



LEIGH-ON-SEA TOWN COUNCIL

Terms of Reference for:

Council

Policy & Resources Committee

Staffing Committee

Environment & Leisure Committee

Planning, Highways & Licensing Committee

Community Facilities Committee

Leisure Development Sub-Committee

Community Centre Sub-Committee

Project Development Groups

COUNCIL

TERMS OF REFERENCE

Membership shall comprise all members of the Council.

No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three with one officer in attendance.

A Chairman and Vice Chairman shall be elected at the Annual Council Meeting and in accordance with Standing Orders shall be ex officio members of all Committee and Sub-Committees in addition to the stated numbers below.

MATTERS TO BE DEALT WITH SOLELY BY THE COUNCIL

1. Raising loans and setting the precept.
2. Setting policy and controlling all decisions except where delegated by Council resolution.
3. Incurring capital expenditure not specifically included in the Council's approved estimate of expenditure for the time being.
4. Appointing, or co-opting, to a Standing Committee or Sub-Committee, a person who is not a Member of the Council or the Committee.
5. Appointing Members to Committees.
6. Standing Orders, Financial Regulations and the functions, establishment and constitution of Standing Committees and Sub-Committees.
7. Dates of meetings of the Council.
8. Appointing or nominating Councillors and Officers at the annual meeting of the Council to fill positions on outside bodies and in the event of any vacancies arising during the Council year.
9. Filling of vacancies at a meeting other than the annual meeting occurring on any Standing Committee of the Council during the Council year.
10. Authorising the taking of legal action by the Council.
11. The appointment and dismissal of the Town Clerk.
12. Appointment and maintenance of an ongoing relationship with the Council's independent Internal Auditor.
13. Reporting to the Council's External Auditor.
14. To manage and review Leigh Town Council's assets.
15. To negotiate the transfer or management of assets from other bodies as enabled by legislation.
16. To ensure that the Council is fully covered by Insurance to carry out all its functions as a local authority.

POWERS AND DUTIES OF STANDING COMMITTEES

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

- (a) where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;
- (b) as regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council; and
- (c) in all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

POLICY & RESOURCES COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 7 Councillors:

Chairman of Staffing Committee
Chairman of E&L Committee
Chairman of PH&L Committee
Chairman of CFC Committee
Plus 3 others

Note: In the event that any Committee Chairmen are ex-officio members of P&RC, or the same person is Chairman of more than one Committee, the Committee will be made up to 7 members by election of extra Councillor(s).

The quorum of the Committee shall be three members with one officer in attendance.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the members on the P&R Committee.

Note: The Chairman and Vice Chairman of P&R are required in accordance with the Council's Risk Register to undertake compliance checks. Therefore the positions must be held by Councillors willing to do this.

PURPOSE

To develop, monitor and review Council policies and functions and review the Council's accounts and finances. P&RC is the senior Committee of the Council. Where there is a dispute between two other Committees, P&RC shall arbitrate and its decision shall be final. Where there is a dispute between itself and another Committee, the decisions of P&RC shall have precedence.

SCOPE

To develop, monitor and/or review the following and make recommendations to Council

POLICY AND PROCEDURES

1. Council Policy and policy objectives.
2. Council Standing Orders, Terms of Reference and Financial Regulations
3. Performance review on aims, objective, powers and duties of the Council and Standing Committees as required (through Action Plans)
4. Council Risk Management Strategy
5. Business Continuity
6. Council's Strategic/Corporate Plan
7. The Council's approach to award status, general power of competence and opportunities arising from the Localism Act and other legislation
8. Develop an overall Vision for Leigh/Neighbourhood Plan
9. Be responsible for the monitoring, development, co-ordination and review of the Neighbourhood Plan

10. To develop policy and arrangements for partnerships with all external bodies
11. Oversee preparations for any external relationships for emergency planning and community safety

FINANCE

1. Council's annual budget and precept
2. Approval and use of financial reserves
3. Council budget monitoring
4. Comply with the Council's Financial Regulations

TO DEAL UNDER DELEGATED POWERS (within budget and policies approved by the Council)

1. Grant Aid Awards
2. Oversight and management of ICT and systems
3. Crime and disorder issues
4. To review policy and procedures for internal and external communications including:
 - Relationships with the media
 - Web site
 - Council magazine
 - Annual report
 - Public consultations
 - Community engagement
5. To oversee Corporate Governance and Democratic services including:
 - Member Training
 - Members' Services
6. To develop and promote the Council's approach to and relationships with the business community
7. Work with residents, associations and others on a range of matters including Neighbourhood Planning
8. Volunteer programme to benefit all services/facilities provided by the Council
9. Receive reports from from any Council appointed representative to other bodies relevant to the Committee.
10. Correspondence appropriate to its Terms of Reference

STAFFING COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 5 Councillors.

