

## 29. Terms of Reference of Committee's

All committees have delegated power to act on behalf of the council within their terms of reference with the exception of the Policy & Finance committee.

Each committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights

### Responsibilities common to all committees:

1. To be responsible for compiling its annual budget.
2. To be responsible for compiling its four year plan as part of the annual budget. No additions will be made once approved by Full Council and new projects will be considered in the next budget year.
3. To present and obtain approval for its annual budget from the Full Council.
4. Membership of the Committee shall only consist of a chairman, vice chairman and 4 other councillors unless stated otherwise.
5. Members shall not be on more than 3 committees with the exception of Policy & Finance which should hold each committee chairman.

### Planning Committee

The overall purpose of the committee, within council policies and approved budgets is:

1. To consider matters relating to planning applications, development control or planning policy in the parish of Canvey Island and to respond on behalf of the Council (via the Council Office).
2. The Chairman and Vice Chairman of the Committee, as representatives on Castle Point Borough Council's Development Control Committee, are invited to be present and may also attend any other training events organised by Castle Point Borough Council.
3. To reserve the right to consider any planning issue of significant local interest for:
  - Major Change of use (if considered to affect residential housing or quality of life)
  - Large scale new developments
  - New properties/structures or controversial builds (to be reviewed by chairman/vice chairman to make a decision whether a meeting is required)
  - New development on green open spaces
4. Not considering applications for:
  - a. Alterations to or extensions of any existing residential dwelling;
  - b. Advertising/signage;
  - c. Conservatories;
  - d. Replacement homes
  - e. Crossover
  - f. building or street naming

## **Policy and Finance Committee**

The overall purpose of the committee, within council policies and approved budgets is:

1. In conjunction with the Clerk/RFO to monitor its functions and expenditure.
2. Membership must consist of all committee chairman.
3. To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible.
4. To review and update the Council's Financial Regulations and Standing Orders at least once every 4 years and to ensure the Regulations are observed by the Council.
5. To oversee the financial administration of the Council.
6. To monitor the Council's income and expenditure against budgets and make recommendations for action to the Council.
7. To monitor purchasing decisions to ensure a value for money approach to all aspects of Council activity.
8. To receive and review Audit reports and make recommendations to the Council in respect of Auditor's observations.
9. To recommend the appointment of the internal auditor and to approve the internal audit plan.
10. To develop, maintain and monitor the effectiveness of the Council's policies.
11. To monitor the Council's banking arrangements and investments.
12. To make recommendations to the Council in respect of the Council's insurance obligations.
13. To consider the draft annual budget and make a recommendation for the forthcoming year's precept.
14. To monitor and review processes for risk assessment.
15. To consider subscriptions, grants and donations.
16. To consider any other matters deemed relevant to the Committee.

## **Personnel Committee**

The overall purpose of the committee, within council policies and approved budgets is:

1. To act in all matters relating to the personnel interests of the Council.
2. To discharge the functions of the Council relating to Personnel.
3. To discharge the functions of the day-to-day management of staff to the Clerk to the Council including all appraisals which are reviewed in line with the Councils overall objectives.
4. To, if required spend council funds in relation to this.
5. To report the decisions of the Personnel committee to full council where appropriate to do so unless the decisions made are with reference to legal proceedings or are strictly private and confidential/personal to staff members.
6. Membership of the Committee shall not exceed 6 councillors.
7. To meet on an ad-hoc basis as required with no less than 1 meeting per year.
8. To determine the pay, conditions, and job descriptions of staff and to review and update these as necessary to comply with the law and good practice.
9. To determine staffing levels necessary to efficiently discharge the Council's functions and duties and to review workloads periodically. To inform the Council of outcomes and recommendations.
10. To undertake the process of staff recruitment, to form an Appointments Panel with the power to advertise, shortlist, interview and appoint staff in line with Council's policies and decisions.
11. To ensure the health and safety and well-being of staff by providing appropriate workspace, tools and equipment and through training staff to safeguard their health and safety at work.
12. To determine all matters in relation to disciplinary action and grievance matters.
13. Any member who is deemed to have a friendship or personal relationship with a member of staff will not be permitted to be a member of the Personnel Committee. Any concerns should be raised with the Town Clerk prior to the Annual Council Meeting in May where the committee membership is agreed. Any concerns of inappropriate action of a member of the Personnel Committee during the year's term should be reported to the Town Clerk or Personnel Chairman/Vice Chairman for investigation.
14. To appoint a grievance and disciplinary panel from the membership of the Committee to consider issues relating to complaints or grievance. (If the issue progresses to an appeal, an Appeals Panel would be formed by the Council and would consist of 3 Council members who were not members of the Personnel Committee).
15. The chairman of the committee to undertake an annual appraisal of the Clerk to the Council which will be reviewed in line with the Councils overall objectives.
16. To consider any other matters deemed relevant to the Committee.

## **Leader to the Council**

- The Leader will have no civic ceremonial responsibilities.
- Town Council meetings will be chaired by the Town Mayor.
- The Leader (and all Councillors) should channel significant requests for information, advice, and other support via the Town Clerk.
- Employment policies have been set by the Council and are implemented by the Town Clerk. All responsibilities of the Personnel Committee will remain unchanged.
- The Town Mayor will act as the channel for a complaint by the Town Clerk about the Leader.
- The Town Clerk and other officers exercise statutory functions and have individual responsibilities. The Leader should not interfere with these responsibilities.

## **Leader and Town Clerk**

- The Leader will work closely with the Town Clerk on issues which are considered priorities of the Council.
- Where a decision is required following discussion between the Leader and the Town Clerk, the matter will be submitted to the Council or a committee for consideration, unless the matter is already delegated to the Town Clerk, or in consultation with the Leader.
- Matters wholly delegated to the Town Clerk will not require consultation with the Leader.
- The Leader should be properly briefed on all significant aspects of the work of the Council. The Town Clerk and Leader must agree an appropriate information flow to ensure that the Leader can lead effectively.
- Planned and programmed meetings should be held with the Leader and the Town Clerk. The Leader must avoid making requests for unanticipated briefings.
- The Leader should not approach other staff directly with requests for information or seek to commission work from individual staff. All office protocol and the Town Clerks management responsibilities should not be impeded.
- The Leader will liaise with the Town Clerk on forward plans and matters of policy or strategic direction.
- When the Leader wishes to put forward proposals of their own, it is their responsibility via the Town Clerk to produce a report to the relevant committee for consideration. The Town Clerk may wish and has a right to add comments to such reports.

## **Leader and Councillors**

- The Leader is the most senior Councillor politically. They lead the decision making process at Councillor Level.
- The Leader should ensure that they consult with colleagues in the early stages of formulating proposals. Committee Chairman, in particular must be consulted on issues relevant to their committee's and the Town Mayor should be involved in any civic related matters or issues which may affect the conduct of Council meetings.
- The Leader will be the first line of control of any member who be behaving inappropriately towards colleagues or staff.
- The Leader does not have to chair a committee nor are they barred from doing so.
- The Leader will not be an ex-officio voting member of any committee or sub-committee unlike the Town Mayor and Deputy Town Mayor.