

## **ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL**

### **TERMS OF REFERENCE OF COMMITTEES AND GROUPS 2019/20**

Effective from 21 November 2019

#### **TERMS OF REFERENCE OF THE PLANNING AND ENVIRONMENT COMMITTEE**

- 1.1 To consider and respond to consultations and express the views of the community council relating to planning applications and other development control matters within the boundary of the Community Council.
- 1.2 To consider and respond to the Planning Authority in matters relating to statutory structure and local plans.
- 1.3 To consider and respond to the relevant body in respect of highway matters.
- 1.4 To consider and respond to the relevant body in respect of listed buildings.
- 1.5 To consider and respond to the relevant body in respect of conservation orders and environmental matters.
- 1.6 To consider and respond to the relevant body in respect of licensing applications within the boundary of the Community Council.
- 1.7 To consider and respond to the relevant body in respect of tree preservation orders.
- 1.8 To consider and respond to the relevant body in respect of other environmental issues.

#### **TERMS OF REFERENCE OF THE HUMAN RESOURCES COMMITTEE**

The Committee will comprise of the Chair of the Council, Vice Chair of Council and three other members, to be determined by the Council.

The Committee will meet at least once per year, with additional meetings when required as determined by the Chair of the Committee and the Clerk.

The Committee will elect its own Chair and Vice Chair for the year at its first meeting following the Council's annual meeting.

The quorum of the Committee will be no less than three members.

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

1. 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.
2. Performance reviews and annual appraisals.
3. 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.
4. All matters relating to safety at work, risk assessment and safety policies.
5. The exercise of any discretion in respect of any employee under the Local Government Superannuation Act and regulations.
6. All other routine Human Resource matters within the general policies of the Council.
7. To undertake the annual review of staffing and pay structure.

## **TERMS OF REFERENCE OF THE COMPLAINTS AND APPEALS COMMITTEE**

A Complaints and Appeals Committee will be summoned to meet when required.

The Committee will consist of four members of the Council, to be determined by the Chair of the Council and the Clerk, depending on the nature of the complaint or appeal. Where appropriate this will include the Chair of the most relevant Committee.

The Complaints and Appeals Committee will carry out its function in accordance with the Council's Complaints Policy, where it is dealing with a complaint.

In most instances it is not intended that political proportionality will be considered when appointing members to a Committee. However, if all members of a political group could be deemed to have a bias about a complaint or appeal, then, where practicable, the membership will consist of members of more than one political group.

The Complaints and Appeals Committee cannot hear complaints or appeals regarding members or their compliance with the Member Code of Conduct. These must be referred to the Public Services Ombudsman for Wales.

## **TERMS OF REFERENCE OF THE FINANCE AND GRANTS COMMITTEE**

The Council itself takes all decisions relating to the approval of spending or grants (except ward grants, which the Committee may approve (but not refuse).

The Finance and Grants Committee's purpose is to consider and approve (but not refuse) ward grant applications and to prepare, monitor, review and assist in the effective financial management of the Council. Its role is to make recommendations to the Council in any of the matters listed below:

1. To keep under review the financial resources required by the Council to enable it to fulfil its statutory obligations and provide services for the well-being of its community, namely:
  - a) Preparing an annual budget and making recommendations to Council for the precept required.
  - b) Reviewing and making recommendations to Council on borrowing requirements, reserve funds, investments and banking arrangements.
  - c) Reviewing and making recommendations to Council on the Council's charging policy for services.
2. To monitor, annually review and make recommendations to the Council on the effectiveness of the Council's system of internal financial control system, specifically:
  - a) Ensuring compliance with Statutes, Contract Standing Orders and Financial Regulations.
  - b) Ensuring an adequate and effective system of internal audit of its accounting records and system of internal control, on receipt of the annual report.
  - c) Monitoring income and expenditure against budget.
  - d) Ensuring that accounts are properly maintained and reflect current best practice.
  - e) Ensuring that bank reconciliations are undertaken regularly

