



DRAFT

Committee Structure & Scheme of Delegations

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Decision Making

Full Council

The following matters are reserved to the full council for decision although appropriate committees may make recommendations to the council for 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

The full council may also exercise any of the powers it has delegated to committees or sub-committees. Council meetings are formal meetings held in public and all decisions made are recorded in formal minutes.

Committees

Standing committees have delegated powers to make decisions on specific matters, subject to legal requirements, financial regulations, policies, and budgets. The council can revoke any delegated authority to a committee through a resolution of full council. Committees lacking decision-making power on a specific matter can make recommendations to the full council. Committees may also choose to make recommendations instead of exercising their delegated decision-making power. Committee minutes, including any recommendations, will be reported to full council as soon as possible. Spending by committee is restricted to items included within the approved budget of up to £20,000 per item.

Committee meetings are formal meetings held in public and all decisions and recommendations made are recorded in formal minutes.

Sub-committees

Sub-committees have no spending powers but can make recommendations on relevant matters to parent committees which may also delegate specific issues to them for more detailed consideration.

Sub-committee meetings are formal meetings held in public and all decisions and recommendations are recorded in formal minutes.

Standing orders apply at all formal meetings

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 decision-making powers and which report their findings to the body which created them.

Working group meetings are informal, their meetings are private and have no quorum requirement. If officers are present they will produce notes, not formal minutes.

