

Electoral and Member Arrangements Committee - Terms of Reference

Responsibilities

This Committee is responsible for:

- Developing the role of Members, particularly within their local community
- Keeping the Constitution under review and making recommendations to Council on any changes that may be required
- When asked by the Executive, contributing where appropriate to the development of the Council's response to developments in government policy impacting local democracy as a whole (e.g., local government reform)
- Keeping the Committee structure under review and making recommendations to Council as and when necessary, on the number, names, terms of reference, size and political proportionality of Committees
- Making recommendations to Council as and when necessary, on the political proportionality of the Council's representation on other authorities, joint Committees and partnership bodies
- The removal of Local Authority Governors to school governing bodies
- The removal of Local Authority nominees to the Management Committees of Pupil Referral Units (PRUs)
- The removal of Local Authority governors to Academies
- Making or arranging the following appointments and nominations:
 - i. Parent Governor Members of Council Committees
 - ii. Independent appeal Panels (school admissions and exclusions)
 - iii. Independent members of Social Services Complaints Review Panels
 - iv. The selection Panel for the Independent Person
 - v. Members of the Member Remuneration Panel
 - vi. Any other non-Council Members on Council Committees
- Making appointments and nominations on behalf of the Council to serve on outside bodies (except those needing to be made by the Leader in connection with a delegation by them of their functions, the list of those appointments to be agreed between the Leader and the Committee from time to time)
- Monitoring expenditure on Members allowances, expenses and services, and any Members' Grants Schemes

- Overseeing all Member accommodation, facilities and support services, including conferences, training, secretarial and other Officer support, and making recommendations to the relevant Cabinet Member, as appropriate
- Agreeing arrangements for Member attendance at conferences
- Determine requests from a lead petitioner for a review of the Council's response to a petition in accordance with Petition Scheme
- To receive reports from informal Member Working Groups where they do not report elsewhere
- Dealing with all matters delegated to it by full Council relating to KCC elections and the Council's Electoral Boundaries.