

# Higham Ferrers Town Council

## Committee – Terms of Reference (Revised August 2016)

### 1. POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will comprise of a maximum of 5 members plus the Mayor and Leader as ex- officio with voting rights. There will be 3 substitutes and the Mayor may be substituted by the Deputy Mayor and the Leader by the Deputy Leader. Members and substitutes will be elected by the Council at the annual meeting.

**Quorum** – 4 unless otherwise determined by the town council.

#### **Terms of Reference:**

(a) The Policy and Resources is authorised to obtain appropriate external legal and other professional advice in order to fulfil its responsibility to the town council.

(b) The Policy and Resources committee is authorised to investigate on the behalf of the town council anything that threatens or adversely affects the accomplishment of the town Council's aims and objectives, its assets, the reliability of all records and information, and its compliance with all relevant laws, regulations, policies and its governing instruments.

(c) To review probity and the effectiveness of the Council's internal controls.

(d) To recommend to the town council a framework of effective audit coverage, having reviewed the internal external audit processes.

(e) To review and monitor the Council's internal audit programme.

(f) To ensure that regular audits are carried out in the following areas: legal, risk, financial (including statutory annual audits, VAT, PAYE), health and safety, investments and insurance, and to contribute to these reviews

(g) To monitor internal and external audit reviews and to make recommendations to the town council accordingly.

(h) To review the performance of the Town Council's independent internal auditor and advise the council on any changes that ought to be made to their terms of engagement

(i) To investigate on behalf of the town council any financial or administrative matter which may put the town council at risk.

(j) To examine reports on special investigations and to advise the town council accordingly

- (k) To consider the appropriateness of officers action following internal audit reviews and to advise officers on any additional or alternative steps to be taken. Town Council to be advised of action taken.
- (l) To ensure there is coordination and good working relationships between internal audit, external audit and any other review bodies that have been set up.
- (m) To review council policies and make recommendations to council.
- (n) To review insurance annually.
- (o) To review risk assessment and risk management annually.
- (p) To agree financial transactions in accordance with Financial Regulation.
- (q) To monitor expenditure against budget.
- (r) To review budgets in November and make recommendations on budgets for following financial year and the precept.
- (s) To be responsible for the management of the Town Hall, Public Conveniences and Farmers' Market.
- (t) To oversee property maintenance as required.
- (u) To oversee capital projects and make recommendations to full council.
- (v) The committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- (w) To deal with any other urgent matters which are not specifically reserved to the Council for decision and are not included in the terms of reference of any other Committee.

## **2. ENVIRONMENT AND RECREATION COMMITTEE:**

### **Membership:**

The Environment and Recreation Committee will comprise of a maximum of 5 members plus the Mayor and Leader as ex- officio with voting rights. There will be 3 named substitutes and the Mayor may be substituted by the Deputy Mayor and the Leader by the Deputy Leader. Members and substitutes will be elected by the Council at the annual meeting.

**Quorum** – 4 unless otherwise determined by the town council.

**Terms of Reference: (note these are the previous TORs of the Recreation and Amenities Committee and the Environment Committee combined)**

- (a) To deal with all matters relating to the provision and promotion of burial provision, recreation and leisure in Higham Ferrers and all matters relating to the provision and promotion of allotments, footpaths, trees, common land and open space including Riverside Park.
- (b) To oversee the management of all land and buildings held or otherwise used by the Council for the purposes detailed in (a).
- (c) Responsibility for repairs and maintenance of the Cemetery, Closed Churchyard Saffron Road Recreation Ground including the pavilion, Castle Fields and all play areas in Higham Ferrers.
- (d) To monitor the Rules and Regulations pertaining to the Cemetery.
- (e) To spend funds within pre-budgeted figures for items under the remit of this committee, subject to the correct financial procedures being followed as laid down in the standing orders and Financial Regulations of Higham Ferrers Town Council.
- (f) Control of bookings for the pavilion, Saffron Road Recreation Grounds and Castle Fields.
- (g) To prepare estimates of expenditure in October for consideration by the Council when preparing the following years budget.
- (h) To review the income annually in respect of the use of the cemetery and Saffron Road Recreation Grounds and Castle Fields.
- (j) To oversee the work of the Council which deals with Tourism for the Town and preservation and promotion of its Heritage.

The committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.

### **3. PLANNING AND DEVELOPMENT COMMITTEE:**

The Planning and Development Committee will comprise of a maximum of 5 members plus the Mayor and Leader as ex- officio with voting rights. There will be 3 named substitutes and the Mayor may be substituted by the Deputy Mayor and the Leader by the Deputy Leader. Members and substitutes will be elected by the Council at the annual meeting.

**Quorum** – 4, unless otherwise determined by the council.

#### **Terms of Reference:**

- (a) The committee shall receive, consider and respond all planning applications from the Local Planning authorities. Any major planning applications will be recommended to Council for consideration.

(b) Will consider all matters relating to Listed Building consents, buildings of special interest, historic buildings and buildings in the conservation area, Local development framework, Tree Preservation Orders (any TPO matters will be considered in liaison with the Environment and Recreation Committee, see para 2(i) above), Street naming and numbering.

