



BRIDGEND TOWN COUNCIL
Committee Terms of Reference
Approved by Council 20th May 2019

Terms of Reference set out the responsibilities of a committee.

A council can arrange to have some of its functions, exercised by a committee, which can in turn, arrange to have them exercised by a sub-committee (Local Government Act 1972 s101); however, there are some exceptions.

Legislation requires that certain statutory functions of a local council are discharged by the Council itself. This means, for example that a local council cannot delegate responsibility to a committee (or sub-committee) for:

- Levying or issuing a precept
- Borrowing money
- Approving the Councils annual accounts
- Considering an auditor's report made in the public interest
- Adopting or revising the Councils Code of Conduct

There are two types of committee:

1. A standing committee is a committee with on-going responsibilities to perform the statutory functions and powers and other legal responsibilities of a council on the council's behalf, however legal responsibility for matters that are delegated to a committee of the council remain with the council itself.
2. An advisory committee may be appointed to simply advise the Council on matters relating to performance of its statutory functions, powers and related responsibilities. An advisory committee does not make decisions about the performance of the statutory functions and powers of the Council. Its role is to research or investigate, consider and report to the full Council on matters. The job of an advisory committee is to make recommendations to its appointing body.

Please note:

- Committee meetings of Bridgend Town Council are to be conducted in accordance with the approved Standing Orders and Financial Regulations of Bridgend Town Council.
- The Mayor of the Council is an ex-officio member of all committees and entitled to vote
- Decisions on Council business cannot be delegated to individual Councillors
- All correspondence for Council and its committees shall be conducted through the Clerk

Terms of Reference: Finance Committee

The Finance Committee is constituted as a Standing Committee of Bridgend Town Council within its Standing Orders.

The Committee composition shall comprise of all Councillors as voting members with three members of the Committee constituting a quorum.

The Chairman is to be elected annually by the Committee.

Under section 101 (1) of the Local Government Act 1972, Bridgend Town Council has delegated statutory powers and functions to this committee for the municipal year 2018/19 in respect of the following matters;

- To consider the annual draft budget and recommend a draft precept to Council prior to the November meeting of full Council each year.
- To receive regular financial reports from the RFO and monitor and report to full Council
- To provide guidance to Committees and Council on overall levels of income and expenditure
- To consider the financial aspects of particular matters, projects and joint schemes specifically referred to the Finance Committee
- To authorise all income and expenditure
- To ensure that all financial requirements and reserves are managed in line with the Council's Financial Regulations
- To vire funds between budget allocations, except staff costs, and bring forward funds from reserves as necessary
- Management of all funds and investments and the supervision of the Council's banking arrangements.
- To consider and award contracts for work up to the value of £24,999
- To implement the procurement/tender procedures for contracts in excess of £25,000
- To review all policies and procedures related to financial matters
- To review the Council's Asset Register
- To review the Council's insurance on an annual basis and ensure that the Council's property is adequately insured
- To consider use, upkeep, leases, licences rents and fees for any facilities / buildings
- To ensure the preservation of probity and good financial practices within the Council
- Debt monitoring and recovery to be the responsibility of the Committee
- To ensure that PAYE, NI and pension payments are appropriately deducted from employees' salaries and paid as required by law
- To monitor financial risk and ensure that adequate financial risk management is in place
- To delegate areas of responsibility to either a sub-committee, or an officer
- To consider the annual draft budget and to recommend the draft precept to full Council
- To review and monitor the income and expenditure of the Council as a whole.
- To authorise all income and expenditure
- To receive financial reports and monitor and Report to Full Council.

Terms of Reference: Planning Committee

The Planning Committee is constituted as a Standing Committee of Bridgend Town Council within its Standing Orders.

The Committee composition shall comprise of all Councillors as voting members with three members of the Committee constituting a quorum.

The Chairman is to be elected annually by the Committee.

Under section 101 (1) of the Local Government Act 1972, Bridgend Town Council has delegated statutory powers and functions to this committee for the municipal year 2018/19 in respect of the following matters;

- To consider and provide responses to planning applications made to Bridgend County Borough Council for planning permission
- Consider and provide responses to any proposals by the Local Planning Authority to make Tree Preservation Orders
- Consider consultation responses to the Government's Planning Inspectorate and other appropriate bodies.
- Consider and provide responses with respect to the stopping up, diversion, maintenance or creation of public rights of way
- Consider and provide responses with respect to footpath/bridleway creation orders, highway adoption orders and other highway notices
- Consider and recommend responses to any proposals with respect to street naming
- Consider and provide responses to proposals with respect to highway and traffic regulation issues and orders
- To appoint the Chairman of the Planning Committee to sit on a steering group to develop a Town/Place Plan for Bridgend Town Council wards
- To delegate areas of responsibility to either a sub-committee or to an officer

Terms of Reference: Personnel Committee

The Personnel Committee is constituted as a Standing Committee of Bridgend Town Council within its Standing Orders.

The Committee composition shall comprise of all Councillors as voting members with three members of the Committee constituting a quorum.

The Chairman is to be elected annually by the Committee.

