

# UCKFIELD TOWN COUNCIL



## SCHEME OF DELEGATION

Issue No.	Date Agreed	Details of amendments
1	26.04.24	Draft presented to Full Council 26.06.24
2	18.07.24	FS.05.07.24 - Review of references to Financial Regulations and financial limits at Finance Sub Committee.
3	09.09.24	FC.45.09.24 - Adoption at Full Council
4	19.05.25	FC – annual review and adoption

## **Scheme of Delegation**

### **1.0 Introduction**

- 1.1 A scheme of delegation enables a local authority to function efficiently and effectively in its day to day operations.
- 1.2 Under the Local Government Act 1972 s101(a), the Town Council has the power to arrange for the discharge of functions to a committee, sub-committee or officer employed by the authority.
- 1.3 Uckfield Town Council holds a set of Standing Orders which are the written rules of the council - determining the conduct, governance requirements and procedures for the town council's meetings – of the full Council, standing committees and sub-committees.
- 1.4 The council has a clear set of terms of reference which outline the areas and responsibilities covered by the Town Council's standing committees. This is set out in appendix A.
- 1.5 The council also has to adhere to a set of financial regulations, which ensure the necessary procedures and internal controls are in place to manage the council's finance and procurement. These should be observed in conjunction with the Council's standing orders.
- 1.6 Without these governing documents and the Council's terms of reference, every decision would have to be taken by the Full Council as powers cannot be legally delegated to individual Councillors or working groups. For the purpose of clarity, working groups are established to investigate and/or review a particular subject or activity then report back to the relevant committee or Council with its findings which may include recommendations. Further information is available in the Town Council's Working Groups policy – policy no. 39.
- 1.7 Being a Town Council with a large asset portfolio, and close attention needed to manage the operations of the Civic Centre, Foresters Hall and Luxfords Restaurant alongside our outside spaces, it would not be practicable or viable to wait for a Full Council meeting to address specific matters.
- 1.8 Delegated authority will therefore be exercised responsibly to those best placed to manage these responsibilities, and due consideration will be given to public scrutiny, accountability and the best interests of the local community.

## **2.0 Roles and Responsibilities**

2.1 As outlined in our Standing Orders and Financial Regulations, some matters cannot be delegated, and can only be determined by resolution of the Council:

## **2.2 Full Council Functions**

The following matters are to be dealt with by the Full Council:

- (i) Appointing the Mayor and Deputy Mayor in May each year;
- (ii) Declaring eligibility for the General Power of Competence;
- (iii) Annual review and adoption of the Town Council's standing orders, financial regulations, committee terms of reference, scheme of delegation;
- (iv) Approval of the Town Council's Annual Budget and setting the Precept in January each year;
- (v) Approval of the Internal Audit of accounts for financial year end, alongside the Annual Governance Statement (Section 1 of the Annual Governance & Accountability Return (AGAR));
- (vi) Approval of Section 2 of the Annual Governance & Accountability Return (Accounting statements);
- (vii) Authorisation of the recommendations of Finance Sub-Committee and General Purposes Committee on borrowing;
- (viii) Appointments to Standing Committees;
- (ix) Appointing Town Council representatives to outside bodies;
- (x) Making of Orders under any statutory powers;
- (xi) Making, amending, revoking or re-enacting by-laws;
- (xii) Confirming the appointment of a new Town Clerk, further to recommendations from appointed panel for recruitment;
- (xiii) All other matters which must, by law, be reserved to the Full Council.

## **2.3 Delegation to Committees**

The remit of the Town Council's standing committees, and sub-committees are specified in the council's terms of reference which are available to view in appendix A.

## 2.4 Delegation to Officers

Under the Local Government Act 1972, the Town Council '*shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority's functions as fall to be discharged by them.*'

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly where Officers have no delegated power to make a decision they will report the matter to Committee or the Council for a decision.

And, nominated officers can delegate functions to an appropriate staff members, although they retain ultimate responsibility for any decisions made.