Standing orders need not apply at informal meetings

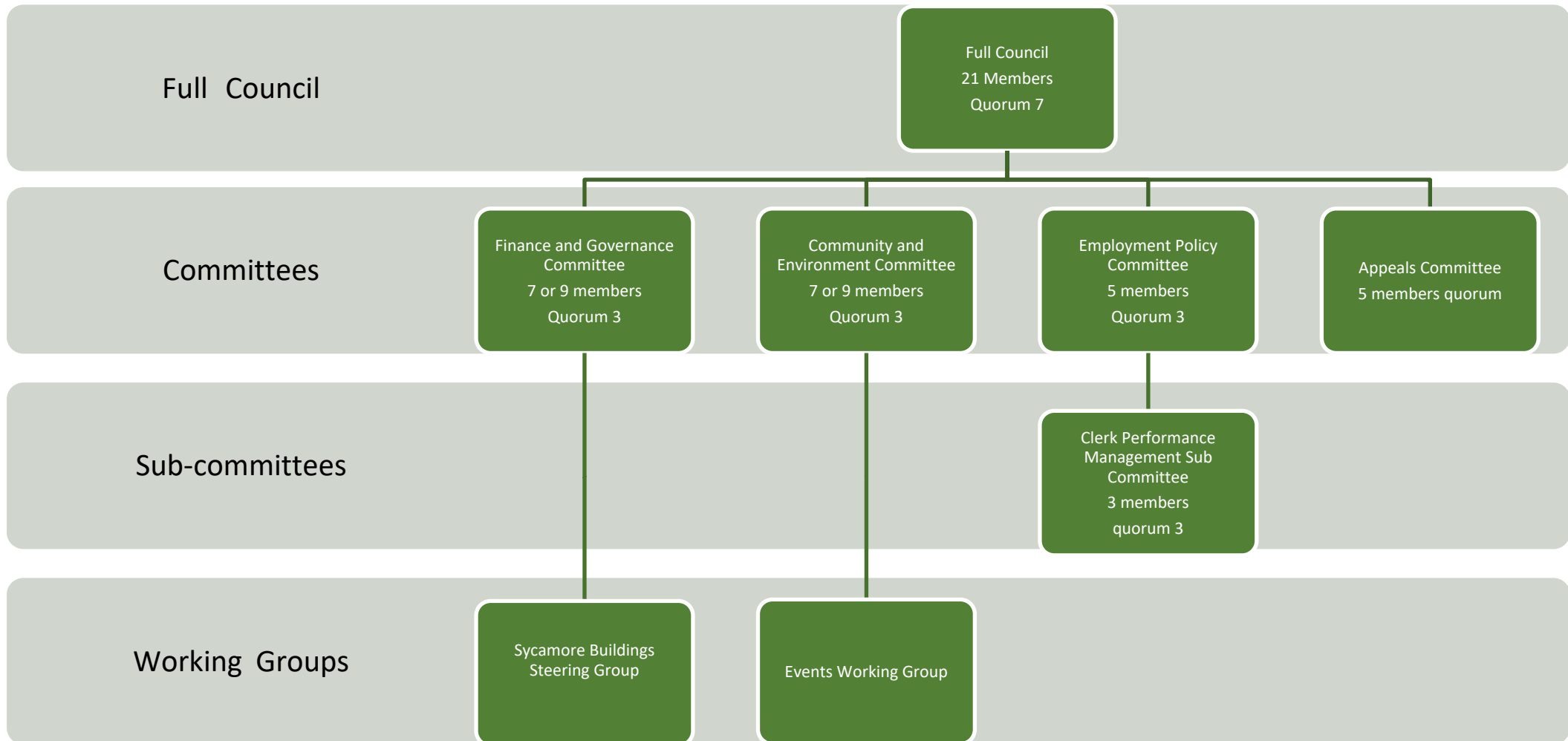
Officers

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

Councillors

Individual councillors have no delegated decision-making powers on behalf of the council.

Committee Structure



NB Bletchley and Fenny Stratford Neighbourhood Plan Steering Group is an independent body with its own terms of reference.

Summary of Committee Responsibilities

Finance and Governance Committee	Community and Environment Committee	Employment Policy 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	-
Oversee management of the council's finances	Consider environmental matters and work in partnership with other agencies and groups to secure improvements in the physical environment of Bletchley and Fenny Stratford.	Oversee the implementation of the Town Council's arrangements for employment and management of staff	Determine any appeal under the council's Complaint Procedure which is delegated to this Committee
Oversee Council's risk management procedures, insurance arrangements and banking	Consider any matters relating to the education, health and well-being of the community and oversee management of approved well-being services including counselling, subsidized swimming	Oversee the Council's health and safety at work responsibilities in relation to employees and councillors	Hold appeal hearings under the town council's Human Resources policies if delegated to this Committee
Oversee the Council's agreed corporate governance arrangements	<p>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.</p> <p>Develop and oversee the council's community engagement strategy and</p>	-	-

	action plans including planning and delivery of an annual programme of community events (to be approved by full council)		
Oversee the maintenance and management of all the Town Council's Town Council buildings and licenses/leases and provide recommendations to full council on acquisition and disposal of assets	Oversee the management and maintenance of allotments, community orchard, football pitches and any other outdoor spaces in which the council has a responsibility or a designated interest including the town council's in-house landscaping service. Consider and award (within an approved budget) financial grants to local organisations within the town council's agreed criteria and policies	-	-
Oversee the Council's agreed corporate governance arrangements	Consider and comment on all Highways matters and contribute towards improving local transport infrastructure	-	-
Consider any other matter falling outside the remit of the Council's other standing committees	Oversee the management of the Town Council's street furniture and fittings, including dog bins, seats etc.	-	-
Consider and comment on planning applications for comment unless the applications are for more than 6 dwellings	Consider and comment on planning applications for comment unless the applications are for more than 6 dwellings	Consider and comment on planning applications for comment unless the applications are for more than 6 dwellings	-
Assemble and submit annual budget estimate in accordance with policy and agreed financial plan including	Assemble and submit annual estimates to the Finance & Governance Committee in	Assemble and submit annual estimates to the Finance & Governance Committee in	-

review of all charges for services eg allotments, room hire, pitch hire etc	accordance with policy and agreed financial plan	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	-

Appendix 1 Detailed terms of reference for council and committees

Full Council

Function of the Council	Delegation of Function
General Governance	
Adoption and amendment of any strategies and policies.	HR policies and pensions discretions policy delegated to Employment Policy Committee Otherwise no delegation but council may receive advice from committees as appropriate.
Comments on Milton Keynes city 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.	None
Endorsement of plans or strategic documents produced by the community or partner organisations, including principal council.	None
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
Adopting and changing the constitution, standing orders, any standing orders for contracts, financial regulations or business 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 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 Reports to relevant committee or full council as agreed at time of appointment
Adopting an allowance scheme for chair or other members.	None
Changing the name of the Town Council.	None
Deciding on honorary titles or awards such as outstanding service.	None except judging of Community Pride awards delegated to panel elected by Council
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 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.	Town Clerk to renew Data Protection Registration and make amendments if necessary Town Clerk to respond to requests from the public and matters raised by the Information Commissioner, taking advice as necessary. Council or Finance & Governance Committee will determine refusal of information for vexatious reasons

