



Part 3

Responsibility for Functions : Committees etc.

Updated 12 October 2016

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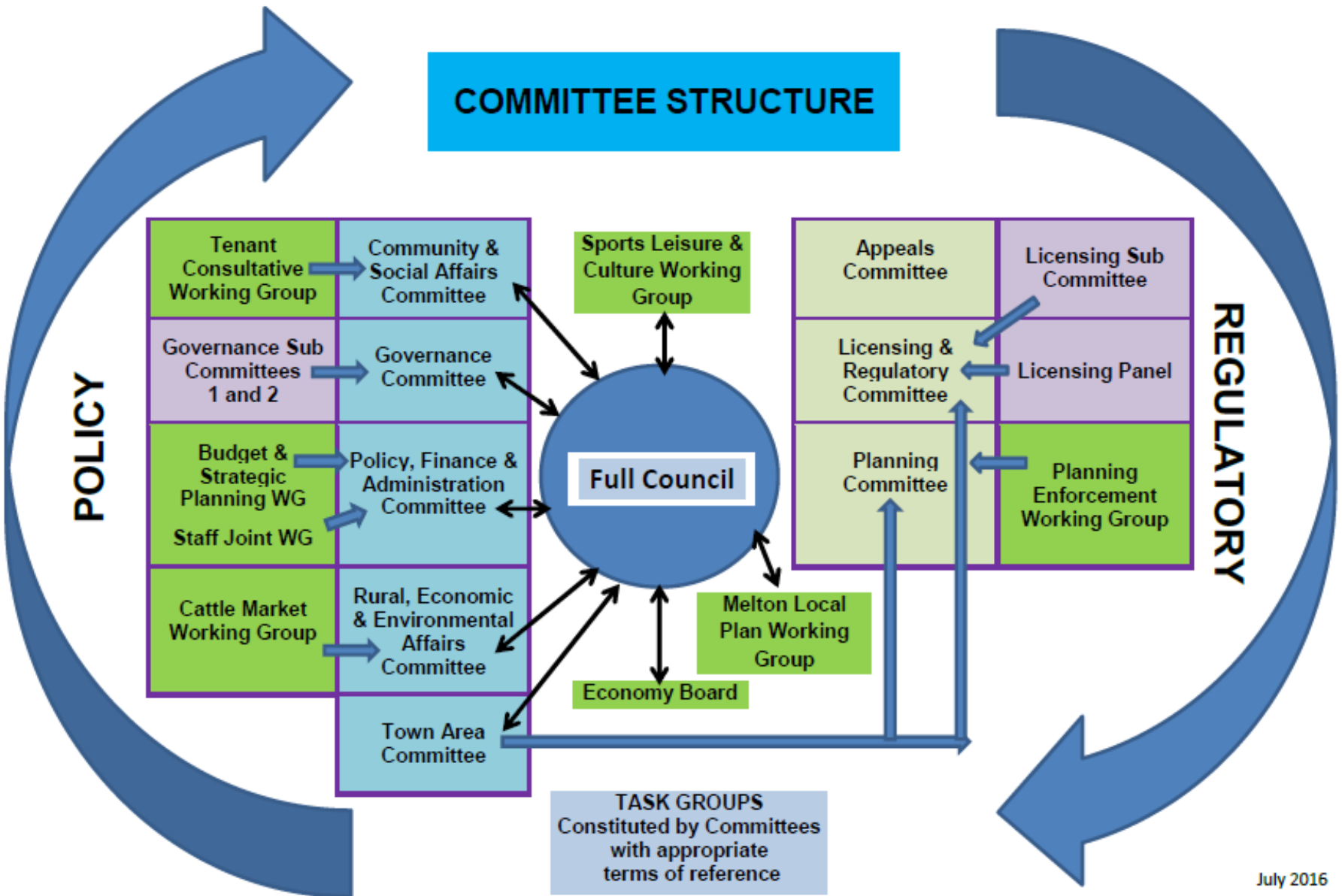
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RESPONSIBILITY FOR FUNCTIONS

The following pages comprise:

- A diagram illustrating the committee structure of the Council.
- Terms of Reference for each component part of the committee structure.
- Terms of Reference of Working Groups.
- Terms of Reference of Lead Members.
- The scheme of officer delegations.

