



**WESTON-SUPER-MARE TOWN COUNCIL**

# **Committee Terms of Reference**

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## **Contents**

1. Committees .....	3
1.1 Finance and General Purposes Committee .....	3
Finance .....	3
General Purposes .....	4
1.2 Planning & Environmental Committee.....	6
Planning.....	6
Environment.....	7
1.3 Amenities, Culture and Leisure Committee.....	7
1.4 Personnel Committee.....	9
2. Sub-Committees .....	10
2.1 Grants and Governance Sub Committee .....	10
2.2 Grievance and Appeals Sub-Committee .....	11
3. Community Consultative Groups – TOR’s tbc.....	11
3.1 Civic Matters .....	11
3.2 Weston in Bloom.....	12
3.3 Allotments .....	12
3.4 Heritage & Culture.....	13
<b>3.5 Anti-Racism – UNDER REVIEW</b> .....	13
4. Start & Finish Group Meetings – TOR’s tbc .....	13
4.1 Old Town Quarry.....	13
4.2 Blakehay Business Review .....	13
5. Outside Bodies Membership .....	14
6. Delegations .....	14
6.1 General.....	14
6.2 Chair’s powers .....	14
6.3 Delegation to the Town Clerk .....	14
(a) Specific Delegations .....	14
(b) Further Delegations .....	15
6.4 Delegations to the Deputy Town Clerk and Responsible Financial Officer .....	15

# **1. Committees**

## **1.1 Finance and General Purposes Committee**

**Membership:** Ten members of Full Council

**Quorum:** Five

**Role of the committee:** The overall purpose of this standing committee is to ensure that the council's finances, resources and 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.

### **Finance**

1. To consider the financial estimates of the Council and recommend the precept to be levied. 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 to include:
  - 1.1. To be responsible for the Council's Revenue and Capital Budget including monitoring, and the works scheduled therein (for all services).
  - 1.2. To be responsible for the collection of all revenue, the raising and renewal of loans and insurance.
  - 1.3. To be responsible for the banking, financial and accounting methods adopted by the Council.
  - 1.4. To deal with applications for small and voluntary grants or assistance over £1,000.
  - 1.5. To manage and maintain expenditure for maintenance and determine emergency repairs, safety and upkeep of the Council's land, buildings and premises.
2. 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.
3. To have charge of the financial and accounting arrangements of the Council.
4. To consider the financial implications of the Council's plans and to recommend to the Council levels of expenditure in connection therewith.
5. 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
6. To review all charges and fees made or proposed by all committees.
7. 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.

8. To be responsible for the Councils' Revenue & Capital Budget and Programme and any works scheduled therein.
9. 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.
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 expenditure within the limits previously approved by the Council.
12. To appoint internal & external auditors and receive annual reports and act on any recommendations.
13. To manage any external funding receipts including s106/Community Infrastructure.
14. To approve all tenders above which delegated authority has not been given to officers.

#### General Purposes

15. To guide the Council in the formulation of its objectives.
16. To identify the need for new services and facilities.
17. To be responsible for allocating and controlling the financial and manpower resources of the Council.
18. 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. To consider and keep under review:
  - 18.1. The strategic vision/main objectives of the Council.
  - 18.2. All major issues of policy affecting the Town Council's area.
  - 18.3. The development of existing, and introduction of new, services.
  - 18.4. The order of priorities between services or projects, and to advise other committees accordingly.
  - 18.5. Relationships with North Somerset Council and other public bodies and outside organisations.
19. 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.
20. To authorise Members' attendance at conferences, courses and meetings.
21. To make appointments to outside bodies between Annual Meetings of the Council.

