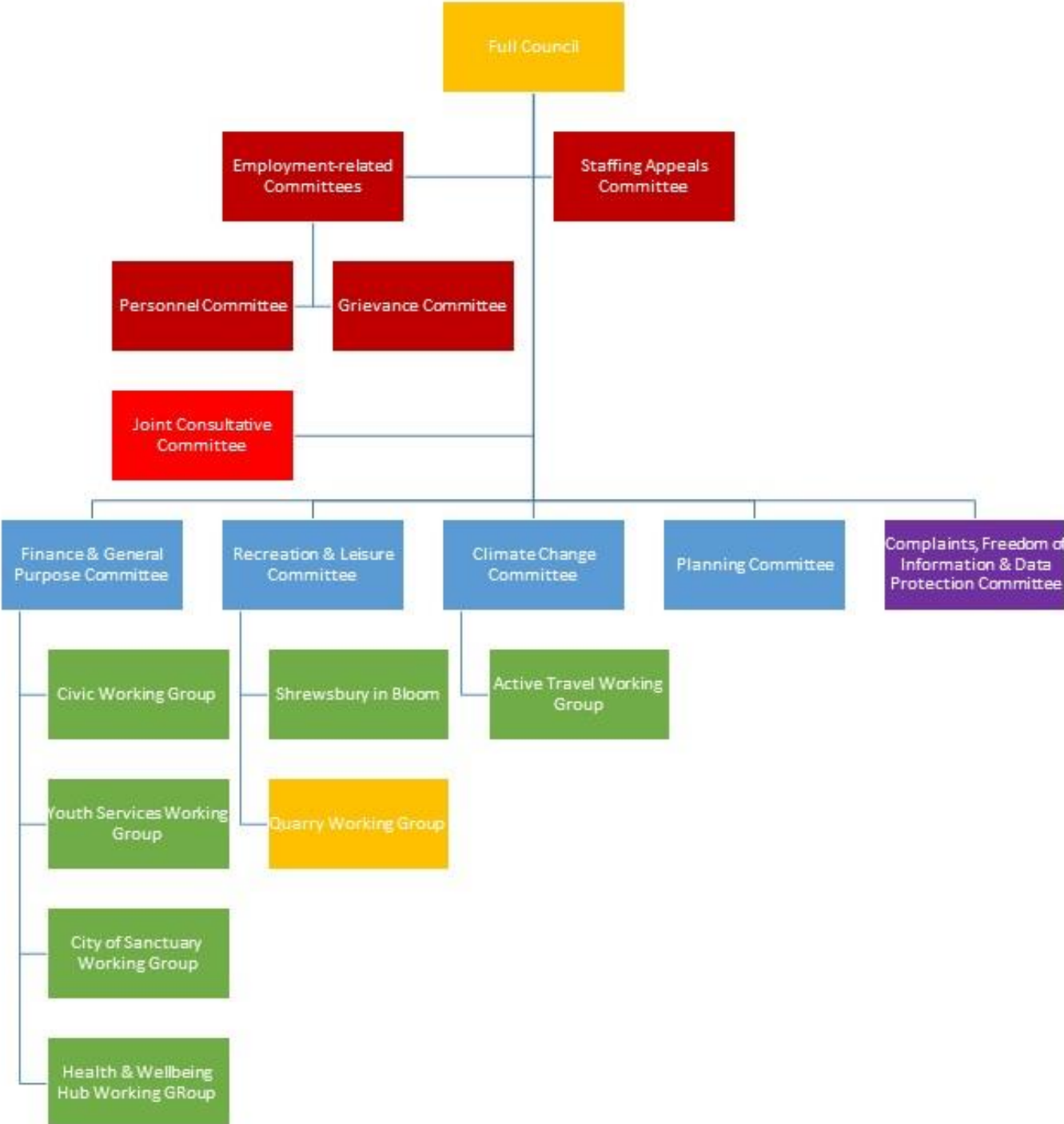


**TERMS OF REFERENCE OF COMMITTEES**

**Committee Structure**

The Town Council has the following Committee Structure:



## **Finance and General Purposes Committee**

**Membership:** Eight members of Full Council

**Quorum:** Four

**Reports to:** Full Council

**Role of the committee:** The overall purpose of this standing committee is to ensure that the council's finances, staffing, and its statutory obligations are conducted in accordance with legislation, statutory regulations and good practice, and to administer services, which are not the responsibility of the other standing committees.

