

## **Committee and working group terms of reference 2023-24**

### **People and Communities 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 voting Members – and, in any case, shall be no fewer than five – appointed by Full Council. The Committee may appoint additional Members as non-voting members of the Committee.

The Chair of the Committee shall convene an ordinary meeting of the Committee 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 the sub-committees and/or working groups for which it is responsible.

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 working group (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:

- 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)
- Christmas lights overhaul and maintenance (£15,000)
- 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)
- Aberbeeg TRA Christmas lights (£1,500)
- Pentre Tyleri Christmas lights (£1,500)
- Christmas lights electricity costs (£1,800)
- Events and initiatives connected with Remembrance Sunday (£3,000)
- Maintenance of war memorial sites (£2,500)
- Loneliness Project (£5,000)
- Community Fun Run (£5,000)

- Community summer cinema events (£10,000)
- Party in the Park (£20,000)
- Musical concerts (£1,000)
- Grant funding to Abertillery Rock and Blues Festival (£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 Council Grant funding 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 projects, initiatives and public events 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.

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.

## **PlaCE – Planning, Commerce and the 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 voting Members – and, in any case, shall be no fewer than five – appointed by Full Council. The Committee may appoint additional Members as non-voting members of the Committee.

The Chair of the Committee shall convene an ordinary meeting of the Committee 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 the sub-committees and/or working groups for which it is responsible.

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:

- Blaenau Gwent Heritage Forum (two members)

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 engage on behalf of the Council in informal and formal public consultation and public examination of the Blaenau Gwent Local Development Plan and relevant Place 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 any 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:

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

- Town in Bloom (£14,450)
- Town in Bloom community involvement (£3,550)
- Grant funding to Ffrindiau Tyleri for town centre events (£2,500)
- Community Council activities at town centre events (£3,000)
- Allotments (£650)
- Provision of two new community defibrillators (£4,000)
- Maintenance of community defibrillators (£3,500)
- Environmental projects (£10,000)
- Community transport feasibility (£8,500)

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 projects, initiatives and public events 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.

## **Finance Committee**

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

The Committee should be seven voting Members – and, in any case, shall be no fewer than five – appointed by Full Council. The Committee may appoint additional Members as non-voting members of the Committee.

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 Committee.

The Chair of the Committee shall convene an ordinary meeting of the Committee at least once every quarter and, in addition, the Committee 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 the sub-committees and/or working groups for which it is responsible.

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.

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 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.

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<sup>1</sup> Where an application for an overspend is not approved by the Finance 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.

## **Human Resources Committee (As Amended 31<sup>st</sup> January 2024)**

**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.**

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

The Chair of the Committee shall convene an ordinary meeting of the Committee 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. Where any HR Committee decision leads to a permanent increase in staff resources this will have to be recommended to Full Council for their decision. Any bonus payments to staff will have to be recommended to Full Council for their decision. Any termination payment that exceeds a member of staff's annual, full pay, medical leave limit will have to be recommended to Full Council for their decision.
- 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 shall undertake a review of staffing and pay structure at least once in every financial year and will make recommendations to Full Council.

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 the sub-committees and/or working groups for which it is responsible.

The Committee shall 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.

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.

## **Community Empowerment Committee**

**To combat alienation and social isolation among young people up to the age of eighteen, to support them to engage constructively with their local community and to assist them to inform and influence decisions within their local community that affect their lives.**

To support people aged eighteen and over who could be described as vulnerable, isolated or disadvantaged within society and to assist them to inform and influence decisions within their local community that affect their lives.

The Committee should be five voting Members – and, in any case, shall be no fewer than three – appointed by Full Council. The Committee may appoint additional Members as non-voting members of the Committee.

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 the sub-committees and/or working groups for which it is responsible.

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 Chair of the Committee shall convene an ordinary meeting of the Committee at least once every two months.

The Committee's duties shall be:

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

To continually review the effectiveness, value-for-money and performance of Community Council-funded youth work.

To liaise with external agencies to formulate proposals for future youth engagement initiatives.

To examine external sources of additional funding for youth engagement initiatives and, if need be, help establish groups and act as members of those groups.

To take steps to establish a Youth Council/Forum within the Community Council area.

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

- Blaenau Gwent detached team (£63,293)
- Off the Streets initiative (£44,244)
- Youth-led projects (£2,000)

To submit proposed terms of reference for the Committee's adult engagement responsibilities to a future meeting of the Full Council.

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 working group (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:

- Youth Engagement working group
- Adult Engagement working group
- Communications Working Group

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 scope and cost proposals for Council support for projects, initiatives and public events 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.

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.

### **Blaenau Gwent Consultative Committee**

The Full Council shall nominate up to five Members of the Council to the Joint Committee of Local Councils in Blaenau Gwent. These Members shall be the Blaenau Gwent Consultative Committee of the Council.

The Committee will nominate two Members who have attended a meeting of the Joint Committee of Local Councils in Blaenau Gwent to represent the Council at the subsequent Consultation with Blaenau Gwent County Borough Council

The Committee shall draft its terms of reference, which will be submitted for ratification at a future meeting of the Council.

### **External Bodies**

The Full Council may nominate members of the following external bodies:

- Abertillery and District Twinning Association (up to two members)
- 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)