

TERMS OF REFERENCE OF COMMITTEES

The Budget and Administration Committee

- i. A duty to scrutinize the management of the council's finances and the conduct of the council's administration,
- ii. A duty to hear complaints from members of the public that the Proper Officer cannot resolve that are not referred to the Town Clerk / RFO Sub-Committee,
- iii. A duty to scrutinize the Correspondence Log,
- iv. A duty to scrutinize journal transactions and virements,
- v. A power to determine and approve the investment of reserves within the existing policy determined by council,
- vi. A power to consider which complaints or grievances should be considered by a sub-committee of three or more councillors, or, if the complaint concerns the Town Clerk, to refer it to the Town Clerk / RFO Sub-committee,
- vii. A power to nominate which councillors should consider a complaint or grievance, and
- viii. A power to spend, within budgets allocated to it by council, on the purposes for which those budgets were allocated by council.

The Local Services Committee

- i. A duty to scrutinize the performance of environmental services work funded by the council,
- ii. A duty to scrutinize the maintenance of play parks and other facilities funded by the council,
- iii. A duty to scrutinize 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, and
- 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.

The People and Communities Committee

- i. A power to make grants, within existing budgets and grant schemes, to organizations benefiting Berwick,
- ii. A power to propose changes to any scheme of grants or grant awarding criteria, subject to the approval of council,
- iii. A power to:
 - a. make grants to enable events that benefit the people of Berwick, and
 - b. to approve spending for a list of events approved by council provided such decisions are within existing budget provision,
- iv. A power to work with local organizations to foster relationships that further the council's objectives,
- v. A duty to scrutinize the council's work in relation to its duties under the Equalities Act, and
- vi. A power to make proposals to council as to the organization and promotion of events or activities that benefit Berwick.

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, and
- iii. A power to consider and make recommendations as to planning policy.

The Staffing and Corporate Resources Committee

- i. To line manage the Town Clerk, including conducting their appraisal,
- ii. To determine complaints about the Town Clerk, or which cannot be determined by the Town Clerk,
- iii. To consider appeals from members of staff about decisions made by the Town Clerk concerning their employment or performance.
- iv. To review the resources available to council, including staffing levels, to determine whether they are appropriate for council's ambitions, and
- v. To decide issues covered by Part Two and Three of the NJC single status agreement (the Green Book) which covers staff terms and conditions.