Under section 101 (1) of the Local Government Act 1972, Bridgend Town Council has delegated statutory powers and functions to this committee for the municipal year 2018/19 in respect of the following matters;

- To ensure that the Council complies with current employment legislation
- To ensure that staffing levels are appropriate to the work of the council
- To prepare and review Job Descriptions and Person Specifications
- To consider any changes to staffing levels
- To compile job adverts, undertake short-listing and conduct interviews with the assistance of the Town Clerk
- To resolve the recruitment of all staff except the appointment of the Town Clerk, which, by recommendation of this Committee, must be approved by Full Council
- To ensure that all new employees complete a probationary period during which they are assessed and given induction training. The Committee should coordinate the induction of the Clerk
- To consider recommendations from the Town Clerk in relation to staff matters
- To make recommendations to Full Council on matters related to pay, pensions and conditions
- To ensure that all new employees receive a written contract of employment within two calendar months after the date they commenced work - No amendments are to be made to staff contracts without the agreement of the Personnel Committee
- The Chairman of the Personnel committee should sign all staff contracts and confirm successful completion of probation periods in consultation with the Clerk
- To appoint a panel to undertake an annual appraisal process for the Town Clerk
- To ensure that an annual appraisal process is conducted by the Town Clerk or senior staff for all other staff members
- To consider all matters relating to the employment and disciplinary matters of all Town Council staff in accordance with Bridgend Town Council policies and Employment Law
- To monitor sickness and absence levels of staff
- To appoint a Grievance Panel to undertake hearings Disciplinary and Capability matters in accordance with the Council's Grievance and Disciplinary Procedures
- To appoint a Personnel Appeals Committee
- To ensure that regular health and safety checks are carried out for all staff
- To develop Health & Safety Policies and Procedures
- To ensure that staff working conditions are acceptable
- To ensure that staff are confident in procedures followed by the council for all matters relating to their employment
- To ensure that pastoral care and support is offered to staff
- To determine, monitor and review training opportunities and activities of staff

Terms of Reference: Regeneration Committee

The Regeneration Committee is constituted as an Committee of Bridgend Town Council within its Standing Orders.

The Committee composition shall comprise of all Councillors as voting members with three members of the Committee constituting a quorum.

The Chairman is to be elected annually by the Committee.

Under section 101 (1) of the Local Government Act 1972, Bridgend Town Council has delegated statutory powers and functions to this committee for the municipal year 2018/19 in respect of the following matters;

- To consider a Place Plan/Town Plan
- To consider current and proposed Town Centre regeneration projects
- To consider Town Centre accessibility (vehicle and pedestrian)
- To consider Town Centre signage, maps and notice boards
- To consider the Tourism Strategy/provision of Visitor Information Points
- To review the level of vacant retail units within the town centre
- To consider options for the provision of public conveniences
- To improve Town Centre marketing
- To consider and apply for Local community grant schemes
- To review the need for town centre repairs and street cleaning

Terms of Reference: Community Engagement and Well-being Committee

The Community Engagement and Well-being Committee is constituted as a Standing Committee of Bridgend Town Council within its Standing Orders.

The Committee composition shall comprise of all Councillors as voting members with three members of the Committee constituting a quorum.

The Chairman is to be elected annually by the Committee.

Under section 101 (1) of the Local Government Act 1972, Bridgend Town Council has delegated statutory powers and functions to this committee for the municipal year 2018/19 in respect of the following matters;

- To co-ordinate the effective management and maintenance of Carnegie House Arts Centre for the benefit of local residents
- To identify projects that will involve or provide facilities or activities for people of all ages and socio economic backgrounds with the local area
- To cancel any event held arranged by Bridgend Town Council due to inclement weather or insufficient resource
- To consider operational and management matters affecting the hiring/letting of space at Carnegie House Arts Centre, the functions/uses to be permitted and monitor the income and expenditure in accordance with Financial Regulations.
- To assemble and submit a forecast budget for the forthcoming year to the Town Council Finance Committee, no later than 1st October each year.
- To ensure that the Carnegie House building is managed and maintained in accordance with relevant Health and Safety legislation
- To ensure risk assessments are carried out for events and activities taking place at Carnegie House and Bridgend Town Centre, in line with Health and Safety legislation and BTC insurance requirements
- To be guided by Council policies developed for Carnegie House Arts Centre and consider developing, as appropriate, draft policies for the efficient and economic running of the building which will be submitted to Council for final approval.
- To have the power to co-opt to the committee up to four individuals who have relevant, experience, skills and commitment to regular attendance to further the aims and objectives of Carnegie House as a venue for the Arts and Culture.
- To work with the Community Engagement and Events Manager to co-ordinate large scale community events in Bridgend Town Centre
- To work with the Community Engagement and Events Manager to identify and submit grant funding applications for Carnegie House Arts Centre
- The Committee may be provided with delegated financial spend to purchase supplies/equipment/services in relation to an agreed military activities (such as Remembrance Day or a named Project approved by the Town Council) in accordance with a delegated amount and purpose approved by the Finance Committee budget process and agreed by the Town Council.
- To arrange and manage military themed projects and events
- To meet the objectives set out in the Bridgend Public Services Board Well-being Plan for the local area
- To engage with the Community on matters relating to well-being

- To consider policies to support improvements in the health, wellbeing and safety of the community.
- To liaise with third party organisations in the interest of local residents
- To engage in public consultations regarding future Town Centre projects

CHANGES TO TERMS OF REFERENCE

1. The Town Council shall undertake a regular review of the effectiveness of the Committee in carrying out its duties and responsibilities.
2. Changes to the Committee's Constitution / Terms of Reference can only be made by formal decision of the Town Council.

Date Approved by Council: 18th June 2019

Date for Review: May 2019