

**SERVICES COMMITTEE TERMS OF REFERENCE**

**1 Purpose of Report**

To allow members to consider the Committee's terms of reference as reported to Annual Council on 17 May 2016.

**2 Appendices**

Appendix 1 – The Services Committee Terms of Reference.

**3 Proposed Action:**

**3.1 The Committee is asked to consider, amend as necessary and RESOLVE to agree its terms of reference.**

**3.2 The Committee is asked to RECOMMEND the terms of reference to Council for endorsement.**

**4 Discussion**

4.1 At Annual Council on 17 May 2016 the terms of reference (ToR) for the Services Committee attached at Appendix 1 were approved.

4.2 The ToR were approved by Council subject to them being considered at the first meeting of the Committee, amended as necessary and confirmed.

4.3 Members are therefore requested to consider the attached ToR and comment as necessary.

**5 Legal Powers**

5.1 Section 101 of the Local Government Act 1972 provides that a Local Authority may arrange for the discharge of any of its functions by committee, sub-committee or an officer of the Authority.

5.2 Section 102 of the Local Government Act 1972 allows a Local Authority to appoint committees for the purpose of discharging the functions delegated under the provisions of Section 101 above and to establish the terms of reference.

**6 Financial, risk and Value For Money Implications**

Whilst there are no specific financial implications flowing from this administrative report it is important for the Committee and Council to have clear and appropriate ToR to ensure the efficient processing of the business of the Committee.

**7 Implications for Resources**

None.

**8 Implications for Equalities**

None.

**9 Author and Contact Officer**

John T Campbell, Chief Executive

**10 Consultees**

Liz Elliott, Head of Finance

**11 Background Papers**

Minutes of Annual Council on 17 May 2016

## Appendix 1

### Terms of Reference for Services Committee

#### SERVICES COMMITTEE

##### A) Membership

The Committee shall consist of 7 Councillors and will meet the requirements for political balance in accordance with Section 15 of the Local Government & Housing Act 1989. The quorum is three.

##### B) Specific Functions

To develop the strategy and policy of the Council on all matters relating to:

- i) the supply of housing, including housing strategy, renewal activity and homelessness.
- ii) maintenance and improvement of the environment and the health of the community.
- iii) community leadership, community safety, equalities and community cohesion, neighbourhood and community development, health and wellbeing, including recreational, cultural and sports provision.
- iv) promoting and widening access to services.

##### C) Powers Delegated

To exercise the Council's powers, and respond to external consultations in respect of the matters outlined in B above including:

- i) operation and management of recreational, cultural, sporting and leisure facilities, and local amenities including bereavement services, parks and open spaces, allotments and car parking.
- ii) the operations of the general market:
- iii) private sector housing legislation (including empty dwellings, caravans and control of houses in multiple occupation) and grants.
- iv) fuel poverty and affordable warmth, home energy conservation measures and policies.

- v) homelessness (services and policies) and housing register (allocations policy).
- vi) personally based services provided by the Council, including play schemes, sports development and day centres.
- vii) town twinning.
- viii) agreements, delivery and outcomes relating to supporting people.
- ix) licensing policy.
- x) environmental health and protection – including powers to deal with statutory nuisances, pollution control, food safety, and public health functions.
- xi) waste management strategy and policy development.