22. To respond to consultative documents from Government and other bodies other than those specifically allocated to other Committees or Sub-Committees.
23. To enter into legal proceedings on the Council's behalf.
24. To consider the delegation of appropriate services to the Town Council from other authorities.
25. Appointments and nominations to outside bodies which are required or fall vacant between Annual Meetings of the Council.
26. To respond to consultations from Government and other bodies that will not admit of delay.
27. To manage health and safety policy and issues.
28. To deal with matters not normally dealt with or specifically referred to other Committees or Sub-Committees.
29. To consider and decide upon recommendations from service committees for variations in staffing.
30. To be responsible to the Council for and review the effectiveness and efficiency of all services which do not fall within the province of any one committee.
31. To consider all matters arising in relation to the boundaries of the town, the number of Town Councillors and elections of any kind within the town and make recommendations to the Council.
32. To consider any matters affecting members, including members' allowances and the Council's Programme of Meetings.
33. To be responsible for the Council's assets, records and archives.
34. To oversee the provision of Council Markets and 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).
35. To oversee any contract provision with external organisations including North Somerset Council.
36. To be responsible for all external communications and publicity matters, including any Annual Report, and the production of any town newsletters.
37. To be responsible for the council's electronic governance arrangements, including the council's website and social media platforms

38. To review the Council's risk including provision of insurance (including any potential claims).
39. To initiate and oversee any legal proceedings on behalf of the Council.
40. To consider the provision of any new service, facility or asset.

## **1.2 Planning & Environmental Committee**

**Membership:** Ten members of Full Council

**Quorum:** Five

**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.

### **Planning**

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 North Somerset Council 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 planning aspects of development within the Parish including representation and the use of external consultants or advisers as required.
3. To consider key development and planning policies and issues and make recommendations to the relevant body or the Council as required.
4. To deal with all matters relating to transport, public paths, highways, vehicle parking and traffic management, including disabled parking bay applications.
5. To consider all appeals against planning refusal, non-determination or the imposition of conditions by the North Somerset Council within the town and to submit comments to the appropriate government department.
6. To consider any proposals relating to national, regional, or North Somerset unitary plans, including Additions and Amendments to Conservation Areas and to submit comments to the appropriate body on behalf of the Council.
7. 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 licenses made under the Licensing Act 2003 or for any other licenses.

8. To liaise as necessary with other bodies on traffic, and transport, including public transport and road safety, and to make proposals as necessary.
9. To receive and consider any representations or consultations in relation to the provisions of the Localism Act
10. To respond to any street naming/numbering requirements.
11. To respond to local, regional and national consultations on behalf of the Council.

### Environment

12. 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
13. To consider and submit to the Finance and General Purposes Committee estimates of income and expenditure on continuing services and on capital account for the following year.
14. To be responsible for expenditure within the limits previously approved by the Council.
15. To make recommendations on spending relating to the Council's Environmental budget.
16. To represent the views and needs of relevant community organisations or community members regarding the environment and Climate Change Commitment as required.
17. To help identify high level strategic direction, opportunities, and goals that will address the wider climate emergency agenda in Weston-super-Mare, which can be implemented practically as required.

### **1.3 Amenities, Culture and Leisure Committee**

**Membership:** Ten members of Full Council

**Quorum:** Five

**Role of the committee:** The overall purpose of this standing committee is to discharge effectively and economically the Council's duties in the spheres of its community, leisure and cultural amenities and activities.

1. To consider and implement, as appropriate, proposals for the promotion and development of playing fields, recreation grounds, children's play areas and public open spaces and tourism services.
2. To consider the amenities of the town generally and to liaise as necessary with other bodies on tourism and to make recommendations for change as appropriate.

