



Andover Town Council

To review the Terms of Reference of Committees and Panels.

Item
No.
20

Produced for: Full Council

By: Town Clerk.

Date of Report: 9 May 2023

The existing Terms of Reference have been copied into new documents, but all the black wording is the same.

Only the RED WORDING is different from the 2022 versions. These changes are recommendations from the Town Clerk, mainly with a view towards making meetings and decision making more efficient.

a. Policy & Resources Committee



ANDOVER TOWN COUNCIL ~~POLICY &~~ RESOURCES COMMITTEE

TERMS OF REFERENCE

Structure and Quorum:

The Committee will comprise of up to 9 Elected Members, and shall appoint a Chairman and Vice-Chairman **annually**.

The quorum of the Committee shall be Three (3)

Responsibility:

1. To ~~address, formulate policy for consideration by Council; to~~ be responsible for the Council's financial budget and other assets as delegated by Council;
2. To secure the good governance of the Council's affairs (**in accordance with the Practitioners' Guide**), including the management of staffing and appointments, ~~committee arrangements~~ and day to day business.
3. To develop, monitor and or review the following and make recommendations to full Council as per Standing Orders:

Policy & Procedures

4. ~~To identify key policy issues facing the Council and to formulate, for the Council's consideration, its strategies and timetables for dealing with them~~
5. To make recommendations to Council on changes and to review ~~Standing Orders and~~ Financial Regulations
6. To ensure the Council is adequately resourced to achieve its aims and objectives, powers and duties of the Council and Standing Committees if relevant.
7. In consultation with the Responsible **Financial** Officer, to agree the principles of the Management of Committee finance.
8. To review the Council's ~~Risk Management Policy & Strategy~~ **Financial Risk Assessment** and recommend to Council accordingly
9. To maintain and review the Council's strategic objectives and performance

Suggested to Fall under Policies Working Group:

10. To identify key policy issues facing the Council and to formulate, for the Council's consideration, its strategies and timetables for dealing with them
11. To make recommendations to Council on changes and to review Standing Orders ~~and Financial Regulations~~

12. To review the Council's Risk Management Policy & Strategy and recommend to Council accordingly.

Finance

13. To be responsible for the following Budget Heads and approve expenditure accordingly:
 - 4000 – Corporate Management (up to and inclusive of Budget 4000/5)
 - 4100 – Democratic Representation
 - 4180 – Other Services to the Public
 - 4200 – Administration Rechargeable (Staffing)
 - 4210 – Administration Rechargeable
14. To review the Council's Financial Plan and Strategy
15. To prepare annual budgets reflecting the Council's agreed strategy and priorities for approval by Council and recommendation of the Precept to Council
16. To secure effective control of expenditure authorising items of expenditure on behalf of the Council and scrutiny of expenditure against budgets throughout the year
17. To make recommendations to Council on the use of financial reserves
18. To make recommendations to Council on charges and fees of Council services
19. To monitor Treasury Management
20. To consider any Leasing, loans and finance in consultation with the Responsible Financial Officer.
21. To recommend to council the appointment of an Independent Internal Auditor for the accounts and procedures of the Council
22. To consider the audited accounts and report back to Council
23. To oversee the Council's banking and investment arrangements and keep investment policy under review

Asset Management

24. To ensure that the Council is fully covered by Insurance to carry out all its functions as a Local Authority
25. To investigate the possible management/ownership of assets in Andover

Business Plan

26. To organise and oversee the Business Plan process throughout the year.
27. To encourage the citizens of Andover to play a major role in shaping the future Business Plan
28. To review progress of current elements of the Business Plan and suggest modifications to Full Council

Human Resources

29. To review and maintain Staffing Levels at appropriate levels to deliver services
30. To approve the Grading of Staff and level of remuneration using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions in line with the Society of Local Council Clerks (SLCC)
31. To undertake recruitment procedures, equal opportunity statements and guidelines on employment practice
32. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees

Member Services

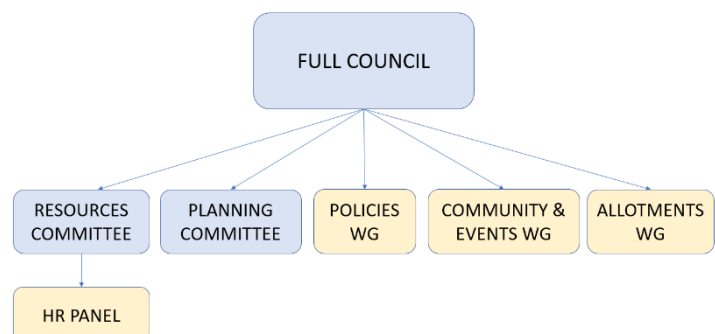
33. To oversee and approve a programme for Members Training
34. To oversee provision for Members Services

Urgent Matters

To provide any two elected members, normally the Chairman and the Vice Chairman of the ~~Policy &~~ Resources Committee to be consulted by the Town Clerk and Town Mayor to deal with urgent matters in relation to the Terms of Reference of the Policy & Resources Committee which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.

NOTE: This has been drafted according to the Officer's Recommendation to adopt Option A in the previous Agenda Item. If this option is taken, terms of reference for a Policies Working Group will need to be drafted.

However, should option B or C be chosen in the previous item, then this paper will need to be amended. Alternatively, Council may decide to leave as the original 2022 version.



b. Planning Committee



ANDOVER TOWN COUNCIL PLANNING COMMITTEE

TERMS OF REFERENCE

Structure and Quorum:

The Committee will comprise of up to 9 Elected Members, and shall appoint a Chairman and Vice-Chairman **annually**.

The quorum of the Committee shall be Three (3)

Responsibility:

1. To make observations on all planning applications and planning issues for the Andover area, including Development Briefs, Local Plans, Structure Plans and Development Control and to make site visits where necessary.
2. To have delegated authority to carry out the following:
 - a) To consider all planning applications **and telecommunication proposals** submitted to Andover Town Council by Test Valley Borough Council and Hampshire County Council and comment thereon within the prescribed time limits and make observations in consultation with the adopted Local Plans.
 - b) To monitor the future social, community and cultural implications of residential development.
 - c) To consider the implications of local and strategic plans and comment thereon within the prescribed time limits.
 - d) To represent the views of the Town Council at planning appeals and representation to Test Valley Borough Council regarding planning and development matters and encourage consultation with the Planning Authority and developers where appropriate.
 - e) To inform the community of Andover on major planning issues and to encourage participation in decision making.
 - f) To ~~have delegated authority to~~ (repetition) exercise the Town Council's statutory right to be notified of planning applications.
 - g) ~~To make observations on all planning applications notified by the Planning Authorities. (Repetition of 2a)~~
 - h) ~~To make observations on all telecommunication proposals received by Andover Town Council.~~
 - i) ~~To submit the Council's observations to the relevant planning authorities. (repetition of 2a)~~
 - j) To hear preliminary proposals for development within Andover **without making comment until the applications have been formally submitted.**
 - k) To represent the Council at Development Forums and Planning Authority Site Visits and Planning Committee Meetings.
 - l) To consider the environmental impact of planning proposals in Andover and adjacent parishes.
 - m) To respond, **after consultation with Full Council where time allows, or to notify Full Council where time does not allow,** to any consultations or matters on traffic and transport affecting the Town Council area.
 - n) To respond, **after consultation with Full Council,** to any consultations or matters on Minerals affecting the Town Council area.
 - o) To refer any of the above matters to Full Council for debate and decision. The Planning Committee may only express the approved views and observations of the Planning Committee or Council.
3. **Subject to the approval of the full Council, the Committee may co-opt additional non-councillor members up to a maximum of 3. Such co-opted members would not have voting rights.**
4. Representation at Outside Bodies may be undertaken by delegated Elected Members or Officers of Andover Town Council.

c. HR Panel



ANDOVER TOWN COUNCIL HUMAN RESOURCES (HR) PANEL

TERMS OF REFERENCE

Structure and Quorum:

The **Sub-Committee** will comprise of up to 5 Members of the **Policy & Resources Committee**, and shall appoint a Chairman and Vice-Chairman **annually**. Its Officer will be the Town Clerk as Head of Paid Staff.

