



## Committee Structure & Scheme of Delegations

This scheme of delegation authorises standing committees and sub-committees of the council and the proper officer and the responsible financial officer to act with delegated authority in the specific circumstances prescribed. The scheme should be read in conjunction with the council's standing orders, financial regulations and other relevant documents contained in the council's constitution/list of policies.

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## **Summary of Council Structure**

Bletchley and Fenny Stratford Town Council has adopted an internal structure which allows committees of the council to undertake specified work and decision-making on behalf of the full council. The specific responsibilities of each committee are laid out in this document in the relevant terms of reference. Additionally, individual officers also have delegated powers which are also laid out below. The scheme of delegations includes the duties which the council must perform. However the scheme also includes delegated authority for powers which the council may or may not choose to use from year to year.

## **Standing Committees**

Standing committees have delegated decision making powers in respect of matters specifically delegated to them. These powers 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.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the full council. Similarly, where a committee has no delegated power to make a decision it may make a recommendation to council.

The minutes of each standing committee will be reported to and noted by the full council at the next meeting of the council.

## **Sub-committees**

Sub-committees have no delegated financial powers at the present time. Sub-committees may make recommendations to their parent committee on matters which fall within their terms of reference and parent committees may delegate specific issues to them.

Full council, committee and sub-committee meetings are supported by the attendance of officers of the council and are conducted in public in accordance with the relevant legislation and standing orders. These meetings cannot proceed unless they are quorate. Sub-committee minutes will be reported to and received by the parent committee at the next meeting of the parent committee where recommendations will be considered.

## **Working Groups**

All committees have the power to create and appoint members to informal "working groups" or "task and finish" groups which by law can have no delegated executive powers and which report their findings to the body which created them for decisions. Working groups will be supported by officers as far as other council priorities and workloads allow. Working group meetings are not held in public and there is no formal quorum. Officers supporting working groups will produce notes not formal minutes.

## **Officers**

The role of officers is to advise the council and to implement its decisions. Key officers are delegated to make specified decisions on behalf of the council.

## **Councillors**

Councillors have no individual decision-making powers on behalf of the council.



**NB** Bletchley and Fenny Stratford Neighbourhood Plan Steering Group is an independent body with its own Terms of Reference.

**Summary of Town Council responsibilities which cannot be delegated**

The following matters are reserved to the Council for decision, notwithstanding that appropriate committee(s) may make recommendations for the Council's consideration.

- i Approval of the annual budget
- ii Setting the precept
- iii Borrowing money
- iv Approving the council's annual accounts
- v Authorising any expenditure over £20,000
- vi Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- vii Making, amending or revoking by-laws
- viii Making of orders under any statutory powers
- ix Matters of principle or policy
- x Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings).
- xi Any proposed new undertakings
- xii Prosecution or defence in a court of law
- xiii Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee
- xiv Creation or dissolution of standing committees and sub committees
- xv Adopting or revising the council's code of conduct
- xvi Confirming (by resolution) that it has satisfied the statutory criteria to exercise the general power of competence

## Detailed Terms of Reference and Delegated Powers of Council

Terms of Reference: Full Council	
21 Members of the Council	Quorum = 7
Meetings are held every second month starting from the Annual Meeting which is held in May.	
The Town Council has full authority for all functions, duties and responsibility, but may delegate certain decisions to a committee, sub-committee or to an officer. It cannot legally delegate such decisions to an individual councillor.	
Certain decisions are reserved to Council either by legislation or the choice of the Council.	
Function of the Council	Delegation of Function
<b>General Governance</b>	
Adoption and amendment of any strategies and policies.	None, but to receive advice from committees as appropriate. Human Resources policies & Pensions Discretions Policy delegated to Employment Policy Committee
Comments on Milton Keynes Council's Strategic plans, community plans or strategies	None but to receive advice from relevant committee
Comments on strategic plans and strategies of other public sector bodies, at national, regional or sub-regional level.	Reserved for Council unless within terms of reference of a specific committee. <ul style="list-style-type: none"> <li>• Planning as set out in committee TOR.</li> </ul>
Endorsement of plans or strategic documents produced by the community or partner organisations, including principal council.	None, reserved for Council
Consulting with the Police and other outside bodies on matters pertaining to the Town	To individual committees within their terms of reference.
Approval or amendment of Neighbourhood Plan	None <ul style="list-style-type: none"> <li>• Production of Neighbourhood Plan delegated to Community Partnership (Neighbourhood Plan Steering Group)</li> </ul>
Adopting and changing the Constitution, Standing Orders, any Standing Orders for Contracts, Financial Regulations or Delivery Plan	None
Approval of annual budget, Precept, and Medium-Term Financial Plan	None, but to receive advice from Finance & Governance Committee
Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None, but to receive advice from Finance & Governance Committee re budget.

Election of the Chair, appointment of Vice Chair, and appointment of Chairs of committees and sub-committees established by Council.	None
Agreeing and/or amending the terms of reference for committees, deciding on their delegation limits, composition and making appointments to them.	None
Appointment of Members or Officers to outside bodies. Members reporting back from outside bodies	None <ul style="list-style-type: none"> <li>• Relevant Committee</li> </ul>
Adopting an allowance scheme for Chairman or other members.	None
Changing the name of the Town Council.	None
Deciding on honorary titles or awards such as outstanding service.	None <ul style="list-style-type: none"> <li>• Judging of Community Pride awards delegated to panel elected by Council</li> </ul>
Making, amending, revoking, re-enacting or adopting Bylaws	None
Making, amending, revoking, re-enacting or adopting Bylaws.	None
To represent the view of the local community on matters of significance.	None
Power to make payments or provide other benefits in cases of fault or maladministration.	Finance & Governance Committee up to £5,000 Appeals Committee up to £500 Town Clerk up to £250
Appeals against any decision made on behalf of the Authority	As set out in complaints procedures, employment policies and Appeals Committee terms of reference
Decisions on issues relating to Data Protection, Access to Information, Freedom of Information & Human Rights.	<ul style="list-style-type: none"> <li>• Town Clerk to renew Data Protection Registration and make amendments if necessary</li> <li>• Town Clerk to repones to requests from the public and matters raised by the Information Commissioner, taking advice from the Data Protection Compliance Officer as necessary.</li> <li>• Council or Finance &amp; Governance Committee will determine refusal of information for vexatious reasons</li> </ul>
To monitor the Council's ethical framework	<ul style="list-style-type: none"> <li>• Town Clerk to obtain register of interests forms and give annual reminder to Members and to act for the Monitoring Officer as necessary</li> <li>• Granting of dispensations is reserved to Council and delegated to the Town Clerk where a decision is required in advance of a committee meeting when no Council meeting is to take place</li> </ul>