- 1 To conduct effectively the Council's budgetary, financial and precepting responsibilities in accordance with statutory requirements, and to keep the smooth functioning of the Council's work under review.
- 2 To consider and keep under review:
  - (i) The strategic vision/main objectives of the Council.
  - (ii) All major issues of policy affecting the Town Council's area.
  - (iii) The development of existing, and introduction of new, services.
  - (iv) The order of priorities between services or projects, and to advise other committees accordingly.
  - (v) Relationships with Shropshire Council and other public bodies and outside organisations.
- 3 To consider the resources available to meet the Council's objectives in terms of land, finance and manpower and to advise other committees and the Council as required.  
  
To have charge of the financial and accounting arrangements of the Council.
- 4 To consider the financial implications of the Council's plans and to recommend to the Council levels of expenditure in connection therewith.
- 5 To consider estimates of this committee and of other committees of income and expenditure on continuing services and payments on capital account for the next and future financial years.
- 6 To review all charges and fees made or proposed by all committees.
- 7 To submit to the Council estimates of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and make a recommendation as to the Council's Precept.
- 8 To appoint internal & external auditors and receive annual reports and act on any recommendations.

- 9 To oversee the preparation of the End of Year Accounts and the Annual Governance and Accounts Return including the Council's commitment to its Governance Statement for recommendation to Full Council.
- 10 To be responsible for the Councils' Revenue & Capital Budget and any works scheduled therein.
- 11 To be responsible for expenditure within the limits previously approved by the Council.
- 12 To consider and approve as appropriate requests from other committees to incur expenditure greater than already approved by the Council, and also to consider any such requirement in respect of its own expenditure.
- 13 To review Policies & Procedures, Internal Controls, Standing Orders & Financial Regulations, terms of reference of committees and terms of delegation to officers recommend amendments to the Council.
- 14 To consider applications for grants and to approve any such grants.
- 15 To manage any external funding receipts including s106/Community Infrastructure.
- 16 To approve all tenders above which delegated authority has not been given to officers.
- 17 To consider and decide upon recommendations from service committees for variations in staffing.
- 18 To be responsible to the Council for and review the effectiveness and efficiency of all services which do not fall within the province of any one committee.
- 19 To consider all matters arising in relation to the boundaries of the town, the number of Town Councillors and elections of any kind within the town and make recommendations to the Council.
- 20 To consider any matters affecting members, including members' allowances and the Council's Programme of Meetings.
- 21 To be responsible for the Council's assets, records and archives.
- 22 To be responsible for council's market rights and investment properties and other premises owned or leased to the council (save for council properties reserved to other committees according to their responsibilities).
- 23 To be responsible for all external communications and publicity matters, including any Annual Report, and the production of any town newsletters.
- 24 To be responsible for the council's electronic governance arrangements, including the council's website and social media platforms
- 25 To be responsible for public relations and major civic hospitality and ceremonies.

- 26 To oversee the civic arrangements of the Council.
- 27 To respond to local, regional and national consultations on behalf of the Council.
- 28 To oversee the Council's commitment to its Climate Emergency Declaration.
- 29 To review the Council's risk including provision of insurance (including any potential claims).
- 30 To initiate and oversee any legal proceedings on behalf of the Council.
- 31 To oversee the Town Council's commitment/contribution towards the vision of the Shrewsbury Big Town Plan.
- 32 To oversee the Council's Pension Fund arrangements including agreeing any policy documents & criteria.
- 33 To consider the provision of any new service, facility or asset.

## Recreation & Leisure Committee

**Membership:** Eight members of Full Council

**Quorum:** Four

**Reports to:** Full Council

**Role of the committee:** The overall purpose of this standing committee is to discharge effectively and economically the Council's duties in the spheres of horticultural and recreational and leisure activities and to develop policies in these areas.

