



# Andover Town Council

To **review** the Council's delegation arrangements to (Committees, sub-committees, staff & other authorities)

Item No. **19**

**Produced for:** Full Council

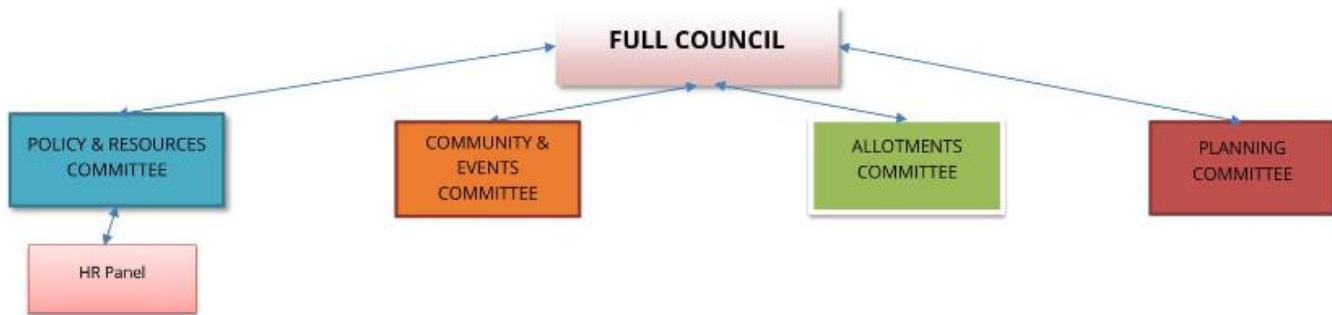
**By:** Town Clerk.

**Date of Report:** 10 May 2023

Andover Town Council currently has 4 Committees and 1 Sub-Committee, which all have terms of Reference.

There is also a recently approved [Scheme of Delegation](#) in place to allow Officers to make some decisions routinely, and in other cases where urgent decisions need to be made, to make them in consultation with specified Councillors.

## ANDOVER TOWN COUNCIL - REVISED DEMOCRATIC STRUCTURE - MAY 2022



There is also a Scheme of Delegation and Terms of Reference May 2021 Document, which contradicts the Terms of Reference for each Committee. **The Town Clerk recommends this is revoked in favour of separate Terms of Reference as below.**

[Current Terms of Reference](#) for the committees and panel are displayed on the Website.

Andover Town Council currently has the following committees and panels / working groups.

COMMITTEES	PANELS / WORKING GROUPS
<ul style="list-style-type: none"> <li>POLICY &amp; RESOURCES</li> </ul>	<ul style="list-style-type: none"> <li>HR PANEL</li> </ul>
<ul style="list-style-type: none"> <li>COMMUNITY &amp; EVENTS</li> </ul>	
<ul style="list-style-type: none"> <li>ALLOTMENTS</li> </ul>	
<ul style="list-style-type: none"> <li>PLANNING</li> </ul>	

All the committees currently report to Full Council, and the Panel reports to the Policy & Resources committee.

Officers recommend reducing the amount of Committees and increasing the amount of Working Groups thus:

<b>COMMITTEES</b>	<b>PANELS / WORKING GROUPS</b>
<ul style="list-style-type: none"> <li>• POLICY &amp; RESOURCES (or just RESOURCES)</li> </ul>	<ul style="list-style-type: none"> <li>• HR PANEL</li> </ul>
<ul style="list-style-type: none"> <li>• PLANNING</li> </ul>	<ul style="list-style-type: none"> <li>• COMMUNITY &amp; EVENTS</li> </ul>
	<ul style="list-style-type: none"> <li>• ALLOTMENTS MAINTENANCE</li> </ul>
	<ul style="list-style-type: none"> <li>• POLICES (if split off from Resources.)</li> </ul>

### **Proposal**

The proposal is to change the Allotments and Community & Events Committees into working groups (reporting directly to Council) as this will help:

- Reduce the number of formal meetings required each year,
- Release officer time to implement decisions taken at meetings.
- Reduce premises hire costs.

Currently, the workload and time required to prepare for all Council and Committee meetings, attend meetings, document decisions and carry them out (along with other statutory functions and working on back to basics) is greater than the time available to staff. Overtime is constantly needed, which is not sustainable, and will not allow for the Council to increase its productivity in the coming years.

