

Planning Committee – Terms of Reference

- The Committee will comprise up to six Members.
- The quorum of the Committee shall be three Members.
- The Committee shall undertake the following roles and functions: -
 1. To make policy recommendations to Town Council in relation to the Local Plan and in relation to the proposed provisions to existing approved strategy and local plans as and when the Council's observations are sought concerning these plans.
 2. To make policy recommendations to Town Council's policy in relation to draft supplementary planning guidance as and when the Council's views are sought by the Unitary Authority.
 3. To have delegated power to determine the Town Council's comments, observations and/or objections in relation to any planning application on which this council is consulted.
 4. To have delegated power to comment as required by other Planning Authorities on any other matters covered by the various Town and Country Planning Acts and similar legislation e.g. with regards to conservation area proposals and periodic reviews of the register of listed buildings.
 5. To carry out a planning enforcement role locally by reporting to the local unitary planning authority any alleged incidents or unauthorised development or any alleged contraventions of conditions associated with authorised developments

Approved by Planning Committee on 8th March 2021 to be adopted at Annual Meeting on 18th May 2021 - Minute 0239/2021 refers



Personnel Committee – Terms of Reference

- The Committee will comprise up to 5 Members.
- The quorum of the Committee shall be three Members.
- The Committee shall oversee the following roles and functions: -
 1. Monitor all budgets relating to Staff remuneration, benefits and non-statutory training.
 2. Review of personnel policies & the Employee Handbook (for ratification by Full Council).
 3. To recommend to Council the overall Staffing structure and approval of additional or removal of posts.
 4. To recommend the pay and conditions of staff (within Council approved budgets).
 5. Appointment of Permanent Staff.
 6. Consider grievance matters under the Council's Grievance Procedure.
 7. Disciplinary matters under the Council's Disciplinary Procedure.
 8. Recommending individual grading issues and job evaluation within Council approved budgets.
 9. Consider issues relating to the Local Government Pension Scheme as it effects individual employees and administration of retirement.
 10. Oversight of administration of retirement in cases of permanent ill health
 11. Review of Pensions Discretions Policies.
 12. Approval of job descriptions & person specifications.
 13. Consideration of absence issues under the Council's Attendance Management Guidelines.
 14. Address Grievance and Disciplinary Appeals.
 15. Issue of Contracts of Employment.
 16. Development Review and assessment at end of Probationary period.
 17. Oversight of Training & Development Plans for staff.

(Approved at Town Council meeting dated 23 July 2019, Minute 0141ii)/1920 refers)