No.	Area of Operation	Delegation	Officer/Committee
1	Allotments	Sign agreements and allocate plots when vacancies arise, in accordance with the waiting list	Senior Administrative Officer
		Carry out inspections of allotment plots and issue warning notices	
		Issue eviction notices in accordance with the Allotment tenancy agreement	Recommendation by Allotment Working Group to E&L Committee
2	Appointments to Standing Committees and Sub-Committees	Nomination and appointment of members to standing committees and sub-committees	Preparation managed by Proper Officer and decision taken by Full Council
3	Appointment of representatives on Outside Bodies	Nomination and appointment of representatives to Outside Bodies	Preparation managed by Proper Officer and decision taken by Full Council
4	Archives and information management	Receive, retain and archive documentation in accordance with the Town Council's retention policy	Proper Officer
5	Asset management	Maintain the Fixed Asset Register	Proper Officer/ Assistant Town Clerk
		Day to day administration and operation of buildings and open spaces, together with routine inspection and control, and instigating building maintenance and repairs within agreed budgets	Estates/Facilities Manager/ Proper Officer

<b>No.</b>	<b>Area of Operation</b>	<b>Delegation</b>	<b>Officer/Committee</b>
6	Audit	Liaise with Internal and External Auditors	Assistant Town Clerk/Proper Officer
		Select and review internal auditors at the point of renewing the contract	General Purposes Committee
7	By-laws	Receive and certify copies of by-laws made by the Town Council	Proper Officer
8	Cemetery	Sign Deeds of Exclusive Right of Burial, any transfer of deeds	3 x Town Councillors at Full Council
		Approval of 'permission to erect a memorial' application, additional inscriptions and plaques for the Cloistered Wall	Senior Administrative Officer
		Managing enquiries for burial or ashes interment arrangements, along with allocating pre-purchased plots	Senior Administrative Officer
9	Civic Centre	Arranging and managing the Events Programme for the Civic Centre	Hospitality Manager
		Organisation of Civic/prestigious events	Hospitality Manager/Proper Officer
10	Communications	Issue all formal communications on behalf of the Town Council in accordance with the Town Council's Media & Communications Policy	Marketing & Community Engagement Officer/Proper Officer
		Manage the Town Council's website and Civic Centre website and associated social media accounts	Marketing & Community Engagement Officer
		Manage internal communications to staff and corporate messages	Proper Officer/Management Team
11	Consultations	Respond to consultations in accordance with the resolutions of the relevant committee	Proper Officer delegated to committee clerks (Administrative Officer – Plans) (Senior Administrative Officer – E&L Committee) (Assistant Town Clerk/Proper Officer – Full Council/GP)
		Issue consultations to local residents, visitors or businesses	Marketing & Community Engagement Officer/Proper Officer
12	Correspondence	Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decision of the Council, but not correspondence requiring an opinion of the Council to be taken	Office staff on behalf of Proper Officer