To institute or defend legal proceedings including proceedings for an injunction, to authorise the conducting of works in default of a notice, and to lodge an appeal against any Court decision.	None generally but in cases of urgency the Clerk on consultation with two of the Chair, Vice-Chair or another Committee Chair
All powers of the Council in the case of a civil emergency	The Town Clerk in consultation with two of the Chair, Vice-chair or f another committee Chair subject to reporting justification to next Council meeting up to £5,000 expenditure outside approved budget
All powers of the Council in the case of urgency	The Town Clerk in consultation with two of the Chair, Vice-chair or another committee Chair (subject to reporting justification to next Council meeting) up to £5000 expenditure outside approved budget
Election issues and filling of vacancies, including co-option of councillors	None
Power to direct as to the custody of town documents	None
All duties of the Proper Officer under legislation, standing orders, financial regulations or regulations for contracts including issue of notifications and signing of documents	Town Clerk or in their absence the nominated deputy to have authority after seeking relevant advice if necessary
All duties of the Responsible Financial Officer under legislation, standing orders financial regulations or any regulations for contracts including issue of notifications and signing documents	Finance Manager and Town Clerk to deputise
To do anything calculated to facilitate or conducive or incidental to the discharge of any function	Council unless specifically delegated to a committee
<b>Human Resources</b>	
To direct which postholders will be designated Proper Officer and Responsible Financial Officer and Data Compliance Officer	None – but on recommendation of Employment Policy Committee
To determine overall staffing structure and approval of additional posts	None – none but on recommendation of Employment Policy Committee
Confirming the appointment of the Town Clerk	Interviewing is delegated to the Employment Policy Committee (or panel of) and the Chair of Council.
Other personnel matters	As set out in the terms of reference of the Employment Policy Committee.
Health and Safety Policy – General Statement	None <ul style="list-style-type: none"> <li>• Organisation and arrangements to Employment Policy Committee</li> </ul>
<b>Quality and Integrated Management</b>	
Matters relating to quality and integrated management and the Local Council Award Scheme	<ul style="list-style-type: none"> <li>• Finance &amp; Governance Committee oversees the processes</li> <li>• Resolutions regarding Local Council Awards reserved to Council</li> <li>• Town Clerk to manage</li> </ul>
Administration of complaints procedure	As set out in complaints procedure and terms of reference for Appeals Committee
Customer care and equality in service delivery and access	None but on advice of relevant committees
<b>Delegated Services</b>	

To take on services from other local authorities or public bodies (LGA 1972 S101,111 & 112 or Localism Act 2011)	None <ul style="list-style-type: none"> <li>• Service overview to specific committees</li> <li>• Town Clerk to manage operations</li> </ul>
To undertake services for another public body or local authority	None
<b>Powers of all Committees</b>	
To undertake all functions within their terms of reference. The committee may choose not to use its delegated power eg because of uncertainty as to whether the function is delegated or because of sensitivity, controversy or seriousness of a matter.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
To arrange extra meetings	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk or nominated deputy in consultation with Chair or Vice-Chair</li> </ul>
To make spending or income recommendations to Council during the budget process	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
To monitor actions on minutes of the Committee or relevant Delivery Plan actions	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
To manage services for which they are responsible within an approved budget and policy	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
To authorise spending/issue works orders within budgets delegated to a committee up to £20,000	<ul style="list-style-type: none"> <li>• Committee up to £20,000</li> <li>• Town Clerk up to £3,000</li> </ul>
To contribute to the Annual Report and other publicity materials relation to the responsibilities of the committee	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk</li> </ul>
To appoint to sub-committees including chair of sub-committee	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
<b>Land</b>	
Power to acquire by agreement, to appropriate to dispose of – Local Government Act 1972 S124, 126, 127	None
Power to accept gifts of land – LGA 1972 S139	None
Power to acquire land for open spaces - Public Health Act 1875 s164; Open Spaces Act 1906 S9 and 10	None for acquisition <ul style="list-style-type: none"> <li>• Relevant committee for management and maintenance in accordance with terms of reference</li> </ul>
<b>Finance and audit</b>	
Authorisation of payment of accounts	<ul style="list-style-type: none"> <li>• Council/Finance and Governance Committee/other committees/Town Clerk/RFO in accordance with regulations</li> </ul>
Approval of annual return and statement of accounts (AGAR)	None
Power to approve capital projects on recommendation from standing committees within or without budget	Council only if not approved in principle <ul style="list-style-type: none"> <li>• Relevant committee if within policy and budget and to implement</li> </ul>
Approval of banking arrangements and selecting insurers	None
Approval of orders for work, goods or services	<ul style="list-style-type: none"> <li>• Council/committees/Town Clerk/RFO in accordance with Financial Regulations or delegation to committees</li> </ul>
Audit arrangements	<ul style="list-style-type: none"> <li>• Town Clerk/RFO to manage in accordance with financial regulations</li> </ul> Council to approve annual external audit report, internal audit reports and to agree responses <ul style="list-style-type: none"> <li>• Finance &amp; Governance Committee to consider and action interim internal audit reports and to make know any internal audit matters which require consideration</li> </ul> Council to appoint external auditor



	Council to appoint internal auditor
Power to accept gifts, Local Government Act 1972 S139	None
Power to participate in schemes of collective investment, Trustees Investments Act 1962, S11	None
Power to borrow – Local Government Act 1972 S111 and Sch 13	None
Writing off bad debts	Council or Finance & Governance Committee in accordance with Standing orders or Financial Regulations
Proceedings or other steps to recover debt owing to the Council	Town Clerk or RFO
<b>Planning and Development Control</b>	
To make observations on major or controversial planning applications referred to it by another committee	None
To make observations on Planning consultation documents from the Milton Keynes council or other bodies.	None for local plan but to receive recommendations from other committees where appropriate
All other Planning and Building Control matters.	<ul style="list-style-type: none"> <li>• Planning &amp; Environment Committee and other committees in accordance with their terms of reference</li> </ul>
<b>Housing</b>	
Policy of the Town Council	None
All other housing matters	None
<b>Emergency Planning</b>	
To prepare an Emergency Plan for the Town which supports that of Milton Keynes Council and the Buckinghamshire Resilience Forum	Council (for approval) <ul style="list-style-type: none"> <li>• Operational management by Town Clerk</li> </ul>
<b>Young People</b>	
Support public & community services and facilities for the young and support young people in their communities.	<ul style="list-style-type: none"> <li>• Community Committee for management overview.</li> <li>• Town Clerk for operational management</li> </ul>
Co-ordinate the involvement of young people in decision making and governance	None
<b>Community Engagement</b>	
To promote the social wellbeing of the Town	<ul style="list-style-type: none"> <li>• Community Committee for management overview.</li> <li>• Town Clerk for Operational management</li> </ul>
To facilitate and support local community and voluntary organisations.	<ul style="list-style-type: none"> <li>• Community Committee for management overview.</li> <li>• Town Clerk for Operational management</li> </ul>
To support Citizens Advice for the Town, Local Government Act 1972, s 142	<ul style="list-style-type: none"> <li>• Community Committee for management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To promote social inclusion within communities.	<ul style="list-style-type: none"> <li>• Community Committee for management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To provide website and publish information about the council its services and the services provided in the council's area by other local authorities, government	<ul style="list-style-type: none"> <li>• Community Committee for management overview.</li> <li>• Town Clerk for operational management</li> </ul>

departments, charities and other voluntary organisations (Local Government Act 1972 S142)	
<b>Civic Functions</b>	
To administer and oversee civic functions and events of the Town Council in consultation with other committees where appropriate	<ul style="list-style-type: none"> <li>• Community Committee for management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To administer the office of the Chairman	<ul style="list-style-type: none"> <li>• Finance and Governance Committee for management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To maintain, repair and protect war memorial (War Memorials (Local Authorities' Powers) Act 1923	<ul style="list-style-type: none"> <li>• Finance and Governance Committee for management overview.</li> <li>• Town Clerk for operational management</li> </ul>

NB. Any actions delegated to the Town Clerk/Proper Officer may in their absence be undertaken by the nominated Deputy, after seeking advice if appropriate, if the matter cannot wait until the Town Clerk's return

Definition of "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to.

