

**Wem Town Council Terms of Reference and Delegated Authority of Town Council
Committees, Panels, Liaison Groups and Working Parties**

Finance and Corporate Governance Committee – (amended 26.10.23)

Name of Committee	Finance and Corporate Governance
By what authority: (e.g. Council, Statute, legislation)?	Council.
For what period: (e.g. indefinitely, until it reports on a defined date)?	Annual review by the Town Council at May Meeting.
Function or purpose: i.e. why the committee is needed	The overall purpose of this committee is to ensure that the council's finances, audit, staffing and its statutory obligations are conducted in accordance with good practice.
Terms of Reference	<p>To review and award the following contracts – payroll, health and safety, year-end accounts close down, computer support, copier.</p> <p>To consider staff requests for attendance on training courses that fall outside of the statutory training required in order to carry out the role and either cost over £250 or will exceed the training budget.</p> <p>Finance and Audit</p> <ol style="list-style-type: none"> 1. To monitor and review all financial policies. 2. To monitor quarterly the financial progress of the council's expenditure against budget. 3. To appoint the Council's internal auditor. 4. To consider and implement recommendations on all reports arising from both internal and external auditors. 5. To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances. 6. To authorise budgeted expenditure on the following budget codes Administration, Staffing and Cllr Expenses. 7. To make budgetary and precept recommendations to Full Council for future budgets. 8. Annually to review all earmarked reserves and approve new allocations/ removals to and from earmarked reserves. 9. Committee has the authority to delegate areas of responsibility to either a sub-committee, a working group or an officer. 10. Any other matters that may be delegated by Full Council.
Reporting: (are reports required? How often? To whom or what body?)	Draft minutes to next available Town Council meeting.
Budgetary authority: (if any)	Administration, Cllr Expenses.
Number of members (if prescribed)	All
Quorum (minimum attendance)	5
Procedures (prescribed or self-determined – list if prescribed)	Act in accordance with the Town Council's decisions, legal powers and policies.
Frequency of meetings	Minimum quarterly.
Prescribed members:	N/A

Any disqualifications from membership?	N/A.
Contact person(s)	Town Clerk/Projects and Finance Assistant.

Staffing Committee created 26.10.23

Name of Committee	Staffing
By what authority: (e.g. Council, Statute, legislation)?	Council.
For what period: (e.g. indefinitely, until it reports on a defined date)?	Annual review by the Town Council at May Meeting.
Function or purpose: i.e. why the committee is needed	The overall purpose of this committee is to effectively and efficiently discharge the Council's duties as an Employer.
Terms of Reference	<ol style="list-style-type: none"> 1 To deal with grievance, disciplinary and capability matters to a final conclusion, in accordance with the Council's Procedures, only reporting to Council when the time for any appeal has passed. 2 To be responsible for arrangement of the appraisal of the Town Clerk. 3 To review Terms and Conditions of service and salaries of staff 4 To oversee any job evaluation process. 5 To review the organisational structure and necessary staffing levels. 6 To consider staffing reviews. 7 To prepare and maintain employment policies and procedures and the Staff Handbook. 8 To prepare and review Job Descriptions and Person Specifications. 9 To prepare and review Contracts of Employment. 10 To develop and review Health and Safety Policies and Procedures. 11 To consider any other matters delegated to the Committee by Council. 12 To oversee the recruitment and appointment of all staff except for the Town Clerk which, by recommendation of this Committee, must be appointed by full Council. 13 To develop the Council's training policy and needs. 14 To monitor the annual staffing budget and make recommendations for future staffing budgets.
Reporting: (are reports required? How often? To whom or what body?)	Draft minutes to next available Town Council meeting.
Budgetary authority: (if any)	Staffing.
Number of members (if prescribed)	7
Quorum (minimum attendance)	3
Procedures (prescribed or self-determined – list if prescribed)	Act in accordance with the Town Council's decisions, legal powers and policies.
Frequency of meetings	When required
Prescribed members:	N/A
Any disqualifications from membership?	N/A.
Contact person(s)	Town Clerk

Complaints Panel (Formerly Complaints committee)

