

# TERMS OF REFERENCE OF COMMITTEES

## POLICY & RESOURCES COMMITTEE

### General

The Committee is a Standing Committee governed by the Standing Orders and by regulations. The Town Council will appoint the Committee and determine its composition, quorum, role and functions. The Terms of Reference should be read in conjunction with the Town Council's adopted Standing Orders and Financial Regulations.

### Composition

- a) The Committee will comprise five councillors.
- b) The Committee's Chair will be appointed annually by the Town Council.
- c) The quorum of the Committee will be three members.

### Authority

The Committee:

- a) may expend funds within the budgets agreed by the council to fulfil its terms of reference (but not move funds between budgets, other than as set out below);
- b) may make recommendations to the Council;
- c) may establish subcommittees and/or working groups that report to the Committee;
- d) is empowered to consult, insofar as it might consider necessary or desirable, any other committee of the Council or with any other Council or outside body or person;
- e) may decide any specific such matters that are delegated to it by the Council from time to time.

### Role and Functions

The Committee will meet as and when requirements dictate and at least five times each council year (typically in January, March, June or July, September and November), and have the following role and functions:

- a) To review with the Town Clerk and Responsible Finance Office and recommend to the full Council its Strategic Plan, annual budget, Scheme of Delegations and Financial Regulations;
  - b) To draft, review, monitor and revise policies regarding councillors (including the Code of Conduct and Standing Orders) to be recommended to the Town Council for decision, and to be responsible for general policies not falling entirely within the remit of another committee, including those for HR, procurement, data protection, risk register, emergency planning, complaints procedure, and the publication scheme;
  - c) To monitor the budgets and financial position of the Council, including the level of reserves, reviewing bi-monthly financial reports prior to their submission to each meeting of the full Council, and to be able to vire up to £1,000 between any budget lines of the council, provided this will not create an overspend (but not to spend the Council's reserves, which requires a council decision);
  - d) To be responsible for arranging and oversight of the annual audit, and for any insurances required by the Council, other than those for its buildings;
  - e) To make representations and/or recommendations to the Council concerning member training, and to undertake training of its own members and/or seek professional external advice as necessary to support its role;
-

- f) To review the staffing structure, job descriptions and person specifications with the Town Clerk to best meet the Council's responsibilities and workload;
  - g) To review as necessary with the Town Clerk the staff contracts, salary scales and associated terms and conditions and to receive any representations from staff members or their union representatives, determining pay and conditions for administrative and or project staff, and recommending to the Council for decision those for the Town Clerk & Responsible Finance Officer;
  - h) To agree and implement appropriate recruitment and selection processes and to confirm appointments, but with those appointments for the Proper Officer & Responsible Finance Officer recommended to and formally confirmed by the Council;
  - i) To review staff working conditions with the Town Clerk; including wellbeing and health and safety at work, ensuring that the Council complies with employment law and follows best practice, and to review annually in January all health and safety incidents recorded within the previous year;
  - j) To monitor and review if required the exercise of the Clerk's delegated powers to manage staff, including annual performance & development reviews and staff training programmes, and staff requests for training for personal development or health and safety;
  - a) To support and oversee together with the Mayor and the Chair of the Committee the Clerk's personal appraisal aims and objectives, to be agreed annually, and to monitor the leave arrangements of the Town Clerk, with the Mayor or Chair authorising these in a timely fashion;
  - l) To hold delegated powers to deal with all personnel, employment and recruitment issues, with oversight of any process leading to staff redundancy or dismissal, and responsibility for the Council's Discipline and Grievance procedures including appointing investigators, hearing and appeals subcommittees, or a trained mediator if required for mediation, conciliation or arbitration;
  - m) To lead on matters concerning communications including the Council's website, press relations, social media, and newsletter (the latter to be cleared with the Town Clerk and councillors before issue);
  - n) To be responsible for decisions delegated to it by the full Council that need to be taken in between council meetings and do not fall within the terms of reference of any other committee, and for receiving reports from the Town Clerk of urgent actions that have been made by officers under section four of the Council's Scheme of Delegations.
-

# PLANNING COMMITTEE

## General

The Committee is a Standing Committee governed by the Standing Orders and by regulations. The Town Council will appoint the Committee and determine its composition, quorum, role and functions. The Terms of Reference should be read in conjunction with the Town Council's adopted Standing Orders and Financial Regulations.

