



NEWHAVEN TOWN COUNCIL 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 Town Clerk or Deputy Town Clerk, 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 investigate and develop projects to improve the image of the town
- (c) To apply for external funding towards projects to regenerate the town
- (d) To oversee and co-ordinate the adoption 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 through policies and programmes written by the Council.
- (f) To investigate the acquisition of land for environmental and amenity uses
- (g) To investigate the provision of new built facilities for the local community
- (h) To support and monitor the town council's Citizens Panel
- (i) 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.
- (j) To either carry projects forward or recommend to full Council that funded projects are delegated to another committee as appropriate
- (k) To appoint Working Groups to report to the committee as required on issues arising from (a), (b), (d), (f) and (g) of these Terms of Reference.

Membership

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

Appointed members of Working Groups 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).

Working Groups created will not make formal decisions but will investigate project topics and refer outcomes of research, to the Regeneration and Strategic Development Committee. They may also refer project information where relevant, to other appropriate Committees for a decision.

Role of the Chair –see Appendix.

PROMOTION PARTNERSHIP & FINANCE COMMITTEE

Meets 5 times a year.

The officer responsible for reporting to this committee is the Town Clerk or Deputy Town 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
 - Newhaven Community Awards
 - Community Carol Concert
 - Newhaven Pram Race
- (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 Town Clerk or Deputy Town 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 artwork 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.

PLANNING & DEVELOPMENT COMMITTEE

Meets 2 weeks prior to each Lewes District Council Planning Committee to facilitate responses to formal planning application consultations.

The officer responsible for reporting to this committee is the Town Clerk or Deputy Town Clerk.

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 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. *(previously under remit of Regeneration and Strategic Development Committee)*
- (h) To make recommendations regarding street naming.
- (i) 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 at least 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 Town 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 at least 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 Town Clerk, Deputy Town 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 Town Clerk or Deputy Town Clerk 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.

COMMITTEE SUBSTITUTES:

Where a committee member is unable to attend a scheduled committee meeting (not Full Council) they are required (where possible) to arrange a colleague Town Councillor to attend in their stead and inform the Town Clerk/Council Office of that councillor's name as soon as possible.

Where a substitute attendee is arranged for a Planning & Development Committee meeting, that substitute must have attended and completed the relevant training course.

CHAIRS' BRIEFING MEETINGS:

The Chair of the Council and Chairmen of Committees also make up the Council's management team and have regular informal briefing meetings with the Clerk and Head of Strategic Development.

- (a) A Chairs' Briefing is NOT a formal decision making meeting. It cannot make decisions other than to place issues on agendas and in which order they will be discussed (either Council or committees); or to give the Town Clerk or Deputy Town Clerk guidance on whether or not they should investigate something further before placing it on an agenda; or to give the Town Clerk or Deputy Town Clerk guidance on how to respond to correspondence that cannot wait until the next appropriate meeting; or to give the Town Clerk or Deputy Town Clerk guidance on the sort of decisions that fall within the Town Clerk's normal authority.
- (b) Due to time constraints or other reasons, it may not always be possible for all agenda items for all committees or Council meetings to have been discussed at a Chairs' Briefing. For this reason, as well as to enable the fulfilment of the Town Clerk's statutory duty to draw certain things to the attention of the Council, the Town Clerk has the final say on what goes on formal agendas and may place things on agendas that have not been discussed at the Chairs' Briefing. The

Town Clerk may also respond to correspondence on behalf of the town council and take decisions that fall within his normal authority without reference to the Chairs' Briefing meeting.

- (c) All councillors (whether or not they are Chairs of committees) may put forward items for informal discussion at the Chairs' Briefing meeting. This is one way for councillors to get items placed on formal agendas. Notes from Chairs' Briefing meetings will be circulated to all councillors. Agendas for Chairs' Briefings will include Any Other Business.