- 1 To consider and implement, as appropriate, proposals for the promotion and development of sports, playing fields, recreation grounds, children's play areas and public open spaces.
- 2 To encourage and sponsor, recreational, social and cultural activities throughout the town.
- 3 To ensure the proper management of the recreation and amenity facilities provided by the Council, including any buildings plant and equipment associated therewith.
- 4 To oversee the contract for the provision of horticultural services to external organisations including Shropshire Council.
- 5 To be responsible for matters relating to the council's community centres.
- 6 To ensure the proper management of the allotment sites provided by the Council and to undertake consultations thereon with the various Allotment Committees within the town council's area.
- 7 To consider any other general matters relating to the community and welfare of the town, and to have regard for crime and disorder implications in relation to those matters within the committee's remit.
- 8 To maintain liaison with Shropshire Council and other local and regional bodies established for the promotion and/or management of any facilities or activities which fall within the committee's terms of reference.
- 9 To ensure that where approved developments require the provision and/or maintenance of children's play areas or public open space areas etc by the town council, that adequate funding (by way of Section 106 Agreements or similar) is made available to the town council for such purposes.
- 10 To be responsible for the provision and maintenance of public seats, bus shelters, footway lighting and litterbins, and other street furniture as may be decided.
- 11 To oversee the maintenance of closed churchyards that the Council holds responsibility for.
- 12 To consider the amenities of the town generally and to liaise as necessary with other bodies on tourism and to make recommendations for change as appropriate.

- 13 To consider and submit to the Finance and General Purposes Committee estimates of income and expenditure on continuing services and on capital account for the following year and to make recommendations relating to scales of charges.
- 14 To be responsible for expenditure within the limits previously approved by the Council for the promotion and/or management of any facilities or activities which fall within the committee's terms of reference.
- 15 To oversee the events programme.
- 16 To oversee the provision of Council Markets.

## Planning Committee

**Membership:** Eight members of Full Council

**Quorum:** Four

**Reports to:** Full Council

**Role of the committee:** The overall purpose of this standing committee is: (a) to ensure informed local knowledge is brought to bear on planning and licensing applications and to convey those views in a timely way to the appropriate authority; (b) to ensure local knowledge is brought to bear in relation to highway, road safety and transportation matters affecting the Town Council's geographical area and (c) to contribute to the formation of planning policies both locally and nationally

- 1 To consider all applications received for planning and pre-planning consent within the town, other than those emanating from the Town Council itself, and to submit comments and/or objections thereon to Shropshire Council within appropriate time limits; also to consider any applications for planning consent in adjacent areas where such application would affect the well-being of the town and its residents.
- 2 To consider all appeals against planning refusal, non-determination or the imposition of conditions by the Shropshire Council within the town and to submit comments to the appropriate government department.
- 3 To consider any proposals relating to national, regional, or Shropshire unitary plans, including Additions and Amendments to Conservation Areas and to submit comments to the appropriate body on behalf of the Council.
- 4 To consider key development and planning policies and issues and make recommendations to the relevant body or the Council.
- 5 To consider within the appropriate time limits whether to comment on behalf of interested parties to the Licensing Authority on applications for new or amended licences made under the Licensing Act 2003 or for any other licences.
- 6 To liaise as necessary with other bodies on traffic, and transport, including public transport and road safety, and to make proposals as necessary.
- 7 To receive and consider any representations or consultations in relation to the provisions of the Localism Act
- 8 To consider and submit to the Finance and General Purposes Committee estimates of income and expenditure on continuing services and on capital account for the following year.
- 9 To be responsible for expenditure within the limits previously approved by the Council.
- 10 To respond to any street naming/numbering requirements.

## **Climate Change Committee**

**Membership:** Eight members of Full Council

**Quorum:** Four

**Reports to:** Full Council

**Outside Membership:** The Committee will comprise of climate related organisations and various community groups. Ten people will be invited from appropriate organisations to represent the community on the basis of their understanding of the climate emergency and links to the community, with consideration given to specific characteristics for representation such as age, gender and membership of targeted or general community groups.

**Role of the Committee:** Following the declaration of Climate Emergency Resolution on 26 March 2019, the overall purpose of this Committee is to provide advice and support to the Council on how it might best proceed to reduce and measure any reduction in its (net) carbon footprint.

