



TERMS OF REFERENCE FOR COMMITTEES

NORTHSTOWE TOWN COUNCIL



MAY 11, 2022, V2.1
Northstowe Town Council

TERMS OF REFERENCE OF COMMITTEES

Committee Structure

The Town Council has the following Committee Structure:

Finance and Governance Committee
Asset and Asset Transfer Committee
Planning Committee
Events and Markets Committee
Personnel Committee
Grievance Committee
Staffing Appeals Committee

Finance and Governance Committee

Membership: Eight members of Full Council

Quorum: Four

Reports to: Full Council

Role of the committee: The overall purpose of this standing committee is to ensure that the council's finances, and its statutory obligations are conducted in accordance with legislation, statutory regulations and good practice, and to administer services, which are not the responsibility of the other standing committees.

- 1 To conduct effectively the Council's budgetary, financial and precepting responsibilities in accordance with statutory requirements, and to keep the smooth functioning of the Council's work under review.
- 2 To consider and keep under review:
 - (i) The strategic vision/main objectives of the Council.
 - (ii) All major issues of policy affecting the Town Council's area.
 - (iii) The development of existing, and introduction of new, services.
 - (iv) The order of priorities between services or projects, and to advise other committees accordingly.
- 3 To consider the resources available to meet the Council's objectives in terms of land, finance and manpower and to advise other committees and the Council as required.
- 4 To have charge of the financial and accounting arrangements of the Council.
- 5 To consider the financial implications of the Council's plans and to recommend to the Council levels of expenditure in connection therewith.

- 6 To consider estimates of this committee and of other committees of income and expenditure on continuing services and payments on capital account for the next and future financial years.
- 7 To review all charges and fees made or proposed by all committees.
- 8 To submit to the Council estimates of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and make a recommendation as to the Council's Precept.
- 9 To appoint internal & external auditors and receive annual reports and act on any recommendations.
- 10 To oversee the preparation of the End of Year Accounts and the Annual Governance and Accounts Return including the Council's commitment to its Governance Statement for recommendation to Full Council.
- 11 To be responsible for the Councils' Revenue & Capital Budget and any works scheduled therein.
- 12 To be responsible for expenditure within the limits previously approved by the Council.
- 13 To consider and approve as appropriate requests from other committees to incur expenditure greater than already approved by the Council, and also to consider any such requirement in respect of its own expenditure.
- 14 To review Policies & Procedures, Internal Controls, Standing Orders & Financial Regulations, terms of reference of committees and terms of delegation to officers recommend amendments to the Council.
- 15 To consider applications for grants and to approve any such grants.
- 16 To manage any external funding receipts including s106/Community Infrastructure.
- 17 To approve all tenders above which delegated authority has not been given to officers.
- 18 To be responsible for council's market rights and investment properties and other premises owned or leased to the council (save for council properties reserved to other committees according to their responsibilities).
- 19 To be responsible for the council's electronic governance arrangements, including the council's website and social media platforms
- 20 To be responsible for public relations and major civic hospitality and ceremonies.
- 21 To oversee the civic arrangements of the Council.

- 22 To review the Council's risk including provision of insurance (including any potential claims).
- 23 To initiate and oversee any legal proceedings on behalf of the Council.

Planning Committee

Membership: Eight members of Full Council

Quorum: Four

Reports to: Full Council

Role of the committee: The overall purpose of this standing committee is: (a) to ensure informed local knowledge is brought to bear on planning and licensing applications and to convey those views in a timely way to the appropriate authority; (b) to ensure local knowledge is brought to bear in relation to highway, road safety and transportation matters affecting the Town Council's geographical area and (c) to contribute to the formation of planning policies both locally and nationally

- 1 To consider all applications received for planning and pre-planning consent within the town, other than those emanating from the Town Council itself, and to submit comments and/or objections thereon to South Cambs District Council (SCDC) /Cambridgeshire County Council (CCC) within appropriate time limits; also to consider any applications for planning consent in adjacent areas where such application would affect the well-being of the town and its residents.
- 2 To consider all appeals against planning refusal, non-determination or the imposition of conditions by the SCDC and CCC within the town and to submit comments to the appropriate government department.
- 3 To consider any proposals relating to national, regional, or SCDC or CCC including Additions and Amendments to Conservation Areas and to submit comments to the appropriate body on behalf of the Council.
- 4 To consider key development and planning policies and issues and make recommendations to the relevant body or the Council.
- 5 To consider within the appropriate time limits whether to comment on behalf of interested parties to the Licensing Authority on applications for new or amended licences made under the Licensing Act 2003 or for any other licences.
- 6 To liaise as necessary with other bodies on traffic, and transport, including public transport and road safety, and to make proposals as necessary.
- 7 To receive and consider any representations or consultations in relation to the provisions of the Localism Act
- 8 To consider and submit to the Finance and Governance estimates of income and expenditure on continuing services and on capital account for the following year.
- 10 To respond to any street naming/numbering requirements.

Assets and Asset Transfer Committee

Membership: Six members of Full Council

Quorum: Four

Reports to: Full Council

Role of the committee: The overall purpose of this standing committee is to monitor the operation of all town council property, ensuring a high standard of provision and maintenance. The committee is responsible for working in partnership with other organisations to discuss future asset transfers to the Town Council

1. To manage the use, maintenance, improvement, development and good management of all council owned or lease buildings.
2. To manage the use, maintenance, improvement, development and good management of all other council owned or leased assets.
3. To consider the amenities of the town generally and to liaise as necessary with other bodies and to make recommendations for change as appropriate.
4. To work with Local Authorities, Developers, Management Companies and other Stakeholders to establish transfer of assets to the Town Council.

