



Durrington Town Council

Terms of Reference – Committees

Adopted by Full council – Feb 2024

Reviewed Annually

Review Due Feb 2025

Committees - Full Council

Members of the Council meet monthly save for August and December. The meetings take place on the last Tuesday of the month. Meetings are run in accordance with the Standing Orders.

The following matters are reserved for decision by Full Council, but the appropriate committees may make recommendations for the Council's consideration.

1. The Precept.
2. Borrowing money.
3. Making, amending, or revoking Standing Orders, Financial Regulations, Duties and Powers of Proper Officer provisions.
4. Making, amending, or revoking by-laws.
5. Making of Orders under Statutory Powers.
6. Matters of principle or policy.
7. Addressing recommendations in any report from the Internal and External Auditors.
8. Nomination or appointment of representatives of the Town Council on an authority, organisation, or body (except approved conferences or meetings).
9. Nomination of members of all standing committees.
10. New powers or duties.

11. Nomination or appointment of representatives of the Town Council to any enquiry on matters affecting the Town.
12. To receive and approve the Annual Governance and Accountability Return.
13. To receive and sign off the Annual External Audit and Return.
14. To receive reports and recommendations referred to Full Council from the various committees.
15. To set up direct reporting working groups as necessary.
16. To receive reports and recommendations and consider recommendations from all direct reporting committees and working groups set up by Full Council or indirect groups where considered appropriate by the Town Clerk or Committee Chairs.
17. To authorise the sealing of various documents with signatures of two Town councillors.
18. To appoint representatives on outside bodies or joint bodies.
19. To make comments on Planning Applications.

All members of the Council will join one of two committees the Finance and HR Committee (FHRC) or the Facilities and Amenities committee (FAC).

A further Committee will be formed by members of the FAC Committee to form an Appeals Committee for HR matters on request from FHRC.

Policies are approved and recommended by the FHRC and FAC to the full Council for ratification.

To join a Committee the member will undertake relevant training for the role.

Finance and HR Committee (FHRC)

Purpose

The committee is a standing committee reporting to the Council following each meeting.

It will make recommendations on the annual and three-year budget and the setting of the precept. It operates within the Financial Regulations for the Council and in conjunction with the Standing Orders.

The committee is appointed to make decisions on all staffing matters subject to budget and expenditure limits decided by the Council.

Membership –

The committee will consist of between 3 and 7 members.

The Chairman will be selected from the members and the election of the Chair will be the first order of business following the Annual Meeting of the Council.

Quorum will consist of three members.

Meetings – The committee will meet at least quarterly or at any other time as necessary.

Agendas and minutes will be dealt with in the same way as Council meetings.

The Committee shall

- Supervise the overall budgetary process of Council, the governance and proper conduct of public money and make recommendations to Council on the amount of the budget.
- Recommend to Council the amount of the precept.
- Monitor income and expenditure and review against budget.
- Provide quarterly forecasts of the accounts for the Full Council agenda.
- Consider the recommendations of other committees for budget expenditure in line with the Financial Regulations.
- Consider and make recommendations to Council on any grant requests to the Council.
- Review prices, rents, and other charges, including cemetery fees, allotment rents and parking fees and make recommendations to Council.
- Periodically (maximum 5 yearly) review existing external contracts, tendering as appropriate and making recommendation to Council on appropriate action.
- Formulate the three-year budget.
- Consider the findings of the Internal Auditors report and take appropriate actions.
- Consider the Annual Accounts and recommend to Council.

