

WARBLETON PARISH COUNCIL

DELEGATION ARRANGEMENTS FOR STANDING COMMITTEES and OFFICERS

TERMS OF REFERENCE for COMMITTEES and WORKING GROUPS

SUMMARY

1. Subject to the observance of decisions of the Council on matters of principle or policy, the Council's powers and duties shall be delegated to the Standing Committees, as permitted under the Local Government Act 1972 s 101, in accordance with the approved Terms of Reference unless otherwise stated.
2. In order to maintain a working council on a day to day basis, certain officer delegations can also be approved by Council.
3. Standing Committees will operate within approved Standing Orders, Financial Regulations, other policy documents and procedures and approved budgets in the areas detailed in the following pages. The Council may revoke powers delegated to Standing Committees by resolution.
4. Only the Council can appoint a Parish Clerk, raise a loan, agree the annual precept, sign off the Governance Statement
5. The Council should retain responsibility for Communications both written (website, press statement, newsletter) and verbal (Members' liaison with parishioners, County and District Councillors)

Officers

4. Officers will operate within approved Standing Orders, Financial Regulations, other policy documents and procedures and approved budgets.
5. Officers will need to be aware that financial delegation can be broken down into three elements:
 - (a) Revenue expenditure which allows the Council to continue business uninterrupted – delegated to Officers and reported through the monthly management reports.
 - (b) Capital expenditure – which is always decided by Committee or Council.
 - (c) New items, whether they are considered Revenue or Capital – will always be decided by Committee or Council.

Following these simple rules will enable the Officers to maintain business continuity but also ensure elected Members have overall control of major spending decisions.

6. To comply with Financial Regulation 3.4 which allows the Clerk to incur expenditure on behalf of the Council up to £200 plus VAT for any repair, replacement or other work which is of such extreme urgency that it must be done at once.

7. To report all such action [ref. 6] to the next meeting of the appropriate Committee or Council.

~~1. **Terms of Reference – Finance and General Purposes Committee**~~

~~1.1. To monitor the financial implications of forward planning.~~

~~1.2. To be responsible for the corporate management of the Council and administrative services including the following:~~

- ~~• Accounting Services~~
- ~~• Audit~~
- ~~• Legal Services~~

~~1.3. To be responsible for the democratic representation of the Council including the following:~~

- ~~• Elections~~
- ~~• Members' Allowances~~
- ~~• Chairman's Fund~~

~~1.4. To support the Parish Clerk in the following matters:~~

- ~~• Performance management~~
- ~~• Training~~
- ~~• To recommend to Council staff pay and conditions~~

~~1.5. To ensure the Council's standing orders, financial procedures and risk management are adequate and reviewed on a regular basis.~~

~~1.6. To provide grants to community organisations.~~

~~2.1 **Terms of Reference – Planning and Development Committee**~~

~~2.1.1. To monitor the implications of planning and development within the Council's area.~~

~~2.1.2. To consider all planning applications submitted by Wealden District Council and East Sussex County Council and make representations. To be aware of planning policy and supplementary planning documents when responding to applications.~~

~~2.1.3. To review planning and enforcement appeals and submit additional representations if required.~~

~~2.1.4. To report planning enforcement matters to the relevant authority.~~

~~2.1.5. To comment on licensing applications if appropriate.~~

~~2.1.6. To review documents, consultations and other matters regarding planning and make representations as required.~~

~~2.1.7. To liaise with Wealden District Council and developers to consider the appropriate type of housing including low cost housing schemes.~~

~~21.8.~~ To encourage the use of environmental initiatives for all development, for example the installation of porous surfacing and energy efficiency measures.

~~21.9.~~ To make recommendations regarding street naming.

2. Terms of Reference – Staffing Committee (membership shall consist of four members of the Council)

~~2.1.~~ To ensure that the council carries out its obligations as an employer and complies with all legislative requirements relating to the employment of staff

~~2.2~~ To regularly review the council's employment practices, policies and contracts

~~2.3~~ To consider and make recommendations to the parish council for learning and development budgets in line with financial regulations

~~2.4~~ To review the Clerk/RFO's performance on an annual basis, to be reported to Council

~~2.5~~ To review staff salaries, pensions, and terms and conditions and make recommendations to the Council

~~2.6~~ To appoint, from the Full Council members, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three members in the case of employment plus the Clerk

~~2.7~~ To appoint, from the Full Council, members to act as a disciplinary panel as set out in the Council's Disciplinary Policy

~~2.8~~ To appoint from the Full Council, members to hear any formal grievance, as per the Council's Grievance Policy

~~2.9~~ To Review all Council policies that relate to staff employment on an annual basis

2.10 Meetings:

~~1.~~ The Committee will meet as and when required

~~2.~~ Election of the Committee Chair will be determined at the initial meeting of the Committee and thereafter at the Annual Meeting of the Council

~~3.~~ The Public and Press may not be admitted to these meetings as "In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item"

~~4.~~ In respect of convening ordinary meetings of the Staffing Committee, the Committee Chairman in consultation with the Clerk, may determine the date and time of its meetings

~~5.~~ Any changes in membership of this Committee must be agreed by Full Council

~~6.~~ The Clerk or other appropriate officer will record meetings

~~7.~~ Standing Orders on rules of debate and all other matters shall apply

~~8.~~ Quorum shall be a minimum of one third of total members of the Committee or no less than three

~~9.~~ The Staffing Committee will only have the power to make recommendations which will be ratified at the next full meeting of the Parish Council.

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3. Terms of Reference – Environment Committee

~~3.1.~~ To monitor the implications of highways, transport and environmental items within the Council's area.

~~3.2.~~ To be responsible for the Council's involvement with all highways, transport and environmental issues and to review and respond to consultations/communications.

~~3.3. To consider the appearance of the villages within the Council's area and implement improvements. To provide and/or maintain, report problems with the following:~~

- ~~• Street furniture (bus shelters, benches, litter bins/litter collection)~~
- ~~• Notice boards~~
- ~~• Village signs~~
- ~~• Floral arrangements~~
- ~~• Dog waste bins~~
- ~~• Wooden finger posts (with East Sussex County Council)~~
- ~~• Footpaths and stiles (with East Sussex County Council)~~
- ~~• Overhanging trees/hedges~~
- ~~• War memorials and items on the asset register~~

~~3.4. To consider crime prevention measures including liaison with Police~~

~~3.5. To monitor and promote public transport services and to encourage sustainable transport.~~

~~3.6. To manage the Council's amenity land including:~~

- ~~• Rushlake Green~~
- ~~• Dog Corner~~
- ~~• Spring Hill, Punnetts Town~~
- ~~• Three Cups~~

~~3.7. To promote a culture of safety by risk assessments and compliance with current health and safety procedures~~

~~3.8. To work closely with the CIL Committee whose funds can be used for the provision, improvement, replacement, operation or maintenance of infrastructure~~

~~3.9. To submit a budgetary requirement to the F&GP Committee on a yearly basis~~

~~4. **Terms of Reference – Community Infrastructure Levy Committee**~~

~~4.1. To liaise with residents to identify projects that can be funded by CIL.~~

~~4.2. To prioritise projects and provide a timeline for completion.~~

~~4.3. To consider the use of Section 106/CIL monies to meet the transport and environmental needs of the villages.~~

~~4.4. To monitor the CIL budget.~~