Definition of "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget

## Summary of Committee Responsibilities

Community Committee	Employment Policy Committee	Environment & Planning Committee	Finance & Governance Committee	Appeals Committee
Contribute to the development and implementation of the Council's policies, strategies and business plans	Contribute to the development and implementation of the Council's policies, strategies and business plans	Contribute to the development and implementation of the Council's policies, strategies and business plans	Contribute to the development and implementation of the Council's policies, strategies and business plans	Determine any appeals under the Council's Complaint Procedure which is delegated to this Committee
To work in partnership with other Councils, agencies and groups to encourage and secure an improved level of community engagement and develop initiatives which support the community the economy and social infrastructure of Bletchley and Fenny Stratford	Oversee the implementation of the Town Council's approved arrangements for employment and management of staff	Consider and comment on all environmental matters and work in partnership the other agencies and groups to secure improvements in the physical environment	Oversee management of the council's finances	Hold appeal hearings under the Town Council's Human Resources policies if delegated to this Committee
Consider any matters relating to the education, health and well-being of the community and oversee management of approved well-being services	Oversee the Council's health and safety at work responsibilities in relation to employees and councillors	Consider and comment on all matters relating to planning policy and individual planning applications	Oversee Council's risk management procedures, insurance arrangements and banking	
Oversee the management/use of Town Council community buildings	Authorise expenditure of up to £20,000 within budget allocated to committee	To oversee the management and maintenance of allotments, community orchard, football pitches and any other outdoor spaces for which the council has a responsibility or a designated interest.	Oversee the maintenance of all the Town Council's Town Council buildings and leases and provide recommendations to full council on acquisition and disposal of assets	
Approve and oversee the management of an annual programme of community events		Consider and comment on all Highways matters and contribute towards improving local transport infrastructure	Oversee the Council's agreed corporate governance arrangements	
Consider and award (within an approved budget) financial grants to local organisations		To oversee the management of the Town Council's Street furniture and fittings, including dog bins, seats etc.	Consider any other matter falling outside the remit of the Council's other standing committees	
To oversee the Council's approved community engagement strategy and action plans				

Assemble and submit annual estimates to the Finance & Governance Committee		Assemble and submit annual estimates to the Finance & Governance Committee	Assemble and submit annual budget estimate in accordance with policy and agreed financial plan	
Authorise expenditure of up to £20,000 within budget allocated to committee	Authorise expenditure of up to £20,000 within budget allocated to committee	Authorise expenditure of up to £20,000 within budget allocated to committee	Authorise expenditure of up to £20,000 within budget allocated to committee	
Consider planning applications which cannot be considered at Environment and Planning Committee, Town Council or dealt with by officers due to the time constraints of the planning cycle			Consider planning applications which cannot be considered at Environment and Planning Committee, Town Council or dealt with by officers due to the time constraints of the planning cycle	

### Detailed Terms of Reference and Delegated Powers of Committees

NB. Any actions delegated to the Proper Officer/RFO may in their absence be undertaken by the nominated Deputy, after seeking advice if appropriate, if the matter cannot wait until the Town Clerk's return

Definition of "Management Overview": to recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. Definition of "Operational Management": that part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget

<b>Terms of Reference: Community Committee</b>	
10 Members of the Council	Quorum = 4
Meetings are held every second month in the meeting cycle.	
The Community and Grants Committee is responsible for all community matters including some civic and all community events and supporting external community events. It had delegated powers for the administration of the Council's approved Community Grant Scheme. It is also responsible for overseeing the Council's community communications with the community and for community safety initiatives.	
It has delegated powers to respond to planning matters which fall outside the timetable of the Planning and Environment Committee meeting schedule.	
<b>Function of the Committee</b>	<b>Delegation of Function</b>
<b>Community Engagement</b>	
To promote the social wellbeing of the area.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>

To develop, facilitate, implement and update any community plan developed in partnership with the community to promote and improve the health, social and cultural wellbeing of those who live, work, study or visit within the Town.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To support the development and implementation of Milton Keynes Council's Community Development Strategy and Strategic Partnership Action Plans when they benefit the Town.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for Operational Management</li> <li>• Finance &amp; Governance Committee for grants</li> </ul>
To facilitate and support statutory, community, voluntary and faith sector organisations to deliver improvements for the area	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To promote social inclusion within communities	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To support, promote and lobby for public, community and wellbeing services and facilities within the Town.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To maximise the benefit to the Town of external funding directly or in partnership for matters which fall within the remit of the committee.	<ul style="list-style-type: none"> <li>• Committee.</li> <li>• In the case of urgency for an application, the Town Clerk in consultation with the Chairman and Vice Chairman of Committee.</li> </ul>
To develop, facilitate and implement matters related to community engagement and support for community assets.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To support a Citizens Advice service for the area and other information or advice services for the benefit of the community, (Local Government Act 1972, s 142).	<p>Council to determine financial contribution to new services</p> <ul style="list-style-type: none"> <li>• Committee to have management overview within budget and policy.</li> <li>• Town Clerk for operational management</li> <li>• Committee for allocation of grants within budget</li> </ul>
<b>Personal Health</b>	
To collaborate with partner organisations to improve the health of people in the town	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
To lobby for improved access to services which can contribute to health	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
To promote healthy living through the Council's communication channels	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
Support the development and co-ordination of NHS services	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>

<b>Young People</b>	
Support and promote public & community services and facilities for young people.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget</li> <li>• Town Clerk for operational management</li> </ul>
Coordinate and facilitate the involvement of young people in the decision making of the Council.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget and to recommend policy to Council</li> <li>• Town Clerk for operational management</li> </ul>
Provide and coordinate services and events for young people in their communities	<ul style="list-style-type: none"> <li>• Committee for management overview within policy and budget</li> <li>• Town Clerk for operational management</li> </ul>
To have oversight of the Council's involvement with outside bodies which support young people	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget</li> <li>• Town Clerk for operational management</li> </ul>
<b>Grant Scheme</b>	
To administer the Council's Community Grant Scheme in accordance with its grant policy and corporate strategic priorities	<p>Committee for management overview within Policy &amp; Budget. Town Clerk for operational management</p> <ul style="list-style-type: none"> <li>• Committee for approvals up to £5000.</li> <li>• Recommend grants above £5000 to Council</li> </ul>
To advise on the formulation and amendment to Grant Policy to ensure alignment with Corporate Strategy.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
<b>Projects &amp; Events</b>	
To approve and deliver environmental, community and economic projects and events	<p>Committee for management overview within Policy and Budget. Town Clerk for operational management</p>
To organise, support or promote events which promote the environmental, community or economic well-being of the Town.	<p>Committee to have management overview. Town Clerk for Operational Management</p>
To collaborate with partners to develop a "brand" for the Town	<p>Committee to have management overview. Town Clerk for Operational Management</p>
To support local business associations and consult with local businesses regarding projects, events and communications	<p>Committee to have management overview. Town Clerk for Operational Management</p>
<b>Communications/Public Relation and Marketing</b>	