No.	Area of Operation	Delegation	Officer/Committee
13	Council meetings	At least three clear working days before a meeting of the Council, or a committee, serve on councillors a signed summons in accordance with the Standing Orders	Proper Officer
		Give public notice of the date, time, place and agenda at least three clear working days before a meeting of the council or committee/sub-committee, in accordance with the Standing Orders	Proper Officer
		Keep minutes and other proper records of council meetings, in accordance with the Town Council's retention policy	Proper Officer
14	Elections/Co-option	To notify Elections Team at Wealden District Council of casual vacancy arising in council membership	Proper Officer
		Arrange for newly elected/co-opted councillors to sign Declaration of Acceptance of Office forms	Proper Officer
		Arrange for newly elected/co-opted councillors to complete Register of Interests and frequent reviews	Proper Officer
15	Emergency Planning	Lead the Council's response in the case of a major emergency, in consultation with East Sussex County Council's Emergency Planning Officers and Wealden DC's Emergency Planning Officer, in accordance with the Town Council's Community Resilience Plan	Proper Officer/ Management Team and appointed lead Town Councillors (currently 4 appointed as of May 2024)
16	Events	Authorise requests for external hirers to facilitate events on Town Council land, or hireable spaces such as those in Civic Centre, Foresters Hall and Victoria Pavilion, and open spaces such as Luxford Field in accordance with the terms and conditions set out.	Management of bookings by Administrative Officers. Authorisation by Estates & Facilities Manager or Proper Officer
17	Expenditure	Budgetary control and authority to spend, in accordance with the Town Council's Financial Regulations and decisions taken by standing committees and Full Council	Management Team
18	Expenditure in an emergency/urgent situation	In cases of serious risk to the delivery of council services or to public safety on council premises, the Estates & Facilities Manager, Assistant Town Clerk & RFO or Town Clerk may authorise expenditure on behalf of the council which is necessary to carry out any repair, replacement, Health & Safety or other work, subject to a limit of £5,000 (exclusive of VAT). If time allows, the Clerk shall report the action or request for funding to the Urgent Consultation Panel.	Urgent Consultation Panel/Proper Officer

		The outcome of the action taken by senior officers or decision taken by Urgent Consultation Panel, should be reported to the relevant committee.	
<b>No.</b>	<b>Area of Operation</b>	<b>Delegation</b>	<b>Officer/Committee</b>
19	Finance – Cash flow and payments	The RFO will create online bank payments and transfers which will be authorised by the Proper Officer and two nominated councillors, in accordance with the Financial Regulations	Assistant Town Clerk or Proper Officer in their absence/Councillors on the bank mandate
20	Finance - investments	Invest Council funds in accordance with the Town Council's Financial Regulations, and Annual Investment Strategy	Assistant Town Clerk/ in response to GP Committee recommendation and Full Council ratification
21	Freedom of Information	Response to requests received through Access to Information legislation (Freedom of Information Act 2000 and Environmental Information Regulations 2004)	Proper Officer
22	GDPR	Manage the handling of information in line with the principles of the General Data Protection Regulations	Proper Officer delegated to office staff
23	Grants	Receipt of applications and preparation for councillors for annual community grants programme	Administrative Officer
		Consideration of grant applications submitted to the Town Council, in accordance with the Community Grants programme criteria	Finance Sub-Committee to make recommendations, to be reported to General Purposes Committee for ratification.
		Submission of grant applications for external funding	Overseen by Management Team
		Deal with dispensation requests from Members under the Code of Conduct.	Proper Officer
24	Health and Safety	Act as the Town Council's nominated Health & Safety Officer	Estates & Facilities Managers – with delegated responsibilities for checks and compliance to Head Caretaker and Head Groundsman. Overseen by Proper Officer.

		The Estates & Facilities Manager, Assistant Town Clerk & RFO or Town Clerk may authorise expenditure which is necessary to carry out any repair, replacement, Health and Safety or other work, which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for expenditure. This is subject to a limit of £5,000 (exclusive of VAT). If time allows, the Clerk shall report the action or request for funding to the Urgent Consultation Panel. The outcome of the action taken by senior officers or decision taken by Urgent Consultation Panel, should be reported to the relevant committee.	Estates & Facilities Manager/Assistant Town Clerk & RFO /Proper Officer
No.	Area of Operation	Delegation	Officer/Committee
25	Income generation	Developing income generation activities	Management Team
26	Insurance	Preparation for renewals, and updates to existing policies	Assistant Town Clerk & RFO/Estates, Facilities Manager/Proper Officer
		Issuing claims on the Council's insurers	Assistant Town Clerk & RFO/Estates, Facilities Manager/Proper Officer
		Annual review of the Town Council's insurance cover (i) buildings insurance, and (ii) public liability, employer liability and fidelity guarantee	General Purposes Committee
27	Lease agreements	Management of renewal of lease agreements; liaising with commercial estate agent, liaison with tenants/leaseholders, and reporting to members for consideration of terms and draft agreements	Proper Officer (can be delegated to Assistant Town Clerk or Estates and Facilities Manager)
		Execution of lease agreements (signing and sealing)	Two councillors at Full Council meeting
28	Legal documents/representation	Signing of agendas (summons), notices, contracts and agreements on behalf of the Town Council and any other documents requested by the Council, in accordance with the Standing Orders	Proper Officer
		Hold the Council's seal and apply to documents as approved	Proper Officer
		Appear of make representation to any tribunal or public inquiry into any matter to which the Town Council has an interest.	Proper Officer