3. To encourage and promote, recreational, social and cultural activities throughout the town.
4. To ensure the proper management of the recreation and amenity facilities provided by the Council, including any buildings plant and equipment associated therewith (not limited to: Weston Museum, The Blakehay Theatre, The Old Town Quarry and Parks and Play Areas)
5. To oversee the general operational provision of services.
6. To be responsible for matters relating to the council's community facilities.
7. To ensure the proper management of the allotment sites provided by the Council and to undertake consultations thereon with the Allotment Community Consultative Group within the town council's area, including provision of new facilities.
8. To consider any crime and disorder and anti-social behavior issues on land within the committee's remit.
9. To maintain liaison with North Somerset Council and other local and regional bodies established for the promotion and/or management of any facilities or activities which fall within the committee's terms of reference.
10. To ensure that where approved developments require the provision and/or maintenance of children's play areas or public open space areas etc. by the town council, that adequate funding (by way of Section 106 Agreements or similar) is made available to the town council for such purposes.
11. To be responsible for the provision and maintenance of street furniture provisions as may be decided (not limited to: public seats, bus shelters, dog bins and litterbins).
12. To consider and submit to the Finance and General Purposes Committee estimates of income and expenditure on continuing services and on capital account for the following year and to make recommendations relating to scales of charges.
13. To be responsible for expenditure within the limits previously approved by the Council for the promotion and/or management of any facilities or activities which fall within the committee's terms of reference.
14. To oversee the Community events programme.
15. To consider the provision of markets within the Parish
16. To manage the provision of Cemeteries within the Parish.
17. To manage the provision of public toilets



18. To deal with all matters in relation to the Christmas Lights provision and switch on ceremony as required
19. To deal with all heritage, arts and culture related issues, including but not limited to the Weston Museum, The Old Town Quarry and Blakehay Theatre.
20. To promote Weston-super-Mare as a Tourism Centre through the Visitor Information Centre and tourism partners.

#### **1.4 Personnel Committee**

**Membership:** Ten members of Full Council

**Quorum:** Five

**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 to a final conclusion, in accordance with the Council's Disciplinary Procedures, **only** reporting to Council when the time for any appeal has passed.
2. To be responsible for appraisal of the Town Clerk.
3. To determine the council's policy on deployment on welfare, superannuation, remuneration, recruitment, training, qualifications, Health & Safety aspects and other conditions of service.
  - 3.1. To oversee the recruitment of principal officers of the Council.
  - 3.2. To develop the Council's approach to apprenticeships, job creation and training programmes.
  - 3.3. 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.
  - 3.4. To oversee the Council's Pension Fund arrangements including agreeing any policy documents & criteria.
  - 3.5. To review Terms & Conditions of service and salaries of staff
  - 3.6. To oversee any job evaluation process.
  - 3.7. To review the organisational structure and necessary staffing levels.
  - 3.8. To consider staffing reviews.

3.9. To prepare and maintain employment policies and procedures and the Staff Handbook.

3.10. To prepare and review Job Descriptions and Person Specifications.

3.11. To prepare and review Contracts of Employment

4. To consider any other matters delegated to the Committee by Council.

## **2. Sub-Committees**

### **2.1 Grants and Governance Sub Committee**

**Membership:** Seven members of Full Council. Notwithstanding Standing Order No. 25.6.

**Quorum:** Four

**Reports to:** Finance and General Purposes Committee

**Role of the committee:** To deal with all Grant Applications **received** by council including but not limited to Small and Voluntary applications, Community Events applications, Weston in Bloom applications and Youth Council applications (as required). In addition to oversee the governance and monitoring of all Service Level Agreements.

#### **Terms of Reference:**

1. The Grant subcommittee will meet quarterly in January, April, July and October annually to receive and make award for grant applications received.
2. The Grants subcommittee are able to approve applications received after considerations providing:
  - The application fully meets the grant criteria set for each grant area.
  - The award is made in line with the Councils' Financial Regulations.
  - The award is within the revenue budget provided annually (any additional considerations outside of budgetary amounts will need approval from Council).
3. The subcommittee decision on refusal of any application is final.
4. The subcommittee will review Grant Criteria and recommend any changes necessary to the Policy and Finance Committee for formal adoption.
5. The subcommittee will oversee all Service Level agreement held by the council to include:
  - receipt and monitoring of quarterly reports to ensure KPI's / Outcomes agreed within the SLA are being achieved in order to approve release of necessary payments (quarterly).
  - make recommendations for future budget provision / SLA inclusion (annually) to the Policy and Finance Committee (to include recommendations for an SLA to cease within the terms defined in the Agreement)

## **2.2 Grievance and Appeals Sub-Committee**

**Membership:** To include: 3 councillors from the Personnel membership (1 from each party) to hear any grievance or appeal. Notwithstanding Standing Order No. 25.6.