To monitor the council's ethical framework	Clerk to obtain register of interests forms and give annual reminder to Members and to act for the Monitoring Officer as necessary Granting of dispensations is reserved to council but delegated to the Town Clerk where a decision is required in advance of a committee meeting when no council meeting is due to take place
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 in 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 clerk in consultation with two of the chair, vice-chair or chair of another committee 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 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	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
Human Resources	
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 Policy implementation to Clerk and reporting to the Employment Policy Committee (employee health and safety) and the Finance and Governance Committee (overall health and safety matters)
Quality and Integrated Management	
Matters relating to quality and integrated management and the Local Council Award Scheme	<ul style="list-style-type: none"> • Resolutions regarding Local Council Awards reserved to Council • Town Clerk to manage any applications for awards
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
Delegated Services	
To take on services from other local authorities or public bodies (LGA 1972 S101,111 & 112 or Localism Act 2011)	None, but <ul style="list-style-type: none"> • Service overview to specific committees as set out in individual committee terms of reference • Town Clerk to manage operations
To undertake services for another public body or local authority	None but <ul style="list-style-type: none"> • Service overview to specific committees as set out in individual committee terms of reference • Town Clerk to manage operations
Powers of all Committees	
To undertake all functions within their terms of reference. NB 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.	See TOR

To arrange extra meetings	Committee Town Clerk or nominated deputy in consultation with Chair or Vice-Chair
To make spending or income recommendations to Council during the budget process	Committee
To monitor actions on minutes of the Committee or relevant Delivery Plan actions	Committee
To manage services for which they are responsible within an approved budget and policy	Committee
To authorise spending/issue works orders within budgets delegated to a committee up to £20,000	Committee up to £20,000 Town Clerk up to £3,000
To contribute to the Annual Report and other publicity materials relation to the responsibilities of the committee	Committee Town Clerk
To appoint to sub-committees including chair of sub-committee	Parent committee
Land	
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">• Relevant committee for management and maintenance in accordance with terms of reference
Finance and audit	
Authorisation of payment of accounts	<ul style="list-style-type: none">• Council/Finance and Governance Committee/other committees/Town Clerk/RFO in accordance with regulations
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"> • Relevant committee if within policy and budget and to implement
Approval of banking arrangements and selecting insurers	None
Approval of orders for work, goods or services	<ul style="list-style-type: none"> • Council/committees/Town Clerk/RFO in accordance with Financial Regulations or delegation to committees
Audit arrangements	<ul style="list-style-type: none"> • Town Clerk/RFO to manage in accordance with financial regulations <p>Council to approve annual external audit report, internal audit reports and to agree responses</p> <ul style="list-style-type: none"> • Finance & Governance Committee to consider and action interim internal audit reports and to make known any internal audit matters which require consideration <p>Council to appoint external auditor</p> <p>Council to appoint internal auditor</p>
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
Planning and Development Control	
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"> • Planning & Environment Committee and other committees in accordance with their terms of reference
Housing	
Policy of the Town Council	None
All other housing matters	None
Emergency Planning	
To prepare an Emergency Plan for the Town which supports that of Milton Keynes Council and the Buckinghamshire Resilience Forum	<p>Council (for approval)</p> <ul style="list-style-type: none"> • Operational management by Town Clerk
Young People	
Support public & community services and facilities for the young and support young people in their communities.	<ul style="list-style-type: none"> • Community and Environment Committee for budgeted activities and overview. <p>Town Clerk for operational management</p>
Co-ordinate the involvement of young people in decision making and governance	None
Community Engagement	
To promote the social wellbeing of the Town	<ul style="list-style-type: none"> • Community and Environment Committee for management overview. • Town Clerk for Operational management
To facilitate and support local community and voluntary organisations.	<ul style="list-style-type: none"> • Community and Environment Committee for management overview. • Town Clerk for Operational management
To support Citizens Advice for the Town, Local Government Act 1972, s 142	<ul style="list-style-type: none"> • Community and Environment Committee for management overview if budgeted