To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy.	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
To prepare annual communications plan and oversee delivery	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
To monitor social media communications, website and digital and printed newsletters and to provide feedback to officers	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
<b>Use of Community Buildings</b>	
Power to provide and equip community buildings, Local Government Act 1972, s 133	<p>NB Fabric of community buildings is managed by the Finance and Governance Committee or Full Council as are charges</p> <ul style="list-style-type: none"> <li>• Committee for management overview of community building use within Council policy &amp; budget</li> <li>• Town Clerk for operational management</li> </ul>
Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	
Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144	
Power to provide public buildings & halls. Local Government Act 1972, S215	
To consult with users of community services provided from Town Council community buildings and to propose new services and policies	Committee to make recommendations to Council or to Finance & Governance as appropriate.
<b>Community Safety</b>	
To install & maintain CCTV equipment for detection & prevention of crime. (Local Government & Rating Act 1997, S31.)	<ul style="list-style-type: none"> <li>• Committee to have management overview</li> <li>• Town Clerk for operational management</li> </ul>
To support initiatives of the Community Safety/ Crime Reduction Partnership, which benefit the Town.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To lobby for road safety improvement schemes	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To consult with the Thames Valley Police and Crime Commissioner.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To collaborate with the Police to maintain a presence and service in the Town and to support rehabilitation of offenders.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To support home safety initiatives in the town and work with Buckinghamshire and Milton Keynes Fire authority on fire safety initiatives.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
To use the Council's communication channels to provide information on improving home, fire, community, road and water safety	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>
<b>Annual Estimates</b>	
Assemble and submit annual estimates to the Finance & Governance Committee (Including recommendations for charges)	<ul style="list-style-type: none"> <li>• Committee</li> </ul>

<b>Planning and Development Control</b>	
To make observations on all Milton Keynes Council's Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations	<ul style="list-style-type: none"> <li>• Committee if planning cycle does not permit consideration at Environment &amp; Planning Committee</li> <li>• Town Clerk may respond on behalf of the Council to the following types of applications: <ul style="list-style-type: none"> <li>- certificates of existing or proposed lawful use or development, display of advertisements, development applications restricted to telecommunications, discharge of conditions of approved applications and prior notification determinations provided that all Members of the committee are notified in advance and can ask for the matter to be referred to a committee with delegated planning powers</li> <li>• Committee may decide that a major or particularly controversial application be referred to full Council and may make recommendations for Council's consideration</li> </ul> </li> </ul>

### Terms of Reference: Employment Policy Committee

5 Members of the Council The Chair of the Council is an ex officio Member of the Committee	Quorum = 3
Meetings are held 2-3 times per year or as required. All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and may speak at the Chair's discretion but are unable to vote.	
The Employment Policy Committee is responsible for employment policy and health and safety in the workplace and advises the Council on staff establishment and structure. It undertakes management overview of staff performance the operational management of which is delegated to the Town Clerk.	
<b>Function of the Committee</b>	<b>Delegation of Function</b>
To recommend to Council the overall employee structure and the approval of any additional posts.	None – approval remains with Council
To agree pay and conditions of service for staff	<ul style="list-style-type: none"> <li>• Town Clerk reserved for Council</li> <li>• Regrading of all other posts to Committee</li> <li>• Annual increments and payment of honoraria within agreed budget to Committee.</li> </ul>
To approve Human Resources policies and Employee Handbook	Committee, including discretionary provisions of National Joint Agreement.
Management and Appointment of Staff (Local Government Act 1972 s112-119)	<ul style="list-style-type: none"> <li>• Recommend appointment of Town Clerk to be endorsed by Council.</li> </ul> Selection of long list and preliminary interview by Recruitment Panel from Employment Policy Committee +Council



	<p>Chairman Final Interview-Committee + Council Chairman</p> <ul style="list-style-type: none"> <li>• Appointment of other Staff Scale Point 27 and above to Committee.</li> <li>• Appointment of Staff below Scale Point 23 to Town Clerk.</li> <li>• Town Clerk for casual staff and temporary appointments to approved positions below Scale Point 27</li> <li>• Decision on whether to fill vacant positions is delegated to Town Clerk.</li> <li>• Decision on recruitment of contract staff or interim contract staff to Town Clerk in consultation with Chair of Committee subject to identification of budget.</li> <li>• Decision on recruitment of consultants to Committee subject to identifying budget.</li> <li>• Recruitment of Locum or Acting Town Clerk after decision in principle by Council or Committee is delegated to Chairman of Council, Deputy Chair and Employment Policy Chair</li> <li>• Management of staff in accordance with Council policy, procedures and budget to Town Clerk.</li> </ul>
Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> <li>• Town Clerk with appeal to Employment Policy Committee</li> <li>• Employment Policy Committee in the case of the Town Clerk with appeal to Appeals Committee (only members not on Human Resources Committee)</li> <li>• Dismissal of Town Clerk to be ratified by Council</li> </ul>
Determination of individual grading issues and job evaluation	<ul style="list-style-type: none"> <li>• Committee, except Town Clerk reserved to Council with recommendation from Committee</li> </ul>
Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<ul style="list-style-type: none"> <li>• Committee (Council in case of Town Clerk)</li> <li>• Administration of retirement in cases of permanent ill health, after appropriate medical advice via Buckinghamshire Local Government Pensions to Committee</li> <li>• Pensions Discretions Policies to Committee</li> </ul>
Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> </ul>
Appeals Procedure.	<ul style="list-style-type: none"> <li>• Appeals Committee.</li> </ul>
To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> <li>• Committee (Council in case of Town Clerk)</li> </ul>
Competence Procedure	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> <li>• Appeals to Appeals Committee</li> </ul>
Issue of Contracts of Employment	<ul style="list-style-type: none"> <li>• Town Clerk except Committee in the case of Town Clerk</li> <li>• Model Contract approved by Committee</li> </ul>
Redundancy & Redeployment.	<ul style="list-style-type: none"> <li>• Committee (Council to ratify in case of Town Clerk)</li> </ul>
Training and Development	<ul style="list-style-type: none"> <li>• Policy to Council</li> <li>• Annual staff and member Plan to Committee</li> <li>• Implementation to Town Clerk</li> </ul>
Approval of Officer Codes of Conduct, supplements & Member-Officer Protocol	<ul style="list-style-type: none"> <li>• Council</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Committee for approval of Policy other than General Statement which is reserved for Council</li> <li>• Committee to oversee responsibilities for Council within budget and policy</li> <li>• Town Clerk for routine management</li> </ul>
Grievance Procedure	<ul style="list-style-type: none"> <li>• Hearing Panel from Committee</li> <li>• Appeals to Appeals Committee.</li> </ul>

Administration of other Human Resources procedures	• Town Clerk except Committee in the case of Town Clerk
Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> <li>• Town Clerk for all staff, often delegated to direct manager.</li> <li>• Chair of Council, Chair and one other Member of Employment Policy Committee</li> </ul>
Consultation and negotiation with Trade Unions	• Committee (Council to ratify for Town Clerk)
Volunteers Policy	<ul style="list-style-type: none"> <li>• Town Clerk to administer</li> <li>• Committee to monitor &amp; recommend policy to Council</li> </ul>
Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> <li>• Town Clerk to administer</li> <li>• Committee to monitor &amp; recommend to Council</li> </ul>
To administer the Council's Equality Policy	<ul style="list-style-type: none"> <li>• Town Clerk to administer for employees, services, volunteers and democratic processes</li> <li>• Committee to monitor &amp; recommend to Council</li> </ul>
First line of contact for Town Clerk.	<p>Hierarchy:</p> <ul style="list-style-type: none"> <li>• Chair of Council</li> <li>• Vice Chair of Council</li> <li>• Chair of Employment Policy Committee</li> </ul>
Assemble and submit annual estimates to the Finance & Governance Committee (Including recommendations) Cost Centre 501	<ul style="list-style-type: none"> <li>• Committee</li> </ul>

