

ABINGDON TOWN COUNCIL

Report to	TOWN COUNCIL
Meeting date	12 March 2025
Report author	Responsible Finance Officer / Town Clerk
Agenda item	11

Committee Restructure

1. **Purpose of the Report**

1.1 To approve the recommendation from FGAM

F74/24: the committee recommended that the town council adopts the proposed new committee structure and meeting calendar, subject to the town council agreeing to the Town Clerk and Chair of FGAM bringing a full proposal to town council in May.

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 Council is requested to:

3.1 To adopt the new Committee structure below in Item 5.

3.2 To adoption the meetings calendar for 2025-26 attached in appendix A.

This will require a proposer and seconder and a vote.

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

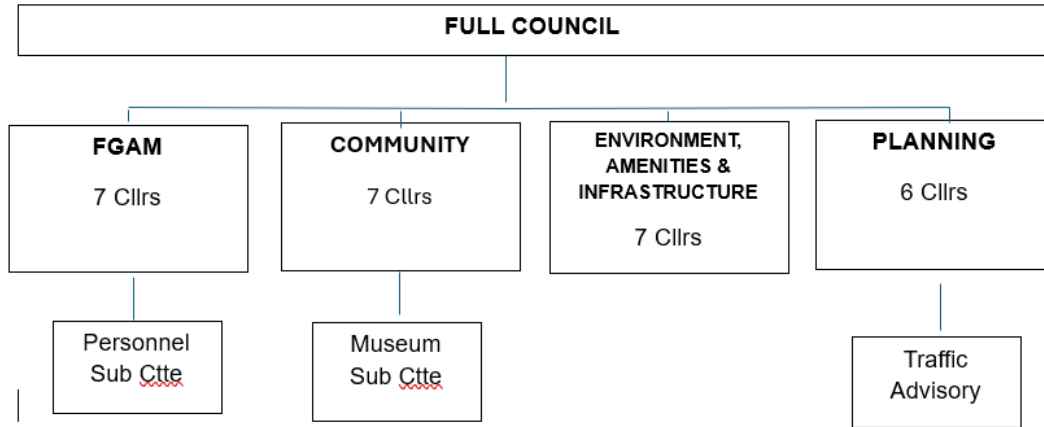
Key Objective 3: To manage the Council's assets efficiently and effectively to meet for the needs of the community now and in the future.

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.

5.2 Consolidate 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:

- Action 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 councils finances and assets efficiently and effectively by a projected saving of £5,253.00 per annum by reducing the cycles to 4, and consolidating 2 committees, total reduction 9 meetings.

Saving is based on Officers average time: Clerk/RFO, DSO, SLT officers, attending meetings, time taken to write standard reports for an additional committee and an additional cycle for all current committees.

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

Cherie Carruthers RFO
7 March 2025