



# NEWHAVEN TOWN COUNCIL

## NEW COUNCIL & COMMITTEES' TERMS OF REFERENCE

### **FULL COUNCIL**

Meets five times a year (including the Annual Meeting).

### **Terms of Reference**

- (a) Consider and agree the broad policies and objectives of the Council, overseeing and co-ordinating the preparation, annual review and adoption of the Council's Business Plan.
- (b) Identify Key Tasks from the Business Plan and delegate their implementation to the relevant committee
- (c) Monitor the Council's Business Plan and consider any recommendations from the standing committees
- (d) Adopt and review the Standing Orders of the Council.
- (e) Adopt and review the Financial Regulations of the Council.
- (f) Adopt and review the Council's Code of Conduct
- (g) Adopt and review the Council's Risk Management controls
- (a) To consider and monitor relevant policies and procedures, for example:
  - Complaints Procedure
  - Press & Media Policy
  - Statement of Intent as to Community Engagement
  - Training Policy Statement of Intent
  - Member and Employee Protocol
  - Safeguarding Policy –Children, Young People and Vulnerable Adults
- (h) Consider the distribution, and approve the function, of the Council's committees and to consider any major changes in the Council's management or administrative procedures.
- (i) Appoint the membership of the Council's committees
- (j) Appoint the Chair and Vice Chair of the Council (Mayor and Deputy Mayor)
- (k) Approve the Council's budget and set the precept to be levied.
- (l) Approve the Annual Accounts and the Annual Return.
- (m) Authorise expenditure not specifically included in the Council's approved budget estimates.
- (n) Ensure an effective system of internal audit is in place and to annually review its effectiveness.
- (o) Make, amend or revoke Bye-Laws.
- (p) Appoint Council representatives to outside bodies.
- (q) Enter into legal proceedings on the Council's behalf.
- (r) Consider the devolution of appropriate services from other authorities.
- (s) Adoption of the Neighbourhood Plan.
- (t) Appoint or dismiss the Clerk.

## **Membership**

All elected members of the Council (18)

## **Role of the Chair of the Council (Mayor)**

- (a) To be fully briefed and prepared on the issues being considered by the Council.
- (b) To preside over meetings in a fair and balanced manner that encourages contributions and achieves the objectives of the meeting by maintaining focus, seeking consensus, summarising views and conclusions and resolving conflict.
- (c) To be accountable to the council for the efficiency and effectiveness of the meeting, ensuring that business is transacted with reasonable speed.
- (d) To ensure the council acts only within its terms of reference.
- (e) To ensure compliance with standing orders, financial regulations, Council policies and relevant legislation.
- (f) To protect the council from outside interference.
- (g) To act with the clerk as a spokesperson for the council on matters within the council's jurisdiction, liaising with the press where appropriate.
- (h) To ensure the overall integrity of the decision-making process within the council, and that the process operates fairly and openly.
- (i) To ensure good employment practice by the council as a corporate body.
- (j) To meet with the Clerk to confirm/set the agenda for Council meetings, ensuring that information is complete.

Subject to the observance of decisions of the Council on matters of principle or policy, the Council's powers and duties are delegated to the Standing Committees as permitted under the Local Government Act 1972 s101, in accordance with the approved Terms of Reference drafted below. Consequently, each committee makes decisions on behalf of the Council as a whole, the minutes of these being reported to and adopted by Council.

The Council's Standing Committees are as follows:

## **REGENERATION AND STRATEGIC DEVELOPMENT COMMITTEE**

Meets 4 times a year

The officer responsible for reporting to this committee is the Head of Strategic Development, liaising where appropriate with the Responsible Finance Officer.

Responsible for the strategic development of the Council and the supervision of projects aimed at the regeneration of the town including work on the Neighbourhood Plan up to adoption (which will be by full Council).

