

## **Committee and working group terms of reference 2022-23 (as amended)**

### **1. People and Communities Committee** (formerly Leisure & Tourism Committee)

**To support community cohesion within the community council area and to strengthen local communities' links with people and communities from elsewhere through the provision of, and support for, public events, projects and initiatives.**

The Committee should be seven members and, in any case, shall be no fewer than five.

The Committee shall hold ordinary meetings at least once every quarter.

The Committee shall have the authority to establish sub-committees and/or working groups from within the membership of the Committee and to appoint other Members of the Council to those sub-committees and/or working groups.

The Committee shall have the authority to appoint members of the Committee (or of a sub-committee or working group) who are not Members of the Council. The Committee is advised to actively seek to appoint non-Council Members with specialist knowledge of matters that fall within the remit of the Committee, and these shall for all purposes be treated as non-voting members of that committee, sub-committee or working group.

The Committee's duties shall be:

To appoint, from within the membership of the Committee, the members of, set the terms of reference for, and manage the meetings and activities of the following sub-committees and Working Groups (including any associated delegated budget) and any other sub-committees and Working Groups (including any associated delegated budget) whose management is delegated to the Committee by the Full Council and to appoint other Members of the Council to those sub-committees and/or working groups:

- Communications Working Group
- Christmas Lights Working Group

To appoint, from within the membership of the Committee, members of the following joint committees and external bodies:

- Blaenau Gwent Armed Forces Covenant Steering Group (one member)

To manage on behalf of the Community Council the following public events, projects and initiatives and to authorise expenditure within the associated budget lines that shall be delegated to the Committee by the Full Council:

- Christmas lights central contract (£30,000)
- Llanhilleth TRA Christmas lights (£3,000)
- Brynithel Community Centre Christmas lights (£1,500)
- Swffryd Community Centre Christmas lights (£1,500)
- Bournville Community Centre Christmas lights (£1,500)
- Christmas lights electricity costs (£1,800)
- Grant funding to Abertillery Rock and Blues Festival (£2,000)
- Events and initiatives connected with Remembrance Sunday including wreath laying; support for the Royal British Legion Poppy Appeal; the development and maintenance of the Abertillery War Memorial and site; and the organisation and marshalling of parades (£9,000)

- Community Fun Run (£5,000)
- Outdoor cinema events (£10,021)
- Party in the Park (£15,000)
- Loneliness Project (£5,000)
- Musical concerts (£500)
- Community Council website project (£10,000)

To manage on behalf of the Community Council any other public events, projects and initiatives and the associated budget lines that shall be delegated to the Committee by the Full Council.

To work with external agencies and grant-giving bodies, managing applications, as appropriate, by the Council for funding for events, projects and initiatives that fall within the remit of the Committee.

To scrutinise applications from external organisations for grant funding from the Council for public events, projects and initiatives that fall within the remit of the Committee and to make recommendations to the Full Council.

To scope and cost proposals for Council support for public events, projects and initiatives in the subsequent financial year that fall within the remit of the Committee and to prepare a budget for these in accordance with the Council's budget-setting procedures.

On request, to provide reports and/or presentations to the Finance and Grants Committee in regards to project planning and expenditure.

To work with external agencies and grant-giving bodies, managing applications, as appropriate, by the Council for funding for events, projects and initiatives that fall within the remit of the Committee.

**2. PlaCE – Planning, Commerce and the Environment Committee** (formerly Planning & Environment Committee)

**To support the responsible development and maintenance of the built and natural environment within the Community Council area.**

**To support the development and maintenance of conditions favourable to retail, commercial and business activities within the Community Council area through the provision of, and support for, events, projects and initiatives.**

The Committee should be seven members and, in any case, shall be no fewer than five.

The Committee shall hold ordinary meetings at least once every quarter.

The Committee shall have the authority to establish sub-committees and/or working groups from within the membership of the Committee and to appoint other Members of the Council to those sub-committees and/or working groups.

The Committee shall have the authority to appoint members of the Committee (or of a sub-committee or working group) who are not Members of the Council. The Committee is advised to actively seek to appoint non-Council Members with specialist knowledge of matters that fall within the remit of the Committee, and these shall for all purposes be treated as non-voting members of that committee, sub-committee or working group.

The Committee's duties shall be:

To appoint, from within the membership of the Committee, members of the following joint committees and external bodies:

- Abertillery Regeneration (two members)
- Blaenau Gwent Heritage Forum (two members)
- Local List of Buildings of Interest – Abertillery and District Working Group (one member)

To consider and respond to public consultations and to express the views of the Council in regard to planning applications and other development control matters within, or that have a direct impact on, the Community Council area.

To consider, and respond on behalf of the Council to the Planning Authority on, matters regarding statutory structural and local plans.