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

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

Committees

Finance and Governance Committee Terms of Reference

Function of the Committee	Delegation of Function
Resources	
To oversee and direct the use of financial and technological resources of the Council.	<ul style="list-style-type: none"> • Committee for management overview • Operational management to Town Clerk and RFO in accordance with financial regulations and standing orders.
Governance	
To advise council on Financial Regulations, Standing Orders and any Standing Orders for Contracts.	<ul style="list-style-type: none"> • Committee • Town Clerk to advise and implement
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"> • Committee • Town Clerk to advise and implement
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"> • Town Clerk
Civic Functions	
To administer the office of the Chair	<ul style="list-style-type: none"> • Committee for management overview within policy and budget. • Town Clerk for Operational Management
To administer the payment of councillor allowances and expenses	<ul style="list-style-type: none"> • Committee for management overview within policy and budget. • Town Clerk for Operational Management
To arrange the annual Remembrance Sunday ceremony and any other civic ceremonies required	<ul style="list-style-type: none"> • Committee for management overview within policy and budget. • Town Clerk for Operational Management
Finance	
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"> • Council to approve banking arrangements • Committee for managerial overview • RFO/Town Clerk in accordance with Financial Regulations and for operational management
To monitor the Council's capital and revenue budgets	<ul style="list-style-type: none"> • Committee/ RFO in accordance with Financial Regulations.
Approval of variation, overspend, and virement in accordance with financial regulations	<ul style="list-style-type: none"> • Committee, Town Clerk & RFO as set out in Financial Regulations
To authorise payments in accordance with financial regulations	<ul style="list-style-type: none"> • Committee, Town Clerk & RFO as set out in Financial Regulations

Approval of Orders for work, goods or services & acceptance of tenders	Council/ Committee/ RFO/Town Clerk in accordance with Financial Regulations & Standing Orders for Contracts. • Town Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing Orders
To make recommendations to the Council on Budget & Precept requirements.	• Committee • RFO/Town Clerk to prepare draft Budget & Budget Report with accountancy support as necessary.
To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue.	• Committee
To advise Council on borrowing policy, investment & treasury management	• Committee
To regularly monitor the performance of all funds invested.	• Committee, Town Clerk, RFO
To supervise the Council's insurance arrangements	Town Clerk/RFO for renewal & operational matters. • Committee for overview, tendering & changes of cover.
To supervise the Council's banking arrangements.	RFO/Town Clerk • Authorised signatories to authorise Mandate & payments in accordance with Financial Regulations
To be responsible for all matters related to the full range of financial and accountancy functions.	• Committee for management overview • RFO/Town Clerk for operational management
Approval of all fees and charges annually	• Committee to recommend with ratification from full Council.
To consider reports on outstanding debts due to the Council and to undertake recovery or write off.	• Committee for aged debt in accordance with financial regulations. • RFO for routine actions to recover
Authorisation of investments and debt repayment in accordance with the Council's Policy	• Committee
To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	• Committee/Town Clerk in accordance with Financial Regulations
To approve all security of the Council in respect of information technology and finance	• Committee/Town Clerk/ RFO in accordance with Financial Regulations
Procurement	
To co-ordinate and oversee the Council's corporate procurement and advise it on policy.	• Committee for management overview • Town Clerk and RFO for operational management in accordance with financial regulations, & any standing orders for contracts & procurement policy
Information Technology Services	
To oversee the use of information and other technology in support of the Council's business and service commitments.	• Management overview to Committee & to let contracts within approved budget & policy. • Town Clerk for operational management

