



NORTHLEACH WITH EASTINGTON TOWN COUNCIL

The Westwoods Centre, Bassett Road, Northleach, GL54 3QJ
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Terms of Reference for Standing Committees 2017

Adopted at the Council meeting on 18 October 2017

These terms of reference will be reviewed annually to ensure they remain relevant.

Next review due September 2018

Town Council business is conducted at monthly meetings and through committees and sub-committees in accordance with the Council's Standing Orders and Financial Regulations.

The following committees are standing (permanent) committees:

- Finance, Funding & Grants
- Property, Premises & Maintenance
- Westwoods

Membership of committees shall be established at the Annual Meeting of the Council.

After it has appointed the members of the committee, the Town Council shall appoint a Chair for the committee, who shall, unless they resign or become disqualified, hold the position until the next Annual Meeting of the Council.

Non-councillors may be appointed to a committee, unless it is a committee that regulates and controls the finances of the Council. Non-councillors have voting rights where the committee's purpose is for the management of land owned or occupied by the Council.

Committees shall not number more than seven councillors.

The quorum for any committee is three.

The standing committees have delegated powers and authority over expenditure as described in these terms of reference and within prescribed budget limits.

Within these delegated powers, and in accordance with the Council's Financial Regulations, an item of expenditure:

- under £500 may be approved by the Clerk in consultation with the relevant committee Chair; and must be reported at the next relevant meeting;
- greater than £500 may be approved by a majority vote of the relevant committee;
- greater than £5,000 must be referred to full council,

Items grouped as a single project and contracts with a cumulative annual value in excess of these amounts shall be treated as a single item. Values are gross and include VAT.

No individual councillor can authorise expenditure without prior approval.

Finance, Funding and Grants Committee (Finance)

1. The Chair of the Town Council is an ex-officio member of this committee.
2. The Chair of the PPMC will be invited to join this committee.
3. The Responsible Financial Officer (RFO) is responsible for the proper administration of the Town Council's financial affairs, and the maintenance of the documents and records necessary for this purpose.
4. **The primary purpose is to ensure that the council remains in a healthy financial position at all times and can meet its liabilities.**
5. The committee has an overview of the Council's finances and meets quarterly to monitor budget against actual spending, and take any necessary corrective action.
6. It can approve expenditure in respect of the following: Staff salaries (including national insurance and pensions), Office services (including but not limited to: telephone and internet connection, stationery and office consumables, computing equipment and software, audit and legal fees); Training (for staff and councillors), Memberships of professional bodies, and Grants.

The committee also has delegated responsibility to:

7. Ensure adequate internal systems of financial control are in place.
8. Consider and where appropriate, authorise, any requests from standing committees for supplementary expenditure, by making budget virements from other headings or from general reserves.
9. Consider and award applications for grants and donations to local causes.
10. Review the Financial Regulations (which must be considered by full council).
11. Help the Clerk maintain the Asset Register and review the same annually.
12. Review the Council's Risk Management Plan annually (by the end of October)
13. Review all insurances (annually) as required including Public Liability Insurance, Employers' Liability Insurance, Fidelity Guarantee Insurance, Buildings and Contents Insurance or any other insurances required by law or to appropriately reduce financial risk to the council.
14. Review the internal and external audit reports (which must be considered by full council as well) and agree upon the actions arising.
15. Assist the Clerk with the preparation of the council's budget for the following year (for consideration by full council).
16. Make a recommendation to full council on the level of precept (January meeting).
17. Ensure that the council's computer systems and software are secure and satisfactory for the purpose of carrying out the financial business of the council.
18. Receive and consider reports from the Staffing Subcommittee on employment matters, including business continuity, staffing levels, appraisals and salary review.

Property, Premises & Maintenance Committee (PPMC)

19. This committee meets at least quarterly to oversee maintenance of the council's property and premises. (Note: this does not include the Westwoods Community Centre, which is managed by another committee, or the King George V Playing Field, which is managed by a Charitable Trust).

20. The purpose of the committee is to ensure that the council's property and premises are maintained in a safe condition and managed to a high standard.

21. To carry out this work, this committee can authorise and monitor expenditure under the following budget areas: "General (PPMC)", including Grounds Work, Water Meadow, Cemetery and churchyard, Town, Allotments, Snow Clearing and Resilience.

The committee has delegated responsibility for:

22. Town Council-owned street furniture, including bus shelters and canopy, benches, traffic mirrors, litter bins and dog poo bins, and maps to show the positions of the same.
23. In the Market Place, the notice boards, war memorial, flower beds and trees, Christmas tree installation and removal, and Town Sign.
24. The Charter Market held every Wednesday in Northleach Market Place.
25. The closed churchyard and burial ground, its policies and fees (to be reviewed annually).
26. The Nangles Allotments, the tenancy agreements and fees (to be reviewed annually).
27. Grass cutting across the town, including verges, to make sure the work is carried out according to the specification in the contract and to the required standard.
28. The Wills & Hamilton Meadow, for its maintenance and long-term management strategy.
29. Children's play spaces, including the annual Health & Safety inspection and regular visual checks.
30. Winter preparation, including provision of grit bins, and snow clearing arrangements.
31. The parish Resilience Plan, including maintenance of the resilience sheds and their contents (to be inspected annually).

The committee will also:

32. Help the clerk maintain the Asset Register for the areas under its management.
33. Review and update the Risk Assessments for the areas under its management annually (by the end of October) or as required.
34. Prepare the tender documentation for the grass cutting contract, review responses and make a recommendation to full council.
35. Submit spending proposals for the following financial year to the Finance Committee for budget purposes (by the end of October).

