

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

Finance and Corporate Governance Committee – to follow

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	<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 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.	<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 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.