

BRIDPORT TOWN COUNCIL SCHEME OF DELEGATION

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 Planning 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 committee and standing working group report to the Committee:

- Best Value and Scrutiny Sub Committee
- Market and Business Liaison Working Group.

The following time-limited working groups may be appointed by this Committee:

- Budget Working Group
- Standing Orders Working Group
- Town Plan Working Group

Planning 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 standing working group reports to this Committee:

- Highways and Transportation Working Group

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 Planning Committee

The following time-limited working groups may be appointed by this Committee:

- Open Spaces Working Group
- Social Wellbeing & Inclusion Working Group
- Rights Respecting Working Group.

SUB COMMITTEE TERMS OF REFERENCE

Best Value & Scrutiny 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:

- 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 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 are advisory bodies only with no delegated decision making powers. All members are able to attend working group meetings.

The following Standing Working Groups shall be appointed for 2016/17.

Highways and Transportation Working Group (5 members)
(plus members from WATAG and other stakeholders)

The purpose of the Working Group is to look in detail at proposals for traffic regulation, associated highways and public transport issues and make recommendations to the Planning Committee.

The Working Group shall report to the Planning Committee.

Market and Business Liaison Working Group (5 members)
(Plus members from the Bridport Chamber of Trade and Commerce, Bridport District Tourism Association, Bridport Local Area Partnership and the National Market Traders Federation).

The purpose of the Market and Business Liaison Working Group 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 Working Group shall report to the Finance and General Purposes Committee.

Neighbourhood Plan Joint Committee (1 member plus 1 reserve)

The Joint Committee, of all councils participating in the Neighbourhood Plan, has the following functions:

- Monitor project implementation.
- Authorise all expenditure in relation to the Plan and be the accountable body.
- Provide a forum for discussion of issues affecting the draft plan, and propose a draft plan for consideration by each council
- Appoint the Steering Group.

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 £5,000 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.

May 2016