



## **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 at Town Council meeting dated 18<sup>th</sup> May 2021, Minute 0010/2122) refers)



## **Personnel Committee – Terms of Reference**

5 Members – Quorum of 3

The overall purpose of this Committee is to effectively and efficiently discharge the Council's duty as an employer.

### **Functions of the Committee and Delegation of Functions**

1. To recommend to Council the overall staffing structure including the approval of additional posts and deletion of existing posts.  
*Delegation - None - Final approval remains with Council*
2. Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.  
*Delegation –*
  - *Committee (Council if Town Clerk)*
  - *Administration of retirement in cases of permanent ill health, after medical advice via Shropshire Pensions*
3. To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working  
*Delegation - Committee recommends, final determination by Council*
4. To agree the pay and conditions of staff  
*Delegation –*
  - *Town Clerk reserved for Council*
  - *All other staff to Committee including payment of honoraria if within approved budget; otherwise reserved to Council*
5. Approval of personnel policies & Employee Handbook  
*Delegation - Committee, including discretionary provisions of National Joint Agreement*
6. Appointment of Staff  
*Delegation –*
  - *Organisation of recruitment process and selection of the Town Clerk to a Recruitment Panel appointed by Council.*
  - *Appointment of Deputy Town Clerk/RFO to a Recruitment Panel appointed by the Committee*
  - *Appointment of other staff to Town Clerk*
  - *Town Clerk for casual staff and temporary appointments*
  - *Decision on whether to fill vacant positions is delegated to Town Clerk.*
  - *Decision on recruitment of contract staff or interim contract staff to Committee.*
7. Disciplinary matters under the Council's Disciplinary Procedure.  
*Delegation –*
  - *Town Clerk for all matters except dismissal*



- *Appointed Hearing Officer (the Hearing Officer may be the Town Clerk for staff not directly managed by the Clerk) for dismissal*
  - *Appeal against a disciplinary decision to a nominated Panel appointed by the Committee*
  - *Dismissal of Town Clerk to be ratified by Council*
8. Determination of individual grading issues and job evaluation  
*Delegation –*
- *Committee if within approved budget; otherwise reserved to Council*
  - *Town Clerk reserved to Council*
9. Approval of job descriptions & person specifications.  
*Delegation - Committee, except for Town Clerk reserved to Council*
10. Absence issues under the Council's Attendance Management Guidelines  
*Delegation - Town Clerk except Committee in the case of Town Clerk*
11. Competence Procedure  
*Delegation - Town Clerk except Committee in the case of Town Clerk*
12. Issue of Contracts of Employment  
*Delegation –*
- *Town Clerk except Committee in the case of Town Clerk*
  - *Model Contract approved by Committee*
13. Redundancy & Redeployment.  
*Delegation - Committee*
14. Monitoring Equalities Policy in relation to employment  
*Delegation – Committee*
15. Approval of Officer Codes of Conduct  
*Delegation – reserved to Council*
16. Health & Safety  
*Delegation –*
- *Committee for approval of Policy*
  - *Council for General Statement & Organisation*
17. Grievance Procedure  
*Delegation –*
- *Town Clerk except Committee in the case of Town Clerk*
  - *Appeals to a Panel appointed by the Committee*
18. Administration of other Personnel procedures  
*Delegation - Town Clerk except Committee in the case of Town Clerk*



19. Employee Development Review and assessment at end of Probationary period  
*Delegation –*
  - *Town Clerk for all staff, often delegated to direct manager.*
  - *Mayor and Personnel Chairman for Town Clerk.*
  
20. Training & Development Plan  
*Delegation - Town Clerk*
  
21. To make budget recommendations to Full Town Council for all staffing related costs (salaries/training/expenses/conferences/workwear)  
*Delegation - None - Final approval remains with Council*
  
22. Appointment/termination of HR contractor or ad-hoc specialist HR services  
*Delegation –*
  - *Committee - for approved contractor*
  - *Town Clerk – for ad-hoc non contractor services.*
  
23. Appointment/termination of H&S contractor or ad-hoc specialist H&S services  
*Delegation –*
  - *Committee - for approved contractor*
  - *Town Clerk – for ad-hoc non contractor services.*
  
24. Freedom of Information and Data Protection  
*Delegation –*
  - *Committee - to review requests and response, and consider appeals. To consider and approve responses to correspondence from the ICO*
  - *Town Clerk – to respond to initial requests.*

NB: Any action delegated to the Town Clerk may in his/her absence be undertaken by the Deputy Town Clerk after seeking relevant advice as necessary, if the matter cannot wait until the Town Clerk returns.



## **Finance Committee – Terms of Reference**

6 Members – Quorum of 3

**Purpose :** To oversee and direct the use of financial resources

<b>Function of Committee Column 1</b>	<b>Delegation of Function/s Column 2</b>
<b>Finance</b>	
To be responsible for the overall management and control of the finances of the Council	Committee for strategic overview Town Clerk for operational management.
To monitor the Council's capital and revenue budgets.	Committee/RFO in accordance with Financial Regulations.
To approve budget virements and the use of reserves in accordance with Financial Regulations.	Committee and RFO as set out in the Financial Regulations.
To make recommendations to the Council on budget and precept requirements.	Committee RFO to prepare draft budget Approval of precept and budget reserved to Council.
Grant applications	Reserved to Council
To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.	Committee
To advise Council on borrowing policy and investment / treasury management policy	Committee  Borrowing decisions reserved to Council
To monitor the performance of all funds invested.	RFO
To supervise the Council's insurance arrangements.	RFO
To determine and keep under regular review the bank mandate for all Council bank accounts	Committee in accordance with Financial Regulations.



Function of Committee Column 1	Delegation of Function/s Column 2
To be responsible for all matters related to the full range of financial and accountancy functions.	RFO
To consider reports on outstanding debts due to the Council and to undertake recovery or recommend write off.	Committee  Write off of debt reserved to Council
To issue orders for work, goods and services	Committee/Town Clerk in accordance with Financial Regulations.
To authorise investment and debt repayment in accordance with the Council's policy.	Committee
To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets.	Committee/Town Clerk in accordance with Financial Regulations.
<b>Procurement</b>	
To co-ordinate and oversee the Council's Corporate Procurement	Committee for Strategic Overview, Town Clerk for operational management
<b>Financial Planning</b>	
To develop and review the strategic financial plan to underpin the Council's corporate strategy	Operational management to the RFO, Strategic Overview to the Committee
<b>Audit</b>	
To appoint the internal auditor	Committee
To receive audit reports and monitor the implementation of recommendations	Committee

Note : Financial Regulations require that the annual accounts and governance statement are approved by the Council.



## **Events & Christmas 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: -

### Events

6. To confirm Town Council led events
7. To confirm format and dates for all agreed events and provide an annual diarised scheme of said events
8. To approve expenditure from the relevant events budget
9. To provide budget estimates to Town Council for the following financial year
10. To consider the staff implications and resources available
11. To seek volunteers to assist at planned events
12. To provide best value including gaining sponsorship for events
13. Review feedback from events
14. To liaise with other organisations staging Town events.

### Christmas Lighting Provision

1. To review Christmas lighting provision
2. To consider tenders and quotations relating to Christmas lighting, repairs, contractual matters etc and the awarding of contracts
3. To ensure tender documentation is updated and relevant, meeting current legislation
4. To seek best value in the provision of Christmas schemes, storage, erection of lighting etc.

(Approved at Town Council meeting dated 6 July 2021, Minute 0083/1920 refers)