Westwoods Committee

- 36. This committee meets quarterly to oversee the management and operation of the Westwoods Centre, a community centre with rooms for hire and the Town Council offices.
- 37. The Westwoods Centre Manager is a member of this committee, with voting rights.

38. The purpose of the committee is to ensure that the Westwoods Community Centre is maintained in a safe condition and managed to a high standard.

- 39. The committee can approve expenditure under the cost centre "Westwoods" in respect of the following: utilities (electricity and fuel), cleaning and waste management, routine maintenance and repair, equipment purchases, bar and event stock, and marketing. These budgets are intended for general running costs, not for capital works.

This committee also has delegated responsibility to:

- 40. Review the Risk Assessment for the Westwoods Centre annually (by the end of October), agree any actions arising and ensure they are carried out.
- 41. Review contracts/hire agreements annually or in line with any H&S issues identified.
- 42. Review fees and charges (annually).
- 43. Review day to day operations to ensure that they are effective and efficient.
- 44. Develop a repair and maintenance programme, and see that it is followed.
- 45. Help maintain the asset register in respect of the Westwoods Centre.
- 46. Identify capital projects.
- 47. Submit spending proposals for the following financial year to the Finance Committee for budget purposes (by the end of October).

Staffing subcommittee

48. The Staffing Subcommittee is appointed by the Finance Committee.
49. It shall consist of three members, appointed from members of the Finance Committee.
50. The Chair of the Town Council is an ex-officio member of this subcommittee.
51. The Staffing Subcommittee will provide the line manager function to the Clerk, including authorisation of holiday, sick leave and other absence from work.
52. The subcommittee shall meet as often as required to perform its duties.
53. Meetings will be private because matters pertaining to the employment of staff are confidential, in accordance with the Public Bodies (admission to Meetings) Act 1960 as amended by the Local Government Act 1972, section 100.
54. The subcommittee reports to the Finance Committee quarterly.

55. The primary purpose is to manage staff and employment related issues in accordance with the relevant legislation; and to ensure the council follows best practice in providing good working conditions for staff, including health and safety.

The subcommittee has delegated responsibility to:

56. Consider and implement any changes required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service as laid down by the National Joint Council (NJC) and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
57. Determine the staffing levels necessary to efficiently discharge the work required by the council, review the role profiles and workloads periodically, and make any necessary recommendations in respect thereof to the full council
58. Recruit new members of staff by assisting with preparation of the advertisement, person specification, job description and contract for approval by council, shortlist the applicants, carry out interviews and make a recommendation to full council about the preferred candidate.
59. Assess the performance of the new member of staff after completion of their probationary period, and recommend the next steps to full council.
60. Ensure that all staff have an annual performance review and salary review. Note, it is not incumbent upon the council to make any change to the employee's salary following a salary review.
61. Manage attendance, long-term sickness absence, annual leave, and other types of leave in accordance with the law and current council policies.
62. Deal with any staff disciplinary matter or staff grievance.
63. In discussion with the staff member, identify and agree training requirements, and approve expenditure requests within the training budget.
64. Assist the Clerk in preparing and maintaining a business continuity plan to mitigate the severity of potential service disruptions.
65. Be aware of sources of expert advice on employment matters and ensure that the council uses such sources when there is any doubt about good employment practice and undertake training as required to support their role as the council's staffing subcommittee.

ADDENDUM

Where specific powers and responsibilities have not been delegated to a committee or subcommittee, then the item in question must be considered at full council. The council's responsibilities include but are not limited to:

Policy & Governance

66. Appoint Council Chair and Vice Chair; and standing committees (May meeting)
67. Update the register of interests (May meeting)
68. Receive Internal audit report (May meeting)
69. Approve Annual Governance Report and Accounting Statement (May meeting)
70. Review Standing Orders and Terms of Reference for Committees (June meeting)
71. Review Financial Regulations - after scrutiny by Finance Committee (July meeting)
72. Receive external audit report and agree actions arising (September meeting)
73. Review the Code of Conduct (October meeting)
74. Review Risk Management Plan (November meeting)
75. Approve budget for following financial year (January meeting)
76. Agree precept to be levied (January meeting)

Land & Capital Projects

77. Approve the acquisition or disposal of land; and spending for capital projects.

Planning & Statutory Consultations

78. As a statutory consultee, respond to planning and licensing applications in the parish and to consultations affecting planning.
79. When a planning application is received, the admin assistant will canvas members' opinions on the application by email (or verbally if email cannot be used). If all councillors respond with "no objection" then this response can be submitted and will be reported to the next meeting. If responses are not received from all councillors or any opinion other than "no objection" is received, then the council's response shall be formulated at the next meeting by the councillors present at that meeting.
80. Planning is usually considered at monthly council meetings, but an extraordinary meeting may be called if the application or consultation is significant, contentious, or urgent.

Transport & Highways

81. Work with principal authorities and their representatives to resolve transport issues for which they are responsible, such as road repairs, gully cleaning, parking enforcement, bus services, street lights, and footpaths, etc.

Publications & Information

82. Provide communications, via a website, social media, email list, and newsletters (as appropriate) to inform the public about parish council matters (agendas, minutes and parish services) as well as other useful information, such as local events and organisations.
83. Meet obligations under the Freedom of Information Act and Model Publications Scheme.

Youth Activities

84. Encourage access to recreational activities for children and young people in the town.

Forward Planning

85. Develop town-wide strategy, such as a Town or Neighbourhood Plan.

