

General Purpose Committee

Terms of Reference

Members

5 voting Councillors

Quorum

3 Members of the Committee

Political proportionality

4 Administration members

1 Opposition member

Co-optees

None

1. Membership

- 1.1 The Chair will be elected at the first meeting of the Committee and should be chosen from one of the Administration Councillors; the Vice-Chair will be an Opposition Councillor.

2. Voting

- 2.1 All Members on the Committee shall have voting rights. In the event of an equality of votes, the Chair of the Committee shall have a second casting vote.

3. Procedures

- 3.1 Except as provided herein, Council Procedure Rules (as applicable to all Committees) shall apply in all other respects to the conduct of the Committee.
- 3.2 Meetings of the Committee shall be held in public, subject to the provisions for considering exempt items in accordance with sections 100A-D of the Local Government Act 1972 (as amended).

4. Meetings

- 4.1 Meetings will be convened at the request of the Monitoring Officer as required during the Municipal Year.

5. Responsibilities

- 5.1 To consider all Elections and Electoral Registration Matters.
- 5.2 To revoke an award of Honorary Freemen/women of the Borough, Honorary Aldermen/women or civic honour and remove the individual from the role of honour in the Town Hall.
- 5.3 Making recommendations to the Council for the adoption or revision of a scheme of allowances for Members.

- 5.4 To consider and make recommendations to the Council on proposals, to make, amend, revoke, re-enact or adopt byelaws, and on proposals to promote or oppose the making of local legislation, or hybrid or personal bills.
- 5.5 To recommend to Council the dates and times of the annual meeting and ordinary meetings.
- 5.6 To consider changes to the Constitution, except for the allocation of responsibilities by the Leader, and refer any proposals to full Council for approval.
- 5.7 To approve of payments and benefits in cases of maladministration where these exceed Chief Officers delegated powers or the relevant Chief Officers refer the matter to the Committee.
- 5.8 On the advice of the Monitoring Officer any other functions which under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, may not be the responsibility of the Executive and which are not delegated elsewhere under this Constitution.
- 5.9 In cases of emergency or extreme urgency any non-executive function delegated under this Constitution whether or not reserved to the Council and where the Chief Executive on the advice of the Monitoring Officer does not consider it appropriate to exercise his/ her power in relation to such decisions under this Constitution.