To consider, and respond on behalf of the Council to the relevant bodies on, matters regarding:

- Highways, transport and vehicle parking
- Listed buildings
- Conservation orders and other environmental matters
- Licensing applications
- Tree preservation orders

To appoint, from within the membership of the Committee, the members of, set the terms of reference for, and manage the meetings and activities of the following sub-committees and Working Groups (including any associated delegated budget) and any other sub-committees and Working Groups (including any associated delegated budget) whose management is delegated to the Committee by the Full Council and to appoint other Members of the Council to those sub-committees and/or working groups:

- Shop Local Working Group

To manage on behalf of the Community Council the following public events, projects and initiatives and to authorise expenditure within the associated budget lines that shall be delegated to the Committee by the Full Council:

- Town In Bloom (£14,500)
- Shop Local events and activities (£3,000)
- Car boot sales and other town centre events (£10,000)
- Allotments (£600)
- Provision and maintenance of community defibrillators (£6,000)
- Grant funding to Ffrindiau Tyleri in respect of WinterFest (£1,000)
- Grant funding to Ffrindiau Tyleri in respect of AberFest (£1,000)
- Community Council activities at WinterFest (£2,000)

To manage on behalf of the Community Council any other public events, projects and initiatives and the associated budget lines that shall be delegated to the Committee by the Full Council.

To work with external agencies and grant-giving bodies, managing applications, as appropriate, by the Council for funding for events, projects and initiatives that fall within the remit of the Committee.

To scrutinise applications from external organisations for grant funding from the Council for public events, projects and initiatives that fall within the remit of the Committee, and to make recommendations to the Full Council.

To scope and cost proposals for Council support for public events, projects and initiatives in the subsequent financial year that fall within the remit of the Committee and to prepare a budget for these in accordance with the Council's budget-setting procedures.

On request, to provide reports and/or presentations to the Finance and Grants Committee in regards to project planning and expenditure.

To consider the needs of the Community Council area and the opportunities for the Council in regards to the Well-being of Future Generations (Wales) Act 2015, the Blaenau Gwent Public Services Board Well-being Plan and the power to promote or improve economic, social or environmental Well-being under the Local Government Act 2000, and to make recommendations to the Full Council.

### **3. Finance and Grants Committee**

**To monitor, review and assist in the effective financial management of the Council.**

The Committee should be seven members and, in any case, shall be no fewer than five. The Chair of the Council, and the Chairs of Committees to which the Council has delegated powers to authorise expenditure, shall not be members of the Finance and Grants Committee.

The Committee shall hold ordinary meetings at least once every quarter and, in addition, shall hold budget scrutiny meetings in October and November in accordance with the Council's budget-setting procedures.

The Committee shall have the authority to establish sub-committees and/or working groups from within the membership of the Committee and to appoint other Members of the Council to those sub-committees and/or working groups.

The Committee shall have the authority to appoint members of the Committee (or of a sub-committee or working group) who are not Members of the Council. The Committee is advised to actively seek to appoint non-Council Members with specialist knowledge of matters that fall within the remit of the Committee, and these shall for all purposes be treated as non-voting members of that committee, sub-committee or working group.

The Committee's duties shall be:

To monitor, review, and to make recommendations to the Council regarding:

- the financial resources required by the Council to fulfil its statutory obligations and to support the well-being of its communities;
- the Council's borrowing requirements, reserve funds, investments and banking arrangements;
- the charging policies for services provided by, and provided to, the Council.

To monitor, review, and to make recommendations to the Council regarding the effectiveness of the Council's systems of internal financial control, specifically:

- Ensuring compliance with Regulations, statute or law and the Council's Standing Orders and Financial Regulations;
- Ensuring an adequate and effective system of internal audit of the Council's accounting records and system of internal control;
- Monitoring the Council's income and expenditure against budget;
- Ensuring that accounts are properly maintained and reflect current best practice;
- Ensuring that bank reconciliations are undertaken regularly;
- Receiving and reviewing regarding the Council's draft accounts, draft Annual Return and draft Governance Statement, and making recommendations to the Council.

To monitor financial transactions including receipts, payments and bank transfers.

To identify business risks that may prevent the Council achieving its aims and objectives, and to make recommendations to the Council.

To ensure that the Council has appropriate insurance cover in place relating to buildings, property, staff, Members, public liability and employers' liability, and to make recommendations to the Council.

To determine applications from the Responsible Financial Officer and from Committees for authority to overspend up to and including £500 against any individual budget line<sup>1</sup>.

In accordance with the Council's budget-setting procedures:

- To receive draft budget presentations from the Responsible Financial Officer and from Committees, to scrutinise the draft budgets, and to make recommendations (to be minuted) to the Responsible Financial Officer and to the Committees;
- To receive final budget presentations from the Responsible Financial Officer and from Committees and to compile a budget report and written recommendations plus written recommendations as to contingencies, reserves (including any proposals for earmarked reserves) and the precept for submission to the Full Council budget-setting meeting.