## Composition

- a) The Committee will comprise five councillors.
- b) The Committee's Chair will be appointed annually by the Town Council.
- c) The quorum of the Committee will be three members.

## Authority

The Committee:

- a) may expend funds within the budgets agreed by the council to fulfil its terms of reference (but not move funds between budgets);
- b) may make recommendations to the Council;
- c) may establish subcommittees and/or working groups that report to the Committee;
- d) is empowered to consult, insofar as it might consider necessary or desirable, any other committee of the Council or with any other Council or outside body or person;
- e) may decide any specific such matters that are delegated to it by the Council from time to time.

## Role and Functions

The Committee will meet as and when requirements dictate, typically monthly depending on the level of planning applications about which the council is consulted, and have the following role and functions:

- a) To make representations to the Local Planning Authority on any planning application referred to the Town Council, and on any other planning or licensing matters that affect the town, including tree orders, enforcement matters, and planning appeals. The Committee may refer an application or other planning matter of significant importance to the town for discussion by the full council;
- b) To allow members of the public to address the Committee about planning applications and other items on the agenda, and to agree its procedures for doing so subject to the requirements of Section Four of the Town Council's Standing Orders;
- c) To lead on the development and review, and to make recommendations in relation to the approval or otherwise, of any neighbourhood development plan or other strategy proposals under planning legislation affecting the town;
- d) To make recommendations on the involvement of the Town Council in the discharge of planning functions, in relation to any representations between the Council and the Local Planning Authority;
- e) To lead on matters concerning conservation areas, listed buildings, heritage and local history;
- f) To lead on and recommend to the council its response to Isle of Wight consultations on its Island Plan, Core Strategy, Coastal Management Strategy, and any other consultations that do not fall entirely within the terms of reference of another committee.

*NOTE: The Town Council is not the Local Planning Authority, and therefore the Committee does not have the power to refuse or allow planning applications. The Committee, on behalf of the Town Council, is a statutory consultee in the planning process*

---

# ENVIRONMENT & TRANSPORT COMMITTEE

## General

The Committee is a Standing Committee governed by the Standing Orders and by regulations. The Town Council will appoint the Committee and determine its composition, quorum, role and functions. The Terms of Reference should be read in conjunction with the Town Council's adopted Standing Orders and Financial Regulations.

## Composition

- a) The Committee will comprise five councillors.
- b) The Committee's Chair will be appointed annually by the Town Council.
- c) The quorum of the Committee will be three members.

## Authority

The Committee:

- a) may expend funds within the budgets agreed by the council to fulfil its terms of reference (but not move funds between budgets);
- b) may make recommendations to the Council;
- c) may establish subcommittees and/or working groups that report to the Committee;
- d) is empowered to consult, insofar as it might consider necessary or desirable, any other committee of the Council or with any other Council or outside body or person;
- e) may decide any specific such matters that are delegated to it by the Council from time to time.

## Role and Functions

The Committee will meet as and when requirements dictate and at least five times each council year (typically in January, March, June or July, September and November), and have the following role and functions:

- a) To discuss and suggest and seek to implement or assist with community initiatives for local residents that will help biodiversity, lower greenhouse gas emissions, educate and inform within its scope of activity, and build strong community and environmental resilience;
  - b) To share and collaborate with other town and parish councils, community groups and individuals on community environmental and transport projects. and be open to such collaboration;
  - c) To engage with residents by use of Peoples Assemblies or other inclusive methods of outreach, and through the council's regular communication channels, to gain understandings of residents needs and assist with improving the environment;
  - d) To lead on matters concerning Ventnor Park (including strategy, the weather station and tree works, but excluding the toilets, maintenance of existing buildings and the gym, and management of the putting green contract) and other council-owned or managed open spaces within the parish including grounds maintenance, Boniface Fields, management of the allotments, the community orchard, Ventnor beach (excluding beach safety), and floral Ventnor;
  - e) To lead on local transport matters including management of the council's own car parks, and management of the 31-bus route;
  - f) To lead on matters concerning the environment and transport arrangements for Ventnor Town Centre, excluding relations with local businesses;
  - g) To make representations to the Isle of Wight Council on public and road transport, parking and street cleaning matters.
-

# **BUSINESS & COMMUNITY COMMITTEE**

## **General**

The Committee is a Standing Committee governed by the Standing Orders and by regulations. The Town Council will appoint the Committee and determine its composition, quorum, role and functions. The Terms of Reference should be read in conjunction with the Town Council's adopted Standing Orders and Financial Regulations.

