

BRIDPORT TOWN COUNCIL

TERMS OF REFERENCE OF MEMBER LEVEL BODIES

(Council and Committees)

Full Council (all 18 members)

The full Council can take all decisions on behalf of the Town Council, or it may appoint one or more committees or sub committees for the purpose of discharging any of its functions. It may also delegate some of its functions to officers of the Town Council. This document sets out the agreed delegations to committees and officers.

Any arrangements made by the Town Council or its committees for the discharge of functions do not prevent the Council or parent delegating committee from continuing to exercise those functions.

The following powers may only be exercised by the full Town Council:

1. The power to issue a precept for a rate.
2. Approval of the Town Council's annual estimates (budgets).
3. The power to approve schemes for local lotteries.
4. The duty to consider an auditor's report under S11 of the Audit Commission Act 1998.
5. Approval of the Council's Standing Orders, Financial Regulations and powers and duties of Committees.
6. Adoption of new policies.
7. Making, amending, revoking, re-enacting or adopting bye laws and promoting or opposing the making of local legislation.
8. Appointment of members to serve on committees and outside bodies.
9. All other matters which must, by law, be reserved to the full Council.

COMMITTEE TERMS OF REFERENCE

Finance and General Purposes Committee (9 members)

This Committee has delegated power to decide all matters required to be determined by members (including all policy, personnel and financial matters) except those issues within the remit of the Plans Committee and the Environment & Social Wellbeing Committee and those matters which are reserved for decision by the full Council. The Committee will consider and make recommendations to the full Council on the following matters:

- issuing a precept and borrowing of money.
- approval of capital and revenue estimates.
- matters of policy or new issues of importance.
- appointment of representatives to outside bodies.

The following sub committees report to the Finance and General Purposes Committee:

- Best Value, Scrutiny, and Town Plan
- Market and Business Liaison.

Plans Committee (9 members)

The Committee has delegated power to make observations to the Local Planning Authority on planning applications and like matters. The Committee also considers proposals for traffic regulation and associated highways issues.

The following sub committee reports to the Plans Committee:

- Highways and Transportation Sub Committee.

Environment and Social Wellbeing Committee (9 members)

The purpose of the Environment & Social Wellbeing Committee is to protect and enhance the town's natural and built environment, to provide a pleasant environment for residents and visitors, and to promote the adequate provision of housing, health & environmental services & related facilities, as well as exercising our influence to support reducing crime and disorder.

The Environment & Social Wellbeing Committee shall consider the following issues

- Undertaking an Environmental Audit of all BTC activities, resources and consumables
- Protecting and enhancing the town's natural and built environment, through the development control process, support for conservation area appraisals, etc.
- Assisting the attractive environment in the town for residents and visitors
- Supporting where possible adequate provision of health, housing and social services
- Promoting adequate provision of environmental facilities and services
- Supporting organisations that contribute to the cultural life and diversity of Bridport and West Bay

- Working closely with the police and other organisations to reduce crime and anti-social behaviour, secure convictions, and assist in improving public perceptions & confidence in policing, in so far as it is possible within BTC's sphere of influence
 - Increasing awareness in the public and on the Town Council of environmental, social and cultural issues and events
 - Working with other organisations and partners to influence where possible the provision of health and social services; affordable housing; public toilets; street cleaning, litter maintenance and bins; rubbish collections; kerb-side recycling, waste transfer facilities, seagulls, reduction of fly-posting, and related matters
 - Reviewing traffic, parking, and pedestrian issues in relation to town environment*
 - Liaising with WATAG on such issues as stabilising bus timetables; timetable awareness,*
- * Both to be carried out in conjunction with the Highways and Transportation Sub Committee.

The following working groups report to this Committee:

- Open Spaces and Recreation Task Force
- Inclusion Working Group
- Environment Committee Working Group.

SUB COMMITTEE TERMS OF REFERENCE

Market and Business Liaison Sub Committee (5 members)

(Plus advisory members from the Bridport Chamber of Trade and Commerce representative and representative of the National Market Traders Federation).

The purpose of the Market and Business Liaison Sub Committee is to oversee and review the operation, marketing and promotion of the Bridport Street Market, to continue the good relationships established with the Bridport Chamber of Trade and Commerce and Market Stallholders and to develop a dialogue with local businesses. This will include the development of specific project proposals, to enhance the market and liaison with local businesses. Any resulting potential projects are to be considered for inclusion in the Town Plan.

