and voluntary and community sector support (including funding)
Responsibility for Regulation and Enforcement relating to Communities, including all Trading Standards functions and statutory duties and Public Protection
Responsibility for all functions undertaken in relation to emergency planning including the safety of sports grounds
Responsibility for the registration services for births, deaths and marriages
Responsibility for all duties arising in relation to the Coroner's Service
Responsibility for Traded Services relating to Communities including catering services and facilities management
Responsibility for statutory crime and disorder scrutiny

If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy Committee.

Other Options Considered

4. None.

Reason/s for Recommendation/s

5. To inform the committee of its membership and terms of reference.

Statutory and Policy Implications

6. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

That the Committee membership and terms of reference are noted.

Marjorie Toward

Service Director, Customers, Governance and Employees

For any enquiries about this report please contact:

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Constitutional Comments (CEH 27/05/21)

7. The report is for information purposes for Members of the Committee.

Financial Comments (SES 26/05/2021)

8. There are no specific financial implications arising directly from this report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- Report to full Council on 27 May 2021 (published)

Electoral Division(s) and Member(s) Affected