- 1 The role of the Committee will be to advise Council on an appropriate Climate Emergency Action Plan for Shrewsbury Town Council.
- 2 To represent the views and needs of relevant community organisations or community members regarding the climate emergency.
- 3 To assist with engagement of the wider community on the agreed Climate Emergency Action Plan.
- 4 To help identify high level strategic direction, opportunities, and goals that will address the climate emergency, which can be implemented practically.
- 5 To review reports and feedback following community engagement to further inform the Climate Emergency Action Plan.
- 6 To give advice on and help monitor the implementation of the CEAP.



## **Complaints, Freedom of Information and Data Protection Committee**

**Membership:** Five members of Full Council

**Quorum:** 3

**Reports to:** Finance and General Purpose Committee

***Role of the committee:*** The overall purpose of this committee is to maintain a level of fairness in the discharge of the Council's duties in relation to non-staff complaints, Freedom of Information Requests and Data Protection.

- 1 To undertake any reviews in relation to the Council's Code of Practice for Handling Complaints and Freedom of Information Refusals.
- 2 To consider complaints that cannot be/it is inappropriate to be satisfied by informal measures; the intention being that complaints are always dealt with as quickly as possible to avoid escalation.
- 3 To consider any other matters delegated to the Committee by the Council.

## **Staffing Committees**

### **Personnel Committee**

**Membership:** Five members of Full Council

**Quorum:** Three

**Reports to:** Full Council

**Role of the committee:** The overall purpose of this committee is to effectively and efficiently discharge the Council's duties as an Employer.

- 1 To deal with disciplinary and capability matters to a final conclusion, in accordance with the Council's Disciplinary Procedures, **only** reporting to Council when the time for any appeal has passed.
- 2 To be responsible for appraisal of the Town Clerk.
- 3 To review Terms & Conditions of service and salaries of staff
- 4 To oversee any job evaluation process.
- 5 To review the organisational structure and necessary staffing levels.
- 6 To consider staffing reviews.
- 7 To prepare and maintain employment policies and procedures and the Staff Handbook.
- 8 To prepare and review Job Descriptions and Person Specifications.
- 9 To prepare and review Contracts of Employment.
- 10 To develop Health & Safety Policies and Procedures.
- 11 To consider any other matters delegated to the Committee by Council.
- 12 To oversee the recruitment of principal officers of the Council.
- 13 To develop the Council's training policy and needs.
- 14 To develop the Council's approach to apprenticeships, job creation and training programmes.
- 15 To consider the provisions of the National Joint Council.

## **Grievance Committee**

**Membership:** Five members of Full Council

**Quorum:** Three

**Reports to:** Full Council

**Role of the committee:** The overall purpose of this committee is to maintain a level of fairness in relation to staff grievances in order to discharge the Council's duties as an Employer.

- 1 To undertake hearings for Grievance matters in accordance with the Council's Grievance and Disciplinary Procedures.
- 2 To deal with Grievance matters to a final conclusion, **only** reporting to Council when the time for any appeal has passed.
- 3 To make final decisions on any outcomes of grievance or personnel matters including individually, financially and procedurally.
- 4 To consider any other matters delegated to the Committee by the Council.

## **Staffing Appeals Committee**

**Membership:** Three members of Full Council

**Quorum:** Two

**Reports to:** Full Council

**Role of the committee:** The overall purpose of this committee is consider any appeals in relation to decisions made at Grievance Committee or Personnel Committee.

- 1 To consider any individual appeals from current members of staff against decisions made by either Grievance Committee and or Personnel Committee.
- 2 To deal with grievance or personnel matters matters to a final conclusion. This Committee forms the last line of appeal.
- 3 To make final decisions on any outcomes of grievance or personnel matters including individually, financially and procedurally.
- 4 To consider any other matters delegated to the Committee by the Council.

## Council and Employee Joint Consultative Committee

### Terms of Reference

**Membership:** Six members of Full Council to be appointed annually by the Council and six employees, appointed by the employees. The membership of joint committee shall retire annually and shall be eligible for re-appointment.

