

Wem Town Council Committee Terms of Reference and Delegated Authority Review

(approved 30.5.19)

Introduction

The Terms of Reference and delegated authority of the Town Council's committees were last reviewed in May 2019. Outlined in red below are the Clerk's recommended amendments to committee names and terms of reference.

Current Town Council Committees, Liaison Groups and Working Parties

Type	Number of Councillors	Meeting schedule	Meeting format
Committee			
Amenities and Services Committee	8 (including Mayor)	Quarterly – provisional dates set at Annual Meeting	Face to face
Finance and Corporate Governance Committee	8 (including Mayor)	Quarterly – provisional dates set at Annual Meeting	Face to face
Verification Committee	4	As and when	Face to face
Planning, Transport Highways and Climate Change Committee	All	As and when	Face to face
Asset Transfer Committee	All	As and when	Face to face
Complaints Committee	3	As and when	Face to face
Grievance Panel	3	As and when	Face to face
Appeals Panel	5	As and when	Face to face
Working Group			
Events Liaison Group	6	As and when	Zoom/ face to face
Wem Town Hall Liaison Group	5	July - Dec	Zoom/ face to face
Wem Swimming and Lifestyle Liaison Group	4	As and when	Zoom/ face to face
Working Parties			
None active at present			

Finance and Corporate Governance Committee

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 Annual 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, and to administer services, which are not the responsibility of the other standing committees. To deal with all employee issues except those referred to the Grievance Panel and the Appeals Panel.
Terms of Reference	<p>Employment</p> <ol style="list-style-type: none"> 1. To ensure employment and health and safety legislation is adhered to in relation to all staff and to review risk assessments. 2. Committee to have the power to resolve the appointment of all staff except the appointment of a Town Clerk, which, by recommendation of this Committee, must be approved by full Council. 3. To monitor and review 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. 4 To consider and approve the working of additional hours for one off projects subject to the provision in the msc. staffing budget. 5. Committee to have the power to resolve employee issues except those referred to the Grievance Panel and the Appeals Panel. 6. To nominate Councillors to undertake the Town Clerk's annual Performance Review. 7. To review and award the following contracts – payroll, health and safety, year-end accounts close down, computer support, copier. <p>Finance and Audit</p> <ol style="list-style-type: none"> 1. To monitor and review all financial and staffing 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 budget.

	<p>7. To review administration, staffing and Cllr Expenses budget cost centres and make recommendations to full council for inclusion in annual budget.</p> <p>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.</p> <p>9. Committee has the authority to delegate areas of responsibility to either a sub-committee, a working group or an officer.</p> <p>10. Any other matters that may be delegated by Full Council.</p>
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)	8 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. Act in accordance with the Town Council's decisions, legal powers and policies.
Frequency of meetings	Minimum quarterly.
Prescribed members:	Town Mayor (ex officio).
Any disqualifications from membership?	N/A.
Contact person(s)	Town Clerk/Assistant Clerk.

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 Annual Meeting.
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.	1. To discuss and review management and maintenance of assets and services provided by the council including Love Lane Cemetery, Public Toilets including disused toilet block on Wem Recreation Ground, Bus Shelters, CCTV, Streetlights, Love Lane Allotments, Play Areas and public open spaces. This list is not exhaustive as it may be added to during the year should the Town Council take on additional services / assets over the course of the year.

	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>6 To submit to the Council proposals to develop additional services and facilities.</p> <p>7. To annually submit to the Council recommendations for fees for use of council facilities and services.</p> <p>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.</p> <p>9. To recommend to Full Council the earmarking of reserves for specific projects.</p> <p>10. The Committee may form sub-committees or working groups, in an advisory capacity, for individual issues that have a limited life-span.</p> <p>11. Any other matters that may be delegated by Full Council.</p>
Reporting: (are reports required? How often? To whom or what body?)	Draft minutes to next available Town Council meeting.
Budgetary authority: (if any)	Recreation, Public Toilets including Recreation Ground toilet block , Love Lane Cemetery, Love Lane Allotments, bus shelters, CCTV, Streetlighting and floral display.
Number of members (if prescribed)	8 members of the Town Council including 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. Act in accordance with the Town Council's decisions, legal powers and policies.
Frequency of meetings	Minimum quarterly.
Prescribed members:	Town Mayor
Any disqualifications from membership?	N/A.
Contact person(s)	Town Clerk/Assistant Clerk.

Planning, Transport **Highways** and Climate Change Committee

Name of Committee	Planning and Transport and Climate Change
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 committee is needed	To consider Planning and Highways and Climate Change issues impacting on the Town of Wem.
Terms of Reference.	<ol style="list-style-type: none"> 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. 2. To consider any major highways schemes affecting the town. 3. To consider and comment on all planning policy documents. 4. To approve, monitor and review the Climate Emergency Action plan. 5. To approve expenditure relating to Climate Change Action Plan.
Reporting: (are reports required? How often? To whom or what body?)	Not required as all councillors able to attend.
Budgetary authority: (if any)	Climate Emergency budget, Recommendation of allocation from Neighbourhood Fund.
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. Act in accordance with the Town Council's decisions, legal powers and policies.
Frequency of meetings	As and when.
Prescribed members:	All members
Any disqualifications from membership?	N/A.
Contact person(s)	Town Clerk/Assistant Clerk.

Asset Transfer Committee (formed 26th Sept 2019)

Name of Committee	Asset Transfer
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 committee is needed	To oversee consider the transfer of ownership of any assets from Shropshire Council or bodies to the Town Council.
Terms of Reference.	<ol style="list-style-type: none"> 1. To undertake the comprehensive appraisal of any asset offered for ownership transfer to establish any liabilities and evaluate its potential benefit to the community and Town Council (due diligence). 2. To commission necessary expert reports required as part of the due diligence process of any asset transfer. 3. To recommend to Full Council whether ownership of an asset should be passed to the Town Council.
Reporting: (are reports required? How often? To whom or what body?)	Not required as all councillors able to attend.
Budgetary authority: (if any)	Authority to spend from the Service Transformation budget.
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. Act in accordance with the Town Council's decisions, legal powers and policies.
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 Annual Meeting.
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, 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.

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 and Local Lettings agreement.
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. Act in accordance with the Town Council's decisions, legal powers and policies.

Frequency of meetings	As and when.
Prescribed members:	Town Mayor.
Any disqualifications from membership?	N/A.
Contact person(s)	Town 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 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	<ol style="list-style-type: none"> 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. 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 committee is needed	To liaise with staff and directors of Wem Swimming and Lifestyle Centre.
Terms of Reference.	<ol style="list-style-type: none"> 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 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, Terms of Reference, Financial Regulations. 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.
-