

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

TERMS OF REFERENCE 2010/11

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 2010/11 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 21st May, 2010, 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 Leadership 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 21st May, 2010: Review of Committees' and Sub-Committees' Terms of Reference for 2010/11.

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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.