The Sub Committee shall:

- Review the day-to-day operation of the market, ensuring that the market conditions are being met by the stallholders
- Consider the bi-annual report of the Market Superintendent and where appropriate make recommendations to the Finance and General Purposes Committee
- Consider marketing, promotion and advertising the market. Review market leaflet and promotional bag
- Review current market stalls scale of charges and make recommendations as appropriate to the Finance and General Purposes Committee
- To enhance and maintain a dialogue and good working relationship with the Bridport Chamber of Trade and Commerce and National Market Traders Federation
- To establish and develop a dialogue with local businesses and other trade organisations.

The Sub Committee shall report to the Finance and General Purposes Committee.

Highways and Transportation Sub Committee (5 members)

The purpose of the Sub Committee is to look in detail at proposals for traffic regulation and associated highways issues and makes recommendations to the Plans Committee.

Whilst the Town Council is not the responsible body for highways and transport, the establishment of this Sub Committee ensures that the Town Council is able to effectively represent the community on these matters.

The Sub Committee shall:

- Monitor and make recommendations on the traffic management in the town
- Develop proposals to improve traffic management in the town
- Seek to ensure that the Town's interests and views are represented to the County Council when it is to consider any traffic proposals
- Represent traffic and highways issues raised by organisations in the town
- Receive reports from the Town Surveyor on matters concerning highways, parking and related matters and make recommendations to the responsible body
- To maintain good working relationships with the County Council on highways matters.

The Sub Committee shall report to the Plans Committee.

Best Value, Scrutiny and Town Plan Sub Committee (9 members)

The purpose of the Sub Committee is to keep under review the corporate governance of the Town Council, including audit arrangements and to scrutinise the performance of the Town Council in this area and in the delivery of its services. The Sub Committee shall also co-ordinate the production, review and implementation of the Town Plan.

The Sub Committee shall:

- Receive regular reports on Audit matters and all related corporate governance issues to ensure that adequate control systems are in place to manage the Town Council effectively and in accordance with legal requirements and the advice of the Audit Commission
- Maintain an overview of the Town Council's key control measures e.g. Standing Orders, Financial Regulations and Members Code of Conduct
- Monitor the effective development and operation of risk management
- To review the Town Plan and monitor its implementation
- To receive reports from the Internal Auditor and monitor the implementation of the Annual Audit Plan

The Sub Committee shall report to the Finance and General Purposes Committee.

Staffing Appeals Sub Committee (3 members and 3 Deputies drawn from Finance and General Purposes Committee)

The Sub Committee considers and determine appeals, in line with the Town Council's Disciplinary and Grievance Procedures.

WORKING GROUPS

Where Working Groups are established, they will be convened by their lead member and maintain their own notes, which shall be reported in full to the main Committee. They are advisory bodies only with no delegated decision making powers. Officers will attend by invitation only, as ad hoc advisers.

Open Spaces and Recreation Task Force (7 members)

(plus advisory member - the Chair of the Bridport Environment Group)

The purpose of the Open Spaces and Recreation Task Force, is to review existing open space and recreational provision, to develop specific project proposals to protect and enhance existing open space and recreation areas, in order to improve provision and public access where appropriate. The resulting potential projects are to be considered for inclusion in the Town Plan. The scope will encompass all areas of Bridport and West Bay within the remit of the Town Council.

The Open Spaces and Recreation Task Force shall:

- Set up an audit of open space/recreation facilities, including a 'Nature Audit' and noting the current designation/accessibility/signage/etc., & involving if possible WDDC, the BCI Environment Group and any other appropriate bodies
- Following an open space audit (above), develop proposals for specific open spaces and recreation projects for consideration in the Town Plan, taking account of any suggested National Standards/Guidelines
- To include in the above a review of play area provision in Bridport and West Bay
- To include in the same review, allotment retention/provision in Bridport and West Bay
- Consider both existing and new providers of recreational facilities and services
- Review current use of the Millennium Green with the Millennium Green Trust, with a view to identifying ways to promote greater use
- To review current use of and options for the enhancement and public enjoyment of Bucky Doo Square
- Note any realistic opportunities for additional sports and recreational facilities
- Review existing facilities for Young Adults and make recommendations accordingly
- Include consideration of potential multi-water sport initiatives for West Bay that might encompass river/sea shore/jetty angling, water sports, diving, fossils studies, boat fishing, canoeing, swimming and similar activities.