- Review annually the risk register, the asset register and financial regulations and make recommendations to Council on appropriate action and ensure adequate insurance of buildings and property is in place.
 - Consider any other financial matter that may arise including the use of CIL.
 - To approve the use of payment cards and the establishment of trade accounts and agree which personnel are authorised to use and the maximum levels of expenditure.
 - To monitor utility costs.
 - To approve invoices for payment received.
 - To approve the Clerk transferring funds between the Council's deposit and current account to ensure a constant balance of at least £20,000 in the current account.
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- Ensure that the Clerk/RFO and Internal Checker receive financial training as required.
 - Make recommendations to Full Council regarding the scope and extent of the contract for the Internal Auditor.
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- The Committee will deal with all personnel, employment, and recruitment issues making recommendations to Council on such matters.
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- To annually (in April) review the Clerk's salary level, contract of employment, job description and conditions of service and make recommendations to the Council on any changes.
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- To delegate to the Chairman of the Council and the HR and Finance Committee the annual review and appraisal of the performance of the Clerk and to report to the Council that it has been completed.
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- To ensure that an effective system of performance management is maintained for the Clerk.
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- To ensure the Council complies with all legislative requirements relating to the employment of staff.
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- To respond to any staff disciplinary matter in accordance with the Council's Disciplinary Procedure and report to the Council on the outcome.
 - To respond to any staff grievance accordance with the Council's Grievance Procedure and to report to the Council on the outcome.
 - To periodically review all employment policies and procedures, including the Grievance and Disciplinary Procedures, and the Equality Statement, Fairness and Dignity at Work Policy.

- To oversee the appointment and recruitment process of Council employees.
- To ensure employees are appointed in accordance with the Council’s Recruitment Procedure, Equal Opportunities Statement and Guidelines on Employment Practice.
- To recommend the appointment or termination of contract for the Clerk.
- To review health and safety at work for all employees.

To be responsible for all preparing and reviewing all policies and procedures relating to HR and Finance and recommending said policies and procedures to the Council for ratification.

Facilities and Amenities Committee (FAC)

Purpose

The Committee is responsible for the ongoing provision, maintenance and future development of all assets owned or managed by the Town Council for the benefit of the Town.

Membership –

The committee will consist of between 3 and 7 members.

The Chairman will be selected from the members and the election of the Chair will be the first order of business following the Annual Meeting of the Council.

Quorum will consist of three members.

Meetings – The committee will meet at least quarterly or at any other time as necessary.

Agendas and minutes will be dealt with in the same way as Council meetings.

Terms of the Committee

To comply with the Town Council’s Standing Orders on the governance and membership of the Amenities Committee;

To implement relevant policies of the Town Council relating to the Town’s amenities and, where appropriate, recommend amendments and new policies to the Town Council;

To exercise the delegated powers and duties of the Town Council with respect to the provision, care, maintenance, and development of:

a) All buildings open spaces, playgrounds, parks, allotment, and horticultural areas whether owned, leased or managed by the Town Council;

b) Sporting, cultural, and recreational facilities provided by the Town Council and to review the local provision of such facilities;

To submit proposals to the Town Council for new and improved services;

To formulate a budget for revenue/capital expenditure for the next financial year and to recommend it to the November meeting of the Finance and HR Committee;

To control the expenditure and income of the approved budgets (Revenue and Capital) for the Committee and to report to the Finance and HR Committee any possible variations;

To propose, budget and obtain quotes for revenue/capital expenditure subject to the permission of the Town Council;

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.

Appeals Committee (AC)

Purpose

The Committee is responsible for dealing with appeals directed from the FHRC.

Membership –

The committee will consist of between 3 – 5 members.

The Chairman will be selected from the members and the election of the Chair will be the first order of business following the Annual Meeting of the Council.

Quorum will consist of three members.

Meetings – The committee will meet as necessary.

Agendas and minutes will be dealt with in the same way as Council meetings.

Terms of the Committee

Considering and deciding whether individual appeals have established grounds for appeal according to the disciplinary or grievance procedures.

To gather further evidence at appeal committee hearings and to decide based on that information, whether an appeal should be upheld or rejected.

To determine whether any appeal made by a member of staff under any of the Council's personnel policies are valid.

To hold appeal hearings under the Disciplinary, Grievance, Competence, Redundancy and Redeployment Policies. To determine the appeal under the appropriate procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.)

Only Full Council may uphold a decision to dismiss the Town Clerk

To determine any appeals under the Council's Complaint Procedure which is delegated to it. To determine the appeal under the Procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal or makes a Declaration of Interest may not sit on the Appeal hearing.)