

**To the Chair and Members of the  
ELECTIONS AND DEMOCRATIC STRUCTURES COMMITTEE**

**TERMS OF REFERENCE 2009/10**

**EXECUTIVE SUMMARY**

1. The purpose of this report is to inform Members of the Terms of Reference of the Elections and Democratic Structures Committee for the 2009/10 Municipal Year.

**RECOMMENDATION**

2. It is recommended that the Committee note the Terms of Reference of the Elections and Democratic Structures Committee.

**BACKGROUND**

3. At its Annual Meeting on 19th June, 2009, the Council approved the Terms of Reference for all Committees and Sub-Committees of the Council.
4. A copy of the Terms of Reference for the Elections and Democratic Structures Committee, which remain unchanged from last year, is attached at Appendix A for Members' information.

**OPTIONS CONSIDERED AND REASON FOR RECOMMENDED OPTION**

5. In order to discharge its functions effectively, the Committee is required to operate within an agreed Terms of Reference.

**CONSULTATION**

6. Members of the Council's Corporate Management Team and relevant lead Officers for each Committee/Sub-Committee were invited to submit any proposed revisions to Committee and Sub-Committee Terms of Reference, prior to their consideration and approval by Full Council.

**RISKS & ASSUMPTIONS**

7. There are no identified risks associated with this report.

**LEGAL IMPLICATIONS**

8. Sections 101 and 102 of the Local Government Act 1972 empower the Council to arrange for the discharge of any of its functions by a Committee or Sub-Committee.

## **FINANCIAL IMPLICATIONS**

9. There are no specific financial implications associated with this report.

## **BACKGROUND PAPERS**

10. Report to Annual Council 19th June, 2009: Review of Committees' and Sub-Committees' Terms of Reference for 2009/10.

## **REPORT AUTHOR**

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**ELECTIONS AND DEMOCRATIC STRUCTURES COMMITTEE**

This Committee is a Committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972.

1. TO MAKE RECOMMENDATIONS TO FULL COUNCIL IN RELATION TO:-
  - i. Submission of proposals to the Secretary of State for pilot schemes for local elections.
  - ii. To change the name of a parish.
  - iii. To confer the title of honorary alderman or to admit to be an honorary freeman.
  - iv. The making and revision of Byelaws.
  - v. Promotion of or opposition to local or personal bills.
  - vi. Members Allowances.
  - vii. Boundary, structural and electoral reviews.
  - viii. Any proposed revisions to the Council's Constitution after inviting the Standards Committee to comment on such proposals.
  - ix. To monitor, review and make recommendations on the operation of the Council's decision-making structures.
  
2. TO EXERCISE THE FUNCTIONS OF FULL COUNCIL IN RELATION TO:-
  - i. Electoral Registration and Elections.
  - ii. All other Full Council functions not specifically dealt with by other Committees or reserved to the Council.
  - iii. Health and Safety within the meaning of Part 1 of the Health and Safety at Work Act 1974 other than in the Council's capacity as an employer.