The quorum of the Committee shall be three members with one officer in attendance.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the members on the Staffing Committee.

The Committee shall meet at least once a year in accordance with Financial Regulation 4.4 and where there is a staffing necessity.

PURPOSE

To consider and deal with all matters affecting staffing issues except where the overall staffing budget will be exceeded. In such cases the Committee will make a recommendation to Full Council.

SCOPE

To deal under delegated powers to resolve personnel issues, including contracts of employment, pay scales, redundancy, grievances and disciplinary matters.

The Committee is directly responsible to Full Council.

RESPONSIBILITIES

The Town Clerk shall be responsible for the day to day management of staff and shall be responsible for:

- Setting standards of discipline, training and working systems.
- Providing and maintaining up to date job specifications.
- Ensuring proper standards of health and safety at work are adhered to.
- Resolving grievances and disputes in accordance with Council procedures and reporting to Council major disciplinary problems.
- Paying wages and salaries in accordance with agreed contracts.
- Advising Council on proper terms and conditions of employment and levels of staffing.
- Administering staff recruitment.
- Carry out annual staff appraisals

The Committee shall be responsible for:

1. To establish and keep under review the staffing structure and make recommendations to the Council.
2. To draft, implement, review, monitor and revise policies for staff
3. To review staff salaries and terms of conditions and make recommendations to Council.
4. To oversee execution of new employment contracts and changes to contracts
5. To keep under review staff working conditions and health and safety at work for all Council employees
6. To monitor and address regular or sustained staff absence

7. To make recommendations on staffing related expenditure to P&R Committee if the salary budget is to be exceeded
8. To appoint from its membership a recruitment panel of three when necessary for the appointment and dismissal of a Town Clerk making recommendations to Council
9. To appoint three members, who are not on the Staffing Committee when necessary to act as a disciplinary panel as set out in the Staff Handbook and as an appeals panel in the case of any appeal against disciplinary action taken by the Town Clerk.
10. To appoint from its membership three members when necessary to hear any formal grievance made by the Town Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Town Clerk.
11. To appoint an appraisal panel of three members for the Town Clerk's appraisal process as defined.

ENVIRONMENT AND LEISURE COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 7 Councillors:

The quorum of the Committee shall be three members with one officer in attendance.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the members on the E&L Committee.

PURPOSE

For consideration and development of all leisure, foreshore and environmental matters relating to the Council's business.

SCOPE

To deal under delegated powers, with the following specific decision-making processes within the budget and policies approved by the Council.

EVENTS

1. Develop and review an annual Council events programme which will be managed by the Events Officer under delegated powers.
2. Promotion of events in Leigh organised by other voluntary and community groups.

LEIGH CHRISTMAS LIGHTS

All matters pertaining to the Christmas Lights including:

- Review the Christmas lights provision
- Maintain the Christmas lights infrastructure

ENVIRONMENT

All matters pertaining to the environment including:

- Waste and refuse issues in the Town
- Hanging basket provision in the Town
- Heritage and public spaces

COMMUNITY TRANSPORT PROGRAMME

1. To support the CT Officer in the arrangement and organization of events for elderly and disabled members of the community which will be managed by the CT Officer under delegated powers.

ALLOTMENTS

1. Oversee the administration, management and maintenance of the allotments and Allotment Societies under their service agreements which will be managed by the Assistant Proper Officer under delegated powers.

2. The setting of rents and tenancy agreements.
3. Formulate policy or strategy in relation to the discharge of the allotments function.

FINANCE

1. Submit an annual proposed budget to P&RC.
2. E&LC budget monitoring.
3. Comply with the Council's Financial Regulations.

OTHER ACTIVITIES

Such other activities which are pertinent to its role including:

1. Overseeing the programme of Farmers' Markets.
2. The consideration of funding other organisations to provide services such as a First aid post etc.
3. Liaison, joint programmes, partnerships etc. relating to E&LC matters with other local authorities and bodies.
4. Receive reports from any Council appointed representative to other bodies relevant to the Committee.
5. To formulate proposals for major projects for consideration by P&RC.
6. Correspondence appropriate to its Terms of Reference.

PLANNING, HIGHWAYS & LICENSING COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 7 Councillors.

The quorum of the Committee shall be three members with one officer in attendance.

Where a meeting is not quorate, Councillors who are members of PH&LC may consider such applications and a note of their views shall be made available to the Town Clerk who shall inform the local planning authority accordingly under delegated powers.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the members of PH&L Committee.

PURPOSE

To make observations where appropriate on all planning applications within the Town Council area and Government and Borough Council planning consultations and to make site visits where necessary.

