

ABINGDON TOWN COUNCIL

Report to	FINANCE, GOVERNANCE AND ASSET MANAGEMENT
Meeting date	3 March 2025
Report author	Responsible Finance Officer / Town Clerk
Agenda item	8

Committee Restructure Proposal

1. **Purpose of the Report**

- 1.1 To recommend adoption of the proposed Committee Structure to Town Council.
- 1.2 To recommend adoption of the draft calendar of meetings under the new structure, for 2025-26.

2. **Summary**

- 2.1 Aim of the restructure is to create a more efficient and cohesive structure to allow the decision making and implementation of the actions to flow better.

3. **Action required**

The committee is requested:

- 3.1 To recommend adoption of the Committee restructure to Town Council
- 3.2 To recommend adoption of the meetings calendar for 2025-26.

This will require a proposer and seconder and a vote.

4. **Link to strategic plan and objectives**

Key Objective 3: To manage the Council's assets efficiently and effectively to meet for the needs of the community now and in the future.

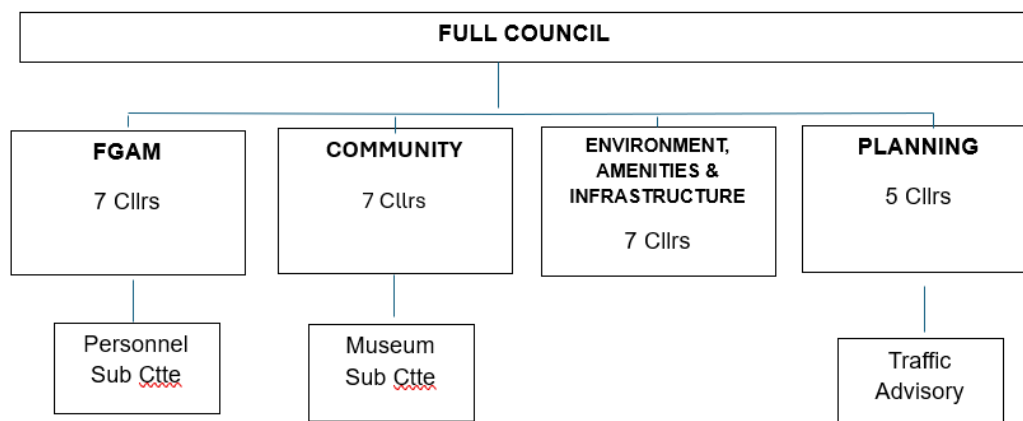
5. **Key information and options**

- 5.1 Reduce the number of cycles from 5 to 4 to give officers more processing time for actions to be facilitated and prepare reports for the next cycle. Improving the operational efficiency of the Council's operations.

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5.2 Amalgamate Town Infrastructure and E&A into one committee, the last year has proven that, in many cases, decision making is split over both committees.

5.3 Proposed Committee Structure and Councillor delegation



5.4 Actions from and in between meetings:

- Actions Register will continue in its current form to catch committee actions and motions.
- The Planner will be implemented, this gives Officers their actions / to dos, populated by DSO / Clerk or the Officer. It emails weekly reminders to the officers or councillors assigned the action when it remains outstanding. A task finish date is added to each task. This can be exported to excel and included in the monthly newsletter for all staff and councillors.

6. **Climate change/green implications**

None.

7. **Financial/budget implications**

To manage the council's finances and assets efficiently and effectively.

8. **HR implications**

None.

9. **Consultation implications**

I consider that there are no matters within the report on which we should consult

9. **Supporting papers and appendices**

APPENDIX A – Draft Meetings calendar 2025-26

APPENDIX B – Organisation Chart Feb 2025

Cherie Carruthers RFO
26 February 2025