DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	7 DECEMBER 2020	13

CONSTITUTION AMENDMENT – TERMS OF REFERENCE - COMMITTEES

PUBLIC ITEM
This item is for consideration in the public part of the meeting.

SUMMARY

At its meeting on 26 November the Audit and Standards Committee, in line with its constitutional role to review and recommend amendments to Council, was asked to consider amendments to the terms of reference of several committees.

These amendments are the first substantial amendments to terms of reference since the committee system was put in place in May 2015.

(This report was published prior to the Audit and Standards Committee meeting on 26th November and any changes arising as result of the deliberations of the Committee will be reported verbally at the council meeting by the Chairman of Audit and Standards).

RECOMMENDATIONS

1. To approve the recommended proposed amendments to the terms of reference of the committees (Part 2 and Part 3 of the Council's Constitution – Responsibility for Functions), as they appear at Appendix A.

SUMMARY OF PREVIOUS DECISIONS

19 January 2017 – "To add the following wording to the constitution under the remit of the Operational Management Committee; "Considering reports, reviewing and formulating where necessary policies relating to building control and land charges"
9 March 2020 – Agreed that the Finance and Democracy Committee the most appropriate forum to take decisions of the council as trustees of Lytham Institute

CORPORATE PRIORITIES	
Economy – To create a vibrant and healthy economy	
Environment – To deliver services customers expect	
Efficiency – By spending money in the most efficient way	√
Tourism – To create a great place to live and visit	

REPORT

1. At Council in July 2020, a number of changes were made to the membership of the Council's committees, including newly appointed Chairman.
2. Since July a number of senior councillors, including the newly appointed Chairmen, have had a stocktake of the programme committees' terms of reference.
3. A number of suggested amendments were put before Audit and Standards Committee at its meeting on 26 November for its consideration.
4. These suggested amendments represent the first substantial changes to the terms of reference for the programme committees since their inception in 2015.

Finance and Democracy Committee

5. Finance and Democracy Committee currently has responsibility for the Revenues and Benefits Service. The service works extremely closely with the Customer Services team but the responsibility for the oversight of Customer Services currently sits with Operational Management together with ICT and the website. Similarly public communications and communications rest with Finance and Democracy but ICT and the website are inextricably linked to this.
6. It is therefore suggested that oversight of Customer Services, ICT and the website all sit within the terms of reference for the Finance and Democracy Committee.

Operational Management

7. The Operational Management Committee has responsibility for much of the Council's operational areas of activity such as car parking, footway lighting and bus shelters. Given that the cemetery and crematorium is one of the council's largest assets, it would appear that its overview would have more synergy in being under the remit of Operational Management rather than Environment, Health and Housing Committee.
8. It is therefore suggested that this area of activity sits within the terms of reference for Operational Management Committee.

Environment, Health and Housing Committee.

9. As a result of an internal audit, it has been identified that safeguarding should also sit within the remit of one of the programme committees and it is felt that the most appropriate place for this would be under the remit of the Environment, Health and Housing Committee.
10. A tracked changed version of the terms of reference is attached at Appendix A to assist members.

Planning Committee

11. The Environmental Health and Housing Committee has responsibility for all housing functions. However, the Planning Committee is responsible for the functions of the Council as the Local Planning Authority. It also formulates the relevant parts of the Development Plan (Local Plans). This work overlaps with the strategic planning required to forecast and plan for housing needs and growth within the context of the council as local planning authority.
12. As a result, it is proposed that strategic housing and the oversight of the provision of social housing (including s.106 agreements) should sit within the remit of the Planning Committee rather than Environment, Health and Housing Committee.

IMPLICATIONS	
Finance	No implications arising from this report
Legal	No implications arising from this report
Community Safety	No implications arising from this report
Human Rights and Equalities	No implications arising from this report

Sustainability and Environmental Impact	No implications arising from this report
Health & Safety and Risk Management	No implications arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Tracy Manning	Email tracy.manning@fylde.gov.uk & Tel 01253 658521	12 October 2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Constitution	2015	https://fylde.cmis.uk.com/fylde/ConstitutionGovernanceMatters.aspx

Attached documents
Appendix A – tracked changes of terms of reference