- f) Receiving and reviewing the draft accounts, draft Annual Return and draft Annual Governance Statement, prior to their submission to the Council for approval annually.
3. To monitor financial transactions including receipts, payments and bank transfers.
4. To identify business risks which may prevent the Council achieving its aims and objectives and make recommendations to the Council.
5. To ensure the Council has appropriate insurance cover in place relating to buildings, property, staff, members, public liability and employers' liability as may be necessary and make recommendations to the Council.
6. To consider and make recommendations to the Council in respect of all requests for financial assistance submitted to the Council, excluding solar farm grants and excluding ward grants (which the Committee may approve but may not refuse).
7. Any other matters, which, for reasons of expediency, are referred to this committee.

*NB Financial Regulations 1.13, 1.14 and 5.1 specify that:*

*The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:*

- *setting the final budget or the precept (Council Tax Requirement);*
- *approving accounting statements;*
- *approving an annual governance statement;*
- *borrowing;*
- *writing off bad debts;*
- *addressing recommendations in any report from the internal or external auditors,*

*shall be a matter for the full Council only.*

*In addition, the Council must:*

- *determine and keep under regular review the bank mandate for all Council bank accounts;*
- *approve any grant or a single commitment in excess of £5,000; and*
- *in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.*

*The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.*

#### COMPOSITION OF THE COMMITTEE

- Chair of the Council (who will not be the Chair of the Committee)
- 5 other members of the Council.

Council members who are not members of the Finance and Grants Committee may attend meetings and speak with the permission of the Chair. They may not vote.

#### CHAIR OF THE COMMITTEE

- The Chair of the Committee shall be appointed by the Council.
- The Chair of the Council signs the annual accounts and therefore shall not be the Chair of this committee.

#### QUORUM OF THE COMMITTEE

- At least one third of the total membership of the Committee
- Minimum 3 members.

#### MEETINGS OF THE COMMITTEE

- To be held at a time and on a day to be determined by the Committee ideally in April, June, November and January at the Council offices, Mitre Street, Abertillery.
- Extra meetings to be held as and when required.

#### OTHER MATTERS

Members joining this committee must undertake to attend all relevant meetings and all relevant financial and other training to enable them to be adequately equipped to undertake the role.

#### **TERMS OF REFERENCE OF THE SHOP LOCAL WORKING GROUP**

To discuss with local traders' representatives and other members of the public any matter pertaining to the promotion of local shopping areas (including a "Shop Local" campaign, Fun Run, public toilets and car parking provision), to develop plans and report back to the Council with recommendations.

#### **TERMS OF REFERENCE OF THE CHRISTMAS LIGHTS WORKING GROUP**

To discuss options relating to Christmas lighting and report back to the Council with recommendations.

#### **TERMS OF REFERENCE OF THE WELL-BEING WORKING GROUP**

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 initiatives including Town in Bloom and report back to the Council with recommendations.

### **TERMS OF REFERENCE OF THE YOUTH ENGAGEMENT WORKING GROUP**

To work with external agencies, examine whether any external grants/funding may be available, examine how ALCC can support existing youth engagement activities, whilst avoiding duplication, formulate proposals for youth engagement initiatives, and report back to the Council with recommendations.

### **TERMS OF REFERENCE OF THE LEISURE AND TOURISM WORKING GROUP**

To work with external agencies, examine whether any external grants/funding may be available, examine how ALCC can support existing leisure and tourism activities, whilst avoiding duplication, formulate proposals for a 2019 Party in the Park and a Rugby 7s tournament and report back to the Council with recommendations.

### **TERMS OF REFERENCE OF THE SOLAR FARM GRANT WORKING GROUP**

To consider the way forward in respect of the Solar Farm Grant for 2019 and future years, take appropriate steps to monitor progress arising from past Solar Farm Grants, and report back to Council with recommendations.