Name of Panel	Complaints
By what authority: (e.g. Council, Statute, legislation)?	Council.
For what period: (e.g. indefinitely, until it reports on a defined date)?	Annual appointment by Town Council at Annual Meeting.
Function or purpose: i.e. why the Panel is needed	The overall purpose of this panel is to investigate complaints made against the council.
Terms of Reference	1. To investigate complaints about council staff, administration and procedures. 2. Panel to have the power to resolve the outcome of a complaint concerning administrative procedures. Panel to have the power to refer a Complaint to the Town Council if necessary.
Reporting: (are reports required? How often? To whom or what body?)	To next available Town Council meeting.
Budgetary authority: (if any)	N/A.
Number of members (if prescribed)	Up to 3 members including Mayor.
Quorum (minimum attendance)	3
Procedures (prescribed or self determined – list if prescribed)	Act in accordance with the Town Council's decisions, legal powers and policies.
Frequency of meetings	As and when
Prescribed members:	Town Mayor (ex-officio)
Any disqualifications from membership?	N/A.
Contact person(s)	Town Clerk/Assistant Clerk.

Liaison Groups

Events Liaison Group

Name of Group	Events Liaison Group
Chairman	
By what authority: (e.g. Council, Statute, legislation)?	Council.
For what period: (e.g. indefinitely, until it reports on a defined date)?	Annual appointment by Town Council at Annual Meeting.
Function or purpose: i.e. why the Group is needed	To oversee the management and organisation of any events run by the Town Council or in partnership with other groups.
Terms of Reference	1. To review the events and ensure necessary risk assessment and health and safety policies are in place for each event organised.

	2. To recommend expenditure from the town promotion and events budget. 3.To consider impact on council of the organisation of new events and report back to Town Council.
Reporting: (are reports required? How often? To whom or what body?)	To next available Town Council meeting.
Budgetary authority: (if any)	N/A.
Number of members (if prescribed)	Up to 6 members of the Town Council.
Quorum (minimum attendance)	3
Procedures (prescribed or self determined – list if prescribed)	Act in accordance with the Town Council’s decisions, legal powers and policies.
Frequency of meetings	As and when
Prescribed members:	Town Mayor (ex-officio), co-option of non-council members as appropriate according to the event.
Any disqualifications from membership?	N/A.
Contact person(s)	Town Clerk/Assistant Clerk.

Wem Swimming and Lifestyle Liaison Group

Name of Group	Wem Swimming and Lifestyle Liaison Group
Chairman	
By what authority: (e.g. Council, Statute, legislation)?	Council.
For what period: (e.g. indefinitely, until it reports on a defined date)?	Annual appointment by Town Council at Annual Meeting.
Nature (e.g. advisory, decision making, policy, executive)?	Advisory, regulatory, policy, decision making.
Function or purpose: i.e. why the Group is needed	To liaise with staff and directors of Wem Swimming and Lifestyle Centre.
Terms of Reference.	1. To receive regular updates on the running of the pool. 2. To receive regular financial reports of WSLC expenditure against budget. 3.To recommend expenditure from Swimming Pool Budget.
Reporting: (are reports required? How often? To whom or what body?)	To next available Town Council meeting.
Budgetary authority: (if any)	Swimming Pool (councillors only to vote on expenditure and as long as a minimum of 3 councillors are present).
Number of members (if prescribed)	Up to 4 members of the Town Council.

	4 members from Wem Swimming and Lifestyle Centre Trustees can attend this group but will not be allowed to vote on items relating to expenditure.
Councillor Quorum (minimum attendance)	3
Procedures (prescribed or self determined – list if prescribed)	Act in accordance with the Town Council’s decisions, legal powers and policies.
Frequency of meetings	As and when.
Dates of meetings (if prescribed)	N/A.
Prescribed members:	Town Mayor + 4 Trustees from WSLC Committee.
Any disqualifications from membership?	N/A.
Contact person(s)	Town Clerk/Assistant Clerk.

Working Parties

The establishment of working parties should be bound by the following conditions

- Not to meet any more than 3 times but this can be extended to 5 if considered necessary.
- First meeting - to discuss the subject matter and agree information needed.
- Second - to review information obtained and whether clarification on items or additional information is required.
- Thirdly - to discuss that information to agree what recommendations are going to be made back to Council or appropriate committee.