

Review of Committee Terms of Reference and Delegated Powers

(Approved 31.3.16, Reviewed 26.5.16.)

Finance and Corporate Governance

Name of Committee	Finance and Corporate Governance
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	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.
Terms of Reference	<ol style="list-style-type: none"> 1. To ensure employment and health and safety legislation is adhered to in relation to the Town Clerk, Assistant Clerk and other staff employed by the Town Council. 2. To monitor the salary, contract, job description, appraisals and terms and conditions of all staff employed by the Town Council. 3. To investigate and recommend to the Town Council action on discipline, grievance and recruitment. 4. To review Council employment policies and make recommendations to Council. 5. To review financial regulations and make recommendations to the Council. 6. To monitor quarterly the financial progress of the council's expenditure against budget. 7. To consider and make recommendations on all reports arising from both internal and external auditors. 8. To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances. 9. The Committee may form sub-committees or working groups, in an advisory capacity, for individual issues that have a limited life-span. 10. To authorise budgeted expenditure up to the limit of £1000 on items within the remit of the committee.
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 7 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	Minimum quarterly.
Prescribed members: (Members of the Town Council, other ex-officio members, person with legal/business qualifications/experience, etc.,.)	Town Mayor and Deputy Mayor (ex-officio)
Any disqualifications from membership?	N/A.
How identified and/or appointed (elected, selected, nominated)?	Volunteers.
Contact person(s)	Town Clerk/Assistant Clerk.

Amenities and Services Committee

Name of Committee	Amenities and Services 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 oversee the management of the services and facilities managed by the town Council
Terms of Reference.	<ol style="list-style-type: none"> 1. To discuss and review facilities and services provided by the council. 2. To keep under review the policies and procedures for the effective management of the Cemetery, Toilets, Streetlights, Allotments and Play Areas. 3. To review and monitor maintenance contracts. 4. To agree emergency action with the Town Clerk and the Committee Chairman agreeing to any necessary expenditure up to £1,000. 5. To authorise maintenance work and award contracts for works up to the limit of £5000 subject to budget provision. 6. To Recommend to the Full Town Council for inclusion in the draft budget, additional budget items that are related to facilities and services matters. 7 To submit to the Council proposals for new and improved services. 8. To annually submit to the Council recommendations for fees for use of council facilities and services. 9. The Committee may form sub-committees or working groups, in an advisory capacity, for individual issues that have a limited life-span.

	10. The committee may, subject to at least an annual review, co-opt non-councillors to the committee in an advisory capacity provided the committee does not exceed 9 members.
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)	7 members of the Town Council plus 2 co-opted member of WSSA.
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: (Members of the Town Council, other ex-officio members, person with legal/business qualifications/experience, etc.,.)	Town Mayor and Deputy Mayor (ex-officio) 2 co-opted members of WSSA
Any disqualifications from membership?	N/A.
How identified and/or appointed (elected, selected, nominated)?	Volunteers.
Contact person(s)	Town Clerk/Assistant Clerk.

Planning and Transport Committee

Name of Committee	Planning and Transport
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.	<p>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. The committee may however only respond to full planning applications for less than two houses, applications for any other type of development including change of use must be dealt with by the full Town Council.</p> <p>2. To consider any major highways schemes affecting the town and make recommendations to full council.</p>

	3. Consider planning policy documents and make recommendations to the 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 7 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: (Members of the Town Council, other ex-officio members, person with legal/business qualifications/experience, etc.,..)	Town Mayor and Deputy Mayor (ex-officio),
Any disqualifications from membership?	N/A.
How identified and/or appointed (elected, selected, nominated)?	Volunteers.
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 make recommendations to full council for any expenditure on events.
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: (Members of the Town Council, other ex-officio members, person with legal/business qualifications/experience, etc.,..)	Town Mayor and Deputy Mayor (ex-officio) , co-option of non council members as appropriate according to the event.
Any disqualifications from membership?	N/A.

How identified and/or appointed (elected, selected, nominated)?	Volunteers.
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 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.	<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 make recommendations to full council for any additional expenditure arising from emergency maintenance or repair works.
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
Dates of meetings (if prescribed)	N/A.
Prescribed members: (Members of the Town Council, other ex-officio members, person with legal/business qualifications/experience, etc.,..)	Town Mayor and Deputy Mayor (ex-officio).
Any disqualifications from membership?	N/A.
How identified and/or appointed (elected, selected, nominated)?	Volunteers.
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.
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: (Members of the Town Council, other ex-officio members, person with legal/business qualifications/experience, etc.,.)	Town Mayor and Deputy Mayor (ex-officio),
Any disqualifications from membership?	N/A.
How identified and/or appointed (elected, selected, nominated)?	Volunteers.
Contact person(s)	Town 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 really necessary.
- First meeting - once 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 and if there is any more clarity needed and the third to agree what recommendations are going to be made back to Council.

Agenda item 7c

Emergency Delegation

In discussion with the Mayor, Deputy Mayor and Committee Chairman to incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000.

The Clerk shall report the action to full council or the appropriate committee as soon as practicable thereafter.