

**Decision Making Structure Working Group
Approved by Town Council XXXXX 2018**

Overall Purpose / Scope: In order to ensure the Council's decision making is accountable, transparent and timely review the Town Council's Decision-Making Structure with particular regard to frequency of meetings, committee composition and delegated decision-making parameters.

Reports To: Town Council

Membership: All ex-officio appointments: Mayor, Deputy Mayor, Chair of Resources Committee, Chair of Open Spaces Committee, Chair of Planning, Highways and Transport Committee.

Outputs: Recommendations to the Town Council regarding

- frequency of meetings – Council & Committees
- committee composition – the numbers of Councillors to sit on each Committee
- any changes that are required to delegated decision-making parameters

Delegated Powers / Decision making: None

Specific Tasks and Responsibilities:

- **Frequency of Meetings** Review the calendar of meetings, previous agendas and frequency of cancelled meetings to make recommendations about the frequency of meetings
- **Committee Composition** review attendance lists to make recommendations about the number of Councillors required to sit on each Committee and any quorum figures
- **Delegated Decision-Making Parameters** to consider the Committee Terms of Reference, the Scheme of Delegations and Financial Regulations and make recommendations as to whether any changes are required e.g. to financial spending limits.

Dissolution:

When the Working Group has made it's recommendations it will be dissolved by resolution of the Town Council.