

## Appointment of members to committees and their terms of reference

### Background

1.

At its last meeting Council agreed the principle of instituting a committee structure for the new council year, and indicated its preference for a committee structure with four committees, including a planning committee, each made up of nine members.

2.

The general principles underpinning the proposed structures is that each committee, other than the Planning Committee, should have

- duties to scrutinize some area of the councils activities,
- delegated powers, to make decisions within clear boundaries, and
- the right to make policy suggestions to council which could be adopted after an appropriate resolution of council.

3.

Council resolved to adopt the proposed committee structure below, and to recommend to annual council that it approve these terms of reference for its committees.

4. The Budget and Administration Committee will have

- i. A duty to scrutinize the management of the council's finances,
- ii. A duty to hear complaints from members of the public that the Proper Officer cannot resolve,
- iii. A duty to scrutinize the Correspondence Log,
- iv. A duty to scrutinize journal transactions and virements,
- v. A power to determine and approve the investment of reserves within the existing policy determined by council,
- vi. A power to consider which complaints or grievances should be considered by a sub-committee of three or more councillors, and
- vii. A power to nominate which councillors should consider a complaint or grievance.

5. The Local Services Committee will have

- i. A duty to scrutinize the performance of environmental services work funded by the council,
- ii. A duty to scrutinize the maintenance of play parks and other facilities funded by the council,
- iii. A duty to scrutinize the provision of allotments,
- iv. A power to propose new play parks, allotments or other environmental facilities for consideration by council,
- v. A power to propose actions or policies designed to foster the regeneration of, or economic growth of, Berwick, and
- vi. Within existing budgets, a power to spend or grant such moneys as may be allocated for the purposes outlined above.

6. The People and Communities Committee will have

- i. A power to make grants, within existing budgets and grant schemes, to organizations benefitting Berwick,
- ii. A power to propose changes to any scheme of grants or grant awarding criteria, subject to the approval of council,
- iii. A power to make grants to enable events that benefit the people of Berwick, from a list of events approved by council and within existing budget provision, and
- iv. A power to make proposals to council as to the organization and promotion of events that benefit Berwick.

7. The Planning Committee will have

- i. A power to consider and make decisions as to the council's response to development proposals in Berwick upon Tweed,
- ii. A power to consider and make decisions on matters analogous to development control, such as tree preservation orders and rights of way issues, and
- iii. A power to consider and make recommendations as to planning policy.

8.

In order to enable this process, your staff have sent out to members the form attached asking members to indicate their preferences as to which committees they wish to serve on. Your Proper Officer will distribute, at this meeting, a paper detailing the responses received.

9.

Where a committee has less than or the same number of councillors expressing an interest in joining it council is recommended to appoint those who have expressed an interest en bloc, and to fill any vacancies from the floor of the council meeting. Where there are more councillors expressing an interest, either in advance or at the meeting, than there are seats available a simple majority will suffice; so members will be issued with a blank ballot paper with nine spaces, and invited to write in the names of those members they wish to serve on the committee, with the nine candidates who secure the highest number of votes forming the committee.

#### Recommendations

1. Council is invited to adopt the terms of reference for committees laid out above, and
2. Council is invited to adopt the procedure for appointing committee members laid out above.

Berwick Town Council

Expression of interest form

It is council's intention to have four committees in 2017-18, each made up of nine members. In order to make the Annual Meeting easier to manage you are invited to indicate your preferences on the form below. Please indicate which two committees you would most like to serve on.

Councillor name	
Budget and Administration Committee	
Planning Committee	
Local Services Committee	
People and Communities Committee	

Please return this form to Steve Cozens in the Town Council office.