



Ilfracombe Town Council

TERMS OF REFERENCE DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION SUB-COMMITTEE:

1. Purpose

The Devolution and Local Government Reorganisation Sub-Committee (hereinafter referred to as "the Sub-Committee") is established to oversee and facilitate the transition of assets, services, and responsibilities in response to local government reorganisation. The Sub-Committee will provide strategic direction, ensure effective stakeholder engagement, and support the orderly devolution of powers, assets and services to our town council. In addition recommendations will be made to shape the future of Ilfracombe and its environs.

2. Objectives

The key objectives of the Sub-Committee are to:

- Assess and review the implications of local government reorganisation on the council and its local communities.
- Identify and evaluate assets and services that may be devolved to the town council.
- Develop recommendations for the council on asset transfers, service devolution, financial and staffing implications.
- Engage with North Devon District Council (NDDC), Devon County Council (DCC) other local authorities, and relevant stakeholders to facilitate a smooth transition.
- Ensure that smaller parish councils are adequately supported through collaborative working arrangements.
- Monitor and review the progress of devolution initiatives and report findings to the Full Council.

3. Membership

- The Sub-Committee shall consist of a minimum of 5 and a maximum of 7 members.
- Membership shall include councillors appointed by the Full Council, ensuring representation from key areas affected by the reorganisation.
- The Chair and Vice-Chair shall be elected by the Sub-Committee at its first meeting.
- The Town Clerk (or an appointed officer) shall provide administrative support and act as a liaison with external bodies.

4. Meetings

- The Sub-Committee shall meet as required to fulfil its objectives.
- A quorum shall consist of 3 members.
- Decisions shall be made by a majority vote, with the Chair holding a casting vote in the event of a tie.
- Minutes of each meeting shall be recorded and submitted to the Full Council for review.

5. Authority & Reporting

- The Sub-Committee is an advisory body and shall make recommendations to the Full Council for approval.
- The Sub-Committee may establish working groups or task forces as needed to focus on specific areas of devolution.
- Reports and updates shall be presented at council meetings to ensure transparency and accountability.

6. Delegated Powers

The Full Council may delegate the following powers to the Sub-Committee:

- The authority to negotiate with North Devon District Council, Devon County Council and other stakeholders on potential asset and service transfers, within parameters set by the Full Council.
- The ability to commission feasibility studies and reports related to the devolution process, subject to an agreed budget.
- The authority to engage directly with town and parish councils to promote joint working and collaboration, with the potential to establish local council clusters.
- The authority to prepare draft agreements and frameworks for asset transfers and service devolution, for subsequent approval by the full council.
- The ability to approve minor operational decisions related to the implementation of devolution plans, within agreed financial and strategic limits.
- The power to engage external consultants or advisors where necessary, within an agreed expenditure limit.

7. Stakeholder Engagement

- The Sub-Committee shall liaise with North Devon District Council, Devon County Council, town and parish councils, and other relevant organisations to align objectives and share best practices. Where necessary, the Sub-Committee may also invite stakeholders to meetings to contribute insights, provide expertise, or support collaborative efforts.
- Public and community engagement shall be encouraged where possible to gather input on service delivery changes.

8. Review

- The Terms of Reference shall be reviewed annually or as required to ensure they remain relevant to the evolving nature of local government reorganisation.
- Amendments shall be subject to approval by the full council.

These Terms of Reference were adopted by the Council at its meeting held on 14th April 2025.

This document serves as the guiding framework for the operation of the Devolution and Local Government Reorganisation Sub-Committee, ensuring a structured and collaborative approach to the transition process. – Adopted 14 April 2025

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