### Terms of Reference: Environment & Planning Committee

10 Members of the Council	Quorum = 4
Meetings are held every second month in the meeting cycle.	
<p>The Environment &amp; Committee is responsible for aspects of the built and outdoor environment within the area as well as having delegated powers to respond to planning matters. It is responsible for management of diverse services including allotments, public toilets, dog bins etc.</p> <p>All non-committee members may attend meetings of the Committee except for confidential items and speak on ward issues at the Chairman's discretion but are unable to vote.</p>	
Function of the Committee	Delegation of Function
<b>Strategic Planning</b>	
Making observations on Local Plan, or Waste and Mineral Plans.	<p>Council on the advice of Committee for Local Plan</p> <ul style="list-style-type: none"> <li>• Committee for Waste &amp; Mineral Plans.</li> </ul>
Making observations on supplementary planning documents or non-statutory plans.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
Planning guidance and policy by the Town Council	<ul style="list-style-type: none"> <li>• Committee to oversee and recommend</li> </ul> <p>Approval reserved to Council</p>
<b>Planning and Development Control</b>	

To make observations on all Milton Keynes Council's Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Committees with delegated powers to respond to planning matters (Finance &amp; Governance, Community) <ul style="list-style-type: none"> <li>• Town Clerk may respond on behalf of the Council to the following types of applications: <ul style="list-style-type: none"> <li>- certificates of existing or proposed lawful use or development, display of advertisements, development applications restricted to telecommunications, discharge of conditions of approved applications and prior notification determinations provided that all Members of the committee are notified in advance and can ask for the matter to be referred to a committee with delegated planning powers</li> <li>• Committee may decide that a major or particularly controversial application be referred to full Council and may make recommendations for Council's consideration</li> </ul> </li> </ul> </li> </ul>
Referring any planning enforcement issue to the principal Council	<ul style="list-style-type: none"> <li>• Town Clerk</li> </ul>
To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>
To comment on Tree Preservation applications or the making of Orders.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>
To respond to consultations from adjoining authorities outside of Milton Keynes.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>
To make observations on Planning policy consultation documents from Milton Keynes Council or other bodies.	<ul style="list-style-type: none"> <li>• Committee except Local Plan which is reserved for Council</li> </ul>
To make observations at the time of planning appeals and to authorise witnesses (officers, councillors or consultants) on behalf of the Council.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
To make observations on Hazardous Substance applications.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
To make observations on applications for amendments to planning and other related consents previously granted by any authority.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
To make observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by Milton Keynes Council.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk may respond on behalf of the Council provided that all Members of the committee are notified in advance and can ask for the matter to be referred to a committee with delegated planning powers instead</li> </ul>
Making observations on applications and other actions in relation to hedgerows.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>
Making observations and recommendations on Street naming or numbering	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
To consult with the Milton Keynes Council on any matter relating to building control.	<ul style="list-style-type: none"> <li>• Town Clerk</li> </ul>
To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
To request Milton Keynes Council or one of their Members to "call in" applications to be determined their Development Control Committee.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>

To undertake the Council's role in the making, review or management of conservation area	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
<b>Licensing</b>	
Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if insufficient time for reference to Committee, subject to reporting the matter to the next meeting</li> </ul>
Making observations on applications and other matters under the Licensing legislation.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if insufficient time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>
<b>Strategic Highways &amp; Transportation</b>	
To take policy lead on the Local Transport Plan and general transportation issues.	<ul style="list-style-type: none"> <li>• Committee for Management overview &amp; to advise Council. • Town Clerk for operational management</li> </ul>
To respond to consultation on any temporary or permanent highways changes.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>
Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members if consensus view</li> </ul>
Consent for ending maintenance at public expense or stopping up or diversion of highway	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>
<b>Non-Strategic Highways &amp; Transport</b>	
Power to maintain footpaths & bridleways.	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy</li> <li>• Town Clerk for operational management</li> </ul>
Powers to provide parking places for vehicles & cycles.	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy</li> <li>• Town Clerk for operational management</li> </ul>
Improve off street parking & on street parking enforcement.	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy</li> <li>• Town Clerk for operational management</li> </ul>
Power to provide roadside seats & shelters	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy &amp; budget</li> <li>• Town Clerk for operational management</li> </ul>
Power to enter into agreement as to dedication & widening of highways.	<ul style="list-style-type: none"> <li>• Committee within budget &amp; policy.</li> </ul>
Power to contribute financially to traffic calming Schemes. (Highways Act 1980, S274A.)	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy &amp; budget</li> <li>• Town Clerk for operational management</li> </ul>
Power to provide traffic signs and other objects or devices warning of danger.	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy &amp; budget</li> <li>• Town Clerk for operational management</li> </ul>
Power to plant trees and lay grass verges and to maintain them	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy &amp; budget</li> <li>• Town Clerk for operational management</li> </ul>
Powers relating to car sharing schemes, taxi fare concessions & information about transport; Local Government & Rating Act 1997, S26, 28, 29	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy &amp; budget</li> <li>• Town Clerk for operational management</li> </ul>
To support approved community transport schemes	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy &amp; budget</li> </ul>

	<ul style="list-style-type: none"> <li>• Town Clerk for operational management</li> </ul>
Power to erect flagpoles in highway land. Highways Act 1980 s 144	<ul style="list-style-type: none"> <li>• Committee for management overview within Council policy &amp; budget</li> <li>• Town Clerk for operational management</li> </ul>
<b>Environment &amp; Sustainability</b>	
To promote the environmental wellbeing of the Town.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
Conservation of the built & natural environment	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
To lead on the sustainability of the Council as an organisation and to approve and action environmental audits.	<ul style="list-style-type: none"> <li>• Committee for management overview and to recommend Policy</li> <li>• Town Clerk for operational management</li> </ul>
To monitor the steps which the Council needs to control its carbon footprint and help reduce climate change.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
To promote environmental awareness.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
To lead the Town and partner the community in addressing climate change, sustainability and transition.	<ul style="list-style-type: none"> <li>• Committee for management overview and to recommend Policy</li> <li>• Town Clerk for operational management</li> </ul>
<b>Housing</b>	
Town Council Policy or response to consultation on Milton Keynes Council's Policy.	None but Committee may provide advice
To lobby for a suitable mix of housing and adequate affordable homes.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget and to recommend policy to Council</li> <li>• Town Clerk for operational management</li> <li>• Planning Committee through the Planning system.</li> </ul>
To collaborate with partners to tackle other housing matters which may affect Bletchley & Fenny Stratford, including property owner supervision, design guidance, homelessness and rough sleeping.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget</li> <li>• Town Clerk for operational management</li> </ul>
<b>Economic Wellbeing &amp; Tourism</b>	
To promote the economic wellbeing of the Town through partnership with the businesses, the community sector and with the principal council.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for operational management</li> </ul>
To promote tourism within the Town and power to encourage visitors. Local Government Act 1972, s144. (See power to provide conference and other facilities- Services Committee).	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for operational management</li> </ul>
To promote regeneration in the Town and coordinate/support the work of partner organisations.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for operational management</li> </ul>