No.	Area of Operation	Delegation	Officer/Committee
29	Luxfords Restaurant	Management of day to day operations of Luxfords Restaurant, and purchases within agreed budgets	Hospitality Manager
30	Mayoral duties	Arrange for newly elected Mayor to sign the Declaration of Acceptance of Office forms	Proper Officer
		Managing the Mayor and Deputy Mayor's engagements (diary)	Administrative Officer
31	Plans Committee decisions	Respond to the local planning authority (Wealden DC's planning department) and consultations, in accordance with the resolutions of the Town Council's Plans Committee	Administrative Officer/Assistant Town Clerk & RFO/Proper Officer
32	Procurement	Undertake procurement exercises in accordance with the Town Council's Financial Regulations (Section 6)	Estates, Facilities Managers/Assistant Town Clerk & RFO/Proper Officer
33	Public toilets	Manage the Civic Centre toilets under the Wealden DC Community Toilet scheme	Head Caretaker/Estates & Facilities Manager
		Manage the public toilet(s) at Victoria Pavilion	Head Caretaker/Estates & Facilities Manager
34	Recruitment of Town Clerk (Proper Officer)	Approve recruitment process	Personnel Sub-Committee recommendation to General Purposes
		Shortlisting and interviewing applicants	Recruitment panel
		Confirming the appointment of a new Town Clerk, following a recommendation from the recruiting panel	Full Council
35	Recruitment of replacement of permanent staff (other than the replacement of Town Clerk) or temporary staff to cover long periods of absence	Accept resignation, provide details of notice and outstanding leave, and approve recruitment process	Assistant Town Clerk & RFO/Proper Officer
		Shortlisting and interviewing applicants	Appropriate line manager/Assistant Town Clerk & RFO/Proper Officer
		Appointment following recruitment process	Appropriate line manager/Assistant Town Clerk & RFO/Proper Officer
36	Recruitment of additional staff	Prepare job descriptions/person specs and obtain independent evaluation	Proper Officer
		Approval evaluation (salary scale) of newly created jobs, additional positions/restructures	Personnel Sub-Committee review, with recommendation to General Purposes

			Committee/Full Council
		Approve budget for staffing	Full Council as part of budget setting process or
		Approve and oversee recruitment process	Proper Officer
		Shortlisting and interviewing applicants	Appropriate line manager/Assistant Town Clerk & RFO
		Appointment following the recruitment process	Appropriate line manager/Assistant Town Clerk & RFO
<b>No.</b>	<b>Area of Operation</b>	<b>Delegation</b>	<b>Officer/Committee</b>
37	Staffing	Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.	Assistant Town Clerk & RFO/Proper Officer
		Take all decisions relating to the training of staff and Councillors	Proper Officer
		Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.	Assistant Town Clerk & RFO/Proper Officer
		Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary.	Assistant Town Clerk & RFO/Proper Officer
		Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council.	Assistant Town Clerk & RFO/Proper Officer
38	Vehicles and equipment	To manage and oversee the maintenance, repair and servicing of the Council's motor vehicles and grounds equipment	Estates Manager

### 3.0 Review

3.1 This Scheme of Delegation was reviewed by Full Council on 19 May 2025.

3.2 The Scheme of Delegation will be reviewed by Full Council on an annual basis, at the Annual Statutory meeting of the Council, each May.