Procurement of website	<ul style="list-style-type: none"> • Committee for new websites & contracts within budget.
To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> • Committee/Town Clerk/RFO in accordance with financial regulations
Performance Management	
To be responsible for monitoring the overall performance of the Council	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management.
Approval of Corporate Business/Delivery Plan	<ul style="list-style-type: none"> • Committee • Town Clerk to determine underlying action & project plans
Approval of operating procedures	<ul style="list-style-type: none"> • Committee for initial financial procedures • Town Clerk for other procedures and updating financial procedures
Asset Management	
To have oversight of assets and the transfers of assets	<ul style="list-style-type: none"> • Committee
Maintenance of the Asset Register	<ul style="list-style-type: none"> • RFO to update at least annually • Chairman to verify • Committee to monitor
Corporate property owner management, repair & maintenance, leasing & licensing of Council land & buildings	<ul style="list-style-type: none"> Council for acquisition and disposal • Management overview to Committee within budget & policy • Town Clerk for operational management
Provision and management of office accommodation, other corporate property, land and relevant fixtures and fitting	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
Responsibility for energy conservation and disabled access.	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
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	<ul style="list-style-type: none"> Council for acquisition • Management overview to Committee • Town Clerk for operational management

Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	
Audit	
To receive, and formulate a response to interim internal audit reports	<ul style="list-style-type: none"> • Committee • RFO and Town Clerk to support.
To make recommendations to Council in respect of the appointment of the Council's internal auditor	<ul style="list-style-type: none"> • Committee • RFO and Town Clerk to support with operating procedures
To agree any matters to be referred to internal audit for inclusion in the annual internal audit plan	<ul style="list-style-type: none"> • Committee
To prepare the Council's annual business risk assessment	<ul style="list-style-type: none"> • Town Clerk • Committee to approve it and monitor recommended actions are implemented.
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"> • Committee • Town Clerk for operational management Council to approve creation of any sub-committees
Final Internal and External Audit Reports	<ul style="list-style-type: none"> • Council to receive external audit report and final internal audit report. • 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.
Information and Data Protection	
Policy on Data Protection, Access to Information, Freedom of Information & Human Rights.	<ul style="list-style-type: none"> • Advice to Council
Decisions on issues relating to Data Protection & Human Rights.	<ul style="list-style-type: none"> • Managerial overview and monitoring to Committee as well as decisions concerning vexatious requests • 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. • Town Clerk to update Privacy notices of all categories
Decisions on issues relating to Access to Information, & Freedom of Information.	<ul style="list-style-type: none"> • Managerial overview and monitoring to Committee as well as decisions concerning vexatious requests

	<ul style="list-style-type: none"> • Town Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation & policy and respond to matters raised by the Information Commissioner.
Ethical Framework	
To monitor and control the Council's ethical framework, Member Code of Conduct and related protocols	<ul style="list-style-type: none"> • Management overview & monitoring to Committee. (For officer delegation see Council TOR)
Communications/Public Relation and Marketing	
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"> • Management overview to Committee • Town Clerk for operational management
. To promote customer care and equality in service delivery and access	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication	<ul style="list-style-type: none"> • Committee
Planning and Development Control	
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"> • Committee if planning cycle does not permit consideration at Environment & Planning Committee • 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 • Committee may decide that a major or particularly controversial application be referred to full Council and may make recommendations for Council's consideration
Use of Community Buildings	
Power to provide and equip community buildings, Local Government Act 1972, s 133	<ul style="list-style-type: none"> • Committee for management overview and maintenance within council policy and budget

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"> • Town Clerk for operational management
Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144	<ul style="list-style-type: none"> • Committee for management overview and maintenance within council policy and budget • Town Clerk for operational management
Power to provide public buildings & halls. Local Government Act 1972, S215	<p>Council for acquisition Committee for management overview and maintenance within council policy and budget</p> <ul style="list-style-type: none"> • Town Clerk for operational management
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 community and environment committee as appropriate
Power to provide & maintain public conveniences, Public Health Act 1936, s87.	<p>Council for acquisition</p> <ul style="list-style-type: none"> • Committee for management overview within budget & policy • Town Clerk for operational management
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"> • Committee for management overview within policy and budget • Operational management to Town Clerk
To deal with issues involving ancient monuments and areas of archaeological interest,	<ul style="list-style-type: none"> • Committee for management overview within policy and budget • Operational management to Town Clerk

Community and Environment Committee Terms of Reference

Function of the Committee	Delegation of Function
Community Engagement	
To promote the social wellbeing of the area.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
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"> • Committee to have management overview. • Town Clerk for operational management