To make observations on any Licensing application within the Town Council area the Committee thinks appropriate.

To make observations on any relevant Highway issue referred from or being discussed by the Highway Authority.

SCOPE

To deal under delegated powers, with the following specific decision-making issues within the budget and policies approved by the Council.

PLANNING

1. Exercise the Town Council's statutory right to be notified of and comment on planning applications.
2. Represent the community of Leigh on major planning issues and to encourage participation in decision making.
3. Consider the environmental impact of planning proposals
4. Make representations either in writing or by attendance by a nominated officer or member at planning appeals if required.
5. Make observations on any planning consultation.

HIGHWAYS

1. Consider Traffic Regulation Orders.
2. Respond to any consultations or matters on traffic and transport affecting the Town Council area.
3. Consider matters pertaining to traffic management/road safety in the Town Council area.

LICENSING

1. Make observations on any relevant Licensing application.
2. Agree nominations to represent the views of the Council at licensing hearings if required.

FINANCE

1. Submit an annual proposed budget to P&RC.
2. PH&LC budget monitoring.
3. Comply with the Council's Financial Regulations.

OTHER ACTIVITIES

1. Receive reports from any Council appointed representative to other bodies relevant to the Committee.
2. Correspondence appropriate to its Terms of Reference.

COMMUNITY FACILITIES COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 7 Councillors.

The quorum of the Committee shall be three members with one officer in attendance.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the members of CF Committee.

PURPOSE

Responsibility for all Council premises and assets and for supporting the operation of the Leigh Community Centre.

SCOPE

To deal under delegated powers, with the following specific decision-making processes within the budget and policies approved by the Council.

LEIGH COMMUNITY CENTRE

1. To set policy and tariff levels relating to the general use of LCC.
2. Oversee the management of LCC by Officers with delegated authority under the Town Clerk in all operational matters.
3. To receive reports and recommendations from liaison groups such as the Arts Group including the Art Wall and Artist in Residence programme.

COMMUNITY FACILITIES

1. Overseeing the management, administration and provision of assets including:
 - Skatepark
 - Strand Wharf
 - Paddling Pool
 - Street furniture

FINANCE

1. Submit an annual proposed budget to P&RC.
2. CFC budget monitoring.
3. Comply with the Council's Financial Regulations.

OTHER ACTIVITIES

1. The consideration of funding other organisations to provide services such as a school crossing patrol etc.
2. Committee.
3. To formulate proposal for major projects for consideration by P&RC.

4. Receive reports from any Council appointed representative to other bodies relevant to the Committee.
5. Correspondence appropriate to its Terms of Reference.

LEISURE DEVELOPMENT SUB-COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 6 (Councillors and designated co-opted members):

3 members and maximum of 3 co-opted members

The quorum of the Sub-Committee shall be three members with one officer in attendance.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the Councillor members of the Sub-Committee.

PURPOSE

To consider all project matters for a Leigh Leisure and Sport area and make recommendations to CFC.

SCOPE

To act as overview body.

KEY TASKS

1. Further develop the project and submit a project assessment.
2. Submit a detailed proposal and project budget.
3. If adopted to assist and guide the implementation of the project with appropriate monitoring.
4. To consider correspondence appropriate to its Terms of Reference.

COMMUNITY CENTRE SUB-COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 5 Councillors from the main CFC Committee

The quorum of the Sub-Committee shall be three members with one officer in attendance.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by members of the Sub-Committee.

PURPOSE

To consider all project matters for the repair/refurbishment of Leigh Community Centre and make recommendations to CFC.

SCOPE

To act as overview body.

KEY TASKS

1. Further develop the proposed repair/refurbishment project.
2. Submit a detailed proposal and project budget.
3. If adopted to assist and guide the implementation of the project with appropriate monitoring.
4. To consider correspondence appropriate to its Terms of Reference.

PROJECT DEVELOPMENT GROUPS

TERMS OF REFERENCE

Membership shall comprise of the members of the Standing Committee to which the PDG relates although PDG's may co-opt members and any member of Council may attend and speak.

The quorum of the Group shall be three members with one officer in attendance.

The Chairman shall be the Chairman of the parent Standing Committee unless minute 48(ii)/2016 Council applies (see SO 5)

PURPOSE

To be a discussion group for the parent Standing Committee on any matter related to that Committee and to make recommendations to that Committee.

SCOPE

To act as an advisory group. (see SO 5)

KEY TASKS

1. Meet and discuss matters relating to the Standing Committee.
2. Prepare reports and recommendations to the Standing Committee.
3. To comply with Standing Order 5.

Full revision May 2018 adopted by Council