

REMIT OF COUNCIL, COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

(Agreed at the Annual Meeting of the Council held on 17th May 2021)

1. THE TOWN COUNCIL

The following matters shall be reserved for decision by the Council itself.

- 1.1 To appoint those Officers as deemed necessary in line with legal statute: Clerk/Proper Officer and by law, the Responsible Financial Officer of the Council. (These duties may be fulfilled by one individual – the Clerk)
- 1.2 Agreeing and setting the Council's Budget and the Precept.
- 1.3 Borrowing money.
- 1.4 Making, amending or revoking Standing Orders including Financial Regulations/Committee Remit Document.
- 1.5 Making, amending or revoking Bye Laws.
- 1.6 Making of orders under any statutory powers.
- 1.7 Important matters of principle or policy which have been referred directly by Committees or Officers.
- 1.8 Prosecution or defence in a court of law
- 1.9 The approval of a Lottery Scheme.
- 1.10 Nomination or appointment of representatives of the Council on another authority, organisation or body.
- 1.11 New undertakings.
- 1.12 Nominations or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those specific to a Committee.
- 1.13 **Any other business not assigned to a Committee**

2. COMMITTEES AND SUB-COMMITTEES

Subject to further provisions of these Powers and Duties, Committees shall be empowered to exercise and perform on behalf of, and in the name of and without further reference to the Council, all powers and duties of the Council in relation to:-

- 2.1 The matters specified, for Committees in their respective powers and duties, or for Sub-Committees, in their respective minute of appointment or other minute defining their powers.
- 2.2 Those matters which naturally fall within their jurisdiction as indicated by their respective titles and which are not contained in the duties and powers of any other Committee nor reserved for the Council.
- 2.3 Any other matter which may be delegated to it by the Council from time to time.
- 2.4 The acts of Committees and Sub-Committees shall be in accordance with the Standing Orders (including the Financial Regulations) and where applicable other rules, regulations, schemes, statutes, Byelaws or orders made and with any directions given by the Council from time to time.
- 2.5 Whilst not exhaustive, the attached Schedules give examples of the matters delegated to the Committees of the Council, in accordance with the above.

3. REMIT OF THE PLANNING AND DEVELOPMENT CONTROL COMMITTEE

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 3.1 Make observations, to the Planning Authorities on all planning applications received.
- 3.2 Liaise with the Planning Authorities with regard to possible infringements of planning regulations.

- 3.3 Respond to consultations on the Regional Spatial and Economic Strategies, the Local Development Framework, County Minerals and Waste Plan, Local Transport Plan and other elements of the Local Development Framework and to take responsibility for general Housing with emphasis on low cost and affordable housing and to liaise with housing authorities to ensure this comes about.

Notes:

- The Committee may appoint Sub-Committees and may delegate any of its powers to Sub-Committees.
- The Committee is empowered to incur expenditure where it has an allocated budget provision.
- Provision is also made for decisions to be taken under S101 Delegated Powers to the Clerk in conjunction with
- the Planning Chairman and one other Committee Member when it is apparent that time constraints have been imposed or when a decision is required from the Town Council prior to the next Planning Committee Meeting taking place.

The aforementioned Committee shall also be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to Highway matters, which are not exhaustive.

4. REMIT OF THE HIGHWAYS COMMITTEE

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 4.1 Liaising with the Highway Authorities on all matters relating to the highway, including reporting of potholes, traffic signage faults, dropped kerbs, footway repairs and other maintenance issues (including the provision of Grit Bins).
- 4.2 Promotion of additional highway safety measures such as traffic calming and speed limits.
- 4.3 Liaison with Gloucestershire County Council and Natural England with regard to public rights of way, National Trails and Access Land proposals.
- 4.4 Liaising with the County Councils and service providers with regard to the provision of public transport services including buses, rail services and community transport.
- 4.5 The maintenance of trees bordering the public highway which are sited on council owned land.
- 4.6 The provision of street lighting and the promotion of street lighting schemes in conjunction with the highway authority.
- 4.7 The maintenance of the Town Council CCTV System and any future installation plans
- 4.8 The provision and maintenance of bus shelters,

Notes:

- The Committee may bring forward proposals for the on-going development of these services.
- The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.
- The Committee is empowered to incur expenditure where it has allocated budget provision.

