

TORPOINT TOWN COUNCIL

Committee Terms of Reference

ASSET MANAGEMENT AND OPERATIONS COMMITTEE 2021-22

APPOINTMENT: - Eight Committee members shall be appointed at the annual meeting of the Town Council.

EX OFFICIO MEMBERS: - The Town Mayor is appointed to this Committee ex-officio.

CHAIRMAN: - The Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council. The Chairman shall serve in this position until the next annual meeting of the Council unless the Chairman resigns from the position (made in writing to the Clerk), resigns from the Council or becomes disqualified from being a member of the Council.

VICE CHAIRMAN: - The Vice-Chairman is elected annually at the first meeting of the Committee following the annual meeting of the Council following the election of the Chairman. The Vice Chairman will serve in this position until the next annual meeting of the Council unless the Vice Chairman resigns from the position (made initially in writing to the Chairman for recording by the Clerk), resigns from the Council or becomes disqualified from being a member of the Council. In the absence of the Chairman, the Vice Chairman shall deputise.

QUORUM: - The quorum of this Committee shall be four or 1/3 of members whichever is larger (Standing Order 27 (c) refers).

TERMS OF REFERENCE REVIEW: - The Council shall review and determine the terms of reference at the annual meeting of the Council.

General: - Decisions made by this Committee serve as recommendations to Council save the following exceptions in a) to c) below: -

- a) To consider planning applications received prior to the meeting and respond to the planning authority on behalf of the council.
- b) Payment of invoices for work, services and other liabilities either previously confirmed by Council or where delegated within financial regulations to the Clerk and RFO and/or Committees.
- c) The Council may consider from time to time delegating specific responsibilities to this Committee (within the scope of the LGA 1972 s101) but excluding any powers that cannot be delegated by the Council e.g. issuing a precept for the rate (s67 LG & FA 1992). Any such delegation of responsibility shall be clearly minuted within the Council minutes.
- d) To set up and administer sub-committees and working parties to facilitate the work of this Committee [see specific responsibilities 1-9 below] and for no other purpose. The Committee shall determine the terms of reference and protocols for the sub-committees and working parties that shall report to this committee. No sub-committee or working party shall be formed or operated without terms of reference and protocols.

Where matters have been delegated to this Committee for approval, it shall comply with all Council's policies, protocols, systems and procedures including Standing Orders and Financial Regulations and any other statute within legislation.

Specific Responsibilities –

Under the direction, leadership and guidance of the Committee Chairman, shall be accountable and responsible for the following areas of Council Activity

- 1) Oversight, responsibility and maintenance of Council property including buildings, land holdings and assets within the ownership or responsibility of the Town Council.
- 2) To present and include the Asset and Maintenance Development Plan within the papers for the precept meetings and to identify sources of finance to implement the plan. This will be produced within the confines of Financial Regulations and also the Council Business Risk Management Plan with reference to currently owned council capital projects.
- 3) Oversight of appropriate maintenance programmes for the above where appropriate and within budgetary and financial constraints. To implement the programmes in line with best practice and with due regard to standing orders and financial regulations.
- 4) Oversight and responsibility of relevant recording protocols both statutory and as required by this Council in relation to health and safety, maintenance and any other requirements.
- 5) Together with the Clerk & RFO to review the Budget Variance and the appropriateness of current budgets that have not been delegated to other Committees/Officers.
- 6) Compilation and responsibility for the Health and Safety policy.
- 7) Compilation of the Health and Safety operational manual, implementation for the protocols and procedures ensuring statutory compliance with directives and legislation issued by the Health and Safety Executive.
- 8) Responsible for the implementation and monitoring of health and safety training for staff.
- 9) Responsible for condition report of all fixed assets that shall be presented to the Council for consideration from time to time but at least annually.
- 10) Responsible for ensuring compliance with the General Data Protection Regulations (GDPR), Freedom of Information and the associated protocols.
- 11) Responsible for ensuring adequate IT equipment, website and services are provided.

Committee Programme 2021/22

June 2021

Election of Chairman

Election of Vice-Chairman

Review Committee Terms of Reference

New Council – Confirm Asset Register

September 2021

Undertake Asset Condition Survey
Review current IT equipment and services
Begin the budget process for next year

October 2021

Review any staff training, as required (Health and Safety, operational activities)

March 2022

Review Health and Safety Policy
Review Fire Risk Assessment
Consider documents for retention and disposal (refer to the Document Retention & Disposal Policy)
Review Asset Register

Policies, protocols and procedures delegated to this Committee for consideration and to make recommendations to Council

| POLICY, PROTOCOL OR PROCEDURE |
|---|
| Health and Safety and Fire Evacuation Policy |
| Audio Recordings Protocols |
| Data Protection, Document Retention and Disposal Policy |
| Environment Statement |

To consult with the Clerk and RFO where appropriate, on areas that have been delegated to the Clerk and RFO within financial regulations, standing orders or any other policies and protocols approved by the Council that impact on this Committees term of reference.

Date of Review – June 2021

Date of next Review – Annual Meeting May 2022