Staffing Committees

Personnel Committee

Membership: Six members of Full Council

Quorum: Three

Reports to: Full Council

Role of the committee: The overall purpose of this committee is to effectively and efficiently discharge the Council's duties as an Employer.

- 1 To deal with disciplinary and capability matters **only** reporting to Council when the time for any appeal has passed.
- 2 To be responsible for appraisal of the Town Clerk.
- 3 To review Terms & Conditions of service and salaries of staff
- 4 To oversee any job evaluation process.
- 5 To review the organisational structure and necessary staffing levels.
- 6 To consider staffing reviews.
- 7 To prepare and maintain employment policies and procedures and the Staff Handbook.
- 8 To prepare and review Job Descriptions and Person Specifications.
- 9 To prepare and review Contracts of Employment.
- 10 To develop Health & Safety Policies and Procedures.
- 11 To consider any other matters delegated to the Committee by Council.
- 12 To oversee the recruitment of principal officers of the Council.
- 13 To develop the Council's training policy and needs.
- 14 To develop the Council's approach to apprenticeships, job creation and training programmes.
- 15 To consider the provisions of the National Joint Council.

Grievance Committee

Membership: Three members of Full Council

Reports to: Full Council

Role of the committee: The overall purpose of this committee is to maintain a level of fairness in relation to staff grievances in order to discharge the Council's duties as an Employer.

- 1 To undertake hearings for Grievance matters in accordance with the Council's Grievance and Disciplinary Procedures.
- 2 To deal with Grievance matters to a final conclusion, **only** reporting to Council when the time for any appeal has passed.
- 3 To make final decisions on any outcomes of grievance or personnel matters including individually, financially and procedurally.
- 1 To consider any other matters delegated to the Committee by the Council.

Staffing Appeals Committee

Membership: Three members of Full Council

Reports to: Full Council

Role of the committee: The overall purpose of this committee is to consider any appeals in relation to decisions made at Grievance Committee or Personnel Committee.

- 1 To consider any individual appeals from current members of staff against decisions made by either Grievance Committee and or Personnel Committee.
- 2 To deal with grievance or personnel matters matters to a final conclusion. This Committee forms the last line of appeal.
- 3 To make final decisions on any outcomes of grievance or personnel matters including individually, financially and procedurally.
- 4 To consider any other matters delegated to the Committee by the Council.

Events and Markets Committee

Membership: Eight members of Full Council

Quorum: Four

Reports to: Full Council

Type of Committee: *Standing (permanent) and executive (Full Council has delegated responsibility for certain decisions to the committee)*

The Committee is to receive advice from the Town Clerk on whether a matter for deliberation is within Committee's power to recommend or resolve. The Committee's power delegated does not always have to be exercised if matters for resolution would benefit from more clarity and deliberation by Full Council. Recommended matters are required to be presented to Full Council for resolution.

Role of the committee: The overall purpose of this committee is to agree and oversee a programme of regular and one-off Civic and Community events organised or supported by Northstowe Town Council, and *agree and oversee the development and subsequent management of local market(s).*

Specific role and powers

1. To agree expenditure within predetermined budgets set by the Council, referring requests for additional or non-budgeted expenditure to the Finance and Governance Committee for authorisation. *If such additional or non-budgeted expenditure includes items of more than £5000, the request will be directed to Full Council, in line with Section 4.1 of the council's Financial Regulation ("Budgetary control and authority to spend"). All committee's budget and expenditure are to cover costs of what is necessary and relevant to the smooth running of events held in the community and running of markets.*
2. *To develop a policy for the organisation of events by the Council and the extent of involvement of the council in events organised by community groups and other stakeholders.*
3. *To review proposals for the Council to lead on, collaborate, or support events from community groups and other stakeholders. Such proposals are to be received at such a time that will allow for the Committee's deliberation and any required preparations.*
4. *To develop an annual program of regular and one-off events organised or supported by the Council, and play a leading role in strategies that make town a destination through Town events, markets, marketing, tourism, culture and leisure.*
5. *To collaborate with relevant community groups, other local authorities and stakeholders in the delivery of events aligned with events policy set up as per the points above, for the wider benefits of the town.*
6. *To develop policy for the operations of the local market(s) (for example: time, frequency and location of market) and review as needed to accommodate changing needs. The Committee is also to agree fees relating to events and markets, including, but not limited to pitch/stall fees.*
7. *To monitor growth of market(s) and adopt relevant changes to accommodate changes in market size.*
8. *To receive and incorporate community views/feedback periodically to improve on the Council led events and the local market(s).*

9. To set up and review contracts for services relating to events *and markets*, and report findings to the Town Clerk to establish legalities.
10. To seek grants and sponsorship for events *and development of markets* whenever possible and report findings to the Town Clerk to make the applications.
11. To ensure that all decisions are in accordance with Northstowe Town Council's adopted policies and financial regulations.

The Committee is to receive recommendations from sub-committees and working groups on updates to terms of reference necessary for committee's operations.

Document History

Status	Date	Version
Draft by Interim Clerk.	May 2021	V1
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Date approved by Full Council. Min: 12/21-22	20 th May 2021	V1
Amended; approved by Full Council - Description of Events and Markets Committee roles and responsibilities rewritten: Min. 178/21-22 (3).	19 th Jan 2022	V2
Amended; approved by Full Council – Change of membership Planning Committee to 8; Change of membership and quorum Personnel Committee to 6 and 3, respectively. Min: 26/22-23 (b)(d).	11 th May 2022	V2.1
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