### Signed by:

Town Clerk:

Town Mayor:

## UCKFIELD TOWN COUNCIL



### COUNCIL COMMITTEES

The following Terms of Reference were presented for review at the Annual Statutory meeting of the Council on 19 May 2025, and adopted.

#### **GENERAL PURPOSES COMMITTEE**

##### **9 MEMBERS**

(Reporting to Full Council)

#### **TERMS OF REFERENCE**

The committee is responsible for the strategic and corporate development of the Council and its built facilities, for example by: -

- (i) Ensuring sound financial management of the Town Council for endorsement of Full Council;
- (ii) Promoting effective use of modern technology to secure better service delivery;
- (iii) Supporting the career potential of all staff with an emphasis on effective management and empowerment.
- (iv) Developing effective mechanisms for cultural change and organisational development;
- (v) Promoting a culture of customer focus, responsiveness and continuous improvement;
- (vi) Promoting and developing facilities for the benefit of the residents, businesses and visitors to the Town:

#### **1.0 Financial Matters**

To undertake the detailed consideration of all financial matters affecting the Town Council, including:-

- 1.1 Amending the Council's Financial Regulations when necessary;
- 1.2 Approving the allocation of community and other grants, including the setting of appropriate criteria for their award;
- 1.3 Making arrangements for appropriate insurance cover;
- 1.4 Having responsibility for the Council's draft annual accounts and any subsequent recommendation of acceptance to Full Council, including compliance with financial audit;
- 1.5 Having responsibility for considering recommendations from other committees for non-budgeted expenditure;
- 1.6 Establishing and maintaining a revenue budget for areas that are the responsibility of this committee;
- 1.7 Having consideration of capital programmes, new initiatives or the establishment of funds for future responsibilities and liabilities.

## **2.0 Buildings**

To manage and oversee the maintenance of all Council buildings, including buildings and associated structures in open spaces: -

- 2.1 That, where appropriate, leases, licences and agreements are considered for use of buildings;
- 2.2 Ensure that the lease agreements are adhered to where in place, and the leaseholder or tenant carries out their obligations for internal decoration and repairs, and health and safety;
- 2.3 Ensure that building insurance is in place for all Town Council owned buildings and recharged to leaseholders in line with their lease agreement/tenancy;
- 2.4 That routine rebuild insurance valuations are sought to inform insurance cover, and market valuations are sought on renewal of lease agreements to ensure the Town Council has up to date asset information;
- 2.5 Ensuring that adequate provision is made for their repair and maintenance and such works are carried out in a timely manner for Town Council run buildings and facilities;
- 2.6 That, where appropriate, fees and terms and conditions are set for their hire;
- 2.7 Overseeing the running of the Luxfords Restaurant.

(The buildings and associated structures under these terms include those in the ownership of the Town Council and leased by the Town Council. This includes the Civic Centre, Foresters Hall, Bridge Cottage, the Signal Box, West Park Pavilion, Osborn Hall, Victoria Pavilion, including the social area, grounds depot, toilets and storage area, Quickborn Suite, Ridgewood Village Hall and Snatts Road Cemetery Chapels.)

## **3.0 Policy**

To consider the Council's strategic and corporate development including: -

- 3.1 Making recommendations to Full Council for changes to the Council's Standing Orders;
- 3.2 Making appointments for representatives to outside organisations where their work is allied to the responsibilities of the committee and to receive feedback from those representatives;
- 3.3 Undertaking an annual review of the Town Council's key policy documents to ensure they reflect the current circumstances, legislative updates and guidance and partnership opportunities – in particular the Town Council's Risk Management Policy, Annual Investment Strategy and Health & Safety Policy;
- 3.4 Organising public meetings to inform residents of major issues affecting the Town and to further engage the public in the work of the Council;
- 3.5 Receiving the minutes of the Personnel Sub-Committee and Finance Sub-Committee;
- 3.6 Considering the recommendations from the meetings of Personnel Sub-Committee and Finance Sub-Committee;
- 3.7 Strengthening strategic partnership arrangements with key partner agencies and responding to consultations from services in the Health, Education, Social Services sectors and other consultations relevant to the work of the committee;