COMMITTEE STRUCTURE



July 2016

TERMS OF REFERENCE

Full Council

Full Council may exercise all of the functions exercisable by a district council or may delegate the exercise of any of its functions as far as is legally permissible to committees, sub-committees or officers.

Council shall exercise the following functions:-

1. All functions reserved to the Council by statute, subordinate legislation or Council procedure rules.
2. Approving or adopting the policy framework, the budget (by recorded vote of all Members) and any application to the Secretary of State in respect of any housing land transfer.
3. Adoption, and amendment from time to time, of any statutory code of conduct for Members.
4. Adopting and changing the Constitution.
5. Agreeing and/or amending the terms of reference for committees, deciding on their composition and making appointments to them.
6. Election of the Mayor, Deputy Mayor, Leader and Deputy Leader of the Council.
7. Appointing representatives to outside bodies unless the appointment has been delegated by the Council.
8. Adopting an allowances scheme under Article 2.4 of the Constitution.
9. To consider appropriate motions in accordance with Council procedure rules.
10. Determination of casual vacancies that are not politically balanced.
11. Matters referred to it for decision and resolution of conflicts between committees.
12. Resolution of recommendations from the Council's Policy Committees.
13. Commissioning and receiving of reports from the Council's Policy Committees.
14. Confirming the appointment of the Head of Paid Service and appointments of Monitoring Officer and Section 151 Officer.
- ~~14.~~15. Changing the name of the area, conferring the title of Honorary Alderman or Freedom of the Borough.
16. Making, amending, revoking, re-enacting or adopting Bye Laws and promoting or opposing the making of local legislation or personal bills.

TERMS OF REFERENCE OF COMMITTEES

GENERAL

All Committees of the Council must operate within their Terms of Reference and delegated powers and in accordance with Part 4 of the Constitution as appropriate.

All Councillors will require equalities training within 6 months of being elected. No Councillor may continue to sit on any Committee if they have failed to comply with this requirement.

The following authority/directives apply to all committees of the Council.

1. The delegated powers of committee shall be exercised in conformity with any directive of the Council on any matters relating to the policy framework.
2. No committee shall have the power to incur expenditure which has not been sanctioned by the Council.
3. Committees shall be authorised to take any steps, including delegation to officers, which may be necessary to carry out the functions and protect the interests of the Council in respect of matters within the scope of the duties, powers and functions delegated to that committee.
4. Committees shall be authorised to carry into effect any of the duties, powers or functions delegated to that committee.
5. Committees may award contracts subject to the relevant rules contained within Part 4 of the Constitution and adequate budgetary provision.
6. Each committee shall take into account the Council's purpose and corporate objectives in the delivery of its services.
7. Each committee is responsible for monitoring the performance of the services and functions which it carries out.
8. Any reference to a statute within the Terms of Reference of a committee includes reference to any re-enactments thereof and subordinate legislation made thereunder.
9. The committee may resolve to seek Council authority rather than to exercise delegated authority in any matter.

COMMITTEE: POLICY, FINANCE AND ADMINISTRATION

COMPOSITION

The Leader of the Council and **9** Elected Members; politically balanced.

The Leader is the Chair of this Committee and the Deputy Leader the Vice Chair.

ADVISORY FUNCTIONS

To make recommendations to Council.

- In relation to matters reserved to Council
- Where such is considered desirable.