To lobby for sufficient high quality employment sites in the Town & support initiatives promoting inward investment.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for operational management.</li> <li>• Planning Committee through the Planning system.</li> </ul>
To support skills & training for local businesses and to improve the skills of the unemployed.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for operational management.</li> </ul>
Provision directly or indirectly of Christmas lights. Local Government Act 1972, s144.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for operational management.</li> </ul>
<b>Leisure &amp; Recreation</b>	
Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch. 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54.)	<p>None for acquisition refer to Council</p> <ul style="list-style-type: none"> <li>• Committee for management overview &amp; development within budget &amp; policy</li> <li>• Town Clerk for operational management</li> </ul>
Management and enhancement of parks, playing fields, play areas and public open spaces.	<ul style="list-style-type: none"> <li>• Committee for management overview &amp; development within budget &amp; policy</li> <li>• Town Clerk for operational management</li> </ul>
Liaison or partnership with other organisations which have an interest in recreational facilities in the town.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
<b>Public Realm and Public Facilities</b>	
To contribute to the improvement of the public realm, both directly and by supporting and coordinating the contribution of other partners.	<ul style="list-style-type: none"> <li>• Committee for management overview within budget.</li> <li>• Town Clerk for operational management.</li> </ul>
To manage the Ranger service to ensure a response resource which supports and enhances the public realm services.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management.</li> </ul>
To manage the Landscaping service to ensure a response resource which supports and enhances the public realm service.	
Matters relating to street cleaning, litter, fly posting, graffiti.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management.</li> </ul>
Fixed penalty notices for littering, graffiti & fly posting (adoptive). PSPO monitoring.	<ul style="list-style-type: none"> <li>• Committee for management overview within budget &amp; policy</li> <li>• Operational Management to Town Clerk.</li> </ul>

Dog fouling prevention and provision of dog bins	<ul style="list-style-type: none"> <li>• Committee for management overview within budget &amp; policy</li> <li>• Operational Management to Town Clerk.</li> </ul>
Provision of litter receptacles, Litter Act 1983, S5 & 6	<ul style="list-style-type: none"> <li>• Committee for management overview within budget</li> <li>• Town Clerk for operational management.</li> </ul>
Provision and maintenance of street furniture and signs	<ul style="list-style-type: none"> <li>• Committee for management overview within budget</li> <li>• Town Clerk for operational management.</li> </ul>
Power to provide & maintain public conveniences, Public Health Act 1936, s87.	<ul style="list-style-type: none"> <li>• Committee for management overview within budget &amp; policy</li> <li>• Town Clerk for operational management</li> </ul>
Power to maintain, repair, protect & alter war Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133.	<ul style="list-style-type: none"> <li>• Committee for management overview within policy and budget</li> <li>• Operational management to Town Clerk</li> </ul>
To deal with issues involving ancient monuments and areas of archaeological interest,	<ul style="list-style-type: none"> <li>• Committee for management overview within policy and budget</li> <li>• Operational management to Town Clerk</li> </ul>
To promote and support floral and planting Initiatives, Local Government Act 1972. s 144	<ul style="list-style-type: none"> <li>• Committee for management overview within policy and budget</li> <li>• Operational management to Town Clerk</li> </ul>
Waste and recycling	<ul style="list-style-type: none"> <li>• Committee for management overview within budget &amp; policy</li> <li>• Town Clerk for operational management</li> </ul>
<b>Bus Shelters</b>	
Power to provide & maintain bus shelters, Local Government (Miscellaneous Provisions) Act 1953 S4.	<ul style="list-style-type: none"> <li>• Committee for management overview within budget &amp; policy</li> <li>• Town Clerk for operational management</li> <li>•</li> </ul>
<b>Allotments and Community Orchard</b>	
To provide allotments where there is a proven need, improve land and let rights under S 23, 26, &42 of the Small Holding & Allotments Act 1908.	None for acquisition or disposal but advice to Council
To oversee management and development of allotments and orchard	<ul style="list-style-type: none"> <li>• Committee for management overview &amp; development within budget</li> <li>• Town Clerk for operational Management</li> <li>• Recommendations to Finance &amp; Governance Committee for setting of charges</li> </ul>
<b>Market</b>	
To lead on Market Town initiatives.	<ul style="list-style-type: none"> <li>• Committee to have management overview.</li> <li>• Town Clerk for operational management</li> </ul>

To oversee the power to operate and protect the town's markets under the Food Act 1984 s50-61 or Charter Rights	<ul style="list-style-type: none"> <li>• Management overview to Committee within policy &amp; budget</li> <li>• Operational management to Town Clerk</li> </ul>
Setting of all fees and charges relation to the Markets.	To make recommendations to Finance & Governance Committee
To maximise the benefit to the Town of external funding directly or in partnership for matters which fall within the remit of the committee	<ul style="list-style-type: none"> <li>• Committee.</li> <li>• In the case of urgency for an application, the Town Clerk in consultation with the Chairman and Vice Chairman of Committee.</li> </ul>
<b>Environmental &amp; Public Health</b>	
Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125 and power to deal with ponds & ditches, Public Health 1936, S260.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> </ul>
To consult with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, or animal welfare issues.	<ul style="list-style-type: none"> <li>• Petitions to Committee</li> <li>• Town Clerk in other cases</li> </ul>
To consult with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, or animal welfare issues.	<ul style="list-style-type: none"> <li>• Committee</li> </ul> Town Clerk in consultation with Chairman in cases of urgency
<b>Annual Estimates</b>	
Assemble and submit annual estimates to the Finance & Governance Committee (Including recommendations for charges)	<ul style="list-style-type: none"> <li>• Committee</li> </ul>

## Terms of Reference: Finance & Governance Committee

10 Members of the Council	Quorum = 4
Meetings are held every second month in the meeting cycle.	
All non-committee members may attend meetings of the Committee except for confidential items and speak on ward issues at the Chairman's discretion but are unable to vote.	
The Finance & Governance Committee is responsible for the management and oversight of all matters relating to the council's finances, policies and governance. It determines the Council's spending priorities and recommends the annual budget to Council.	
It has delegated powers to respond to planning matters which fall outside the timetable of the Planning and Environment Committee meeting schedule.	
<b>Function of the Committee</b>	<b>Delegation of Function</b>
<b>Resources</b>	
To oversee and direct the use of financial and technological resources of the Council.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> </ul>



