

By: Richard Long – Chairman of the Governance and Audit Committee
To: Geoff Wild – Director of Governance and Law
Governance and Audit Committee – 24 July 2013
Subject: **Terms of Reference for Governance and Audit Committee Trading Activities Sub- Committee (formerly Sub-Group)**
Classification: Unrestricted

Summary: This report recommends that there should be three Members on the Governance and Audit Committee Trading Activities Sub Committee.

FOR DECISION

Introduction

1. The original terms of reference for the Trading Activities Sub Committee were approved by the Governance and Audit Committee in June 2009. The Committee considered a report on 25 April 2013 which recommended changes to the terms of reference.
2. The Committee agreed to the proposed changes with the exception of the number of Members who should sit on the Sub-Committee. The agreed Terms of Reference are set out in the Appendix to the Minutes of the Committee meeting on 25 April (Page 11 of these agenda papers).

The proposed membership

3. The Sub-Committee has traditionally consisted of three Members. These are the Chairman of the Governance and Audit Committee, 1 representative from the Administration and 1 Opposition representative. This has provided the opportunity for detailed discussion which has, in turn, enabled it to effectively carry out the work that has been assigned to it.
4. In considering the optimum number of Members needed to carry out the Sub-Committee's functions, it is necessary to balance the wish to be inclusive against having an over-cumbersome membership, whilst bearing in mind the limited and technical nature of the Sub-Committee's remit.
5. If each of the political Groups represented on the Committee (including the Independent Member) were to become Members of the Sub-Committee, it would consist of 9 Members (well over half the Committee's entire membership).
6. As the Sub-Committee has been successful with a membership of three, it is proposed that this arrangement should continue. The membership would therefore consist of the Chairman of this Committee, 1 Conservative and 1 UKIP (as the main Opposition Group) representative.

7. It is equally important to ensure that all members of this Committee are given the opportunity to attend the Sub-Committee meetings if they wish to do so. It is therefore proposed that all members of the Committee are informed whenever a meeting is arranged and that they are also sent a link to the full agenda papers and a hard copy on request.

Recommendations

8. The Committee is recommended to AGREE that the membership of the Trading Activities Sub-Committee will consist of 2 Conservative and 1 UKIP Member of the Committee and that all other Committee members are informed whenever a meeting is arranged and provided with a link to the full agenda papers and a hard copy on request.

Geoff Wild
Director of Governance and Law
Tel No: 01622 694302
e-mail: geoff.wild@kent.gov.uk

Background Documents: None