

# Wem Town Council Committee Review

## Introduction

The Town Council currently has a variety of different committees and working parties. The purpose of this report is to undertake a review of the terms of reference for these

The current committee system in operation only provides committees with limited delegated powers. This method of operation can be inefficient as the decision-making process can become over long with the danger of recommendations debated twice. It also means that the staff are unable to progress matters discussed at committee until they have been considered by Full Council (often 3 weeks later) However it does have the advantage of ensuring that all councillors are fully engaged in the decision making process and have the opportunity to contribute their thoughts.

Outlined over the next few pages are proposals for amendments to the existing terms of references of the committees and guidelines on the establishment of working parties. In addition to this a scheme of delegation is proposed to handle emergency situations as and when they arise which is intended to replace the emergency committee.

## Current Town Council Committees and Working Parties

<b>Current</b>	<b>Meeting schedule</b>
Amenities and Services Committee	Quarterly – dates set at AGM June, Sept, Dec, Mar
Finance and Corporate Governance Committee	Quarterly – dates set at AGM April, July, Oct ,Jan
Verification Committee	As and when
Wem Swimming and Lifestyle Liaison Group	4 times per year
Planning and Transport Committee	As and when
Events Liaison Group	As and when
Wem Town Hall Liaison Group	July - Dec
Complaints Committee	As and when
Grievance Panel	As and when
Appeals Panel	As and when
<b>Working Parties</b>	
Mayoral Awards WP (Feb 18)	As and when
Banking Provision in Town (July 18)	As and when
Staffing Review Working Party (Nov 18)	As and when – 2 meetings held.
Climate Emergency working party (April 19)	As and when – to meet 4 <sup>th</sup> June 19
Old Toilet Block (Nov 17)	Yet to meet
WSSA Constitution WP	Disbanded
Transfer of Services	Disbanded
Communications	Disbanded

## Proposed Terms of Reference and Delegated Powers for Committees

### Finance and Corporate Governance

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 appointment by Town Council at AGM.
Function or purpose : i.e. why the committee is needed	<p>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, and to administer services, which are not the responsibility of the other standing committees.</p> <p><i>To deal with all employee issues except those referred to the Grievance Panel and the Appeals Panel.</i></p>
Terms of Reference	<p><b>Employment</b></p> <ol style="list-style-type: none"> <li>1. To ensure employment and health and safety legislation is adhered to in relation to all staff and to review risk assessments.</li> <li>2. Committee to have the power to resolve the appointment of all staff <b>except</b> the appointment of a Town Clerk, which, by recommendation of this Committee, must be approved by full Council.</li> <li>3. To monitor <i>and review</i> the salary, contract, job description, appraisals and terms and conditions of all staff employed by the Town Council. To recommend to Full Council any staff salary increases</li> <li>4 To consider and approve the working of additional hours for one off projects subject to the provision in the msc. staffing budget.</li> <li>5. Committee to have the power to resolve employee issues except those referred to the Grievance Panel and the Appeals Panel.</li> <li>6. To consider and approve the Town Clerk's Performance Review.</li> <li>7. To review and award the following contracts – payroll, health and safety, year end accounts close down, computer support.</li> </ol> <p><b>Finance and Audit</b></p> <ol style="list-style-type: none"> <li>1. To monitor and review all financial policies.</li> <li>2. To monitor quarterly the financial progress of the council's expenditure against budget.</li> <li>3. To appoint the Council's internal auditor</li> <li>4. To consider and implement recommendations on all reports arising from both internal and external auditors.</li> <li>5. To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances.</li> <li>6. To authorise budgeted expenditure on the following budget codes administration, staffing and Cllr Expenses budget.</li> <li>7. To review administration, staffing and Cllr Expenses budget cost centres and make recommendations to full council for inclusion in annual budget.</li> <li>8. Annually to review all earmarked reserves and recommend to Full Council the reallocation of earmarked reserves which will not be used for the original purpose for which they were established.</li> <li>9. Committee have the authority To delegate areas of responsibility to either a sub-committee, a working group or an officer.</li> </ol>

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 and Staffing (partial)
Number of members (if prescribed)	Up to 7 members plus Mayor.
Quorum (minimum attendance)	3
Procedures (prescribed or self determined – list if prescribed)	Act in accordance with the Town Council's decisions, Terms of Reference, Financial Regulations.
Frequency of meetings	Minimum quarterly.
Prescribed members:	Town Mayor (ex officio)
Any disqualifications from membership?	N/A.
Contact person(s)	Town Clerk/Assistant Clerk.