	<ul style="list-style-type: none"> <li>Operational management to Town Clerk and RFO in accordance with financial regulations and standing orders.</li> </ul>
<b>Governance</b>	
To advise Council on Financial Regulations, Standing Orders and any Standing Orders for Contracts.	<ul style="list-style-type: none"> <li>Committee</li> <li>Town Clerk to advise and implement</li> </ul>
To advise Council on the Constitution, Corporate Strategy and other policy documents not specifically allocated to other standing committees	<ul style="list-style-type: none"> <li>Committee</li> <li>Town Clerk to advise and implement</li> </ul>
To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review" dates,	<ul style="list-style-type: none"> <li>Town Clerk</li> </ul>
<b>Civic Functions</b>	
To administer the office of the Chairman	<ul style="list-style-type: none"> <li>Committee for management overview within policy and budget.</li> <li>Town Clerk for Operational Management</li> </ul>
<b>Finance</b>	
Under the direction of Council to be responsible for the overall management and control of the finances of the Council.	<ul style="list-style-type: none"> <li>Council to approve banking arrangements</li> <li>Committee for managerial overview</li> <li>RFO/Town Clerk in accordance with Financial Regulations and for operational management</li> </ul>
To monitor the Council's capital and revenue budgets	<ul style="list-style-type: none"> <li>Committee/ RFO in accordance with Financial Regulations.</li> </ul>
Approval of variation, overspend, and virement in accordance with financial regulations	<ul style="list-style-type: none"> <li>Committee, Town Clerk &amp; RFO as set out in Financial Regulations</li> </ul>
To authorise payments in accordance with financial regulations	<ul style="list-style-type: none"> <li>Committee, Town Clerk &amp; RFO as set out in Financial Regulations</li> </ul>
Approval of Orders for work, goods or services & acceptance of tenders	<ul style="list-style-type: none"> <li>Council/ Committee/ RFO/Town Clerk in accordance with Financial Regulations &amp; Standing Orders for Contracts.</li> <li>Town Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing Orders</li> </ul>
To make recommendations to the Council on Budget & Precept requirements.	<ul style="list-style-type: none"> <li>Committee</li> <li>RFO/Town Clerk to prepare draft Budget &amp; Budget Report with accountancy support as necessary.</li> </ul>
To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue.	<ul style="list-style-type: none"> <li>Committee</li> </ul>
To advise Council on borrowing policy, investment & treasury management	<ul style="list-style-type: none"> <li>Committee</li> </ul>
To regularly monitor the performance of all funds invested.	<ul style="list-style-type: none"> <li>Committee, Town Clerk, RFO</li> </ul>
To supervise the Council's insurance arrangements	<ul style="list-style-type: none"> <li>Town Clerk/RFO for renewal &amp; operational matters.</li> <li>Committee for overview, tendering &amp; changes of cover.</li> </ul>
To supervise the Council's banking arrangements.	<ul style="list-style-type: none"> <li>RFO/Town Clerk • Authorised signatories to authorise Mandate &amp; payments in accordance with Financial Regulations</li> </ul>
To be responsible for all matters related to the full range of financial and accountancy functions.	<ul style="list-style-type: none"> <li>Committee for management overview</li> <li>RFO/Town Clerk for operational management</li> </ul>
Approval of all fees and charges annually	<ul style="list-style-type: none"> <li>Committee to recommend with ratification from full Council.</li> </ul>
To consider reports on outstanding debts due to the Council and to undertake recovery or write off.	<ul style="list-style-type: none"> <li>Committee for aged debt in accordance with financial regulations.</li> <li>RFO for routine actions to recover</li> </ul>
Authorisation of investments and debt repayment in accordance with the Council's Policy	<ul style="list-style-type: none"> <li>Committee</li> </ul>
To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	<ul style="list-style-type: none"> <li>Committee/Town Clerk in accordance with Financial Regulations</li> </ul>

To approve all security of the Council in respect of information technology and finance	<ul style="list-style-type: none"> <li>• Committee/Town Clerk/ RFO in accordance with Financial Regulations</li> </ul>
<b>Procurement</b>	
To co-ordinate and oversee the Council's corporate procurement and advise it on policy.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk and RFO for operational management in accordance with financial regulations, &amp; any standing orders for contracts &amp; procurement policy</li> </ul>
<b>Information Technology Services</b>	
To oversee the use of information and other technology in support of the Council's business and service commitments.	<ul style="list-style-type: none"> <li>• Management overview to Committee &amp; to let contracts within approved budget &amp; policy.</li> <li>• Town Clerk for operational management</li> </ul>
Procurement of website	<ul style="list-style-type: none"> <li>• Committee for new websites &amp; contracts within budget.</li> </ul>
To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> <li>• Committee/Town Clerk/RFO in accordance with financial regulations</li> </ul>
<b>Performance Management</b>	
To be responsible for monitoring the overall performance of the Council	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management.</li> </ul>
Approval of Corporate Business/Delivery Plan	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk to determine underlying action &amp; project plans</li> </ul>
Approval of operating procedures	<ul style="list-style-type: none"> <li>• Committee for initial financial procedures</li> <li>• Town Clerk for other procedures and updating financial procedures</li> </ul>
<b>Asset Management</b>	
To have oversight of assets and the transfers of assets	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
Maintenance of the Asset Register	<ul style="list-style-type: none"> <li>• RFO to update at least annually</li> <li>• Chairman to verify</li> <li>• Committee to monitor</li> </ul>
Corporate property owner management, repair & maintenance, leasing & licensing of Council land & buildings	<ul style="list-style-type: none"> <li>• Council for acquisition and disposal</li> <li>• Management overview to Committee within budget &amp; policy</li> <li>• Town Clerk for operational management</li> </ul>
Provision and management of office accommodation, other corporate property, land and relevant fixtures and fitting	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
Responsibility for energy conservation and disabled access.	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings & halls. Local Government Act 1972, S215 Power to provide and equip community buildings, Local Government Act 1972, s 133 Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
<b>Audit</b>	
To receive, and formulate a response to interim internal audit reports	<ul style="list-style-type: none"> <li>• Committee</li> <li>• RFO and Town Clerk to support.</li> </ul>

To make recommendations to Council in respect of the appointment of the Council's internal auditor	<ul style="list-style-type: none"> <li>• Committee</li> <li>• RFO and Town Clerk to support with operating procedures</li> </ul>
To agree any matters to be referred to internal audit for inclusion in the annual internal audit plan	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
To prepare the Council's annual business risk assessment	<ul style="list-style-type: none"> <li>• Town Clerk</li> <li>• Committee to approve it and monitor recommended actions are implemented.</li> </ul>
To agree an annual programme of Member audit checks on financial procedures, other governance and operational procedures, to undertake these audits (and to establish subcommittees for this purpose if necessary) and to receive reports on those audits	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk for operational management</li> <li>Council to approve creation of any sub-committees</li> </ul>
Final Internal and External Audit Reports	<ul style="list-style-type: none"> <li>• Council to receive external audit report and final internal audit report.</li> <li>• Committee to advise Council on response as necessary • Town Clerk/ and RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns.</li> </ul>
<b>Information and Data Protection</b>	
Policy on Data Protection, Access to Information, Freedom of Information & Human Rights.	<ul style="list-style-type: none"> <li>• Advice to Council</li> </ul>
Decisions on issues relating to Data Protection & Human Rights.	<ul style="list-style-type: none"> <li>• Managerial overview and monitoring to Committee as well as decisions concerning vexatious requests</li> <li>• Town Clerk to renew Data Protection Registration, make amendments as necessary, respond to routine requests for information and matters raised by the Information Commissioner or Data Protection Compliance Officer.</li> <li>• Town Clerk to update Privacy notices of all categories</li> </ul>
Decisions on issues relating to Access to Information, & Freedom of Information.	<ul style="list-style-type: none"> <li>• Managerial overview and monitoring to Committee as well as decisions concerning vexatious requests</li> <li>• Town Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation &amp; policy and respond to matters raised by the Information Commissioner.</li> </ul>
<b>Ethical Framework</b>	
To monitor and control the Council's ethical framework, Member Code of Conduct and related protocols	<ul style="list-style-type: none"> <li>• Management overview &amp; monitoring to Committee. (For officer delegation see Council TOR)</li> </ul>
<b>Communications/Public Relation and Marketing</b>	
To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
. To promote customer care and equality in service delivery and access	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
<b>Planning and Development Control</b>	
To make observations on all Milton Keynes Council's Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or	<ul style="list-style-type: none"> <li>• Committee if planning cycle does not permit consideration at Environment &amp; Planning Committee</li> </ul>

Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations	<ul style="list-style-type: none"> <li>• Town Clerk may respond on behalf of the Council to the following types of applications: <ul style="list-style-type: none"> <li>- certificates of existing or proposed lawful use or development, display of advertisements, development applications restricted to telecommunications, discharge of conditions of approved applications and prior notification determinations provided that all Members of the committee are notified in advance and can ask for the matter to be referred to a committee with delegated planning powers</li> <li>• Committee may decide that a major or particularly controversial application be referred to full Council and may make recommendations for Council's consideration</li> </ul> </li> </ul>
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### Terms of Reference: Appeals Committee