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"> • Committee to have management overview. • Town Clerk for Operational Management • Finance & Governance Committee for grants
To facilitate and support statutory, community, voluntary and faith sector organisations to deliver improvements for the area	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
To promote social inclusion within communities	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
To support, promote and lobby for public, community and wellbeing services and facilities within the town.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
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"> • Committee. • In the case of urgency for an application, the Town Clerk in consultation with the Chairman and Vice Chairman of Committee.
To develop, facilitate and implement matters related to community engagement and support for community assets	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
To support a Citizens Advice/information and 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"> • Committee to have management overview within budget and policy. • Town Clerk for operational management • Committee for allocation of grants within budget
Personal Health	
To collaborate with partner organisations to improve the health of people in the town	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
To lobby for improved access to services which can contribute to health	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
To promote healthy living through the Council's communication channels	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
Support the development and co-ordination of NHS services	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
Young People	
Support and promote public & community services and facilities for young people.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget • Town Clerk for operational management

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

Community Safety	
To install & maintain CCTV equipment for detection & prevention of crime. (Local Government & Rating Act 1997, S31.)	<ul style="list-style-type: none"> • Committee to have management overview • Town Clerk for operational management
To support initiatives of the Community Safety/ Crime Reduction Partnership, which benefit the Town.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
To lobby for road safety improvement schemes	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
To consult with the Thames Valley Police and Crime Commissioner.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
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"> • Committee to have management overview. • Town Clerk for operational management
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"> • Committee to have management overview. • Town Clerk for operational management
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"> • Committee to have management overview. • Town Clerk for operational management
Annual Estimates	
Assemble and submit annual estimates to the Finance & Governance Committee (Including recommendations for charges)	<ul style="list-style-type: none"> • Committee
Planning and Development Control	
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"> • Committee • 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 • Committee may decide that a major or particularly controversial application be referred to full Council and may make recommendations for Council's consideration
Referring any planning enforcement issue to the principal Council	<ul style="list-style-type: none"> • Town Clerk

To comment on Tree Preservation applications or the making of Orders.	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
To respond to consultations from adjoining authorities outside of Milton Keynes.	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
To make observations on Planning policy consultation documents from Milton Keynes Council or other bodies.	• Committee except Local Plan which is reserved for Council
To make observations at the time of planning appeals and to authorise witnesses (officers, councillors or consultants) on behalf of the Council.	• Committee
To make observations on Hazardous Substance applications.	• Committee
To make observations on applications for amendments to planning and other related consents previously granted by any authority.	• Committee
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"> • Committee • 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
Making observations on applications and other actions in relation to hedgerows.	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
Making observations and recommendations on Street naming or numbering	• Committee
To consult with the Milton Keynes Council on any matter relating to building control.	• Town Clerk
To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.	• Committee
To request Milton Keynes Council or one of their Members to “call in” applications to be determined at their Development Control Committee.	• Committee
To undertake the Council’s role in the making, review or management of conservation area	• Committee

Licensing	
Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if insufficient time for reference to Committee, subject to reporting the matter to the next meeting
Making observations on applications and other matters under the Licensing legislation.	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if insufficient time for reference to Committee, subject to reporting the matter to the next meeting.
Strategic Highways & Transportation	
To take policy lead on the Local Transport Plan and general transportation issues.	<ul style="list-style-type: none"> • Committee for Management overview & to advise Council. • Town Clerk for operational management
To respond to consultation on any temporary or permanent highways changes.	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
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"> • Committee • Town Clerk after consultation with Members if consensus view
Consent for ending maintenance at public expense or stopping up or diversion of highway	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
Non-Strategic Highways & Transport	
Power to maintain footpaths & bridleways.	<ul style="list-style-type: none"> • Committee for management overview within Council policy • Town Clerk for operational management
Powers to provide parking places for vehicles & cycles.	<ul style="list-style-type: none"> • Committee for management overview within Council policy • Town Clerk for operational management
Improve off street parking & on street parking enforcement.	<ul style="list-style-type: none"> • Committee for management overview within Council policy • Town Clerk for operational management
Power to provide roadside seats & shelters	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management
Power to enter into agreement as to dedication & widening of highways.	<ul style="list-style-type: none"> • Committee within budget & policy.
Power to contribute financially to traffic calming schemes. (Highways Act 1980, S274A.)	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management

