

## **WESTON-SUPER-MARE TOWN COUNCIL COMMITTEE TERMS OF REFERENCE AND SCHEME OF DELEGATIONS**

- 1. Policy and Finance Committee**
- 2. Community Services Committee**
- 3. Tourism and Leisure Committee**
- 4. Personnel Committee**
- 5. Appeals Committee**
- 6. Planning Committee**
- 7. Heritage Arts and Culture Committee**
- 8. Expenditure and Governance Working Party**
- 9. Weston in Bloom Working Party**
- 10. HQ Working Party**
- 11. Climate Change Working Party**
- 12. Delegations**

Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to:

- (a) The Town Council's approved Budget and Financial Regulations.
  - (b) Any previous minuted decision of the Town Council.
  - (c) Any matters reserved to the Town Council by law.
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### **1. POLICY AND FINANCE COMMITTEE**

Policy and Finance Committee is the main policy making Committee of the Council and considers the broad social and economic needs of the Parish.

**Membership:** 10    **Quorum:** 5

#### **Terms of Reference**

1. To guide the Council in the formulation of its objectives.
2. To identify the need for new services and facilities.
3. To be responsible for allocating and controlling the financial and manpower resources of the Council.
4. To advise the Council on the distribution of functions between Committees and Sub-Committees and any major policy changes in the Council's management or administrative procedures.
5. To consider the financial estimates of the Council and recommend the precept to be levied.
6. To be responsible for the Council's Revenue and Capital Budget and the works scheduled therein.
7. To be responsible for the collection of all revenue, the raising and renewal of loans and insurance.
8. To be responsible for the banking, financial and accounting methods adopted by the Council.
9. To authorise Members' attendance at conferences, courses and meetings.

10. To make appointments to outside bodies between Annual Meetings of the Council.
  11. To respond to consultative documents from Government and other bodies other than those specifically allocated to other Committees or Sub-Committees.
  12. To enter into legal proceedings on the Council's behalf.
  13. To consider the delegation of appropriate services to the Town Council from other authorities.
  14. Appointments and nominations to outside bodies which are required or fall vacant between Annual Meetings of the Council.
  15. To respond to consultations from Government and other bodies that will not admit of delay.
  16. To deal with applications for small and voluntary grants or assistance over £1,000.
  17. To manage health and safety policy and issues.
  18. To manage and maintain expenditure for maintenance and determine emergency repairs, safety and upkeep of the Council's land, buildings and premises.
  19. To deal with matters not normally dealt with or specifically referred to other Committees or Sub-Committees.
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## **2. COMMUNITY SERVICES COMMITTEE**

This Committee monitors the operation of Town Council, ensuring a high standard of provision. It considers their further development and the development of other facilities. The Committee is responsible for the Council's Community Programme.

**Membership: 10 Quorum: 5**

### **Terms of Reference**

1. To manage and monitor the activities undertaken within the Council's Community Events Programme.
  2. To manage the provision of allotments.
  3. To act as consultee in relation to leisure facilities provided by others.
  4. To consider the provision of markets within the Parish.
  5. To award grants or assistance to local small and voluntary organisations and bodies up to £1,000.
  6. To deal with the oversight of the café at the YMCA and youth services.
  7. To make recommendations regarding street naming within the Parish.
  8. To deal with all matters affecting all street furniture.
  9. To manage the provision of Cemeteries within the Parish.
  10. To oversee Weston-in-Bloom and floral provision in the town.
  11. To monitor CCTV provision and crime and disorder in the town.
  12. To manage the provision of public toilets
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## **3. TOURISM AND LEISURE COMMITTEE**

The Tourism and Leisure Committee deals with all aspects of tourism to the town together with the Town Council's parks, play areas (including the Water Park) and outdoor sports and leisure facilities.

**Membership: 10 Quorum: 5**

## **Terms of Reference**

1. To deal with the management, development and operation of sport and leisure facilities.
  2. To manage all Town Council parks and open spaces.
  3. To manage the Water Adventure Play Park, skateboard parks and all play areas.
  4. To manage the Council's tourism and destination marketing initiatives.
  5. To manage and monitor production and maintenance of the tourism website and brochure.
  6. To manage advertising and revenue to secure maximum income.
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## **4. PERSONNEL COMMITTEE**

The Personnel Committee considers all policy aspects of human resources and personnel including establishment, grading and conditions of service.

