



Credition Town Council – Terms of Reference

Community Committee

- The committee will comprise 7 members.
- The Mayor of the Council is an ex-officio member and has full speaking rights and is entitled to vote
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee shall meet every six weeks.
- The committee will undertake the following role and functions:
 - To consider and comment on strategic development policies and consultations documents received from other bodies which affect Credition
 - To facilitate greater member focus on town policy development to positively shape the future of Credition
 - Preparation of the Credition Neighbourhood Plan and any subsequent amendments
 - To comment on planning applications referred to the council for comment on behalf of the council, as per the Planning Applications Policy
 - To identify and facilitate positive change within the town by working with key stakeholders, local organisation/groups and the whole community
 - Liaise with other bodies regarding highways and traffic management, public lighting, public toilets and public transport
 - To manage general matters affecting the towns heritage, historic environment, and art related activities
 - To manage all matters relating to [CUT!]
 - To consider the recommendations of sub-committees or working (advisory) groups under the control of the committee
 - Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by council. The committee cannot commit or spend from future budgets not confirmed or from future years delegated authority to Town Clerk in line with Scheme of Delegation and Financial Regulations.

Oversight Committee

- The committee will comprise 7 members.
- The Mayor of the Council is an ex-officio member and has full speaking rights and is entitled to vote.
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee shall meet every six weeks.
- The committee will undertake the following role and functions:
 - To consider the Responsible Finance Officer's reports on annual estimates of income and expenditure (budget) for continuing services and payments of capital expenditure for the next three financial years; and to make

recommendations to Full Council on the budget and precept in time for the Full Council meeting to be held in December/January each year

- To consider forward planning and provide recommendations to Full Council for earmarked reserves levels which may include the replacement of equipment, vehicles, buildings and/or specific items of expenditure required in the future in order to lessen the precept burden in any one year
- To ensure Full Council hold adequate general reserves, in line with best practice, to secure future budgets
- To appoint a panel to carry out quarterly internal control checks in line with best practice, legislation and council's duty
- To take responsibility for the council's banking requirements, including administration of accounts
- To undertake an annual risk assessment regarding the council's accounting procedure
- Make recommendations to the council on new areas of policy and procedures
- To manage, review and amend as necessary the council's policies, procedures and protocols
- To recommend changes to the council's Standing Orders, Financial Regulations, Scheme of Delegation and Terms of Reference
- Oversee the council's insurance arrangements
- Oversee any legal proceedings
- Overseeing electoral matters
- Managing the council's publicity and public relations
- Managing the council's risk management practices and procedures
- Oversee civic events where required
- Overseeing council's involvement in any Twinning or overseas arrangements
- To scrutinise, when required, council activities and decisions
- To consider the recommendations of sub-committees or working (advisory) groups under the control of the Oversight Committee
- Authorisation of committee related expenditure within the budget provided that payment is made within the limit previously approved by council. The committee cannot commit or spend from future budgets not confirmed or from future years¹.

HR Committee

- The committee will comprise 5 members.
- The Mayor of the Council is an ex-officio member and has full speaking rights and is entitled to vote
- The committee will comprise 2 substitute members.
- The quorum of the committee shall be 3 members.
- The committee shall meet quarterly.
- The committee will undertake the following role and functions:
 - To take responsibility for general staffing matters (e.g. health and safety matters, implementing policies etc.)

¹ Delegated authority to Town Clerk in line with Scheme of Delegation and Financial Regulations

- To handle recruitment matters
- To consider all matters concerning the council's employees including to issue, vary and terminate employment contracts
- The committee shall be empowered to take decisions and such action as is seen fit to deal with any unforeseen personnel matters which may arise from time to time, in relation to staff matters
- To undertake the line management responsibility of the Town Clerk as the most senior officer of the council
- To carry out the Town Clerk's appraisals
- To handle any informal or formal grievance and initiating any informal or formal disciplinary action in the first instance
- To oversee the training requirements of council staff and councillors.

Grants Sub-Committee

- The sub-committee will comprise 5 members.
- The quorum of the sub-committee shall be 3 members.
- The sub-committee shall meet 3-4 times per year.
- The sub-committee will report directly to the Oversight Committee and will undertake the following role and functions:
 - To review the council's Grants Policy and make recommendations for any amendments to the Oversight Committee
 - To consider grant applications and make recommendations to the Oversight Committee, in accordance with policy

Youth Delivery Sub-Committee

- The sub-committee will comprise 5 members and will be attended by the Town Clerk and/or the Lead Youth Worker
- The quorum of the sub-committee shall be 3 members.
- The sub-committee will report directly to the Oversight Committee or HR Committee and will undertake the following role and functions:
 - To review and recommend the aims and objectives of the youth service
 - To agree and recommend a set of 'values' for the youth service
 - To review the service delivery
 - To review and approve strategic documents relating to the service delivery
 - To consider long term aspirations
 - To investigate other operating models, such as a Community Interest Company.

Appeals Committee

- The committee will meet as required, to consider appeals.
- The committee membership will be approved as required.
- The committee will comprise 3 members.
- The quorum of the committee shall be 3 members.
- Any member who has previously been involved in the Procedure prior to the matter may not sit on the Appeal Committee.

- The committee will undertake the following role and functions:
 - To hold appeal hearings under the Disciplinary, Grievance, Competence, Redundancy and Redeployment Policies
 - To determine whether any appeal made by a member of staff under any of the Council's personnel policies are valid
 - To determine any appeals under the Council's Complaints Procedure which is delegated to it
 - To approve redress of up to £500.00.

Emergency Committee

- The committee will comprise 4 members.
- The quorum of the committee shall be 2 members.
- The committee shall undertake the following roles and functions:
 - This committee will only meet in times of sudden local or national disaster or emergency, and then shall act with the full powers of the council.