DELEGATED FUNCTIONS

1. To determine policy framework in relation to Council functions.
2. To provide strategic direction in relation to all Council functions (except those reserved to Council and to manage their performance within frameworks set.
3. To exercise any function of the Council not delegated elsewhere or reserved to Council.
4. To receive, consider and make decisions on reports received from other committees, statutory officers or Returning Officer in relation to policy.
5. Management and control of Council assets (except those reserved to other Committees) including land, property and financial resources.
6. Management, control and determination of all matters relating to the appointment, employment, training and dismissal of staff including maintenance of recreational, social and welfare facilities, conditions of employment and pensions.
7. To keep under review the appropriate establishment of staff.
8. To exercise general supervision and control over land charges.
9. Any matter relating to the Welland Partnership.
10. All matters relating to public relations.
11. To approve the Council's Performance Plan(s) .
12. The Committee shall not have the power to appoint a sub-committee to determine restructuring proposals, save in relation to appointments where Member approval is required.
13. Budget responsibility for the lottery and overview of the management of this service.

COMMITTEE: RURAL, ECONOMIC AND ENVIRONMENTAL AFFAIRS

COMPOSITION

The Leader of the Council and **10** Elected Members; politically balanced.

ADVISORY FUNCTIONS

1. To make recommendations to Council.
 - In relation to matters reserved to Council
 - Where such is considered desirable.
2. To make recommendations to the Policy, Finance and Administration Committee.
 - In relation to matters of policy and strategic direction reserved to that Committee

DELEGATED FUNCTIONS

1. To exercise the Council's powers and duties in respect of the provision of public transport, parking and use of the highway except the regulatory functions relating to the licensing of taxis, operators and drivers.
2. To exercise the Council's powers and duties in relation to the collection and disposal of waste.
3. To exercise the Council's powers and duties in relation to the promotion and improvement of the economic, social and environmental well being of the area.
4. To exercise the Council's powers and duties in respect of the making of grants not falling within the delegated functions of any other committee.
5. To exercise general supervision and control over the Council's domestic and commercial environmental health services.
6. To exercise all the functions of the Council in an emergency.
7. To exercise the Council's powers and duties in relation to the Cattle Market.
8. To adopt the local development scheme, supplementary planning documents and the annual monitoring report.
9. To recommend to the Council the submission and adoption of development plan documents and the statement of community involvement and to make representations on other documents that form part of the development plan for the borough.
10. To consider and make all decisions relating to Neighbourhood Plans.

COMMITTEE: COMMUNITY AND SOCIAL AFFAIRS

COMPOSITION

The Leader of the Council and 9 Elected Members; politically balanced.

ADVISORY FUNCTIONS

1. To make recommendations to Council.
 - In relation to matters reserved to Council
 - Where such is considered desirable.
2. To make recommendations to the Policy, Finance and Administration Committee.
 - In relation to matters of policy and strategic direction reserved to that Committee.

DELEGATED FUNCTIONS

1. To exercise the Council's powers and duties in respect of land and buildings owned by, leased to or otherwise occupied by or subject to the control of the Council and used for the provision of recreation grounds, open spaces or other public facilities primarily offering services to the residents of the Borough and designated as a general expense.
2. To exercise the Council's powers and duties in respect of operational provision of housing and related services.
3. To exercise the Council's powers and duties in respect of community safety.
4. To exercise the Council's powers and duties in respect of community development and welfare.
5. To deal with overview and scrutiny arrangements for the Police and Crime Panel Procedures as set out in Part 4 of the Constitution.
6. To exercise general supervision and control over the Council's reception services.
7. To exercise general supervision and control over the provision of housing benefit ~~and Council Tax benefit~~.
8. To exercise the Council's powers and duties in respect of the making of grants falling within the delegated functions of this committee.
9. To exercise the Council's powers and duties in respect services to young people, older people and other vulnerable groups.

