



## Governance Committee Report

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**Report of:** Director of Legal and Governance (Monitoring Officer)

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**Date:** 20<sup>th</sup> September 2021

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**Subject:** Terms of Reference

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**Author of Report:** Alexander Polak, Assistant Director of Governance

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### Summary:

The report provides details of the terms of reference for the Governance Committee.

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### Recommendations:

*That the terms of reference for the Governance Committee at item 3.1 be approved and that it be noted that these will then be added to the Constitution.*

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**Background Papers:** None

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**Category of Report:** OPEN

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## Statutory and Council Policy Checklist

<b>Financial Implications</b>
NO Cleared by: Kayleigh Inman
<b>Legal Implications</b>
NO Cleared by: Sarah Bennett
<b>Equality of Opportunity Implications</b>
NO Cleared by: James Henderson
<b>Tackling Health Inequalities Implications</b>
NO
<b>Human rights Implications</b>
NO:
<b>Environmental and Sustainability implications</b>
NO
<b>Economic impact</b>
NO
<b>Community safety implications</b>
NO
<b>Human resources implications</b>
NO
<b>Property implications</b>
NO
<b>Area(s) affected</b>
NONE
<b>Is the item a matter which is reserved for approval by the City Council?</b>
NO
<b>Press release</b>
NO

**1. Purpose of Report**

- 1.1 To consider and agree terms of reference for the Committee.
- 1.2 To note and understand the remit of the Governance Committee.

**2. BACKGROUND**

- 2.1 On [16 June 2021 Sheffield City Council resolved](#) to establish a Governance Committee as a politically proportionate member steering group to guide the transition to a committee system of governance and to set the parameters for stakeholder engagement.
- 2.2 The Director of Legal and Governance was requested to update the constitution to include the Governance Committee's terms of reference once agreed by the Committee itself.
- 2.3 The Governance Committee was established with the Deputy Leader, Councillor Julie Grocutt, who will lead this piece of work, as the Chair. The Shadow Deputy leader, Councillor Penny Baker, is Vice Chair.
- 2.4 The Committee was to be made up of the Chairs of the Transitional Committees and Councillor Mary Lea as part of her coordinating role for Local Area Committee implementation. This membership constitutes a politically proportionate Committee which was to be tasked with oversight of the transitional work and approving the recommendations to be made to Full Council. This replaced the role provisionally agreed for the Overview and management Scrutiny Committee reported to an earlier meeting of Full Council. The Committee was designed to be outward facing.
- 2.5 A report to the [7 July Council](#) confirmed that Councillors Sue Alston, Dawn Dale, Christine Gilligan, Mark Jones, Mike Levery, Mohammed Mahroof, Sioned-Mair Richards and Kaltum Rivers had been appointed to the committee in accordance with the above.

### **3 TERMS OF REFERENCE**

3.1 The following draft terms of reference are commended to the Committee:

- (a) To guide the Council's transition to a committee system of governance and to set the parameters for stakeholder engagement.
- (b) To seek input from outside the organisation as it thinks fit, ensuring citizens are engaged and are provided with opportunities to help shape this programme of work.
- (c) To have oversight of the work carried out in the Transition to Committees programme.
- (d) To review proposals for a modern committee structure and approve the recommendations to be made to Full Council.
- (e) To keep the Council's constitutional arrangements under review and consider officers' proposals for changes to the Constitution.
- (f) To make such recommendations to Full Council as it considers appropriate for ways in which the Constitution should be amended in order to achieve the purposes of a committee system of governance.

#### **4. Recommendation:**

4.1 *That the terms of reference for the Governance Committee at item 3.1 be approved and that it be noted that these will then be added to the Constitution.*

**Gillian Duckworth**  
**Director of Legal and Governance**