The Working Group shall report to the Environment and Social Wellbeing Committee.

Inclusion Working Group (5 members)

The purpose of the Inclusion Working Party is to review and monitor the Town Plan's Inclusion Strategy, in respect of the internal operation of the Town Council.

Specifically to ensure that the Town Council is fully inclusive respecting the culture, faith and ethnic diversity of all residents and visitors to the area and that equal opportunities apply to everyone regardless of age, disability, gender, race, religion/faith and sexual orientation.

The Working Group shall report to the Environment and Social Wellbeing Committee.

Environmental Initiatives Working Group (7 members)

The purpose of the Working Group is to look at environmental issues within the remit of the Environment and Social Wellbeing Committee. The Working Group may look in detail at issues identified by the Committee for further member level consideration and bring forward proposals for consideration by the Committee. Issues to be looked at by the Working Group include the development of the Town Council's Climate Change policy, and to monitor the Town Council's activities to meet the objectives of the Nottingham Declaration.

The Working Group shall report to the Environment and Social Wellbeing Committee.

Social Wellbeing Working Group (5 members)

The purpose of the Working Group is to look at social wellbeing issues within the remit of the Environment and Social Wellbeing Committee. The Working Group may look in detail at issues identified by the Committee for further member level consideration and bring forward proposals for consideration by the Committee. Issues to be looked at by the Working Group include considering proposals from other organisations and partners relating to the provision of housing, health and community safety services. These will be issues external to the Town Council but which have an impact on the area.

The Working Group shall report to the Environment and Social Wellbeing Committee.

Ad Hoc Working Group

Town Hall and Bucky Doo Working Party (5 members)

The Town Council has also appointed this ad hoc Working Group, which shall meet when required to consider in detail, significant development proposals for the Town Hall or Bucky Doo Square.

The membership is: Town Mayor and Deputy Town Mayor, Leader of Council, the Chairman of the Finance and General Purposes Committee and one other member appointed by Council. All members to be invited to the meetings of the Working Party.

The Working Group shall report to the Finance and General Purposes Committee.

Working Groups may be assisted in their work by co-opted members of the public.

DELEGATIONS TO TOWN CLERK

The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

The Town Clerk is authorised to undertake the following functions:

1. To sign documents on behalf of the Council.
2. To institute and appear in any legal proceedings authorised by the Council.
3. To manage the Council staff in accordance with the Council's policies, procedures and budget, including:-
 - a) make appointments to posts, where not reserved for appointment by members
 - b) the appointment of temporary employees
 - c) staff performance and discipline
 - d) payment of expenses and allowances in accordance with the Council's scheme;
 - e) the approval of increments
 - f) implement national pay awards and conditions of service in line with the National Joint Council Scheme of Conditions of Service (the 'Green Book') as amended by the Local Agreement.

The establishment of new posts and any changes to posts, or terms and conditions, which would have implications for the budget, shall be subject to approval by the Finance and General Purposes Committee.

4. To manage all the Town Council's services and property in line with the budgets and policies approved by members.
5. To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.
6. To act as the Responsible Financial Officer of the Town Council and be authorised to undertake all the financial and contractual functions designated within Financial Procedure Rules.
7. To authorise expenditure up to a maximum of £2,000 on any item for which provision is made in the appropriate revenue budget, provided that any action taken complies with any legislative provisions and the requirements of the Council's Financial Regulations.

The Town Clerk shall delegate day to day management of functions and services to the Town Surveyor or Office Manager, in line with the approved duties of these posts, as agreed by the Council.

Urgency Matters

Subject to consultation with either the Leader of the Council, Town Mayor, Deputy Town Mayor or the relevant Committee Chairman, the Town Clerk is authorised to act on behalf of the Council on any matter where urgent action is needed to protect the interests of the Town Council. Any such action to be reported to the next meeting of the Council or relevant committee.

Absence of the Town Clerk

In the absence of the Town Clerk, the Town Surveyor shall be authorised to deputise and undertake any of the functions of that post.