### **Remits for the continuing Committees**

- There is no need to change the overall remit of the Planning Committee.
- It may be sensible to change the remit of the Policy & Resources Committee to allow the committee to have full delegation to approve policies without the requirement to recommend to Council. This can only be implemented for non-finance related policies, (which should always be approved by Full Council), but it will reduce the amount of documents that “circle round” before being approved.
- Alternatively, if Council are not comfortable with this idea, an alternative would be to change the Committee to be responsible only for Resources, and set up a Working Group purely to look at Policies, which could then be referred directly to Full Council.

### **Remits for the proposed Working Groups / Panel.**

- The HR Panel does not require a change in remit.
- Community & Events WG would continue to review all Grant Applications and review the Officer’s report / recommendation prior to presentation to Full Council. It would also be envisaged that the WG would identify Events and Activities for Council to consider and work with Officers to produce reports for full Council’s consideration. Not much change, but all financial decisions coming back to Full Council, but easier meetings in the meantime.
- If the Allotments Committee was changed to a WG it could focus on the work schedule that the Committee are working on, but also focus on the Maintenance Strategy draft A from October 2020. It may be desirable to have several WG for each allotment site, or to combine them to cover one or two sites. Non-Councillors can be involved. Most requirements for spending can be covered under the Town Clerk’s delegation, and only when greater spending might be considered would proposals be made to Full Council.

## Benefits of Working Groups

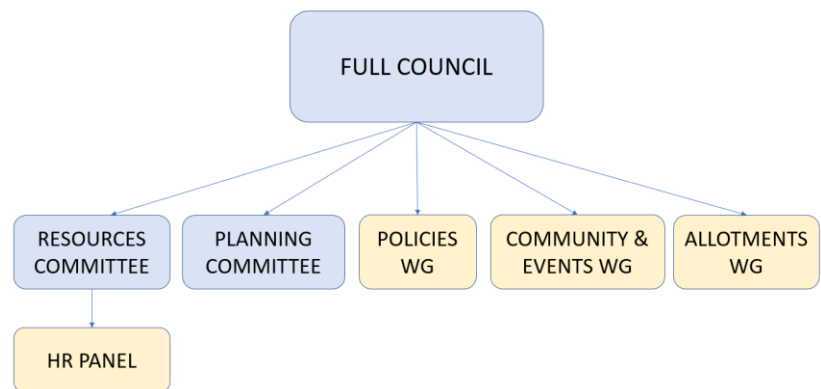
1. Meetings can be held at short notice.
2. Meetings do not require a formal agenda
3. The public do not need to be notified in advance
4. Decisions cannot be made, but ideas can be discussed informally for Officers to report on.
5. Minutes do not need to be taken formally, but meeting notes can be made by anyone.
6. Meetings can be held on private premises, or online without public attendance.
7. Members of the public can join as "members of the WG" and help the council integrate into the community.

## Recommendations from Town Clerk:

1. To maintain the current Scheme of Delegation.
2. To change the structure of delegation as below option **A** or **B**.
3. To change the Terms of Reference for the 4 Committees as necessary.

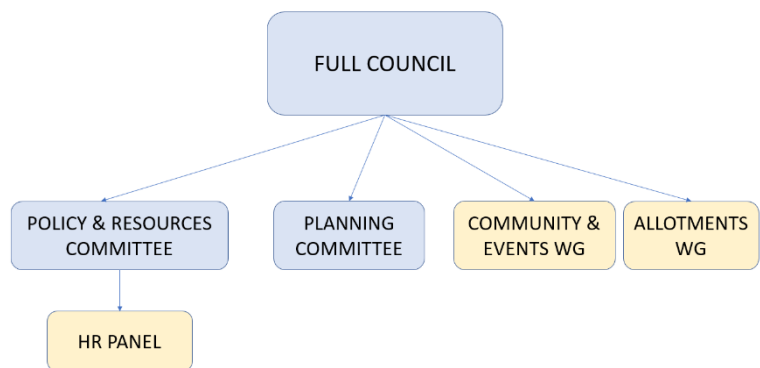
### Option A

Change to 3 Working groups



### Option B

Change to 2 Working groups



### Option C

Remain as current