Power to provide traffic signs and other objects or devices warning of danger.	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management
Power to plant trees and lay grass verges and to maintain them	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management
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"> • Committee for management overview within Council policy & budget • Town Clerk for operational management
To support approved community transport schemes	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management
Power to erect flagpoles in highway land. Highways Act 1980 s 144	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management
Environment & Sustainability	
To promote the environmental wellbeing of the Town.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
Conservation of the built & natural environment	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
To lead on the sustainability of the Council as an organisation and to approve and action environmental audits.	<ul style="list-style-type: none"> • Committee for management overview and to recommend Policy • Town Clerk for operational management
To monitor the steps which the Council needs to control its carbon footprint and help reduce climate change.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
To promote environmental awareness.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
To lead the Town and partner the community in addressing climate change, sustainability and transition.	<ul style="list-style-type: none"> • Committee for management overview and to recommend Policy • Town Clerk for operational management
Housing	
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"> • Committee for management overview within Policy and Budget and to recommend policy to Council • Town Clerk for operational management • Planning Committee through the Planning system.

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"> • Committee for management overview within Policy and Budget • Town Clerk for operational management
Economic Wellbeing & Tourism	
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"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management
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"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management
To promote regeneration in the Town and coordinate/support the work of partner organisations.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management
To lobby for sufficient high quality employment sites in the Town & support initiatives promoting inward investment.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management. • Planning Committee through the Planning system.
To support skills & training for local businesses and to improve the skills of the unemployed.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management.
Provision directly or indirectly of Christmas lights. Local Government Act 1972, s144.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management.
Leisure & Recreation	
Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
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"> • Committee for management overview & development within budget & policy • Town Clerk for operational management
Management and enhancement of parks, playing fields, play areas and public open spaces.	<ul style="list-style-type: none"> • Committee for management overview & development within budget & policy • Town Clerk for operational management

Liaison or partnership with other organisations which have an interest in recreational facilities in the town	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
Public Realm and Public Facilities	
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"> • Committee for management overview within budget. • Town Clerk for operational management.
To manage the landscaping service ensuring that delivery of the service enhances the environment	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management.
Matters relating to street cleaning, litter, fly posting, graffiti.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management.
Fixed penalty notices for littering, graffiti & fly posting (adoptive). PSPO monitoring.	<ul style="list-style-type: none"> • Committee for management overview within budget & policy • Operational Management to Town Clerk.
Dog fouling prevention and provision of dog bins	<ul style="list-style-type: none"> • Committee for management overview within budget & policy • Operational Management to Town Clerk.
Provision of litter receptacles, Litter Act 1983, S5 & 6	<ul style="list-style-type: none"> • Committee for management overview within budget • Town Clerk for operational management.
Provision and maintenance of street furniture and signs	<ul style="list-style-type: none"> • Committee for management overview within budget • Town Clerk for operational management.
To promote and support floral and planting Initiatives, Local Government Act 1972. s 144	<ul style="list-style-type: none"> • Committee for management overview within policy and budget • Operational management to Town Clerk
Waste and recycling	<ul style="list-style-type: none"> • Committee for management overview within budget & policy • Town Clerk for operational management
Bus Shelters	
Power to provide & maintain bus shelters, Local Government(Miscellaneous Provisions) Act 1953 S4.	<ul style="list-style-type: none"> • Committee for management overview within budget & policy • Town Clerk for operational management
Allotments and Community Orchard	
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"> • Committee for management overview & development within budget • Town Clerk for operational Management

	<ul style="list-style-type: none"> • Recommendations to Finance & Governance Committee for setting of charges
Market	
To lead on market town initiatives.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
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"> • Management overview to Committee within policy & budget • Operational management to Town Clerk
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"> • Committee. • In the case of urgency for an application, the Town Clerk in consultation with the Chair and Vice Chair of Committee.
Environmental & Public Health	
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"> • Committee for management overview • Town Clerk for operational management
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"> • Petitions to Committee • Town Clerk in other cases
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"> • Committee Town Clerk in consultation with Chairman in cases of urgency
Annual Estimates	
Assemble and submit annual estimates to the Finance & Governance Committee (Including recommendations for charges)	<ul style="list-style-type: none"> • Committee