(Note: Planning & Highways is a 'joint' committee; Membership is therefore the same for both)

5. REMIT OF THE BURIAL COMMITTEE

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 5.1 The maintenance and improvement (as considered appropriate) of the 'Closed Churchyard' - St Mary's
- 5.2 The maintenance and improvement (as considered appropriate) of Lydney Cemetery
- 5.3 To consider/addresses (as necessary) the provision for additional burial/interment space.
- 5.4 The provision and maintenance of public seating/planting within said areas

Notes:

- The Committee may bring forward proposals for the on-going development of these services.
- The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.
- The Committee is empowered to incur expenditure where it has allocated budget provision (or to use the 'Earmarked' Cemetery Fund).

6. REMIT OF THE AMENITIES COMMITTEE

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 6.1 The care and maintenance of land owned by or under the responsibility of the Town Council.
- 6.2 Grass cutting on land owned by the Town Council & Town Council Floral Displays/Tenders/Contracts
- 6.3 Litter collection in conjunction with the Principle Authority in specified areas and the provision of litter bins.
- 6.4 The provision of dog bins and service to maintain and empty them.
- 6.5 The provision of allotments (*as applicable*) in conjunction with any association the Town Council may choose to set up to assist with the maintenance thereof.
- 6.6 The provision and maintenance of children's play equipment on land owned/maintained by the Town Council (*as applicable*).
- 6.7 The provision and maintenance of any football pitch/cricket pitches (*as may be applicable*).
- 6.8 The maintenance/cataloguing of trees situated on Town Council owned land.
- 6.9 The provision and maintenance of public seating including those on the highway.
- 6.10 The provision of Christmas/festive lighting (including Contract/Tender negotiations & 'Switch on' event)
- 6.11 The provision of street furniture (*to be addressed in line with the Town Council approved 'style'*)

Notes:

The Committee also have the authority for (unless stated elsewhere) the following aspects of the Town Council's functions:

Annual

- to arrange and co-ordinate the Town Council's annual events and any other such events as agreed from time to time, including, for example:
 - arranging road closure orders
 - organising and co-ordinating the Council's Christmas Lights display
 - establishment and review of support contracts
- arranging the purchase of hanging baskets and similar floral arrangements, tubs and planters (*in conjunction with Lydney In Bloom*)

Promotion

- to promote the Town through appropriate media and via the web site
- to work with the Town Centre Traders
- to support any other Council events in the Town Centre

Markets

- the running of any future Street, Flea, Farmers and Specialist Markets (*the day to day running and operation of such the Committee is empowered to further delegate to that of an Officer as Market Co-ordinator*).
- The Committee may bring forward proposals for the on-going development of these services.
- The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.
- The Committee is empowered to incur expenditure where it has allocated budget provision.

7. REMIT OF THE TOWN IMPROVEMENT SUB-COMMITTEE

- 7.1 The Sub-Committee will meet ad hoc and may bring forward proposals/recommendations for the on-going development/ improvement of the Town Centre and surrounding area.
- 7.2 The Sub-Committee is empowered to incur expenditure only where it has allocated budget provision.

8. REMIT OF THE FINANCE AND SCRUTINY COMMITTEE

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 8.1 Financial management including the collation of committee budgets and recommendations to Full Council regarding its annual budget and precept.
- 8.2 Legal Services
- 8.3 Financial procedures, including Internal and External Audit as implemented by RFO.
- 8.4 Consideration/distribution of the Council's Grants (*subject to the submission of the council's external grant application form*).
- 8.5 Business Risk Assessment and Insurances.
- 8.6 Emergency Procedure and Disaster Plan for the Council (***which may be referred to Full Council if considered appropriate***)

Notes:

- The Committee may bring forward proposals for the on-going development of these services.
- The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.
- The Committee is empowered to incur expenditure where it has allocated budget provision.

9. REMIT OF THE PERSONNEL COMMITTEE

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 8.1 Reviewing pay and personnel policies and making recommendations to Full Council
- 8.2 Carrying out its work under the guidelines set by Full Council
- 8.3 Reviewing staff conditions of service and general terms of employment
- 8.4 Monitoring and assessing staff performance levels regularly, conducting Annual Staff Appraisals and reviews of Personal Development Plans, and recommending performance / project bonus incremental payments accordingly for approval by Full Council
- 8.5 Overseeing leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- 8.6 Reviewing job descriptions and person specifications, particularly for new staff roles
- 8.7 Working with the Clerk on the recruitment of Council staff, with final appointment confirmed by Full Council
- 8.8 Considering all Human Resource matters as raised by the Clerk in conjunction with Lydney Town Council's Terms & Conditions of Employment which forms part of all employees' Contract of Employment / Job Description / Person Specification.
- 8.9 Managing the annual provision for training of Employees and Councillors.
- 8.10 Managing the operation and review of the equality and equal opportunities policy
- 8.11 Managing the operation and review of the health and safety policy, including implementation and monitoring of employee health and safety at work (HSAW Act 1974)
- 8.12 Overseeing the provision of office services and supplies, including Computer Hardware & Software as deemed necessary by the Clerk
- 8.13 Ensuring that proper minutes of meetings and notes of professional advice received are fully recorded, particularly when an issue concerns the Clerk and the Clerk is therefore not present at the meeting

Notes:

- The Committee may bring forward proposals for the on-going development of these services.
- The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.
- The Committee is empowered to incur expenditure where it has allocated budget provision.