- a) The Council and Employee sides of the Joint Committee may appoint substitute representatives to act in the place of anyone unable to attend any meeting.
- b) If a member of the Joint Committee ceases to be a member or employee of the Council, he or she shall thereupon cease to be a member of the Joint Committee and the vacancy shall be filled by the Council or by the Employee side as the case may be.
- c) The Town Clerk, the Deputy Town Clerk, the Head of Operations and the Head of Resources or their representatives shall have the right to attend and speak at Joint Committee meetings in an advisory capacity.
- d) The Employee side may invite full-time Trade Union officials to attend and speak at Joint Committee meetings in an advisory capacity.
- e) A Chair and a Vice-Chair shall be elected by the Joint Committee at its first meeting in each year. If the Chair appointed is a member of the Full Council, then the Vice-Chair shall be an employee and vice versa.

**Quorum:** Three Councillors and three Employees

**Reports to:** Full Council

**Role of the committee:** The overall purpose of this committee is to provide an opportunity for members of staff to raise issues that concern them so that they can be resolved, wherever possible to a satisfactory conclusion. The Council recognises the need to ensure that its employees are consulted and have the opportunity to raise issues in a timely manner on matters which concern them, including:

- Recent and probable developments within the Council.
- The Council's activities and financial situation.
- The situation, structure and development of employment within the Council and any anticipatory measures.
- Information and consultation on decisions likely to lead to substantial changes in organisation or contractual relations between the Council and its employees.

Good communication and consultation are central to effective management processes and are important when dealing with changes in working practices and procedures. Consulting with employees allows them to perform at their best as they know their duties, obligations and rights and have the opportunity to make their views known on issues that affect them. Effective communication can:

- **Improve organisational effectiveness** – eg time spent communicating at the outset of a new project or development can minimise misunderstandings.
- **Improve management performance and decision making** – by allowing employees to express their views enables the Council to arrive at sound decisions which are more likely to be accepted.

- **Improve employee's performance and commitment** – with accurate information about their jobs, targets and feedback, performance should improve. Furthermore commitment is also strengthened where employees are aware of what the Council is aiming to achieve and how, as individuals, they can influence decisions.
- **Help develop greater trust** – discussing issues of common interest and allowing employees the opportunity of expressing their views can promote improved manager/employee relations.
- **Increase job satisfaction** – providing employees with an understanding of how their job fits into workings of the Council as a whole.

The terms of reference of the Joint Committee shall be:

- 1 To provide a formal opportunity for employees to be appraised of developing/new Council policy that might affect them and provide them with a mechanism to feed into the decision making process.
- 2 To establish and maintain regular methods of engagement and consultation between the Council and its employees, always provided that no question of individual discipline, promotion or efficiency shall be discussed by the Joint Committee.
- 3 To act as the Joint Consultation Committee on all matters relating to health, safety and welfare of employees in accordance with the Council's Health and Safety Policy Statement.
- 4 To consider any relevant matter referred to it by the Council or a Committee of the Council, or the Town Clerk, Operations Manager, RFO or by the Employee side.
- 5 To make recommendations to the Town Clerk, Council or the appropriate committee.
- 6 To discharge such other functions as may be specifically assigned to the Joint Committee by the Council.
- 7 Provision shall be made in the Council diary for the Joint Committee to meet quarterly.
- 8 The Chair or Vice-Chair may require the Town Clerk to call a special meeting at any time. A special meeting may also be called on receipt of a requisition to the Town Clerk, signed by not less than four of the members of either side. When a special meeting is called, it shall be convened as soon as practicable.
- 9 The Town Clerk shall send out a notice of the meeting. No business other than that set out on the notice may be considered at the meeting.
- 10 The quorum of the Joint Committee shall be three representatives on each side.
- 11 No resolution shall be regarded as carried unless it has been approved by a majority of the members present on each side of the Joint Committee.
- 12 Reasonable resources, including time with full pay, shall be made available to Employee side members to:
  - Consult with the Town Clerk, Deputy Town Clerk, Head of Operations or RFO;

- Consult with employees, Trade Union stewards and full-time Trade Union officials in preparation for the meetings of the Joint Committee.
- 13 Attendance by Employee members at meetings shall attract overtime payments if it is scheduled beyond normal working hours. Attendance by Council members shall attract travelling and subsistence allowance as prescribed in the Members' Allowance Scheme approved by the Council.
  - 14 In recognition of the fact that some issues under discussion are likely to be of a confidential or commercially sensitive nature in some respect, all attending meetings of the Joint Committee are expected to respect the confidential nature of such issues and to confine their comments and discussion to within the meeting itself.
  - 15 The Joint Committee shall act in an advisory role making its recommendations to Full Council for final decision.
  - 16 The Minutes of proceedings of the Joint Committee shall be kept by the Town Clerk and shall be signed by the Chair.