Employment Policy Committee Terms of Reference

Function of the Committee	Delegation of Function
Staffing and employment policy	
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	• Annual increments within agreed budget to Committee.
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"> • Recommend appointment of Town Clerk to be endorsed by Council. Selection of long list and preliminary interview by Recruitment Panel from Employment Policy Committee +Council Chair Final Interview-Committee + Council Chair • Appointment of members of management team to Committee • Appointment of non managers, casual and temporary staff is delegated to Town Clerk • Decision on whether to fill vacant positions is delegated to Town Clerk. • Decision on recruitment of consultants to committee subject to identifying budget. • 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 • Management of staff in accordance with Council policy, procedures and budget to Town Clerk.
Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> • Town Clerk with appeal to Employment Policy Committee • Employment Policy Committee in the case of the Town Clerk with appeal to Appeals Committee (only members not on Human Resources Committee) • Dismissal of Town Clerk to be ratified by Council
Determination of individual grading issues and job evaluation	• Committee
Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	Committee <ul style="list-style-type: none"> • Administration of retirement in cases of permanent ill health, after appropriate advice via Buckinghamshire Local Government Pensions to Committee • Pensions Discretions Policies to Committee
Absence issues under the Council's Attendance Management Guidelines.	• Town Clerk
Appeals Procedure.	• Appeals Committee

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"> • Committee (Council in case of Town Clerk)
Competence Procedure	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk • Appeals to Appeals Committee
Issue of Contracts of Employment	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk • Model Contract approved by Committee
Redundancy & Redeployment.	Committee (Council to ratify in case of Town Clerk)
Training and Development	<ul style="list-style-type: none"> • Policy to Council • Annual staff and member Plan to Committee • Implementation to Town Clerk
Approval of Officer Codes of Conduct, supplements & Member-Officer Protocol	Council
Health & Safety	<ul style="list-style-type: none"> • Committee for approval of p other than General Statement which is reserved for Council • Committee to oversee responsibilities for Council within budget and policy • Town Clerk for routine management
Grievance Procedure	<ul style="list-style-type: none"> • Hearing Panel from Committee • Appeals to Appeals Committee.
Administration of other Human Resources procedures	<ul style="list-style-type: none"> • 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"> • Town Clerk for all staff, often delegated to direct manager. • Clerk performance management sub-committee for Town Clerk
Consultation and negotiation with Trade Unions	<ul style="list-style-type: none"> • Committee (Council to ratify for Town Clerk)
Volunteers Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend policy to Council
Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend to Council
To administer the Council's Equality Policy	<ul style="list-style-type: none"> • Town Clerk to administer for employees, services, volunteers and democratic processes • Committee to monitor & recommend to Council
First line of contact for Town Clerk.	<p>Hierarchy:</p> <ul style="list-style-type: none"> • Chair of Council • Vice Chair of Council • Chair of Employment Policy Committee
Assemble and submit annual estimates to the Finance & Governance Committee (Including recommendations) Cost Centre 501	<ul style="list-style-type: none"> • Committee

Appeals Committee Terms of Reference

Function of the Committee	Delegation of Function
Appeals	
To determine whether any appeal made by an employee under any of the Council's Human Resources policies are valid. ·	<ul style="list-style-type: none"> • Committee
To hold appeal hearings under the disciplinary, grievance, competence, redundancy and redeployment policies ·	<ul style="list-style-type: none"> • 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.) · • Only Council may uphold a decision to dismiss the Town Clerk
To determine any appeals under the Council's Complaint Procedure which is delegated to it. ·	<ul style="list-style-type: none"> • 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.) • Committee to make redress up to the value of £500. • Town Clerk to make redress up to value of £250

Delegations to Officers

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"> • 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
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	Finance Manager

Proper Officer) in consultation with the Chair and Vice-Chair of Finance and Governance whose approval would be sought in advance.	
The Finance Manager shall have de minimis 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 if the matter cannot wait until the Town Clerk returns. Use of delegated powers by the Clerk and the RFO will be recorded.