

# ALTON TOWN COUNCIL COMMITTEE TERMS OF REFERENCE 2018/19



The Council has appointed a number of Standing Committees to carry out some of its functions.

Committees have the power to appoint sub-committees, working parties or advisory groups for specific purposes who report back to the Committee.

Each Committee has its own Terms of Reference. Each Committee is able to take decisions within the limits given to it. Anything falling beyond those limits must be referred to full Council.

In general, Committees are responsible for advising on, monitoring and reviewing their areas of responsibility, and working up proposals for the future.

The Clerk or the Finance and Administration Manager will attend all meetings and will be able to advise Councillors generally, including on whether a decision can be taken by the Committee or whether it needs to be referred to the full Council.

In order for each committee to satisfy itself of the continuing relevance of its Terms of Reference the each committee will be asked to review and re-adopt their respective terms of reference on an annual basis.

All Committee terms of reference take into account the priorities within the Corporate Strategy.

The Town Halls aims to publish all draft minutes within 2 weeks of the meeting date with the exception of the Annual Electors meeting which aims to publish within one month.

## **Policy and Resources Committee (7 Members)**

Membership of the Policy and Resources Committee shall be determined each year at the Annual meeting of the Council at which time the Chairman and Vice Chairman for the year will be elected. Membership of the Committee will include the Leader of the Council, the Deputy Leader, Chairman of the Staffing Sub Committee and the Mayor.

The Committee should meet at least four times per year with all meeting dates for the forthcoming municipal year confirmed in advance of the Annual Meeting of the Council.

The minutes of the Committee are to be reported to and received by the Council at each Full Council meeting.

The principle purpose of the Policy and Resources Committee is to:

- a. Determine the policies for the range of Council services including budget provision.
- b. Recommend a budget and proposed Precept to Full Council annually.
- c. Undertake overall management of all the Council's finances, banking operations and investments;
- d. Monitor the ongoing budget to actuals, income and expenditure.
- e. Receive applications for and give authorisation for the approval of Community Grants each year in January/February for the forthcoming financial year.

- f. Review all lease, licence, tenancy and other legal agreements across the Town Council portfolio, including the setting of hire charges.
- g. Consider the acquisition of property, maintenance of assets, management and disposal
- h. To review the action plan for the Corporate Strategy and recommend updates to the plan.
- i. Review and update the content of the Members Handbook.
- j. Approve emergency expenditure authorised by the Town Clerk under delegated authority.
- k. Review the Council's Insurance arrangements
- l. To consider quotations, tenders and estimates for capital projects
- m. Review the Council's Health and Safety and Risk Management arrangements.
- n. To monitor the collaborative agreement with Alton Community Association.
- o. To give delegated authority to the Staffing Sub Committee for matters pertaining to employees.
- p. To consider the requirement for the employment of additional staff members.
- q. To set and review the Business Continuity Plan and Emergency Plan

#### **Open Spaces Committee (7 Members)**

Membership of the Open Spaces Committee shall be determined each year at the Annual meeting of the Council at which time the Chairman and Vice Chairman for the year will be elected.

The Committee should meet at least four times per year with all meeting dates for the forthcoming municipal year confirmed in advance of the Annual Meeting of the Council.

The minutes of the Committee are to be reported to and received by the Council at each Full Council meeting.

The principle purpose of the Open Spaces Committee is to:

- a. To oversee all the council's open spaces in accordance with the Town Council Corporate Strategy, including the formulation and implementation of plans to guide their future management and the recommendation and monitoring of budgets.
- b. To consider the adoption or provision of new open spaces or facilities as appropriate where they have a high community value and amenity benefit for the public.
- c. To provide, administer and maintain the council owned allotment sites across town, in accordance with its statutory function; working with the Allotments Sub Committee and the Alton Allotment Association to ensure good communication with ploholders and to receive suggestions on improvements.
- d. To enhance the quality of the offering of the existing town council owned public spaces to ensure they deliver high value community benefit which reflects the specific character of each site.
- e. To monitor the town's footpath network and work with Hampshire County Council to facilitate improvements.

- f. To encourage engagement with the community, interest groups and external bodies to assist in the conservation and enhancement of informal green spaces including Flood Meadows, King's Pond and Windmill Hill.
- g. To monitor and maintain play areas, skateparks and other formal and informal play provision, upgrading as appropriate.
- h. To work with the Police and East Hampshire District Council to facilitate the addressing of environmental issues across town council open spaces, including dog fouling, littering and antisocial behaviour.