GOVERNANCE COMMITTEE

Composition

10 Elected members politically balanced.

Delegated Functions

A. AUDIT

1. To consider the appointment of the External Auditor, the audit fee, the provision of any non-audit services by the external auditor and any questions of resignation or dismissal of the external auditor.
2. To receive the External Audit Annual Plan and discuss, if necessary, with the External Auditor before the audit commences the nature and scope of the audit.
3. To review and approve the Financial Statements, External Audit opinion and report to Members and monitor Management Action in response to any issues raised.
4. To receive the Internal Audit Annual Plan for the Council and Annual Internal Audit report, addressing key internal control issues as required.
5. To keep under review the effectiveness of internal control systems, to receive the External Audit Management Letter on behalf of the Council and any representations and refer any issues requiring attention to the relevant Committee and/or officer.
6. To monitor the performance of Internal Audit.
7. To review summary Internal Audit reports and the main issues arising and seeking assurance that action is taken on the main issues raised in these reports.
8. To ensure that there are effective arrangements between Internal and External Audit and that the value of the audit process is actively promoted.
9. To obtain appropriate assurance that the Council's Annual Governance Statement, and any other assurance statements required of the Council, properly reflect the risk environment and any actions required to improve it.

B. CONSTITUTION AND GOVERNANCE

10. To consider matters pertaining to the governance arrangements of the Council including review of the Council's Constitution, its political arrangements and rules of procedure (subject to approval by Full Council, unless of a minor nature).

C. CONSULTATION AND ENGAGEMENT

11. To have oversight and management of the Councils consultation and engagement approach with its Community and monitoring those processes to

ensure that they contribute to the work of the Council; including agreement of an Annual Consultation Plan.

12. To consider and implement mechanisms to encourage and enhance community participation in the development of policy options.
13. To have oversight of the publication of an Annual Report in the most appropriate format.
14. Establishing clear channels of communication with the public and dealing with their concerns, including oversight and review of the Councils Corporate Complaints Policy and relationships with other regulatory bodies such as the Ombudsman.

D. ELECTORAL MATTERS

15. To consider reports from the Returning Officer in relation to statutory requirements and policy.
16. To respond on behalf of the Authority in relation to consultations issued by the Electoral Commission and other bodies relating to electoral registration or election issues.

E. MAYORALTY

17. To deal with all matters relating to the Mayoralty, Civic Ceremonial matters and Mayoral allowances and expenses (except adopting an Allowances Scheme – Full Council).

F. MEMBERS SUPPORT AND TRAINING

18. To have oversight of the Member Training proposals and to support the Member Development Steering Group, as required.
19. To support the development of the Members to meet the changing requirements of their role.

G. PERFORMANCE MANAGEMENT AND VALUE FOR MONEY

20. To have oversight of the Councils Performance Management System and monitor the Councils Improvement Plan, as required.
21. To monitor the openness of the Council in its dealings, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.
22. To ensure that the Council has satisfactory measures in place to promote economy, efficiency and effectiveness.
23. To consider reports of inspection agencies and seek assurance that action is taken on any issues raised in these reports.

H. RISK MANAGEMENT AND INTERNAL CONTROL

24. To develop and maintain robust systems for identifying and evaluating significant risks and putting in place effective Risk Management Systems, including those relating to internal control and an internal audit function.
25. To have oversight of provisions which reflect the transparency of the Council including Whistleblowing Policy and Procedures, Fraud and Corruption Policy and Procedures, and other related matters.
26. To oversee the arrangements to introduce new regulatory legislation such as the introduction of the Anti-Bribery Act 2010.
27. To ensure that the Councils financial and operating reporting processes are adequate and continue to be “fit for purpose.”
28. To exercise the Council’s Health and Safety at Work functions.
29. To monitor the Councils response to dealing with customer complaints including periodic review of the Councils Complaints Procedure.
30. To have oversight of matters referred to the Local Government Ombudsman.
31. To have oversight of the Council’s management and response to the Freedom of Information Act and Data Protection Act.