**Membership: 8 Quorum: 4**

### **Terms of Reference**

1. To determine the Council's staffing structure and establishment.
  2. To determine the Council's policy on deployment, welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees.
  3. To determine schemes for the employment of people under apprenticeship, job creation and youth training programmes.
  4. To determine those discretionary provisions contained in the scheme of Service of the National Joint Council for Local Authorities for administrative and professional, technical and clerical staff and the South West Regional Employers for manual staff.
  5. To determine and approve the establishment and grading of employees for the administration of the Council and such establishments or Council facilities not delegated to the Town Clerk.
  6. The recruitment of senior Council managers as necessary.
  7. To determine the training and qualification policy of the Council.
  8. To oversee the Council's pension policy and the criteria required for eligibility.
  9. To determine the policy for the designation of staff as casual car users.
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## **5. APPEALS COMMITTEE (Cross party where practicable)**

**Membership: 3 Quorum: 3**

### **Terms of Reference**

1. To hear and determine all matters of appeal.
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## **6. PLANNING COMMITTEE**

**Membership: 8 Quorum: 4**

## Terms of Reference

1. To respond as consultee to any planning application or any consultation document relating to planning.
  2. To consider all planning aspects of development within the Parish including representation and the use of external consultants or advisers.
  3. To consider and monitor Development Plans and associated documents.
  4. To deal with all matters relating to transport, public paths, highways, vehicle parking and traffic management, including disabled parking bay applications.
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## 7. HERITAGE ARTS AND CULTURE COMMITTEE

To deal with all heritage, arts and culture related issues, including but not limited to the Weston Museum and Blakehay Theatre.

**Membership:** 6 plus co-opted members      **Quorum:** 3

### Terms of Reference:

1. To be responsible for all aspects of management and operation of the Weston Museum.
  2. To deal with all aspects of the management and operation of the Blakehay Theatre.
  3. To plan and procure temporary exhibitions.
  4. To oversee the Museum accreditation process including making application for, delivery and review of the accreditation.
  5. To manage and deliver the Council's Blue Plaque Scheme including the selection of individuals and buildings worthy of commemoration through a blue plaque.
  6. To consider and deal with any other heritage, arts or cultural issues in the town.
  7. To plan, make and oversee further grant applications for the generation of further income for the Weston Museum or the Blakehay Theatre.
  8. To administer the budget for and award Community Events grants.
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## 8. EXPENDITURE AND GOVERNANCE WORKING PARTY

To review the efficiency, effectiveness and social value of all town council services, functions and policies and to make recommendations to the Policy and Finance Committee or other appropriate decision makers under the Council's Committee Terms of Reference and Scheme of Delegation.

**Membership:** 8      **Quorum:** 4

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## 9. WESTON IN BLOOM WORKING PARTY

To work alongside the community under the direction of the Community Services Committee to promote the floral and visual enhancement of Weston-super-Mare as part of its 'In Bloom' Campaign, pursue sustainable development initiatives, improve areas of the Parish and make recommendations to the Council regarding participation in external competitions e.g. South West in Bloom.

**Membership:** 6 plus up to 14 co-opted members      **Quorum:** 3

As a community based group the working party may adopt its own working terms of reference provided these do not contradict council decisions or policy.

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## **10. HQ WORKING GROUP**

To operate the give direction for the redevelopment of the new HQ building under the overall direction of the Policy and Finance Committee.

**Membership:** 6 plus co-opted members      **Quorum:** 3

### **Terms of Reference:**

1. To be responsible for all aspects of the management and physical transfer of services to the new HQ building. (32 Waterloo Street).
  2. To provide direction regarding redevelopment building works
  3. To contribute to and give direction on grant funding applications, and to act as the reporting structure for any successful grants.
  4. To implement and consider community engagement in the development of the building
  5. To engage with other organisations and individuals at the Working Party's discretion
  6. To be mindful of operational considerations and the implications this may have on the redevelopment.
  7. To consider the various teams which will operate from HQ: Central Services and
  8. To be responsible for all procurement for HQ within the budget set by the Council, and
  9. To provide recommendations which will be given to Policy and Finance Committee for amendment and resolution.
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## **11. CLIMATE CHANGE WORKING PARTY**