### **Community Committee (9 Members)**

Reimagined for 2018, this Committee is a flagship for the Town Council, embracing new ways of working and new technologies alongside traditional engagement avenues to put the community at the heart of the Council's agenda.

Membership of the Community Committee shall be determined each year at the Annual meeting of the Council. The Meetings will be chaired by the Town Mayor with the committee agendas developed collaboratively (with different councillors taking the lead on certain topics)

Meetings are encouraged to invite members of the community to join the committee (non-voting) to help facilitate discussion.

The Committee should meet at least four times per year with all meeting dates for the forthcoming municipal year confirmed in advance of the Annual Meeting of the Council.

The minutes of the Committee are to be reported to and received by the Council at each Full Council meeting.

The principle purposes of the Community Committee are to:

- a. To develop a community focused agenda which includes focuses on key community priorities including:
  - Volunteering
  - Youth
  - Policing and Crime
  - Tourism (including development of Regency Week)
  - Grants
  - Health and Wellbeing
  - Welcoming New Residents
- b. To receive regular updates on the annual events programme which encourages community cohesion and inclusivity, ensuring a good mix of regular events with one-off events which mark significant local or national occasion.
- c. Coordinate Alton in Bloom and any entries to any national or regional competitions.
- d. To develop use of the Alton Events website and other forms of social media to publicise and promote events, community activities and tourism across the town to both residents and the wider community.

### **Planning and Transport Committee (7 Members)**

Membership of the Planning and Transport Committee shall be determined each year at the Annual meeting of the Council at which time the Chairman and Vice Chairman for the year will be elected.

The Committee will meet at least every four weeks with all meeting dates for the forthcoming municipal year confirmed in advance of the Annual Meeting of the Council.

The minutes of the Committee are to be reported to and received by the Council at each Full Council meeting.

All Members of the Planning and Transport Committee are required to undertake regular training and are keep updated with changes in planning legislation.

The principle purpose of the Planning and Transport Committee is to:

- a. To make representations to the District and County Councils on all planning applications received, including Full and Householder Applications, Listed Building Consent, Conservation Area Consent, Outline Applications and Reserved Matters.
- b. To forward representations to the District Council, where appropriate, in applications relating to Licensing and Trees
- c. Facilitate the delivery of the Neighbourhood Plan Action Plan and work collaboratively with EHDC on the development of the Local Development Plan.
- d. Encourage potential developers of major sites to proactively engage with the Town Council at the earliest opportunity within the pre-application stage to ensure that any scheme put forward to the Local Planning Authority are appropriate for Alton.
- e. Facilitate discussion between the various stakeholders interested in the development of the Molson Coors Brewery site and other major sites within the town, with the aim of ensuring that any development is appropriate and supports the best interests of Alton.
- f. To represent the views of residents in respect of local consultations pertaining to Highways and Public Transport.

#### **Staffing Sub-Committee (4 members)**

This sub-committee shall consist of four councillors, including the Leader of the Council and a minority party or independent representative (where appropriate). The quorum shall be three councillors with Membership being determined each year at the Annual meeting of the Council at which time the Chairman for the year will be elected.

The sub-committee shall meet at least every four months and otherwise as required. The Proper Officer shall be invited to attend every meeting.

The Staffing Sub-Committee is formally constituted as a sub-committee of the Policy & Resources Committee, with delegated powers for the management of the Town Clerk and to hear and decide upon grievances, if requested to do so. The Town Clerk as the head of paid service is responsible for the day to day management of staff employed by the Town Council.

The principle purpose of the Staffing Sub Committee is to:

- a. To monitor and review as appropriate the annual appraisal process and its outcomes.
- b. With the Town Clerk, to undertake an annual review staff salaries including any discretionary elements of pay arising from the annual appraisal process.
- c. To ensure the training needs are met for all staff members and that the Town Council appropriately invests in the future development of its officers.

- d. To receive reports and recommendations from the Town Clerk with respect to the day to day management of Town Council staff.
- e. To maintain the Staff Handbook and any other relevant policy documents pertaining to employees, undertaking a review on an annual basis.
- f. To act with delegated authority to manage the Town Clerk on behalf of the council, including taking disciplinary action and hearing grievances.
- g. In accordance with the Town Council Grievance Policy and Complaints Procedure the Staffing Sub Committee will consider requests to hear and decide upon such issues not deemed appropriate to be dealt with by the Town Clerk where the sub-committee agrees that there are genuine reasons for this not to be done by the Town Clerk. In line with these policies any appeal to such requests or decisions would be considered by the Town Council Appeals Panel.