I. VOLUNTARY AND COMMUNITY SECTOR RELATIONSHIPS

32. To ensure the Council fosters effective relationships and partnerships with other Public Sector agencies and the Private and Voluntary Sectors to ensure the most efficient and effective discharge of the Councils functions.
33. To have oversight of liaison, as appropriate with external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

J. ETHICS AND PROBITY

34. Promoting and maintaining high standards of conduct by councillors and co-opted members.
35. The development, implementation, maintaining and review of the ethical framework, including the code of conduct for councillors and co-opted members.
36. Overseeing the provision of training, guidance and support in the context of Ethics and Probity.
37. Granting dispensations to councillors and co-opted members from requirements relating to interests set out in the Councillors’ Code of Conduct.
38. To deal with complaints in accordance with the legislative requirements set out in the Localism Act or as defined in Regulations. This item links to Governance Sub Committees below.

39. The exercise of 34-37 in relation to the parish councils in its area and the members co-opted of those parish councils.

K. EQUALITIES

To deal with oversight and Member management of equalities.

L. REGULATION OF INVESTIGATORY POWERS ACT (RIPA)

To deal with policy issues with regard to RIPA.

GOVERNANCE SUB COMMITTEE 1

Composition

5 Elected members politically balanced.

Co-opted Parish Councillor when dealing with complaints relating to Parish Councillor(s)

Delegated Functions

To deal with complaints in accordance with the legislative requirements set out in the Localism Act or as defined in Regulations at the assessment stage

GOVERNANCE SUB COMMITTEE 2

Composition

5 Elected members politically balanced.

Co-opted Parish Councillor when dealing with complaints relating to Parish Councillor(s)

Delegated Functions

To deal with complaints in accordance with the legislative requirements set out in the Localism Act or as defined in Regulations at the hearing stage

(Members' Code of Conduct, Complaints Guidance and Flowchart set out in Part 5 of the Constitution, Codes and Protocols)

COMMITTEE: PLANNING

COMPOSITION

11 Elected Members; politically balanced.

No Member may sit on this Committee until he or she has undergone basic training on the law and procedure relating to the functions of this Committee.

ADVISORY FUNCTIONS

1. To make recommendations to the Policy Committees in relation to matters of policy and strategic direction reserved to them or where such is considered desirable.
2. To advise the relevant Policy Committee of any matters relating to claims and payments or statutory compensation arising from decisions on planning matters.

DELEGATED FUNCTIONS

1. To exercise the powers and duties of the Council as local planning authority other than those specifically reserved to the Rural, Economic and Environmental Affairs Committee.
2. To administer and enforce the building regulations and any other statutory provisions with regard to plans of new buildings and streets.
3. To take any action necessary to deal with dangerous or dilapidated buildings and structures.
4. To exercise the Council's regulatory and enforcement powers and duties in respect of authorisations, licences, permits, consents or similar, under all statutory provisions other than those specifically reserved to other Committees.
5. To exercise the Council's powers and duties to review, make, amend, revoke or re-enact By-Laws.
6. To exercise the Council's enforcement powers and duties under all statutes, regulations, codes of practice and conditions of service relating to Health and Safety and to respond to enforcement by other agencies against the Council.
7. To supervise the collection of revenues and accounts due to the Council and not paid by the date of settlement and to give such directions as may be necessary for the recovery thereof.
8. To exercise the enforcement powers and duties of the Council and Returning Officer in relation to elections.
9. To exercise the enforcement powers and duties of the Council in respect of animals.
10. To exercise the regulatory and enforcement powers and duties of the Council in respect of pollution control.

11. To exercise the regulatory and enforcement powers and duties of the Council in respect of food safety.
12. To exercise the regulatory and enforcement powers and duties of the Council in respect of premises for wholesale or retail sale.
13. To exercise the regulatory and enforcement powers and duties of the Council in relation to the enforcement of any statutes, regulations. Codes of Practice, Bye Laws or other provisions enforceable by the Council.
14. To exercise the Council's powers in relation to trees under Sections 198-214D of the Town and Country Planning Act 1990.

COMMITTEE: APPEALS

COMPOSITION

5 Elected Members; politically balanced.

No Member may sit on this Committee until he or she has undergone basic training on the law and procedure relating to the functions of this Committee.