(c) To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission.

(d) To respond to all relevant consultation documents relating to planning and associated matters and development.

(e) The committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.

(f) Responsibility for issues affecting traffic, highways and transport including public transport.

#### **4. GRIEVANCE AND DISCIPLINARY SUB-COMMITTEE**

##### **Membership**

The Grievance and Disciplinary Sub-Committee will consist of 4 Members of the Council plus the Mayor as ex-officio with voting rights, as determined by the Council at the annual meeting. The Mayor may be substituted by the Deputy-Mayor. They must not be members of the Appeals Sub-Committee.

**Quorum** – 3, unless otherwise determined by the council.

##### **Terms of Reference:**

(a) To hear cases and make determinations in accordance with the Council's Grievance and Disciplinary procedures.

(b) To deal with complaints received under the councils' complaints procedure.

#### **5. APPEALS SUB-COMMITTEE:**

The Appeals Sub-Committee will comprise of 4 members of the council plus the Leader of the Council as ex-officio with voting rights, as determined by the Council at the annual meeting. The Leader may be substituted by the Deputy Leader. They must not be members of the Grievance and Disciplinary Committee.

**Quorum** – 3, unless otherwise determined by the council.

##### **Terms of reference:**

(a) To hear appeals and make determinations in accordance with the Council's Grievance and Disciplinary procedures.

- (b) To consider appeals against refusal notices under the Freedom of Information Act.
- (c) To consider appeals against a decision made under the Council's complaints procedure.

## **6. PERSONNEL AND ADMINISTRATION COMMITTEE**

### **Membership:**

The Personnel and Administration Committee will comprise of a maximum of 5 members plus the Mayor and Leader as ex- officio with voting rights. There will be 3 named substitutes and the Mayor may be substituted by the Deputy Mayor and the Leader by the Deputy Leader. Members and substitutes will be elected by the Council at the annual meeting.

**Quorum** - 4, unless otherwise determined by the council.

### **Terms of Reference:**

- (a) To deal with all matters relating to Recruitment of Staff.
- (b) To oversee the appraisal process.
- (c) To review staff job descriptions and contracts as required.
- (d) To review staff pay annually for recommendation to Council.
- (e) To monitor and review the personnel policies of the Council.
- (f) Responsibility for staff training and professional development.
- (g) To deal with other staffing matters as they arise.

## **SCHEME OF DELEGATION**

### **7. MATTERS RESERVED FOR DECISION BY THE COUNCIL:**

**The undermentioned matters shall be reserved for decision by the Council itself:**

- (a) All matters for which the approval of the Council itself is required by statute;
- (b) The appointment of Standing or Special Committees and of other ad hoc bodies, excluding Sub-Committees, which shall be a matter for decision by the Standing Committees themselves;
- (c) The promotion of or opposition to legislation including byelaws;

(d) The making, alteration or revocation of Standing Orders and the waiver or modification thereof;

(e) The giving of evidence before Commissions, Inquiries and similar bodies and the formal expression of views on the reports of such bodies;

(f) The appointment or dismissal of the Clerk to the Council;

(g) All major policy matters.

## **8. POWERS DELEGATED TO ALL STANDING COMMITTEES:**

**All Committees may take decisions in the Council's name, provided that:**

(a) Such decisions are within the Council's powers and are not matters specifically reserved for the Council itself;

(b) Such decisions are within their terms of reference, do not fall within the terms of reference of any other Council body, are in accordance with Standing Orders and do not conflict with the overall policy direction of The Council;

(c) Expenditure incurred is provided for in the approved estimates or is wholly reimbursable;

(d) There is no conflict with a decision of another Council body. In cases where there is conflict the matter shall be referred for consideration by the Council for determination;

(e) Given that no other provision is made within Standing Orders, all Standing Committees shall elect, annually, a Chairman and a Vice-Chairman.

## **9. ACTIONS DELEGATED TO TOWN CLERK**

The Town Clerk is authorised:-

(i) to sign on behalf of the Council any document necessary to give effect to any decision of the Council;

(ii) to take proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council;

(iii) to institute and appear in any legal proceedings authorised by the Council;

(iv) to appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest;

(v) to alter the date or time of a committee meeting, but before doing so, shall consult the chairman of the committee concerned about the need for the change and about alternative dates and times;

(vi) to decide arrangement for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Leader;

(vii) The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is on such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2000.00. The Clerk shall report the action to the council as soon as practicable thereafter;

(vii) To incur expenditure for the maintenance, replacement or repair of existing plant, buildings, land or equipment subject to it not exceeding the budget set;

(viii) To act as line manager to all the Council's staff in accordance with the Council's policies, procedures and budget, including;

(viii) The paying of employees their salaries and wages at the rates agreed by the Council;

(ix) The control of staff performance and discipline and performance;

(x) Payment of expenses and allowances in accordance with the Council's scheme;

(xi) To arrange staff and councillor training when required subject to the budget being available and a report being to the Personnel and Administration committee as soon as practicable thereafter.