**Reports to:** Personnel Committee

**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. **And to** consider any appeals in relation to decisions made at Grievance Committee or Personnel Committee.

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

## **3. Community Consultative Groups – TOR's tbc**

### **3.1 Civic Matters**

**Membership:** To include: Mayor, Deputy Mayor, group leaders, CEO / Town Clerk. Notwithstanding Standing Order No. 25.6 15. Deputy leaders only to attend in the absence of group leader

**Reports to:** Finance and General-Purpose Committee

**Role of the committee:** The overall purpose of this committee is to maintain and enhance the civic profile of the Council and the Mayoralty.

1. To uphold the traditions of the Mayoralty.
2. To liaise with and guide the Mayor and Deputy Mayor throughout their civic year.

3. To consider all matters pertinent to the Mayoralty, including:
  - a. Civic Regalia, including Past Mayor's Badges;
  - b. Civic Robes;
  - c. Membership of professional bodies by civic staff;
  - d. Civic Handbook;
  - e. Civic Functions;
  - f. Mayoral Photographs & Mayoral Board.
4. To advise the Finance & General Purposes Committee on the appropriateness of the Civic Budget.
5. To oversee the following functions:
  - 5.1. granting of Freedoms of the Town and the exercise thereof
  - 5.2. Installation of Honorary Freemen as appropriate.
6. To oversee any other civic events.
7. To be responsible for public relations and major civic hospitality and ceremonies.
8. To oversee the Mayor's Award Scheme.

### **3.2 Weston in Bloom**

**Membership:** 3 Members of Full Council plus Community Representation x minimum 5 persons

**Quorum:** N/A

**Role of the Consultative Group:** to be chaired by non-elected members.

**Reports to:** Amenities, Culture and Leisure Committee

### **3.3 Allotments**

**Membership:** 3 Members of Full Council plus Allotment Club Representation x minimum 5 persons

**Quorum:** N/A

**Role of the Consultative Group:** to be chaired by non-elected members.

**Reports to:** Amenities, Culture and Leisure Committee

### **3.4 Heritage & Culture**

**Membership:** 3 Members of Full Council plus Community Representation x minimum 5 persons

**Quorum:** N/A

**Role of the Consultative Group:** to be chaired by non-elected members.

**Reports to:** Amenities, Culture and Leisure Committee

### **3.5 Anti-Racism – UNDER REVIEW**

**Membership:** 3 Members of Full Council plus Community Representation x minimum 5 persons

**Quorum:** N/A

**Role of the Consultative Group:** to be chaired by non-elected members.

**Reports to:** Finance and General Purposes Committee

## **4. Start & Finish Group Meetings – TOR's tbc**

### **4.1 Old Town Quarry**

**Membership:** 7 Members of Full Council

**Quorum:** Four

**Role of the Project Group:** To oversee the implementation of the COF grant funding to include the capital refurbishment programme.

**Reports to:** Amenities, Culture and Leisure Committee

### **4.2 Blakehay Business Review**

**Membership:** 7 Members of Full Council

**Quorum:** Four

**Role of the Project Group:** As recommended by the E&G WP on 13/07/23 a business model review of the Theatre, to include financial performance be undertaken.

**Reports to:** Finance and General Purposes Committee

## **5. Outside Bodies Membership**

Should provide reports to Full Town Council as routine.

## **6. Delegations**

### **6.1 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.

### **6.2 Chair's powers**

(a) The Town Clerk may, in consultation with the Chair and Vice-Chair 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 Chair or Vice-Chair.

### **6.3 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 Chair. Such delegation will be clearly minuted and revised accordingly.

#### **6.4 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.