

SECTION 1A - To be filled in by submitter of the Motion:

Report from	Cllr Paul Littlemore
On behalf of	N/A
Date	15 January 2025
For Meeting of Council/Committee	Full Council - February
Date of meeting	25 th February 2025
Agenda item no.	242/24-25
Confidentiality	N/A
TITLE OF MOTION	Consolidation of the Finance and Governance and Planning Committees.
MOTION(S)	To consider a proposal to consolidate the Finance and Governance Committee and Planning Committee into a single monthly meeting at the start of the next civic year. To task the Clerk to update the Council's Standing Orders and Scheme of Delegation as per the recommendations in Annex A, replace the Terms of Reference with the Draft recommendation in Appendix B and prepare new Financial Regulations based off the latest model for presentation at the Annual Meeting of the Town Council
Background	The Finance and Governance Committee and Planning Committee currently meet monthly as two separate meetings on the same day. In instances where the Finance and Governance committee has been non-quorate this has resulted in committee members who are also a member of the Planning Committee, and our staff having to sit until 20:00 before the business of the Planning Committee can be transacted.
Issues/items for consideration by the Council	<ul style="list-style-type: none"> - Combining the activities of the Finance and Governance Committee and Planning Committee should: <ul style="list-style-type: none"> - Allow greater flexibility of agenda, meaning where important finance decisions are being taken, or larger planning applications, the committees are not limited to its current strict hour. - It's a single meeting and agenda, marginally reducing workload on office staff. - Help improve membership of the committee, whilst there are some who sit on both currently, it is hoped that this will reduce the chances of meetings being inquorate.
Recommendations	To consider a proposal to consolidate the Finance and Governance Committee and Planning Committee into a single monthly meeting at the start of the next civic year. To task the Clerk to update the Council's Standing Orders as per the recommendations in Annex A, replace the Terms of Reference with the Draft recommendation in Appendix B and prepare new Financial Regulations based off the latest model for presentation at the Annual Meeting of the Town Council
Appendices	Appendix A: Proposed Changes to Standing Orders and Scheme of Delegation.
Documents:	Appendix A – Proposed Changes to Scheme of Delegation and Standing Orders Appendix B – Draft Text for the Terms of Reference for Committees

SECTION 1B - To be filled in by submitter of the Motion:

Input needed from Clerk?	No.
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PLEASE NOTE: Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear daysⁱ before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

SECTION 2 - To be filled in by the Clerk:

Meets/links with Council objectives:	Council efficiency	√
Staffing Implications: ⁱⁱ	As per above: once implemented, should result in small staff time savings across the year.	←
Volunteer need implications:	N/A	
Equalities & Human Rights ⁱⁱⁱ	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder ^{iv}	Crime and disorder have been considered Details, where relevant: N/A	
Biodiversity ^v	There are no (negative) bio-diversity implications Details, where relevant: N/A	
Sustainability	Is in line with the Council's Plastic-Free Pledge: N/A	
Financial ^{vi}	There are no financial implications at this stage: N/A	
	There will be financial implications; Details: N/A	
	There is provision within the budget Budget heading & details: N/A	
	Decisions may give rise to additional expenditure; Details: N/A	
	Decisions may have potential for income generation; Details: N/A	
Other Resource implications (besides finance):	Details: N/A	
Health and Safety implications ^{vii}	Details: N/A	
Legal	Power under which the spend can be actioned: ^{viii} N/A	
	GDPR - Data Privacy Impact Assessment: ^{ix} Details, where relevant: N/A	
	Other considerations: N/A	
Risk Management	Material risks ^x exist and these are considered and being assessed: Details: N/A	
Other Considerations:	N/A	

ⁱ Northstowe Town Council's [Standing Order 9 b,d](#).

ⁱⁱ The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

ⁱⁱⁱ The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

^{iv} The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

^v The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

^{vi} It is the RFO's duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

^{vii} See also Town Council's [Health and Safety Policy](#).

^{viii} See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

^{ix} See also the Town Council's [Data Protection Policy](#).

^x See Town Council's [Risk Management Plan](#).