## **Composition**

- a) The Committee will comprise five councillors.
- b) The Committee's Chair will be appointed annually by the Town Council.
- c) The quorum of the Committee will be three members.

## **Authority**

The Committee:

- a) may expend funds within the budgets agreed by the council to fulfil its terms of reference (but not move funds between budgets);
- b) may make recommendations to the Council;
- c) may establish subcommittees and/or working groups that report to the Committee;
- d) is empowered to consult, insofar as it might consider necessary or desirable, any other committee of the Council or with any other Council or outside body or person;
- e) may decide any specific such matters that are delegated to it by the Council from time to time.

## **Role and Functions**

The Committee will meet as and when requirements dictate and at least five times each council year (typically in January, March, June or July, September and November), and have the following role and functions:

- a) To lead on matters concerning relations and joint working with local community groups, charities and other local organisations operating within the parish;
  - b) To lead on matters and policy concerning relations with and support for the local business community, including the economic vibrancy and sustainability of the town centre and Esplanade, and management of the putting green contract;
  - c) To lead on matters concerning tourism and the town's visitor strategy and offer, including beach safety;
  - d) To lead on matters concerning health and wellbeing, including the Wellbeing Café;
  - e) To lead on matters concerning arts and culture within the parish, and for library and youth services;
  - f) To be responsible for (working with, supporting or enabling local organisations as appropriate) community events including Ventnor Day, Ventnor Carnival, and Ventnor Fringe;
  - g) To oversee management of the Council's Community Fund, and any other grants to local voluntary organisations;
  - a) To oversee the use and hire of the Green Room (but not its maintenance).
-

# **BUILDINGS MAINTENANCE COMMITTEE**

## **General**

The Committee is a Standing Committee governed by the Standing Orders and by regulations. The Town Council will appoint the Committee and determine its composition, quorum, role and functions. The Terms of Reference should be read in conjunction with the Town Council's adopted Standing Orders and Financial Regulations.

## **Composition**

- a) The Committee will comprise five councillors.
- b) The Committee's Chair will be appointed annually by the Town Council.
- c) The quorum of the Committee will be three members.

## **Authority**

The Committee:

- a) may expend funds within the budgets agreed by the council to fulfil its terms of reference (but not move funds between budgets);
- b) may make recommendations to the Council;
- c) may establish subcommittees and/or working groups that report to the Committee;
- d) is empowered to consult, insofar as it might consider necessary or desirable, any other committee of the Council or with any other Council or outside body or person;
- e) may decide any specific such matters that are delegated to it by the Council from time to time.

## **Role and Functions**

The Committee will meet as and when requirements dictate and at least five times each council year (typically in January, March, June or July, September and November), and have the following role and functions:

- a) To be responsible for the operational management, maintenance and cleaning of the Town Council's freehold and leasehold physical buildings, including Salisbury Gardens, all public toilets, the paddling pool, Ventnor Central, the first aid hut, the existing park buildings (kiosk, bandstand & gardeners' store, and the electrical supply), and maintenance of the Outfit gym;
  - b) To review and fulfil the legal and insurance responsibilities that come with these physical assets, including making appropriate risk, fire, utility and health inspections and assessments, and maintaining all alarms, CCTV, and signage;
  - c) To review and recommend to a meeting of the full Council the levels of rents and charges to be made for occupation of (or use of, or access to) the Council's buildings;
  - d) To explore options for future management of the Town Council's buildings and make recommendations to meetings of the Town Council accordingly, overseeing the management of any buildings projects arising from Council decisions.
-