- (a) To investigate and develop projects to regenerate the town
- (b) To apply for external funding towards projects to regenerate the town
- (c) To either carry these projects forward or recommend to full Council that funded projects are delegated to another committee as appropriate
- (d) To oversee and co-ordinate the preparation and review of the Neighbourhood Plan.
- (e) To ensure the protection and enhancement of existing green spaces in Newhaven, including woodland, scrub, cliff tops and wetlands.
- (f) To ensure that any major development maximises the opportunity for green infrastructure e.g. hedge and tree planting, wildflower areas, new ponds etc. to enhance the natural beauty and biodiversity of the Town.
- (g) To investigate the acquisition of land for environmental and amenity uses
- (h) To appoint an Environment and Biodiversity Working Group to report to the committee as required on issues arising from (e), (f) and (g) above
- (i) To investigate the provision of new built facilities for the local community
- (j) To support and monitor the town council's Citizens Panel
- (k) To support, monitor and implement the parts of the Business Plan relevant to the committee and make recommendations to Council for revisions if/as required.

### **Membership**

Minimum of 5 and a maximum of 7, elected at Annual Council

The membership of the Environment and Biodiversity Working group can include members and non-members of this committee, and members of the public as appropriate (subject to approval by the Regeneration and Strategic Development Committee).

The Environment and Biodiversity Working group is not a decision making group. It will investigate issues and refer issues requiring a decision to the Regeneration and Strategic Development Committee. It may also refer certain issues where relevant to the Amenities Committee for a decision.

**Role of the Chair** –see Appendix

*Approved by Council on 8<sup>th</sup> November 2016 for adoption from 1<sup>st</sup> April 2017*

## **PROMOTION PARTNERSHIP & FINANCE COMMITTEE**

Meets 5 times a year.

The officer responsible for reporting to this committee is the Clerk, liaising where appropriate with the Responsible Finance Officer.

Responsible for the Council's engagement and promotional initiatives, its communications, events, and tourism initiatives working on its own and in partnership with other organisations.

Responsible for ensuring the sound management of the Council's finances including the awarding of grants and Members Allowances where appropriate and its corporate facilities including office accommodation, equipment, furniture and accounting services

### **Terms of Reference**

- (a) To ensure the sound management of the Council's finances and resources, including Members Allowances where appropriate.
- (b) To consider and make decisions on grant applications. At least one of its meetings each year will be devoted to the consideration of grant applications funded out of the Grant Aid budget; applications for funding from this budget may, however, be considered at other times of the year too.
- (c) To support community events by the making of grants and/or through partnership working with other bodies
- (d) To organise on its' own behalf or in conjunction with other agencies:
  - Dieppe Raid
  - Remembrance Day Parade
- (e) To be responsible for printed and electronic communication including the following:
  - Website
  - Newsletters
  - Town guides/maps
  - Annual report
  - Social media
- (f) To co-ordinate promotional and partnership activities with communities in other countries, whether through formal twinning arrangements or through friendship and co-operation agreements
- (g) To review applications for civic and commemorative awards and make recommendations to Full Council.
- (h) Democratic representation including hospitality and civic functions and the Mayor's Fund.
- (i) Supporting tourism and promotional initiatives.
- (j) To support, monitor and implement the parts of the Business Plan relevant to the committee and make recommendations to Council for revisions if/as required.

### **Membership**

Minimum of 5 and a maximum of 7, elected at Annual Council

**Role of the Chair** – see Appendix

## **ENVIRONMENT & AMENITIES COMMITTEE**

Meets 4 times a year

The officer responsible for reporting to this committee is the Clerk, liaising where appropriate with the Responsible Finance Officer.

Responsible for social centres, cemetery buildings and open spaces owned by the Council and related environmental items and facilities within the Council's control.

### **Terms of Reference**

- (a) To monitor the open spaces provided or managed by the Council, including those devolved to the Council by the District Council
- (b) To maintain and improve those facilities including:
  - Cemetery
  - Play areas
  - Recreation Grounds
  - Informal open green spaces
  - Allotments
- (c) To consider the appearance of the town and implement improvements. To provide and/or maintain the following:
  - Street furniture (bus shelters, benches, litter bins, grit bins)
  - Notice boards
  - Town signs
  - Floral arrangements
  - Flagpoles and banners
  - Christmas lights
- (d) To undertake the management of all Council social centres
  - To ensure that adequate provision is made for their repair and maintenance and such works are carried out in a timely manner.
  - Fees and terms and conditions are set for their hire.
  - Leases, licences and agreements are considered for use of buildings.
- (e) To consider crime prevention measures including liaison with the police and the provision of CCTV cameras.
- (f) To support, monitor and implement the parts of the Business Plan relevant to the committee and make recommendations to Council for revisions if/as required.
- (g) To maximise the opportunities to provide sculptures and other art work to improve the appearance of the town.