DELEGATED FUNCTIONS

1. To determine appeals in respect of a decision of an officer of the Council that he will or is minded to, refuse revoke or suspend any authorisation, licence, permit, consent or similar under all statutory provisions (with the exception of Town and Country Planning and Building Regulation matters and appeals under the Licensing Act 2003 and the Gambling Act 2005) whether or not there is a statutory right of appeal.
2. To determine any appeals in respect of staff matters as detailed and provided for in the Council's human resources policies and procedures.
3. To determine any appeals in respect of the Member Complaints Process.

COMMITTEE: LICENSING AND REGULATORY

COMPOSITION

10 Elected Members not politically balanced.

No Member may sit on this Committee, the Licensing Sub-Committee or the Licensing Panel until he or she has undergone basic training on the law and procedure relating to the functions of those Committees.

DELEGATED FUNCTIONS

1. To make recommendations to the Policy, Finance and Administration Committee in relation to all licensing budgets.
2. To exercise the Council's regulatory duties in respect of the provision of public transport
3. To exercise the Council's regulatory and enforcement powers and duties in respect of authorisations, licences, permits, consents or similar, under all statutory provisions other than those specifically reserved to other Committees.
4. To deal with all matters in relation to the Licensing Act 2003, except the setting and adoption of the Statement of Licensing Policy which must be referred to Full Council.
5. To deal with all matters in relation to the Gambling Act 2005, except the setting and adoption of the Gambling Policy which must be referred to Full Council.
6. The licensing of dangerous wild animals, breeding establishments, animal boarding, pet shops and riding establishments.
7. Street trading licences.

LICENSING SUB –COMMITTEE

COMPOSITION

3 Members not politically balanced

The Licensing and Regulatory Committee has established a Licensing Sub-Committee to exercise its functions under the Town and Police Clauses Act 1847 and the Local Government (Miscellaneous Provisions) Act 1982 and to determine applications for licenses in respect of:

- hackney carriages
- private hire vehicles
- drivers of hackney carriages and private hire vehicles
- operators of hackney carriage and private hire vehicles

LICENSING PANEL

COMPOSITION

3 Members not politically balanced

The Licensing and Regulatory Committee has established a Licensing Sub-Committee referred to as the Licensing Panel to which it has in accordance with section 10 of the Licensing Act 2003 delegated the following functions :-

1. The determination of applications

- (a) for a premises licence or to vary such a licence
- (b) for a provisional statement
- (c) To vary the designated premises supervisor
- (d) For the transfer of a premises licence
- (e) For a club premises certificate or to vary such certificates
- (f) For the grant or renewal of a personal licence
- (g) For the review of a premises licence or a club premises certificate
- (h) To be removed as a designated premises supervision

2. The consideration:

- (a) of a police objection made to interim authority notice
- (b) whether to give a counter notice following police objection to a temporary event notice
- (c) whether to revoke a licence where convictions come to light after its grant
- (d) of a review of the premises licence following closure order

3. The power to submit comments on or object to an application made under the Act

Where the Council is a consultee and not the determining authority in respect of that application.

COMMITTEE: TOWN AREA

COMPOSITION

Members elected to the Town Area Wards of Melton Mowbray. These wards are Craven, Dorian, Egerton, Newport, Sysonby and Warwick. The Committee is not politically balanced and will have 15 Members.

ADVISORY FUNCTIONS

1. To make recommendations to Council.
 - In relation to matters reserved to Council
 - Where such is considered desirable.
2. To make recommendations to the Policy, Finance and Administration Committee.
 - In relation to matters of policy and strategic direction reserved to that Committee.

