

## **Policy, Finance and Performance Management Committee, 7<sup>th</sup> September 2022 Item 3)**

### **1. Background**

This committee considered potential changes to the Town Council's committee structure at its meeting on 11<sup>th</sup> May 2022. It was noted that the Town Council's existing committee structure was adopted in May 2007 and amended in July 2015 with the creation of the Planning & Consultation Committee and addition of policy matters to the remit of the Finance & Performance Management Committee.

Whilst the proposed alignment of committees with corporate objectives was broadly supported, significant concern was raised regarding the potential disbandment of the Roads and Transport Committee and the loss of clarity for local residents over which committee would address their concerns over parking and traffic management. A potential means of addressing this concern is set out below.

### **2. Overview of amended proposal for revised committee structure**

The core of the revised committee structure that was considered in May remains the same in this proposal, although some name changes are set out below:

- Tourism and Local Economy Committee – addition of word 'Local' to bring clarity to economic role of this committee.
- Environment and Green Spaces Committee – addition of 'Green Spaces' to make clear that management of parks, gardens and informal green space falls within the remit of this committee.
- Community Services, Health & Wellbeing Committee
- Planning, Consultation and Heritage Committee – retention of consultation within the remit of this committee.
- Finance and Governance Committee
- Personnel Committee

It is proposed that the core role of the Roads and Transport Committee should be transferred to a Traffic Management Advisory Committee which would report to the Planning, Consultation and Heritage Committee. The Advisory Committee's role would be to make recommendations to its parent committee regarding potential changes to on-street parking and other traffic management measures, such as pedestrian crossings or one-way schemes. The Advisory Committee would also oversee the Town Council's input into the parking review that has been promised by Dorset Council.

One key advantage to this arrangement is that it could hold more frequent, shorter meetings, when necessary, as its parent committee will meet on a monthly basis to consider its recommendations. The minutes can also follow a standard format, simply recording the recommendation and a summary of the reasons behind the Advisory Committee's decision.

An amended structure chart for the revised committee structure is attached at the end of this briefing note.

If these proposals were to be agreed, it is proposed that the revised committee structure be reviewed by this Committee in April 2023, prior to the next annual Council meeting in May.

### **3. Detail of proposed revised committee structure**

Set out below is a summary of the role of each committee which, if approved, will form the basis of Terms of Reference. It also sets out the key outside representatives and the relationship with the Council's working parties and advisory committees. The Committees are listed in alphabetical order.

**Community Services, Health & Wellbeing Committee** (formerly General Operations Committee)

**Corporate Objective:** Encouraging Health and Wellbeing and Enhancing Community Safety  
**Remit:**

- Oversight of Allotments, Bandstand, Bus Shelters, Memorial Benches, CCTV, SIDs, Godlingston Cemetery, Play Parks, Skate Park, Beach Gardens and Sporting Facilities, Public Conveniences, Town Hall and Public Help Desk

**Key Partners/Outside Representatives:**

- Swanage and Purbeck Development Trust, Prospect Allotment Association, James Smith Funeral Directors, Sports Clubs (Tennis, Bowls, Football, Cricket, Sea Rowing, Angling), CAB, Dorset Police, Medical Centre, Greengage Community Garden

**Links to other Committees and Working Parties:**

- Emergency Health Services, Lower Grammar School Field, Public Conveniences and Sport, Leisure & Wellbeing Working Parties

**Environment and Green Spaces Committee**

**Corporate Objective:** Protecting the Natural Environment and Addressing the Climate Crisis

**Remit:**

- Oversight of Parks and Gardens, Peveril Point & The Downs Nature Reserve, Waste Management, Sustainable Transport (including EVCPs, Footpaths, Cycle Racks etc) Environmental Action Plan, Implementation of Green Infrastructure Strategy, Managing Relationship with Sustainable Swanage

**Key Partners/Outside Representatives:**

- Sustainable Swanage, Planet Purbeck, Dorset Waste Services, Durlston Country Park

**Links to other Committees and Working Parties:**

- Beach Management Advisory Committee
- Environmental Policy & Action Plan and Waste Management Working Parties

**Finance and Governance Committee** (formerly Policy, Finance and Performance Management Committee)

**Corporate Objective:** Delivering Good Governance

**Remit:**

- Receive quarterly finance and investment reports; consider the draft annual estimates each year; review the Council's priorities and monitor the Council's progress towards their achievement; consider draft versions of Council policy documents; consider internal audit reports; review risk register and insurance arrangements; consider write-off of bad debts

**Links to other Committees and Working Parties:**

- Capital Projects Sub-Committee\*
- Rents and Licences Panel
- Communications Working Party

\* The Capital Projects Sub-Committee currently reports to the General Operations Committee. However, as its primary purpose is to monitor performance in terms of project delivery it is proposed that in future it would report to Policy, Finance and Performance Management.

