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| **Report No. TC00718**  **Appendix: K**  **Agenda Item: 16** | **Council**  **Date of Meeting: 10th January 2018** |
| **OAKHAM TOWN COUNCIL** | |
| **Report Authors: David Romney, Martin Brooks, Sally Ann Wadsworth and**  **Ann Skipworth** | **Title: Councillors** |
| **Subject: Council Restructure** | |
| **Strategic Aims:**  Provide development for Councillors to enable them to skillfully and effectively fulfil their role. | |

**Background**

The working group were tasked with looking at ways to restructure how the council carries out business.

The group looked at procedure and actions, and it is felt that in all areas, all members should have more involvement in the decision making at committee level.

Recommendations: that the council approve the following structure:

**Full Council**

* To meet once a month.
* To deal with all matters arising from all committees
* To ratify minutes from the P/G meeting and any other business as normal
* To include all members
* To meet on the 2nd Wednesday of every month

**Planning and General**

* To meet once a month
* Remit to deal with Planning applications, parks, allotments, trees, Parking requests etc.
* Minutes to be ratified at full council
* To include all members
* To meet on the last Wednesday of the month

**Committees**

**Staffing**

* Minimum of 5 members
* To work as before with papers and recommendations to full council
* Remit to consider and make recommendations on matters of employed staff

**Finance**

* Minimum of 5 members
* To work as before with papers and recommendations to full council .
* Remit, to look at all aspects of the council’s finances and financial documents. To prepare draft budget for councils approval

**Policies and Procedures**

* Minimum of 4 members
* To work as before with papers and recommendations to full council
* Chairman of this committee should be chairman of council
* Remit, to examine OTC’s policies and procedures

**Promotions and Publicity**

* Minimum of 5 members.
* This committee to have delegated powers
* To give a report on its proposals for the forthcoming year before making recommendations to council for its budget
* To set budget for the forthcoming year
* To work as before with papers and recommendations to full council
* Reports to council each month
* Remit, to promote the work of the council, recommend initiatives and events

**Neighbourhood Plan**

* 2 members to be elected to serve
* As this is only a short term group we do not see any point in changing the group
* To give a more detailed report to council

**General note**

* All committees to provide basic reports to council . No spreadsheets as these can be confusing and contain little information
* All meeting should be held in the evenings as this would allow members who have work commitments to have a more active role on the council
* All meetings should be set for the year to allow members to plan their diary
* Clerk to write to all the outside bodies (groups/organisations) for clarification of the amount of members needed to attend their committees
* All members to be provided with the “report” template.