#### **4.0 Administration**

To deal with all matters relating to the general day to day administration of the Council, including: -

- 4.1 The establishment, review and enforcement of bylaws for areas within the control of the committee;
- 4.2 Making arrangements for the production and editing of the Town Guide;
- 4.3 Making arrangements for the production and editing of 'The Voice,' the Council's newsletter to ensure that residents are informed of the work of the Council and issues that affect the Town;
- 4.4 Making arrangements for the provision and maintenance of the Town Council's website and Civic Centre website;
- 4.5 Overseeing the payment of professional fees and subscriptions;
- 4.6 Arranging training courses, seminars, conferences etc., for both Officers and Members.

### **ENVIRONMENT AND LEISURE COMMITTEE 9 MEMBERS**

(Reporting to Full Council)

#### **TERMS OF REFERENCE**

The committee is responsible for delivery and strategic development of the Council's environment and leisure services, for example by: -

- (i) Ensuring sound financial management of matters relating to this Committee;
- (ii) Promoting effective use of modern technology to secure better service delivery;
- (iii) Developing effective mechanisms for cultural change and service development;
- (iv) Promoting a culture of customer focus, responsiveness and continuous improvement;
- (v) Improving and developing services for the benefit of the residents, businesses and visitors to the Town.

#### **1.0 Environment**

To co-ordinate and direct environmental improvements and related initiatives throughout the Town, including:-

- 1.1 The consideration and implementation of Town and other developmental plans where appropriate;
- 1.2 In conjunction with our partner agencies, consideration of utilities for the Town;
- 1.3 Liaising with Sussex Police and other partner agencies to assist in the enhancement of community safety;
- 1.4 Promoting Climate Change initiatives and the green agenda;
- 1.5 Promoting initiatives and the attraction of grant funding to assist with the preservation of local biodiversity, and associated wildlife surveys and evidence gathering;
- 1.6 Overseeing the revision of management plans for the Town Council's woodlands and nature reserves in association with key partner agencies;
- 1.7 The deployment of road safety devices to appropriate locations in the Town and support of Community Speedwatch initiatives;
- 1.8 In conjunction with other partner agencies, consideration of strategic and amenity highway matters, including public transport services;
- 1.9 The provision of street furniture, (litter bins, seats and signage etc.) where appropriate;

- 1.10 The consideration of requests for litter bins and provision of litter bins in line with the Town Council's litter bin policy.
- 1.11 Removing litter and waste on land owned or maintained by the Town Council;
- 1.12 Seeking sponsorship of roundabouts and other Town improvements where appropriate;
- 1.13 In partnership with others, enabling the provision and maintenance of hanging baskets and floral displays in the Town and in open spaces where appropriate;
- 1.14 Maintaining and upgrading the Town Council's remaining street lighting stock to appropriate standards;

## **2.0 Leisure**

To provide active and passive leisure opportunities and facilities for residents of and visitors to the Town, including: -

- 2.1 The maintenance and management of public open spaces, Local Nature Reserves, ancient woodlands, allotments, sports pitches and play areas;
- 2.2 The provision of and assistance with arts, entertainments and events in the Town;
- 2.3 The promotion of sustainable transport within the Town;
- 2.4 Lobbying for the improvement of local transport services which includes support for re-opening of the railway between Uckfield and Lewes;
- 2.5 The provision of Christmas lights in conjunction with the Uckfield Chamber of Commerce;
- 2.6 Oversight and organisation of Town events including beacon lightings, Weald on the Field and the Annual Remembrance Parade;

## **3.0 Administration**

To deal with all matters relating to the administration of the committee's services, including:-