All Members must have, or be willing to receive **within 6 months of joining the sub-committee**, training in Human Resources and Employment Law.

The quorum of the Sub-Committee shall be Three (3)

Regularity of Meetings: To meet as required by arrangement with the Town Clerk

Responsibility:

5. Compliance with Legislation

- a) To ensure that the Council, through its Officers, complies with current employment legislation.
- b) To ensure that the Council fulfils its corporate statutory responsibilities with regards to the employment of all staff.
- c) To review all Human Resources Policies and make recommendations to full Council.

6. Staffing Levels, Recruitment and Retention

- a) To make recommendations to the **Policy and Resources Committee** on staffing levels for the Council
- b) To make recommendations to the **Policy and Resources Committee** on levels of salaries and wages, pay increases, bonuses and other staffing benefits.
- c) To form a recruitment and selection panel for all staffing posts.
- d) To appoint one member to sit with the Town Clerk during all staffing appointments.

7. Training and Development

- a) To review staff training and development needs as identified by the Town Clerk and the Council.

8. Performance Management

- a) To appoint a small panel of no more than three members as an appraisal panel for the Town Clerk. **All members on the panel must have attended training with regard to the Role of the Clerk in order to become a member of the panel.**
- b) To negotiate and agree performance targets with the Town Clerk.

9. Employee Relations

- a) To mediate when required between officers and members the balance of an achievable work load.

d. Community & Events Committee



ANDOVER TOWN COUNCIL COMMUNITY & EVENTS ~~COMMITTEE~~ WORKING GROUP

TERMS OF REFERENCE

Structure and Quorum:

The ~~Committee~~ Working Group will comprise of up to 9 Elected Members, and shall appoint a Chairman and Vice-Chairman annually.

The ~~Committee~~ Working Group will meet as and when the Deputy Town Clerk advises that it is necessary, but at least 3 ~~6~~ times per year. ~~or as required.~~

No legal quorum is required for a Working Group, however it is recommended that at least 3 members plus the Deputy Town Clerk consider issues together. ~~The quorum of the Committee shall be Three (3)~~

Responsibility:

Events

1. To identify ideas for Events that can be hosted by, or contributed to, by Council and to instruct staff to investigate costs and infrastructure required to support such events.
2. To identify potential projects for Community & Town Development and public engagement by the Council, and to instruct officers to investigate costs and infrastructure required to support such projects.
3. To review all costings, arrangements and risk assessments produced by Officers, and to recommend to Full Council for approval.
4. ~~To address and where appropriate, formulate policy regarding Events provided by the Council and develop schemes and projects for Community & Town Development, public relations and public engagement by the Council and develop schemes and projects for ongoing publicity of council activities;~~
5. **Subject to the approval of the full Council, the Committee may co-opt additional non-councillor members up to a maximum of 3. Such co-opted members would not have voting rights.**
6. To ~~develop~~, monitor and or review the following and make recommendations to Full Council if projects fall outside delegated Budget as per Standing Orders and Financial Regulations:

Communications

1. ~~To develop strategy on media relations, and to formulate policy on public participation.~~
2. To assist with review of Policies concerning online, social media communications.
3. ~~To act as a channel for communication with external partners (Communications should be handled by Staff only, so that records are kept indefinitely, and no promises etc are made without Council/committee approval.)~~
4. ~~To assist the Town Clerk with the preparation of the Annual Report for the Annual Electors Meeting (This should not be the Town clerk's responsibility. It is not a Council meeting.)~~
5. To monitor ~~oversee the~~ maintenance and development of the Council's Website
6. To formulate an Emergency Plan for the Council as and when required.