Note: Membership of the Committee shall comprise: The Mayor (who chairs the Committee), with the Chairs of the Finance and Scrutiny Committee, the Amenities Committee, the Planning and Highways Committee, and the Burials Committee, plus the Town Clerk.

SUB COMMITTEES/WORKING PARTIES

Lydney Town Council will address the need for Sub-Committees/Working Group etc as is deemed necessary/appropriate.

Working Group Members have no voting powers that relate to the Town Council's business, and as such, any agreed recommendations reached by such a party will require the sanction of either the Council or the relevant Committee who have 'bestowed' delegated powers in such matters.

FOOT NOTE:

Members may attend any/all Committee/Sub Committee/Working Party meetings if they so choose (*with the exception of the Personnel Committee*), and if attending may be afforded the same opportunities as that of a member of the public by the Chairman.

Only those members appointed to a Committee/Sub-Committee have a voting right. The Mayor is an ex-officio member of every Council Committee and as such possesses a voting right.

This policy (which forms part of the Council's Governing Documentation) will be reviewed/amended in line with Standing Orders as/when considered necessary by resolution of the Council.

Remit (Terms of Reference) – Environmental Working Group
(Agreed at the Annual Meeting of the Council held on 17th May 2021)

1. Membership

- 1.1 Councillor Members will be appointed to the Working Group at a meeting of the Council and will be reconfirmed at the Annual Meeting of the Council.
- 1.2 The Working Group may invite members of the public to attend meetings in an advisory capacity on an ad-hoc, usually temporary, basis.

2. Lead Councillor / Chair

- 2.1 The Lead Councillor for the Working Group is its Chair and will be appointed at the Annual Meeting of the Council. In the event that the Lead Councillor steps down from their membership of the Working Group, or from its Chair, the Council may appoint a successor at any subsequent meeting.
- 2.2 The Lead Councillor will be the main point of contact for Council staff, Councillors and members of the public.
- 2.3 The Lead Councillor is responsible for ensuring that all Working Group members are kept informed and involved with progress. They are responsible for reporting the actions of the Working Group to the Council via the Town Clerk.
- 2.4 The Lead Councillor is responsible for convening and servicing meetings of the Working Group. The Town Clerk is to be approached with any requests for assistance from the Office team, which should always be ad hoc rather than a regular duty.

3. Remit

- 3.1 This Remit is to be reviewed at the Annual Meeting of the Council each year and any changes are to be agreed by the Council.
- 3.2 The list of tasks or duties to be undertaken by the Working Group will be set by the Council (refer to Section 5, below)
- 3.3 The Working Group **does not** have delegated powers to make decisions on behalf of the Town Council, or to commit to any form of expenditure, and the Working Group may not exceed its purpose.
- 3.4 If, during the course of its investigations, an issue should arise impacting on either the Bathurst Park and Recreation Trust or Lydney Recreation Trust, the Lead Councillor is responsible for bringing the matter to the attention of the Town Clerk/Trust Secretary and submitting a report for consideration by the relevant Trust.
- 3.5 Meetings of the Working Group are not public meetings. They do not need a formal Agenda with three days' notice. Informal meeting notes are to be produced rather than 'Council standard' formal Minutes.

4. Reporting

- 4.1 The Working Group reports to the Council which may agree to refer consideration of an item on to one of its Committees or Sub-Committees.
- 4.2 The Lead Councillor is responsible for providing the Town Clerk with meeting notes/actions within two weeks of each meeting.

Remit (Terms of Reference) for Health and Social Care Working Group

(Agreed at the Annual Meeting of the Council held on 17th May 2021)

1. To monitor and report on the provision of health and social care services within the town.
2. To liaise with service providers about any changes and improvements to provision.
3. To network with patient groups, pressure groups, or any other interested parties to support and encourage the improved provision of services.
4. To take part in, and report on, any consultations, workshops or other methods of interaction.
5. To create a knowledge base on which the Town Council can draw to help in decision making and advocating on behalf of the town.
6. To be the contact point for members of the community to raise issues or questions.
7. To promote and publicise Town Council policy and to offer a 'steer' to others.
8. The Working Group shall report directly to the Town Council.

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