- 3.1 Establishing a revenue budget including the setting of fees and charges for services that are the responsibility of this committee (allotments, open spaces and seasonal sport fees);
- 3.2 Consideration of capital programmes, new initiatives or the establishment of funds for future responsibilities and liabilities;
- 3.3 Management of grounds maintenance and other contracts;
- 3.4 The administration of interments for Snatts Road cemetery and the maintenance of the cemetery and Holy Cross closed churchyard;
- 3.5 Making appointments for representatives to outside organisations where their work is allied to the responsibilities of the committee and to receive feedback from those representatives;
- 3.6 The establishment, review and enforcement of bylaws for areas within the control of the committee;
- 3.7 The provision of notice boards at specific locations to promote Town Council meetings and initiatives;
- 3.8 Maintenance of the Town clock.

## **PLANS COMMITTEE**

### **7 MEMBERS**

(Reporting to Full Council)

### **TERMS OF REFERENCE**

The committee is responsible for making representations to the appropriate authorities in response to planning applications in the Town, specifically: -

- (i) Considering and responding to all planning applications within the town boundary of Uckfield and/or adjacent land, whether notified under the Local Government Act 1972, Section 20, Schedule 16 or not;
- (ii) To be responsible for recommending the placing of Tree Preservation Orders where appropriate;
- (iii) Commenting on licensing applications as and when necessary;
- (iv) Commenting on street naming where requested.

The committee will also respond to UK Government and local planning authority planning policy consultations as and when necessary.

## **PERSONNEL SUB-COMMITTEE**

### **5 MEMBERS**

(Reporting to the General Purposes Committee)

### **TERMS OF REFERENCE**

The sub-committee is responsible for making recommendations to the General Purposes Committee on staff matters including: -

- (i) Consideration of staffing levels;
- (ii) Consideration of policies relating to personnel matters including recruitment, Equal Opportunities, the Disability Discrimination Act and other 'staff' matters;
- (iii) Consultation on senior staff appointments;
- (iv) Support the work-based pension reforms to auto enrol staff onto the Local Government Pension Scheme;
- (v) Consideration of staff terms and conditions including special conditions;
- (vi) Convening panels for hearing appeals from staff against grievance and disciplinary procedures;
- (vii) Convening panels for grievances and disciplinary procedures against the Town Clerk.

## **FINANCE SUB-COMMITTEE**

### **5 MEMBERS**

(Reporting to the General Purposes Committee)

### **TERMS OF REFERENCE:**

The sub committee is responsible for making recommendations to the General Purposes Committee on financial and associated matters including:-

- (i) Considering and reviewing of the Council's Financial Regulations in response to legislative changes and best practice; making recommendations to General Purposes Committee where required;
- (ii) Considering and reviewing of the Council's Insurances and level of cover required.
- (iii) Considering of the Council's grants criteria;

- (iv) Reviewing the Council's grant allocations and making recommendations to General Purposes Committee on the proposed annual allocation;
- (v) Considering up to date information and undertake periodic reviews of the Council's budgets in line with the five year Strategic Plan; recommending amendments where required.
- (vi) Conducting periodic reviews of the Council's arrangements for banking, loans, asset management and pension policies;
- (vii) Recommending arrangements for dealing with bad debts as they arise.

#### **URGENT CONSULTATION PANEL**

**MEMBERS** – The Mayor, Deputy Mayor, Chairs of the General Purposes, Environment and Leisure and Plans Committees.

#### **TERMS OF REFERENCE**

The panel is responsible for: -

- (i) Providing urgent decisions and actions where recourse to the appropriate committee or Full Council meeting is not possible;
- (ii) Reporting such decisions and actions to the next appropriate meeting of the relevant committee.

#### **VOICE EDITORIAL PANEL**

##### **UP TO 4 MEMBERS**

(Reporting to the General Purpose Committee)

#### **TERMS OF REFERENCE**

The panel is responsible for:-

- (i) Producing and editing the Council's newsletter, 'The Voice' in conjunction with the Town Council Office.