

### **Schedule of delegations and quorums for committees**

#### Background

1. It has become apparent that, between the adoption of old standing orders and the introduction of the new standing orders, the former appendix to the standing orders that laid down the terms of reference for committees was, in effect, lost.
2. It is not clear that the drafters of the new standing orders understood the steps that would need to be taken, if the standing orders were to be adopted without their references to standing committees.
3. Similarly, it is not clear that the officer who prepared the agenda for the 2016-17 Annual Council was clear about the tasks that had to be undertaken by Annual Council, and was not clear about the importance of clear terms of reference and a clear understanding of the quorum requirements.
4. The suggested terms of reference attached to this report are developed from the previous standing orders, but have been amended to
  - a. Specify a suggested maximum number of members for each committee, in the interests of efficiency, and
  - b. To make clear the quorum requirements, bearing in mind the legislative minimum of three, so that the terms of reference can be quoted on agenda without the need to refer to standing orders to fully understand them.
5. The format of this schedule of delegations is in three parts;
  - a. Part one, which is under development, is delegations of powers derived from the Standing Orders and Financial Regulations.
  - b. Part two lists the terms of reference of committees and working groups created by council – it is proposed for the foreseeable future that the terminology of Standing Committees be set aside, and that council affirm at its annual meeting, or any subsequent meeting, the terms of reference for its committees for each working year, and
  - c. Any delegations arising from specific decisions of council, which should be either specific, or time-limited.

Schedule of delegations, part two.

### **PLANNING COMMITTEE**

The Committee will comprise at least 4 members, and not more than 9 members.

The quorum of the Committee is half of the current membership, but not less than three.

The Committee will undertake the following roles and functions:

To make recommendations to the Council:

1. In relation to the approval or otherwise of any development plan or strategy proposals under planning legislation affecting the Town Council area;
2. In respect of representations to the Local Planning Authority in support of any departure application;
3. In relation to any arrangement between the Town Council and the Local Planning Authority about the involvement of the Town Council in the discharge of planning functions.

To make representations to the Local Planning Authority:

1. On any planning application referred to the Town Council;
2. On any other planning matter that affects the Town Council area.

Schedule of delegations, part two.

### **STAFFING COMMITTEE**

The Committee will comprise at least 4 members, and not more than 9 members.

The quorum of the Committee is half of the current membership, but not less than 3.

The Committee shall undertake the following roles and functions:

1. To recruit, retain and develop staff to undertake the work of the Town Council;
2. To determine the pay and conditions of employment of the staff and to review and update these as necessary to comply with the law and with good practice;
3. To determine the staffing levels necessary to efficiently discharge the work required by the Town Council and to review the workloads periodically;
4. To ensure the Health and Safety of staff employed by providing appropriate working spaces, tools and equipment and to train staff as necessary to safeguard their health & safety at work;
5. To consider any matters arising from the Grievance and Disciplinary Procedure adopted by the Committee and contained in the Conditions of Service/Contract of Employment of all members of staff employed by the Town Council;
6. To undertake reviews of working practices and procedures of the Council as a whole when so requested and to make recommendations to the Full Council.

The Committee shall undertake the following roles and functions:

1. To consider grievance or disciplinary matters in accordance with the Council's grievance or disciplinary policies;

Schedule of delegations, part two.

### **PLAY AREA MAINTENANCE WORKING GROUP**

The working group shall comprise at least 4 members, and not more than 9 members.  
The quorum of the Committee is half of the current membership, but not less than 3.

#### **The working group is commissioned to**

1. Report back to council by the end of March 2017, on
  - a. The design and management of a reactive maintenance programme for play equipment, and the prioritization of existing faults
  - b. The creation of a grounds management strategy for each play area, and
  - c. The creation of a planned maintenance strategy for play area equipment.

Schedule of delegations, part two.

**Interim Town Clerk / RFO Committee**

On 23 January 2017 council resolved

- a) To establish a committee consisting of six councillors (The Mayor, Deputy Mayor and Councillors Forbes, Graham, Hill & Hodgson).
- b) That the committee have delegated authority to appoint an interim Town Clerk and/or RFO.
- c) That the committee have delegated authority to make any urgent decisions required pending the appointment of an interim Town Clerk and/or RFO.

In the absence of a positive resolution the quorum for the committee is three.