### **Membership**

Minimum of 5 and a maximum of 7, elected at Annual Council

**Role of the Chair** – see Appendix

*Approved by Council on 8<sup>th</sup> November 2016 for adoption from 1<sup>st</sup> April 2017*

## **PLANNING & DEVELOPMENT COMMITTEE**

Meets every 3 weeks to facilitate responses to formal planning application consultations

The officer responsible for reporting to this committee is usually the Clerk; some more strategic issues may be reported to the committee by the Head of Strategic Development as appropriate.

### **Terms of Reference**

Responsible for commenting on formal planning applications and responding to development, transport and related environmental issues on behalf of the Council.

- (a) To consider all planning applications submitted by Lewes District Council and East Sussex County Council and submit observations to those authorities without reference back to Council. To be aware of planning policy and supplementary planning documents when responding to applications.
- (b) To review planning and enforcement appeals and submit additional representations if required.
- (c) To be responsible for the Council's involvement with all highways, transport and environmental issues and to review and respond to consultations and communications.
- (d) To liaise with Lewes District Council and developers to consider the appropriate type of housing including low cost housing schemes.
- (e) To encourage appropriate economic development for the benefit of the town whilst being aware of the immediate environment, impact on residential dwellings and provisions of the Neighbourhood Plan.
- (f) To monitor and promote public transport services and encourage sustainable transport within the provisions of the Neighbourhood Plan.
- (g) To make recommendations regarding street naming.
- (h) To support, monitor and implement the parts of the Business Plan relevant to the committee and make recommendations to Council for revisions if/as required.

### **Membership**

Minimum of 5 and a maximum of 7, elected at Annual Council.

**Role of the Chair** – see Appendix

## **PERSONNEL COMMITTEE**

Meets twice a year to consider the implication of training requests and the staff budget, relating to the budget and staff appraisal cycle

### **Terms of Reference**

Responsible for the review and setting of pay and conditions for staff and to address and resolve personnel issues, including grievance and disciplinary matters.

(a) To support the Clerk in staffing matters including:

- Appointments
- Appraisals
- Training and development

(b) To approve staff pay and conditions annually

(c) To ensure the Health and Safety of staff employed by providing appropriate working spaces, tools, equipment and training.

(d) To consider and monitor relevant personnel policies and procedures, for example:

- Staff Handbook
- Disciplinary Procedure
- Grievance Procedure
- Dignity at Work – Bullying and Harassment Policy
- Local Government Pension Scheme Discretions Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Performance and Development – Staff Annual Appraisal
- Recruitment of Ex-Offenders Policy
- Storage of CRB Disclosures Policy

### **Membership**

Minimum of 5 and a maximum of 7, elected at Annual Council

**Role of the Chair** – see Appendix

## **AUDIT COMMITTEE**

Meets twice a year to assist in the preparation and consideration of the Auditor's report, related to the audit cycle.

### **Terms of Reference**

Responsible for the consideration of matters raised by internal and external auditors and in conjunction with the Clerk to make necessary changes if appropriate and report recommendations to Full Council.

### **Membership**

Minimum of 3 and a maximum of 5, elected at Annual Council.

The Chair of Council and the Chairmen of Standing Committees cannot be members of the Audit Committee.

**Role of the Chair** – see Appendix



## **APPENDIX – THE ROLE OF THE CHAIR OF A COMMITTEE OR SUB-COMMITTEE**

- (a) To be fully briefed and prepared on the issues being considered by the committee.
- (b) To preside over meetings in a fair and balanced manner that encourages contributions and achieves the objectives of the meeting by maintaining focus, seeking consensus, summarising views and conclusions and resolving conflict.
- (c) To be accountable to the committee for the efficiency and effectiveness of the meeting, ensuring that business is transacted with reasonable speed.
- (d) To ensure the committee acts only within its terms of reference.
- (e) To ensure compliance with standing orders, financial regulations, council policies and relevant legislation.
- (f) To work with the clerk or Head of Strategic Development (as appropriate) to confirm/set the agenda for meetings, ensuring that information is complete.
- (k) To act with the clerk as a spokesperson for the Council on matters within the committee's remit, liaising with the press where appropriate.

The Chair of the Council and Chairmen of Committees also make up the Council's Management Team