Event Co-ordination

To Co-ordinate any events the Council conducts or takes part in by:

1. Ensuring ~~and to ensure~~ that such activity is publicised via approved methods.
2. Ensuring Risk Assessments are current and insurance is in place for ~~To develop and manage~~ the Christmas Lights

3. Approving implementation plans for new or amended schemes, projects and events for recommendation to Full Council prior to commencement of the events

Grants

1. To ensure there is publicity surrounding ~~oversee and publicise~~ the Grant Funding the Council releases each year.
2. To appoint a Working Group to assess applications for funding ~~that have been completed by Officers.~~
3. To make ~~recommendations-decisions~~ for awarding Grants on behalf of the Council, within the Grant budget. ~~(there is no limit specified where decisions need to be passed to FC even if in budget.)~~

Finance

4. To be ~~monitor responsible for~~ the following Budget Heads, and ~~approve-recommend~~ expenditure accordingly:
 - a. 4190 – Grants
 - b. 4700 – Town Centre Development
 - c. 4000/6 – Web Site & Community Development

Urgent Matters

5. To provide any two elected members, normally the Chairman and the Vice Chairman of the Community & Events ~~Committee Working Group~~ to be consulted by the Town Clerk and Town Mayor to deal with urgent matters in relation to the Terms of Reference of the Community & Events ~~Committee Working Group~~ which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.

e. Allotments Committee



ANDOVER TOWN COUNCIL ALLOTMENTS ~~COMMITTEE WORKING GROUP~~

TERMS OF REFERENCE

Structure and Quorum:

The ~~Committee Working Group~~ will comprise of up to 9 Members, and shall appoint elected Members as Chairman and Vice-Chairman ~~annually.~~

The ~~Committee Working Group~~ will meet ~~as and when the Town Clerk advises that it is necessary, but~~ at least 3 ~~6~~ times per year. ~~or as required.~~

No legal quorum is required for a Working Group, however it is recommended that at least 3 members plus the Town Clerk consider issues together. ~~The quorum of the Committee shall be Three (3)~~

Responsibility:

To address and formulate policy, ~~other than that determined by Council,~~ for ~~recommendation to consideration by~~ Council for Allotment provision in Andover.

To agree the maintenance works ~~schedule in line with the~~ [Allotments Maintenance Strategy](#), develop partner relationships with other local organisations for the provision of leisure gardens in Andover and monitor and maintain the Budget for allotment provision.

To develop, monitor and or review the following and make recommendations to full Council as per Standing Orders:

To have delegated authority to carry out the following:

1. To approve maintenance works for the provision of the Allotment Service, within the ~~Allotments-Budget Scheme of~~ [Delegation in conjunction with the Town Clerk.](#)

2. To monitor day to day maintenance (as above) ~~within the Budget~~ and to ~~agree~~ **recommend** Capital Expenditure to Full Council.

3. To investigate further areas for allotment provision in Andover.

4. **To attend informal Allotment Surgeries with the public as organised by the Town Clerk periodically.**

Finance

1. To monitor ~~spending with a view to reducing the budget required and be responsible~~ for the following Budget Heads ~~and approve expenditure accordingly:~~

4500 – Allotment Service

3050 – Allotment Rents

3051 – Allotment Deposits

Urgent Matters

To provide any two elected members, normally the Chairman and the Vice Chairman of the Allotments Committee to be consulted by the Town Clerk **and the Town Mayor** to deal with urgent matters in relation to the Terms of Reference of the Allotments Committee which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.

NOTE: It may appear that the recommendation is to simply remove the delegation of spending to the Allotments committee, but this isn't the case. It is a balance to a Working Group making smaller decisions but fewer formal meetings, against occasions of spending that must be authorised at Full Council.

In reality, there are more funds spent on smaller items of maintenance than larger projects, and most decisions will not need to come to Full Council. Those that do, will not be frequent, and should not be overly time consuming. It is hoped this re-structure would free up Councillor and Officer time from 6 formal meetings per year.