

<b>Committee:</b> Policy & Resources Committee	<b>Date:</b> 9 May 2024
<b>Subject:</b> Decisions taken under delegated authority or urgency powers	<b>Public</b>
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	<b>See background papers</b>
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
<b>Report of:</b> Town Clerk	<b>For Information</b>
<b>Report author:</b> Chris Rumbles, Governance and Member Services Manager	

### Summary:

This report advises Governors of action taken by the Town Clerk since the last meeting of the Board, in consultation with the Chair and Deputy Chair, in accordance with Standing Order No. 41(a) and 41(b).

### Recommendation

Members are asked to note the report.

### Main Report

#### Delegated Decision: Digital Services Committee Terms of Reference

#### Background

1. At its meeting on 22<sup>nd</sup> November 2023, the Digital Services Committee received a report as part of the annual considerations for the Committee's Terms of Reference. The Committee discussed the Terms of Reference and suggested several revisions. These were due to be formally received for onward approval at its meeting on 18<sup>th</sup> April 2024. However, this meeting was cancelled due to the department's failure to submit reports on time in line with the Corporation's committee report submission procedure.
2. Further, at its meeting on 18<sup>th</sup> March 2024, the Policy & Resources Committee were asked to consider and approve revised Terms of Reference by the Court of Common Council's Committees. Policy & Resources also Delegated Authority to the Town Clerk (in consultation with the Chairman and Deputy

Chairman) to consider and approve any subsequent changes to Committee Terms of Reference ahead of the April 2024 Court of Common Council.

3. It had since come to light that Appendix F of this report, Digital Services Committee Terms of Reference (detailing the proposed revisions), was missing from the agenda pack. This was an administrative error. A summary of the changes was provided to the Policy & Resources Committee but for completeness, and due to the Digital Services Committee meeting being cancelled and not due to meet again until 13<sup>th</sup> May 2024, it was recommended that a request for a decision under the Delegated Authority outlined above be sought on the proposed revisions, for onward approval at the Court of Common Council.
4. Approval was therefore sought as the Court of Common Council was due to receive all proposed revisions to its Committee's Terms of Reference at its meeting on 25<sup>th</sup> April 2024 through the "White Paper".
5. The Town Clerk therefore agreed, in consultation with the Chairman and Deputy Chairman of Policy & Resources Committee, and the Chair and Deputy Chair of the Digital Services Committee, to approve the revisions to the Digital Services Committee Terms of Reference, for onward approval by the Court of Common Council on 25<sup>th</sup> April 2024.

### **Natural Environment Board Terms of Reference**

6. A revised Terms of Reference of the Natural Environment Board (NEB) was considered by the Court of Common Council in January 2024 to allow the appointment of external Members.
7. Whilst the revised composition (featuring external Members) was approved, the changes in responsibilities was referred by the Court of Common Council back to the Natural Environment Board and the Policy and Resources Committee for further consideration following queries raised by the Chairman of the Epping Forest & Commons Committee over potential confusion of the role of the Board in relation to obligations and governance of the various open spaces charities.
8. Policy & Resources Committee (in March 2024) and the Natural Environment Board (February 2024) granted delegated authority to make any final amends to the NEB Terms of Reference, to allow officers to take into account these concerns.
9. Updated and revised terms of reference were subsequently drafted. Given the intricacies and ongoing charities review, the Executive Director Environment held several discussions with the relevant Chairmen, before proposing changes that included a focus on the strategic role of the Board and the allocation of grants, whilst clearly acknowledging responsibilities that lie with any other committees.

10. The Town Clerk therefore agreed, in consultation with the Chairman and Deputy Chairman of Policy & Resources Committee, and the Chair and Deputy Chair of the Natural Environment Board, to approve revisions to the Natural Environment Board Terms of Reference, for onward approval by the Court of Common Council on 25<sup>th</sup> April 2024.

### **Corporate Services Committee Terms of Reference**

11. At its meeting on [10 January 2024](#), the Corporate Services Committee considered its terms of reference as part of a general annual review. During discussions, it was suggested by the new Chief People Officer and Executive Director of Human Resources, that the document would benefit from a slight refresh. The item was consequently withdrawn. Then, in [February 2024](#), it was proposed that the terms of reference could be strengthened with regard to the Committee's responsibilities over Corporate Health & Safety. This was endorsed by the Committee and a delegated authority was granted to the Town Clerk to consider and approve any updates, for onward consideration by the Court of Common Council at its meeting on the 25 April.
12. Following consultation with the Chief People Officer and Director of Health and Safety, a revised set of terms of reference were developed. The changes were largely cosmetic or otherwise reflected matters that have already been agreed (e.g. the deletion of the Chief Operating Officer post). A notable addition includes explicit reference to oversight of the People Policy. Changes also reflect the Committee's responsibilities as set out in the new [Health and Safety Policy](#), agreed by the Corporate Services Committee on 10 April 2024.
13. At its meeting on [18 March 2024](#), the Policy & Resources Committee were advised that these changes would be forthcoming and they, too, granted delegated authority for their consideration.
14. The Town Clerk therefore agreed, in consultation with the Chairman and Deputy Chairman of Policy & Resources Committee, and the Chair and Deputy Chair of the Corporate Services Committee, to approve the revisions to the Corporate Services Committee Terms of Reference, for onward approval by the Court of Common Council on 25<sup>th</sup> April 2024.

Copies of background papers concerning this decision are available from Chris Rumbles on request.

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