

## TERMS OF REFERENCE OF COMMITTEES

The wealth and diversity of the natural and historical environments of the Berwick, Tweedmouth and Spittal areas underpin the social and economic wellbeing of the local communities and visitors. Therefore, they must be protected and nurtured for the future.

The Committees of Berwick Town Council are constituted to assist in the work towards meeting the Council's agreed objectives. Each Committee has specific areas of responsibility as outlined below, and should in addition, prepare its own aims and action plan to ensure efficient progress of work. The terms of reference for each committee will be available to the public on the website.

These terms of reference are to be endorsed by the Town Council at its annual meeting, and applied in conjunction with and be subject to Berwick Town Council's standing orders. All committees are expected to work in accordance with all the Council's policies. The terms of reference are to be reviewed each year.

### 1. The Budget and Administration (B&A) Committee

#### 1.1. Purpose of the B&A Committee

The primary purpose of the Budget and Administration Committee is to assist Berwick Town Council to oversee its proper financial management and administrative functioning. This includes, but is not limited to: preparation of the annual budget, financial transactions, financial risk, internal and external audit, recommendations on the annual rate of precept, council policies and corporate management.

#### 1.2. Terms of Reference of the B&A Committee

- i A duty to prepare the annual budget, and make recommendation on the annual rate of precept,
- ii A duty to scrutinise the council's financial transactions, financial risk, and internal and external audit, in accordance with the Council's Financial Regulations,
- iii A duty to scrutinise journal transactions and virements,
- iv A duty to ensure that all budget allocations and expenditure are applied for meeting the strategic objectives agreed by Council,
- v A power to determine and approve the investment of reserves within the existing policy determined by council,
- vi A duty to ensure transparency and accountability to the public,
- vii A duty to supervise the conduct of the council's administration, including correspondence received, policy development, strategic and corporate planning,
- viii A duty to set out how to consult with the public on financial and administrative matters to promote engagement of residents and to build trust in the council,
- ix A duty to scrutinise the Council's work in relation to its duties under the Equalities Act, and
- x A power to spend, within budgets allocated to it by council, on the purposes for which those budgets were allocated by council. (For example, for information, system or program services for financial records and audits).

## 2. The Communities and Local Services (C&LS) Committee

### 2.1. Purpose of the C&LS Committee

The primary purpose of the Communities and Local Services Committee is to assist Berwick Town Council to oversee maintenance of the local environment, and delivery of services for which the Town Council has responsibility. This includes, but is not limited to: green spaces, play areas, allotments, public seating, bus shelters, purchase of rubbish bins (emptying being by Northumberland County Council), grants and events management, and enhancing the economy of Berwick in line with the Neighbourhood Plan.

### 2.2. Terms of Reference of the C&LS Committee

- i A duty to scrutinise the performance of environmental services work funded by the council,
- ii A duty to scrutinise the maintenance of play parks and other facilities funded by the council,
- iii A duty to scrutinise the provision of allotments,
- iv A power to propose new play parks, allotments or other environmental facilities for consideration by council,
- v A power to propose actions or policies designed to foster the regeneration of, or economic growth of, Berwick, in line with the Neighbourhood Plan,
- vi Within existing budgets as allocated by council, a power to spend or grant such moneys as may be allocated for the purposes outlined above,
- vii A power to make grants, within existing budgets and grant schemes, to organisations benefiting the economy, cultural events, and environment of Berwick, in line with the Neighbourhood Plan,
- viii A power to propose changes to any scheme of grants or grant awarding criteria, subject to the approval of council,
- ix A power to spend, within budgets allocated to it by council, on the purposes for which those budgets were allocated by council
- x A power to:
  - a. make grants to enable events that benefit the people of Berwick, to encourage visitors, regeneration, and
  - b. to approve spending for a list of events approved by council provided such decisions are within existing budget provision.
- xi A duty to consult with the public on local services matters to promote engagement of residents and to build trust in the Council,
- xii A power to work with local organisations to foster relationships that further the Council's objectives, and
- xiii A power to make proposals to council on the organisation and promotion of events or activities that benefit Berwick.

### **3. The Staffing Committee**

#### **3.1. Purpose of the Staffing Committee**

The primary purpose of the Staffing Committee is to assist Berwick Town Council to manage the Town Clerk, their supervision of other staff, and scrutiny of responses to complaints received about staff or services.

#### **3.2. Terms of Reference of the Staffing Committee**

- i A power to act as line manager for the Town Clerk, including conducting their appraisal, and scrutinising their management of the staff teams,
- ii A power to determine complaints from members of the public about any staff, including the Town Clerk, or about services which cannot be determined by the Town Clerk,
- iii A duty to consult with the public on complaints procedures and responses, in order to promote engagement of residents and to build trust in the Council,
- iv A power to consider which complaints or grievances made by staff, including the Town Clerk should be considered by a sub-committee of three or more councillors, and a power to nominate which councillors should consider that complaint or grievance,
- v A duty to consider appeals from members of staff about decisions made by the Town Clerk concerning their employment or performance,
- vi A duty to review the resources available to council, including staffing levels, to determine whether they are appropriate for Council's objectives, and
- vii A power to decide issues covered by Part Two and Three of the NJC single status agreement (the Green Book) which covers staff terms and conditions.

## **4. The Planning Committee**

### **4.1. Purpose of the Planning Committee**

The primary purpose of the Planning Committee is to assist Berwick Town Council to guide and respond to development proposals, development control and conservation policy, in line with the Neighbourhood Plan, and to coordinate the Town Council's approach to transport issues.

### **4.2. Terms of reference of the Planning Committee**

- i. A power to consider and make decisions as to the council's response to development proposals in Berwick-upon-Tweed,
- ii. A power to consider and make decisions on matters analogous to development control, such as tree preservation orders and rights of way issues,
- iii. A power to consider and make recommendations as to planning and conservation policy, including the development of a Neighbourhood Plan, the County Plan, and any plans or policies concerning conservation areas, scheduled monuments, and listing of buildings,
- iv. A power to make recommendations and submissions to Northumberland County Council concerning highways development issues and the Local Transport Plan,
- v. A power to respond to consultations on matters concerning public transport, and
- vi. A power to recommend that officers refer matters to the appropriate Planning Enforcement Authority, and a power to request updates from officers on these matters.