DELEGATED FUNCTIONS

1. To exercise the Council's powers and duties in respect of land and buildings owned by, leased to or otherwise occupied by or subject to the control of the Council and used for the provision of recreation grounds, open spaces, cemeteries, church yards War Memorials, community centres and facilities or other public facilities situated or located in the Town of Melton Mowbray and primarily offering services to the residents of the Town and designated as a Special Expense.
2. To exercise the Council's powers and duties in respect of allotments in the town of Melton Mowbray.
3. To carry out a consultative role in respect to planning and development proposal for the town of Melton Mowbray.
4. To carry out a consultative role, where required in respect to relevant licensing matters for the town of Melton Mowbray.
5. To exercise the Council's powers and duties in respect of the making of grants falling within the delegated functions of this Area Committee.
6. To carry out a consultative role with respect to any policy matters which relate to or could impact upon the town of Melton Mowbray (this is in addition to those matters set out at 3 and 4 above).

JOINT ARRANGEMENTS

THE WELLAND PARTNERSHIP

1. In February 2000, the Welland Partnership was established as a cross-boundary, cross-community partnership. It ~~comprises~~ comprised five local authorities of varying size and political control from four different counties being ~~The local authorities are~~ Melton Borough Council, East Northamptonshire Council, Harborough District Council, Rutland County Council and South Kesteven District Council. The current arrangement involves four of the above Councils and Harborough District Council is no longer included.
2. The purpose of the Welland Partnership is to work together at all levels of the partner authorities in the spirit of Best Value to –
 - improve service delivery
 - pursue joint financing/grant aid
 - sustain rural economies
3. The partner authorities have established the following joint arrangement in order to effectively pursue the Welland Partnership's purpose:-

WELLAND JOINT COMMITTEE

COMPOSITION

2 Members and 2 substitutes from each Council.

ROLE

To oversee the management and delivery of the Welland Shared Services.

It is expected this will be disbanded at end of March 2017.

WELLAND PARTNERSHIP BOARD

COMPOSITION

A representative of each Council, three business representatives and one Voluntary Sector representative. Chief Executives assist and act as advisors, as appropriate.

ROLE

A discussion and development of partnership approach and influence in :

Activity in the fields of affordable housing, working within delivery by the third sector, the learning and skills agenda, the promotion and development of Market Towns, rural economic issues such as access to services and facilities as well as general work around tourism and other key economic infrastructure issues such as transport.

The Welland Partnership Board, is not a separate legal entity.

WORKING GROUPS

The Council has identified the need for three working groups and its terms of reference are set out below. Working Group documents are confidential unless the Working Group decides to publish.

The principle of politically balanced working groups being politically balanced across working groups as well as within each working group was approved in the same way as for Committees and Sub Committees at Full Council on 20 July 2016.

STAFF JOINT WORKING GROUP

MEMBERSHIP: 7 members (politically balanced)
3 UNISON representatives
1 2 GMB representatives
Quorum: 2 Members and 2 Staff
Chair to alternate annually between employers and staff side unless agreed otherwise by the Group.

TERMS OF REFERENCE:

- (1) to establish regular methods of consultation and dialogue between Melton Borough Council and its employees in order to prevent differences and to adjust them should they arise; always provided that no question of individual discipline, promotion, demotion and redundancy or efficiency should be within the scope of the Working Groups;
- (2) to consider any matters relevant to the working environment and conditions of service on which there is disagreement following full consultation at management level prior to implementation;
- (3) to make recommendations to the Policy, Finance and Administration Committee of the Council as to the application of the Terms and Conditions of Service and the education and training of staff employed by the Council;
- (4) the Working Group may refer any question coming before them for consideration by and the advice of the appropriate provincial council and shall inform the provincial council of any recommendation of the Working Group which appears to the Working Group to be of more than local interest, always provided that such a recommendation should be approved by the Council prior to its submission to the provincial council;
- (5) provided that there should be accepted from the foregoing functions any matters which pursuant to the National Scheme of Conditions of Service shall be referred to the appropriate provincial council;
- (6) to carry out such other relevant tasks as may be given to it by the Policy, Finance and Administration Committee.