To approve (but not refuse) applications for Ward Grants made by Members<sup>2</sup>.

On request, to receive reports and/or presentations as to project planning and expenditure from the Responsible Financial Officer and from Committees, to scrutinise expenditure and expenditure proposals, and to make recommendations (to be minuted) to the Responsible Financial Officer and to the Committees.

To review past Solar Farm Grant awards and to consider the criteria for, and administration of, Solar Farm Grant awards in 2022 and future years, and to make recommendations to the Full Council. To scrutinise Solar Farm Grant applications, and to make recommendations to the Full Council.

To scrutinise applications from external organisations for grant funding from the Council for public events, projects and initiatives that do not fall within the remit of any other committee, and to make recommendations to the Full Council.

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<sup>1</sup> Where an application for an overspend is not approved by the Finance and Grants Committee, a Committee may make an application directly to the Full Council. Where an urgent decision is required, it may be necessary for applications for overspends to be made directly to the Full Council, which meets more frequently.

<sup>2</sup> Where an application for a Ward Grant is not approved by the Finance and Grants Committee, the Member may make an application directly to the Full Council. Where an urgent decision is required, it may be necessary for applications for Ward Grants to be made directly to the Full Council, which meets more frequently.

#### **4. Human Resources Committee**

**To monitor and review the performance of the Council's officers and to assist them to ensure the effective management of the Council's business.**

That the size of the Committee shall be five Members, including the Chair – who shall be Chair of the Committee – and the Vice Chair of Council.

The Committee shall hold ordinary meetings at least once every quarter.

The Committee will exercise on behalf of the Council its powers relating to:

Recruitment, rates of remuneration, termination of service, education, training, conditions of service, career development and all other similar matters relating to employees and, where relevant (such as in matters of training), members of Council.

Performance reviews and annual appraisals.

All matters concerning working conditions, employee service, staff welfare, agreements concerning salaries, sickness and grievance procedures, disciplinary measures, disputes and consultations with employees and their representatives.

All matters relating to safety at work, risk assessment and safety policies.

The exercise of any discretion in respect of any employee under the Local Government Superannuation Act and regulations.

All other routine Human Resource matters within the general policies of the Council.

The Committee will undertake a review of staffing and pay structure at least once in every financial year.

The Committee shall have the authority to establish sub-committees and/or working groups from within the membership of the Committee and to appoint other Members of the Council to those sub-committees and/or working groups.

The Committee shall have the authority to appoint members of the Committee (or of a sub-committee or working group) who are not Members of the Council. The Committee is advised to actively seek to appoint non-Council Members with specialist knowledge of matters that fall within the remit of the Committee, and these shall for all purposes be treated as non-voting members of that committee, sub-committee or working group.

## **5. Full Council Working Groups**

The Solar Farm Grants Working Group shall be dissolved and its duties passed to the Finance and Grants Committee.

[The current Terms of Reference of this working group are: *“To consider the way forward in respect of the Solar Farm Grant for this and future years; To take appropriate steps to monitor progress arising from past Solar Farm Grants; To scrutinise applications for Solar Farm Grants and to make recommendations to the Council.”*]

The Well-being Working Group shall be dissolved and its duties passed to the PlaCE Committee.

[The current Terms of Reference of this working group are: *“To consider how to move forward effectively, in the context of the Well-being of Future Generations (Wales) Act 2015, the Blaenau Gwent Public Service Board's draft Well-being Plan and the Welsh Government Review of the Town and Community Council Sector in Wales, and to come up with a shared vision for the future and specific proposals for future well-being which shall be reported back to the Council with recommendations.”*]

## **6. Youth Engagement Working Group**

The Working Group shall be three members.

The Working Group shall meet at least once every six months.

The Working Group's duties shall be:

To establish criteria for measuring the effectiveness, value-for-money and performance of Community Council-funded youth work, and to make recommendations to the Council.

At least once every six months, to review the effectiveness, value-for-money and performance of Community Council-funded youth work, and to make recommendations to the Council.

To liaise with external agencies to formulate proposals for future youth engagement initiatives, and to make recommendations to the Council.

To examine external sources of additional funding for youth engagement initiatives, and to make recommendations to the Council.

## **7. Joint Committees and External Bodies**

The Full Council shall nominate members of the following joint committees and external bodies:

- Joint Committee of Local Councils in Blaenau Gwent (five members)
- Consultation with Blaenau Gwent County Borough Council (two Members who are members of the Joint Committee of Local Councils in Blaenau Gwent)
- Abertillery and District Twinning Association (two members)

School Governing Bodies:

- St Illtyd's Community Primary (one nominee, who need not be a Member of the Council)
- Sofrydd Primary School (one nominee, who need not be a Member of the Council)