

## **Report to Full Council: Recommendation to Amend Terms of Reference for Committees**

**Date:** 26 June 2025

**Prepared by:** Acting Clerk to the Council

### **Background**

The most recent meeting of the CSAC was cancelled due to not being quorate. As a result, a Chair and Vice-Chair were not appointed. This may cause difficulties in ensuring the committee can work effectively and maintain proper governance.

The next meeting isn't scheduled until August which means the committee will be without appointed leadership for some time.

### **Issue**

With no Chair or Vice-Chair in place the committee may struggle to carry out its duties properly. This delay may slow down decision-making and could affect the wider council's work.

### **Recommendation**

To avoid this problem in future, it is recommended the Terms of Reference for the all relevant Committees are changed to allow Full Council to appoint the Chair and Vice-Chair directly if these appointments are not made within one month of a committee's formation. If this is agreed, the appointments can be made this evening

### **Proposed Change to Terms of Reference**

- Add a clause allowing Full Council to appoint the Chair and Vice-Chair if the committee can't do so itself within one month for whatever reason

### **Next Steps**

- Full Council to consider and approve this change
- Update the Terms of Reference and Standing Orders once approved
- Appoint a Chair and Vice Chair of Personnel and CSAC at this meeting

### **Conclusion**

This change will help keep the committee functioning smoothly by making sure leadership is always in place and avoiding unnecessary delays

The Clerk recommends Full Council approve the amendment to the Terms of Reference and appoint Chair and Vice Chair of CSAC and Personnel