### **Personnel Committee**

**Corporate Objective:** Delivering Good Governance

**Remit:**

- Consider appropriate staffing levels and recommendations regarding salary regrading; convene appeal panels in personnel matters

### **Planning, Consultation and Heritage Committee**

**Corporate Objective:** Planning for the Future and Preserving our Heritage

**Remit:**

- Providing consultation responses on planning and licensing applications, and considering recommended changes to traffic management measures; considering third-party consultation documents and responding on behalf of the Town Council; oversight of development of Neighbourhood Plan; maintenance of heritage assets and consideration of heritage-related projects; improvements to Station Approach

**Key Partners/Outside Representatives:**

- Dorset Council, Swanage Museum

**Links to other Committees and Working Parties:**

- Traffic Management Advisory Committee
- Neighbourhood Plan Sub-Committee
- Museum working party

### **Tourism and Local Economy Committee** (formerly Tourism Committee)

**Corporate Objective:** Promoting Sustainable Tourism and Supporting the Local Economy

**Remit:**

- Oversight of Information Centre, Beach Huts, Market, Events, Boat Park and Fishermen's Huts, Car Parks and Taxi Permits, Festive Lights, Beach and Seafront (excluding environmental matters), Publicity and Promotion (of Swanage and Town Council facilities), Town Centre improvements

**Key Partners/Outside Representatives:**

- Visit Dorset, Chamber of Trade, Durlston Country Park, Swanage Museum, Swanage Railway, National Trust, Swanage Pier Trust, Mowlem Theatre

**Links to other Committees and Working Parties:**

- Beach Management Advisory Committee
- Car Parks, Events, Market, Seafront Masterplan and Shore Road Closure W. Parties

### **Traffic Management Advisory Committee**

**Corporate Objective:** Planning for the Future

**Remit:**

- Considering requests for applications for new traffic management measures (including oversight of DC's parking review) and formulating recommendations; considering proposals from DC for changed road layouts, speed limits, pedestrian crossings or other traffic management measures

**Key Partners/Outside Representatives:**

- Dorset Council Community Highways Officer; Dorset Police

#### **4. Other Considerations**

Given that Members were appointed to the existing committees in May, if the revised Committee Structure is adopted there will be a need to review and confirm committee representation. This might look as follows:

**Community Services, Health & Wellbeing Committee** (formerly General Operations Committee)

Town Mayor, Deputy Mayor and Councillors Bishop, Bonfield, Finch, Harris, Monkhouse and Tomes.

**Environment and Green Spaces Committee** (new – membership based on Environmental Action Plan Working Party)

Town Mayor, Deputy Mayor and Councillors Harris, Monkhouse, Rogers, Trite, Tomes and Whitwam.

**Finance and Governance Committee** (formerly Policy, Finance and Performance Management Committee)

Town Mayor, Deputy Mayor and Councillors Bishop, Bonfield, Harris, Trite, Tomes and Whitwam (+ Environment & Green Spaces Chair if not listed above).

**Personnel Committee**

Town Mayor, Deputy Mayor and Councillors Bonfield, Harris and Trite.

**Planning, Consultation and Heritage Committee**

Town Mayor, Deputy Mayor and Councillors Bonfield, Finch, Harris, Rogers and Whitwam.

**Tourism and Local Economy** (formerly Tourism Committee)

Town Mayor, Deputy Mayor and Councillors Bonfield, Finch, Tomes and Whitwam.

**Traffic Management Advisory Committee** (new – membership based on Roads & Transport Committee)

Town Mayor, Deputy Mayor and Councillors Bishop, Monkhouse and Whitwam.

#### **Decisions Required**

To consider recommending approval of the revised committee structure to full Council, the arrangements to be reviewed by this Committee in April 2023, prior to the next annual Council meeting in May.

Martin Ayres  
Town Clerk

September 2022