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## Amenities and Services Committee

Name of Committee	Amenities and Services Committee
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 AGM.
Function or purpose : i.e. why the committee is needed	To oversee the management of the services and facilities managed by the Town Council
Terms of Reference.	<ol style="list-style-type: none"> <li>1. To discuss and review facilities and services provided by the council.</li> <li>2. To keep under review the policies and procedures for the effective management of Love Lane Cemetery, Public Toilets, Bus Shelters, CCTV, Streetlights, Love Lane Allotments and Play Areas.</li> <li>3. To review and monitor and award all maintenance/ service contracts relating to the Cemetery, Toilets, Bus Shelters, CCTV, Streetlights, Floral Display, Allotments and Play Areas.</li> <li>4. To authorise works up to the limits set in the budget from the following expenditure budgets Recreation, Public Toilets, Love Lane Cemetery, Love Lane Allotments, bus shelters, CCTV, Streetlighting and floral display for those services and facilities</li> <li>5. To recommend to the Full Town Council for inclusion in the draft budget, additional budget items that are related to facilities and services matters.</li> <li>6 To submit to the Council proposal to develop additional services and facilities.</li> <li>7. To annually submit to the Council recommendations for fees for use of council facilities and services.</li> <li>8. To review Recreation, Public Toilets, Streetlighting, Bus Shelters, Cemetery, CCTV, Floral Display and Allotment budget cost centres and make recommendations to full council for inclusion in annual budget.</li> <li>9. The Committee may form sub-committees or working groups, in an advisory capacity, for individual issues that have a limited life-span.</li> </ol>
Reporting: (are reports required? How often? To whom or what body?)	Draft meeting to next available Town Council meeting..
Budgetary authority: (if any)	Recreation, Public Toilets, Love Lane Cemetery, Love Lane Allotments, bus shelters, CCTV, Streetlighting and floral display
Number of members (if prescribed)	7 members of the Town Council plus the Mayor
Quorum (minimum attendance)	3
Procedures (prescribed or self determined – list if prescribed)	Act in accordance with the Town Council’s decisions, Terms of Reference, Financial Regulations.
Frequency of meetings	Minimum quarterly.
Prescribed members:	Town Mayor

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

## Planning, Transport and Climate Change Committee (amended 26.10.17)

<b>Name of Committee</b>	<b>Planning and Transport</b>
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 AGM.
Function or purpose : i.e. why the committee is needed	To consider planning and highways issues impacting on the Town of Wem.
Terms of Reference.	<ol style="list-style-type: none"> <li>1. The committee shall receive, consider and respond to planning applications from the Local Planning Authority if the deadline for planning comments by consultees falls before the next Full Council meeting, or if any councillor requests a meeting of the committee if they consider that a planning application has the potential to have a significant impact on the town.</li> <li>2. To consider any major highways schemes affecting the town.</li> <li>3. To consider and comment on all planning policy documents.</li> <li>4. To approve, monitor and review the Climate Emergency Action plan.</li> <li>5. To approve expenditure relating to Climate Change Action Plan</li> </ol>
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)	All members
Quorum (minimum attendance)	5
Procedures (prescribed or self determined – list if prescribed)	Act in accordance with the Town Council's decisions, Terms of Reference, Financial Regulations.
Frequency of meetings	As and when.
Prescribed members:	All members
Any disqualifications from membership?	N/A.
Contact person(s)	Town Clerk/Assistant Clerk.

## Complaints Committee

Name of Committee	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 AGM.
Function or purpose : i.e. why the committee is needed	The overall purpose of this committee is to investigate complaints made against the council
Terms of Reference	1. To investigate complaints about council staff, administration and procedures. 2. Committee to have the power to resolve the outcome of a complaint concerning administrative procedures. Committee 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, Terms of Reference, Financial Regulations.
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.

## 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 AGM.
Function or purpose : i.e. why the committee 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 approve 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 4 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, Terms of Reference, Financial Regulations.
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.

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### **Wem Swimming and Lifestyle Liaison Group**

<b>Name of Group</b>	<b>Wem Swimming and Lifestyle Liaison Group</b>
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 AGM.
Nature (e.g. advisory, decision making, policy, executive)?	Advisory, regulatory, policy, decision making.
Function or purpose : i.e. why the committee 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 approve 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)
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, Terms of Reference, Financial Regulations.
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.

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## Verification Committee

Name of Committee	Verification Committee
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 AGM.
Function or purpose : i.e. why the committee is needed	To consider and verify applications received for local connection to Wem.
Terms of Reference.	The committee shall have delegated powers to consider and verify applications for confirmation of local connection to Wem as per the Town Council's Local Connection policy.
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 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, Terms of Reference, Financial Regulations.
Frequency of meetings	As and when.
Prescribed members:	Town Mayor
Any disqualifications from membership?	N/A.
Contact person(s)	Town Clerk

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## 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 really 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.
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