To oversee and action the Council's Climate Change Commitment to become net carbon neutral by 2030 and the Road Map to Zero making recommendations to the Town Council or the appropriate decision makers under the Council's Committee Terms of Reference and Scheme of Delegation

**Membership:** Ad hoc, minimum 2      **Quorum:** 2

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## **11. DELEGATIONS**

### **(1) General**

Where powers of duties have been delegated to a Committee it shall be competent for that Committee in turn to assign functions or delegate powers and duties to the Town Clerk or a Sub-Committee, provided that any action taken under delegated powers by the Town Clerk or a Sub Committee shall be reported to the next meeting of the appropriate Committee or Sub-Committee (or Council) for information.

A committee may set up a working group to investigate, consider and report back with recommendations on any issue.

Any power or duty which is delegated under this scheme is subject to Town Council policy and the approved budget and may also be exercised by the Town Council or any Committee which has delegated or further delegated that power or duty.

### **(2) Chairman's powers**

- (a) The Town Clerk may, in consultation with the Chairman and Vice-Chairman of a Committee or Sub-Committee, on that Committee's or Sub-Committee's behalf deal with, decide or take action on such matters within the Committee's or Sub-Committee's terms of reference as will not admit of delay, subject to a report indicating such action being submitted to the next meeting of the appropriate Committee or Sub-Committee.
- (b) That (a) above be taken to include the Mayor in the absence of either the Chairman or Vice-Chairman.

### **(3) Delegation to the Town Clerk**

#### **(a) Specific Delegations**

The following list of delegations to the Town Clerk may, from time to time, be further delegated to the Council's officers at the discretion of the Town Clerk.

- (i) To be and carry out the functions of the Proper Officer under the Local Government Act 1972; to arrange and call meetings of the Town Council and its Committees and Sub-Committees; and to implement decisions thereof.
- (ii) The general management of the Council's services in accordance with the policies determined from time to time by the Council and its Committees, including (without prejudice to the generality of the foregoing) dealing with correspondence and handling complaints and requests for information.
- (iii) The management and letting of the Town Council's facilities.
- (iv) The initiation of new arrangements and revision of existing arrangements for the improved management of Council establishments providing the estimated cost has been included in the current revenue budget.
- (v) The determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance to all buildings and equipment within the financial limit of the current revenue budget.
- (vi) The determination of the level of charges for food and drink to be consumed by the public at the Council's establishments, providing such levels are set to produce an overall surplus to the Council.

- (vii) The implementation of non-discretionary adjustments to the Scheme of Conditions of Service of the National Joint Council for Local Authorities Administrative and Professional, Technical and Clerical (A.P.T and C) staff and South Eastern Provincial Council (S.E.P.C) for manual staff.
- (viii) The granting of casual user car allowance status to staff in accordance with approved policy determined by the Personnel Committee.
- (ix) The appointment, management, development, appraisal and discipline of employees within the Council's approved establishment.
- (x) The delegation of staff to attend courses, seminars etc. relevant to their position with the Council subject to annual report to the Personnel Committee.
- (xi) The exercise of virement within a Committee's budget, according to need.
- (xii) Any action necessary in an emergency to protect the Council's property or assets or minimise its liabilities, subject to consultation where practicable with the Leader or Deputy Leader and to report back to the next appropriate Council meeting.

**(b) Further Delegations**

The Council may from time to time further delegate action to the Town Clerk or to the Town Clerk in consultation with the appropriate Committee Chairman. Such delegation will be clearly minuted and revised accordingly.

**(4) Delegations to the Deputy Town Clerk and Responsible Financial Officer**

- (i) To be and carry out the functions of the Responsible Financial Officer under the Local Government Act 1972, including the maintenance of the Council's accounts, arrangements for internal audit and the preparation of budget estimates for the forthcoming year.
- (ii) To make arrangements to pay the salaries and wages of employees of the Council.
- (iii) To deputise for and exercise the delegated powers of the Town Clerk in his or her absence in cases of leave, sickness or if there is a vacancy.