## **Youth Services Working Group**

**Membership:** Five members of Full Council

**Reports to:** Finance and General Purpose Committee

**Role of the committee:** The overall purpose of this working group is to facilitate the smooth running of Youth Services.

- 1 To develop the strategic direction of the Youth Service.
- 2 To develop and manage the budget for Youth Services within the confines of the overall budget.
- 3 To develop any policies and procedures required to facilitate the delivery of Youth Services
- 4 To review any risk, insurance, Health & Safety and safeguarding matters in relation to the delivery of Youth Services
- 5 To enter into any agreements with regards to the hire of land and/or buildings to facilitate the delivery of Youth Services.
- 6 To make recommendations as to the development of a Contract/SLA between Shrewsbury Town Council & Shropshire Council for the delivery of Youth Services by the Town Council.
- 7 To develop any consultation and/or public relations message (including website and social media presence) in relation to the delivery of Youth Services.



## **Civics Working Group**

**Membership:** All Councillors who are/have been Mayor and or Deputy Mayor

**Reports to:** Finance & General Purpose Committee

**Role of the committee:** The overall purpose of this committee is to maintain and enhance the civic profile of the Council and the Mayoralty.

- 1 To uphold the traditions of the Mayoralty.
- 2 To liaise with and guide the Mayor and Deputy Mayor throughout their civic year.
- 3 To consider all matters pertinent to the Mayoralty, including:
  - a. Civic Regalia, including Past Mayor's Badges;
  - b. Civic Robes;
  - c. Membership of professional bodies by civic staff;
  - d. Mayor's Handbook;
  - e. Civic Functions;
  - f. Mayoral Photographs & Mayoral Board.
- 4 To advise the Finance & General Purposes Committee on the appropriateness of the Civic Budget.
- 5 To oversee the installation of Freemen.
- 6 To oversee the granting of Freedoms of the Town and the exercise thereof.
- 7 To oversee any other civic events.
- 8 To oversee the Mayor's Award Scheme.

## **Health & Well-being Hub Working Group**

**Membership:** Eight Councillors

**Reports to:** Finance & General Purpose Committee

**Role of the committee:** To consider the Town Council's position in relation to the Clinical Commissioning Group's intention to develop a Health & Wellbeing Hub

1. To ensure appropriate representation is made to the necessary decision making bodies in relation to a new Health & Wellbeing Hub for the town
2. To ensure Council is in receipt of all the necessary information to make an informed position on any new development
3. To formulate any necessary communications to assist the public in being informed and involved in any decision making
4. To act as the point of liaison with appropriate/necessary stakeholders and decision making bodies/individuals
5. To make any necessary recommendations as to opinion to the Council

## **Quarry Working Group**

**Membership:** Four Councillors

**Reports to:** Recreation & Leisure Committee

**Role of the committee:** To consider the long-term development of the Quarry Park

1. To create an operational management plan to secure the future development of the Grade Listed II Park
2. To consider the park's relationship with the Quarry Pool
3. To make recommendations to Council with regards to any future management arrangements of the park
4. To consider the park's links to the river

## **Active Travel Working Group**

**Membership:** Eight Councillors

**Reports to:** Climate Change Committee

**Role of the committee:** To consider the Town Council's approach to Active Travel

1. To develop broader thoughts on the development of active travel within Shrewsbury
2. To consider what the Town Council can do itself to promote the development of active travel in its own estate
3. To establish the most effective way of influencing/lobbying on wider active travel programmes that are not the remit of this Council

## **City of Sanctuary Working Group**

**Membership:** Four Councillors

**Reports to:** Finance & General Purpose Committee

**Role of the committee:** To develop the Town Council's submission to become a Town of Sanctuary

1. To develop the Town Council's submission for Town of Sanctuary Status
2. To ensure that Shrewsbury is a welcoming location for individuals seeking sanctuary
3. To support those organisations supporting the ongoing welfare of refugees