

TORPOINT TOWN COUNCIL

Committee Terms of Reference

PERSONNEL COMMITTEE 2022-2023

MEMBERS: - Committee members shall be the Town Mayor and Deputy Town Mayor and the current Chairmen and Vice Chairmen of the Council's two Committees. Other Council members and Officers with specific expertise may be included where necessary.

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 members (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.

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 and responsibility for the Council personnel matters.
- 2) Overall responsibility for the organisational design of the Council staffing structure.
- 3) All human resources and personnel matters relating to the Council's Management team also, at the request of the Town Clerk & RFO, other issues of a serious nature or with budgetary implications. This includes, but is not limited to:
 - Organisational structure and design
 - Job descriptions
 - Training including Health and Safety
 - Staff remuneration
 - Recruitment
 - Safeguarding
 - Grievances
 - Disciplinarys.

- 4) The business conducted by this Committee may require the public and press to be excluded (Public Bodies (Admission to Meetings) Act 1960 1(2)).
- 5) To review the Council personnel procedures and human resources with the Clerk & RFO including review of salaries and other emoluments payable to staff and make recommendations to Council.
- 6) Responsible for the implementation and monitoring of health and safety training for staff.

Committee Programme 2022/23

June 2022

Election of Chairman
Election of Vice-Chairman
Review Committee Terms of Reference

July 2022

September 2022

Review staffing arrangements/organisational design (to include staff appraisals, CPD and remuneration)

December 2022

March 2023

Policies, protocols and procedures delegated to this Committee for consideration and to make recommendations to Council. All will be reviewed as part of a forthcoming overall review of Council policies, protocols and procedures.

POLICY, PROTOCOL OR PROCEDURE
Managing Sickness Absence Policy
Pay and Conditions Policy
Maternity/Paternity Policy
Pensions Discretion Policy
Dignity at Work
Drugs and Alcohol Policy
Whistleblowing Policy
Employment Grievance Policy
Training, Learning and Development Policy

To consult with the Clerk & RFO where appropriate, on areas that have been



delegated to the Clerk & 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 – First Personnel Committee Meeting June 2022

Date of next Review – Annual

Meeting May 2023

TORPOINT TOWN COUNCIL

Committee Terms of Reference

FINANCE AND MANAGEMENT COMMITTEE 2022-23

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

EX OFFICIO MEMBERS: - The Town Mayor and Deputy Town Mayor are 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 for the Council finances and maintenance of Council property including buildings, land holdings and assets within the ownership or responsibility of the Town Council, with the exception of those devolved and managed by the Development and Localism Committee.
- 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. Compilation and presentation of income and expenditure forecasts for the following fiscal year.
- 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) To review responses from the Council internal and external auditors and make any recommendations. To lead on and undertake the Council systems of internal controls including the self-assessment and the Council Risk assessments.
- 5) Monitor and recommend to Council all expenditure within s137 of the LGA 1972 (as amended) is within budgetary constraints and consider requests and make recommendations to Council.
- 6) Together with the Clerk & RFO to review council insurance and other procedures that could result in an impact on Council finances and make recommendations to Council.
- 7) 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.
- 8) 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.
- 9) 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. Compilation and

responsibility for the Health and Safety policy.

- 10) 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.
- 11) Responsible for ensuring compliance with the General Data Protection Regulations (GDPR), Freedom of Information and the associated protocols.
- 12) Responsible for ensuring adequate IT equipment, website and services are provided.

Committee Programme 2022/23

June 2022

Election of Chairman

Election of Vice-Chairman

Review Committee Terms of Reference

New Council – Confirm Asset Register

Review Council Standing Orders (updated Terms of Reference)

Authorisation of payment of Mayor's Allowance

Council to submit Annual Governance and Accountability Statement, along with the required financial information to external auditor by the required date

Advertise the public right of inspection of accounts

July 2022

Advertise the Public Right of Inspection (must include first working days in July)

Annual Civic Service

September 2022

Undertake Asset Condition Survey

Review current IT equipment and services

Begin the budget process for next year

Arrange interim audit

October 2022

Begin the budget process for next year

November/December 2022

Present budget for 2022/23 for Council approval

Remembrance Service

Make precept demand on principal authority and approve budget statement for principal authority

January 2023

Plan for the Annual Parish Meeting

February 2023

Undertake review of Standing Orders and Financial Regulations

Undertake review of Internal Controls and Risk Management
Commence review of Council's insurance provision

March 2023

Commonwealth Day

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
Budget Monitoring Policy
Health and Safety and Fire Evacuation Policy
Policy on Civic Protocol
Audio Recordings Protocols
Data Protection, Document Retention and Disposal Policy
Environment Statement
Finance Policy
Complaints Policy
Business Continuity Plan
Council Business Risk Management
Council Financial Risk Management protocols
Council Budget and Hire/Letting Charges
Section 137 Grant Protocols and Free of Charge Use Policy
Investment Strategy
Equal Opportunities Policy
Lettings Policy
Civic Protocols

Council Reserves Policy
Internal Controls Scrutiny Document
Standing Orders
Financial Regulations and Best Value Statement
Internal Financial Controls self-assessment and Statement of Internal Controls (SIC)
Markets Policy

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 2022

Date of next Review – Annual Meeting May 2023

TORPOINT TOWN COUNCIL

Committee Terms of Reference

DEVELOPMENT AND LOCALISM COMMITTEE 2022-23

APPOINTMENT: - Nine 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 & 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 and responsibility of the Town Council Strategy, including the ongoing management of Localism and Devolution Projects assigned to this Committee. This will include the annual review, compilation, project implementation costs and presentation to Council.
- 2) To present and include the Development Plan within the papers for the precept meetings and to identify sources of finance to implement the plan. This will be within the confines of Financial Regulations and also the Council Business Risk Management Plan with particular reference to capital projects.
- 3) To work within the Government Devolution and Localism strategy, in partnership with the principal authority localism team and other service and asset providers to identify services and assets that this Council could own, maintain and or a service that could be delivered locally.
- 4) In conjunction with 3) above to investigate the feasibility, improved efficiency and cost effectiveness of the Town Council delivering services or maintaining/owning the asset.
- 5) Together with the Clerk & RFO to review the Budget Variance and the appropriate of current budgets that have not been delegated to other Committee/Officers.
- 6) To work towards the production of a Neighbourhood Plan using the area within the parish boundaries of Torpoint as the designated plan area.
- 7) To work with the principal authority, government agencies, statutory services and other bodies as a source of guidance, advice and financial resource in the production of the plan.
- 8) To lead on community engagement and consultation with the residents of the parish as a key requirement in the production of the plan.
- 9) To lead on and make recommendations on the Vision for Torpoint following

production of the strategy document.

- 10) Responsible for the marketing and communication strategy of the Council, including the content of the website.
- 11) To undertake and develop the work and strategy previously allocated to the former Coastal Community Team Advisory Committee.
- 12) To receive a monthly report from the Town Team Project Board (TTPB), advising the Council on the delegated decisions, assigned to this Committee, taken by the TTPB, working in partnership with Cornwall Council on the Lower Fore Street Development Strategic Outline Case.

Committee Programme 2022/23

June 2022

Election of Chairman

Election of Vice-Chairman

Review Committee Terms of Reference

Receive the Council Strategy and propose acceptance to the New Council

October 2022

Begin the budget process for next year

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

POLICY, PROTOCOL OR PROCEDURE
Town Council Strategy
Communications Strategy

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 – First Development and Localism Committee Meeting June 2022

Date of next Review – Annual Meeting May 2023