BUDGET AND STRATEGIC PLANNING WORKING GROUP

MEMBERSHIP: 6 Members (politically balanced)

TERMS OF REFERENCE

- (1) To review the Council's strategic intentions and to establish strategic priorities, aims and objectives for future financial years.
- (2) To consider, review and report upon the Council's medium and long term financial strategies.
- (3) To consider and establish a detailed framework for the budget process as outlined in the Policy Framework and Budget Procedure Rules
- (4) To consider programmes of capital expenditure and revenue estimates in consultation with budget holders
- (5) To make recommendations to the Policy, Finance and Administration Committee in respect of the Council's Policy Framework and Budget.
- (6) To scrutinise the Treasury Management Strategy prior to approval by Full Council.

CATTLE MARKET WORKING GROUP

MEMBERSHIP 8 Members (Politically Balanced)

TERMS OF REFERENCE

To consider the short and long term development proposals for the Cattle Market site.

PLANNING ENFORCEMENT WORKING GROUP

MEMBERSHIP 6 Members

TERMS OF REFERENCE

To monitor, review and scrutinise the performance of the planning enforcement service, to set policy objectives, identify resources and monitor performance in relation to its policy and targets.

MELTON LOCAL PLAN WORKING GROUP

MEMBERSHIP 9 Members (Politically Balanced)

TERMS OF REFERENCE

- (1) To consider and comment upon the evidence base, consultation proposals and draft documents in relation to :
 - The Melton Local Development Scheme
 - The new Melton Local Plan
 - The Statement of Community Involvement
 - The Reference Groups
 - The Community Infrastructure Levy
 - Any other documents in the Melton Local Development Scheme
 - Supplementary Planning Documents
 - Neighbourhood Plans Policies
 - Proposals for affordable housing and housing mix
- (2) To coordinate the involvement of the Reference Groups, to receive and consider their representations
- (3) to make recommendations to REEA and/ or Full Council in relation to emerging policy.

TENANT CONSULTATIVE WORKING GROUP

MEMBERSHIP:

6 Members (politically balanced)
6 Council Tenant representatives

Quorum: 2 Members and 2 Council Tenants

Chair to alternate each meeting between Council and
Tenant Representatives

TERMS OF REFERENCE:

- (1) To ensure regular engagement, consultation and dialogue between Melton Borough Council and its tenants;
- (2) To make recommendations to the Community and Social Affairs (CSA) Committee of the Council as to matters that affect and are important to Tenants;
- (3) To facilitate liaison regarding major issues or projects that may affect tenants or the Housing Stock;
- (4) The Working Group may refer any issue coming before it for consideration by and the advice of the Council through its CSA Committee;
- (5) To carry out such relevant tasks as may be given to it by the Community and Social Affairs Committee.

NB : Show of hands to indicate preferences at Tenant Consultative Working Group meetings so that Tenants' views can properly be reflected through to the CSA Committee when decisions are being made and Members' views are sought on related matters.

SPORTS, LEISURE AND CULTURE WORKING GROUP

MEMBERSHIP

9 Members (politically balanced)

TERMS OF REFERENCE

To oversee the development of the project and consider the Procurement Reports for Full Council to be able to determine the way forward

ECONOMY BOARD

MEMBERSHIP

7 Members (politically balanced)

TERMS OF REFERENCE

- 1 To act as a Working Group and to give guidance, direction and support to Officers in relation to:
 - i) the development of the Council's approach to supporting the Melton economy ;
 - ii) the allocation of priority and resources supporting the economic development of the locality;
 - iii) have oversight of current projects and give consideration to future projects to support the economy.
- 2 To consider any issues relating to the Economy.
- 3 To make an Annual Report to PFA/REEA on the progress being made in taking this work forward.

LEAD MEMBERS

The Council has identified the need for Lead Members and their terms of reference are set out below:-

- TERMS OF REFERENCE:**
- (a) To act as Community Leaders in their specialism, responsible for the "face of the Council".
 - (b) To engage, support and facilitate community action including the promotion of new partnerships.
 - (c) To guide and support officers in the development of policy and action.
 - (d) To be a conduit of information to colleagues and the Council.
 - (e) To support the chair of the relevant policy committee as required.