5 Members of the Council who are not members of the Employment Policy Committee	Quorum = 3
Meetings are held only as required. Non-committee members may not attend meetings of the Committee.	
The Committee is responsible for: <ul style="list-style-type: none"> <li>• Considering and deciding whether individual appeals have established grounds for appeal, according to the Council's policies and Procedures.</li> <li>• To gather further evidence at appeal committee hearings and to decide based on that information, whether an appeal should be upheld or rejected.</li> </ul>	
<b>Function of the Committee</b>	<b>Delegation of Function</b>
<b>Appeals</b>	
To determine whether any appeal made by a member of staff under any of the Council's Human Resources policies are valid. ·	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
To hold appeal hearings under the disciplinary, grievance, competence, redundancy and redeployment policies ·	<ul style="list-style-type: none"> <li>• Committee to determine the appeal under the appropriate procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.) ·</li> <li>• Only Council may uphold a decision to dismiss the Town Clerk</li> </ul>
To determine any appeals under the Council's Complaint Procedure which is delegated to it. ·	<ul style="list-style-type: none"> <li>• Committee to determine the appeal under the Procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.)</li> <li>• · Committee to make redress up to the value of £500.</li> <li>• · Town Clerk to make redress up to value of £250</li> </ul>

## Detailed Terms of Reference and Delegated Powers of Sub-committees of Bletchley and Fenny Stratford Town Council

<b>Terms of Reference: Clerk Performance Appraisal Sub-Committee</b>	
3 Members of Council (The Chair of Council, the Chair of Employment Policy Committee and one other Member selected by the Employment Policy Committee).	Quorum = 3
Meetings are held 2-3 times per year or as required. Due to the nature of business non-committee members may not attend meetings of the sub-committee which makes reports to the Employment Policy Committee	
The Sub-committee is responsible for undertaking the annual performance appraisals of the Town Clerk and any other matters concerning the Town Clerk which may be delegated to it for consideration by the Employment Policy Committee	

### Terms of reference for working groups

<b>Terms of Reference: Climate Group</b>	
The purpose of the working is to ensure that Bletchley and Fenny Stratford Town Council fully recognises the current climate emergency and implements its resolved commitments to respond to this through scrutinizing the Council's activities and supporting the Council to achieve its cleaner and greener goals as set out in its delivery plan. Co-opted members shall be representatives of organisations and individuals who in the opinion of the Environment and Planning Committee shall enhance the effectiveness and representation of the working group.	
<b>Function of the working group</b>	<b>Delegation of function</b>
<b>Climate Change</b>	
To work to make the civil parish of Bletchley and Fenny Stratford carbon neutral by 2030	Working group to make recommendations direct to the Environment and Planning Committee and to all other committees of the council if relevant to assist in achievement of this goal
To work to make the Town Council as carbon neutral as practical by 2030	Working group to make recommendations direct to the Environment and Planning Committee and to all other committees of the council if relevant to assist in achievement of this goal
To work with Milton Keynes Council towards assisting that Council in realising the aspirations of making Milton Keynes the World's Greenest City (making Milton Keynes carbon neutral by 2030 and carbon negative by 2050)	Working group to make recommendations direct to the Environment and Planning Committee and to all other committees of the council if relevant to assist in achievement of this goal

	Town Clerk for operational management
To support the Environment and Planning Committee to make action plans to achieve the council's climate and biodiversity goals	Working group to prepare recommendations for the Environment and Planning Committee

**Terms of Reference: Community Events Working Group**

Meetings are held as required.  
 .The working group reports to the Community Committee. It has no delegated decision-making powers and acts as an advisory group.

Function of the working group	Delegation of function
<b>Community Events</b>	
To assist officers and the community committee to deliver and oversee specific community events from the Town Council's agreed community event programme which have been delegated to it by the Community Committee.	<ul style="list-style-type: none"> <li>Working group to advise officers and make recommendations to the community committee</li> </ul>

## Delegations to Officers of Bletchley and Fenny Stratford Town Council

Function	Delegation of Function
Proper Officer and conduct the functions of the Proper Officer as provided by the Local Government Act 1972.	Town Clerk
Manage all employees (not including any variation of employment contracts and not any matters relating to grievances lodged against him/her) of the council and has the authority to take disciplinary action excluding termination of employment under agreed procedures.	Town Clerk
In the first instance, handle and acknowledge all complaints regarding the council (except where the complaint relates to the clerk).	Town Clerk
Arrange and call meetings of the council, its committees and subcommittees in consultation with the relevant Chair.	Town Clerk
Monitor and be responsible for all incoming and outgoing council correspondence including items of publicity, news releases, newsletters etc.	Town Clerk
The Clerk shall, in the first instance, be responsible for conducting and implementing any council, committee or sub-committee decision.	Town Clerk
The Clerk shall, in the first instance, manage all requests for information under Freedom of Information Act 2000.	Town Clerk
Operational management responsibility for all the activities of the Council as laid out in the scheme of delegations above.	Town Clerk
Respond to development control planning applications on behalf of the Council	<ul style="list-style-type: none"> <li>• Town Clerk may respond on behalf of the Council to the following types of applications: - certificates of existing or proposed lawful use or development, display of advertisements, development applications restricted to telecommunications, discharge of conditions of approved applications and prior notification determinations provided that all Members of the committee are notified in advance and can ask for the matter to be referred to a committee with delegated planning powers</li> </ul>

Respond to consultations	Town Clerk may respond on behalf of the Council to consultation documents as specified above
In the event of a major incident preventing the Council from holding meetings, the Town Clerk shall have delegated authority to take all necessary decisions to keep the Council functions running and shall have authority to delegate decisions and responses to Council staff as required. The Clerk shall keep the Chair/Committee Chairs/Vice chair informed and shall take advice from these Members as required.	Town Clerk
Approval and issuing of news releases on behalf of the Town Council.	Town Clerk
Function as the Responsible Financial Officer to the Council and shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.	Finance Manager
The Responsible Financial Officer shall have delegated financial authority to authorise spend of up to £5000 ex VAT on emergency repairs in consultation with the Clerk and the Chair of Council, and up to £3000 ex VAT on any one invoice on normal running functions of the Council, subject to budget availability and approval from the Clerk	Finance Manager
The Finance Manager shall have responsibility for any debit card issued to the Council which must be restricted to a single transaction maximum value of £1,500 unless a larger amount is authorised by the Council or Finance committee in writing before order is placed. On-line purchases for software that are in excess of £1,500, delegated officer powers should be used (RFO or Proper Officer) in consultation with the Chair and Vice-Chair of Finance and Governance whose approval would be sought in advance.	Finance Manager
The Finance Manager shall have de minimus capital expenditure authority to spend up to £2,000 ex VAT or to sell off assets to the same value with the agreement of the Clerk.	Finance Manager
On instruction from the Clerk the Finance Manager shall arrange to pay salaries and wages to all employees of the council (subject to the council's financial regulations).	Finance Manager
The Finance Manager shall have authority to make virements of up to £2,000 within the approved budget with the agreement of the Clerk.	Finance Manager



NB. Any financial, operational or managerial action delegated to the Town Clerk may in their absence be undertaken by the Deputy Town Clerk (Support Services Manager) if the matter cannot wait until the Town Clerk returns.