



Report to	Finance and Policy Committee
Subject	Policies and Committee Terms of Reference
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	23rd January 2023
Item number	10 and 11
Written By	Cathy Whitaker CLERK

Summary:	This report gives details of the policies and ToRs to be reviewed.
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Item 10a	Standing Orders: was extensively reviewed and adopted 22/11/21
Item 10b	Financial Regulations: was extensively reviewed and adopted 22/11/21
Item 10c	Risk Management Schedule: was reviewed and adopted 25/4/22
Item 10d	Scheme of Delegation to Officers: was reviewed and adopted 23/5/22
Item 11	Committee Terms of Reference: was extensively reviewed and adopted 25/4/22
	Recommendations
	To approve all documents.

23/01/2023

NTC Committee Responsibilities and Terms of Reference

Number	RESPONSIBILITY
Full Town Council	
Key Responsibilities	To carry all statutory functions reserved to Council and consider all other matters outside of any other committees terms of reference.
FC1	General Governance
FC1.1	To adopt the corporate strategy.
FC1.2	To make observations on policy or strategy documents by any public body at the local, regional or national level that are outside the scope of other committees.
FC1.3	To adopt new policies and amendments to existing policies.
FC1.4	To respond to major consultations (e.g. Boundary Review, Core Strategy, Major Developments, Site Allocation) and those outside the scope
FC1.5	To adopt any changes to Standing Orders, Financial Regulations, or Terms of Reference.
FC1.6	To appoint members to committees.
FC1.7	To approve a schedule of routine meetings of the Council and its standing committees.
FC1.8	To approve the appointment or nomination by the Council of persons to fill vacancies on outside bodies.
FC1.9	To make, amend, revoke, re-enact or adopt byelaws.
FC1.10	To authorise the sealing of legal documents, leases, contracts and licenses where authority to do so is not provided elsewhere.
FC1.11	To produce the annual report.
FC1.12	To take appropriate action on the recommendations of committees, advisory committees or working groups of the Council.
FC1.13	To consider any matters within the terms of reference of a committee.
FC1.14	To consider all matters outside of the terms of reference of any committee.
FC2	Human Resources
FC2.1	To adopt the overall staffing structure.
FC2.1	To authorise requests for additional council officers.
FC2.3	To deal with all matters affecting the appointment, probation, promotion, discipline, salary and conditions of service of the Town Clerk.
FC4	Devolved Services
FC4.1	To take on services from other local authorities or public bodies.
FC5	Finance
FC5.1	To approve the annual return and end of year accounts.
FC5.2	To receive the external audit report.
FC5.3	To approve the annual budget and precept.
FC5.4	To authorise virements in accordance with the Financial Regulations.
FC5.5	To borrow money.

Number	RESPONSIBILITY
Finance and Policy Committee	
Key Responsibilities	To review Council governance, oversee the management of Council finances, development of council policies and business plans, including the recommendation to Council of the annual budget and precept in accordance with the Financial Regulations.
FP1	Delegated Functions
FP1.1	To arrange extra meetings of the committee.
FP1.2	To monitor actions on minutes of the committee.
FP1.3	To manage services for which the committee is responsible within an approved budget and policy.
FP1.4	To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee.
FP1.5	To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.
FP1.6	To appoint sub-committees and working groups, decide on their composition and make appointments to them.
FP2	Strategy and Policy
FP2.1	To advise the Council in formulating its objectives and priorities and in establishing programmes and to recommend such steps as are necessary to achieve these objectives.
FP2.2	To review all policies of the council and recommend changes or additional policies.
FP2.3	To advise the Council on the development and review of the constitution.
FP3	Performance and Business Management
FP3.1	Without detracting from the duties and responsibilities of other Committees, to review the effectiveness of the whole of the Council's organisation, its standards and levels of service.
FP3.2	To be responsible for monitoring the performance of the Council.
FP3.3	To monitor the progress of the capital programme.
FP3.4	To approve the Corporate Business Plan.
FP4	Quality and Integrated Management System
FP4.1	To promote efficiency, value for money and an integrated approach to management.
FP4.2	To oversee the formal administration of any adopted integrated management systems, risk management and quality self assessment programmes.
FP4.3	To promote customer care and equality in service delivery and access.
FP4.4	To manage the Local Council Aware scheme accreditation.
FP5	Resources
FP5.1	To oversee and direct the use of financial and technological resources of the Council.
FP6	Finance
FP6.1	To be responsible for the overall management and control of the finances of the Council, under the direction of the Council.
FP6.2	To monitor the Council's capital and revenue budgets.
FP6.3	To make recommendations to the council on the budget and precept requirements, having considered proposals by other committees.
FP6.4	To monitor the level of Council income/expenditure compared with approved estimates.
FP6.5	To advise the Council on the financial implications of proposed new policies or development of existing policies including sources of revenue, or situations where proposed expenditure or identified income reduction is not contained on budget.

FP6.6	To advise the Council on borrowing policy, investment and treasury management.
FP6.7	The policy management of the Council's financial resources - in particular capital funds, repairs and renewals funds and to regularly monitor the performance of all funds invested.
FP6.8	To determine policy and supervise the Council's insurance arrangements.
FP6.9	To supervise the Council's banking arrangements.
FP6.10	To be responsible for all matters related to the full range of financial and accountancy functions.
FP6.11	To review all fees and charges and make recommendations to the Council.
FP6.12	To control the collection of revenues, consider reports on outstanding debts due to the Council, to undertake recovery, and to recommend to the Council the writing off of irrecoverable amounts.
FP6.13	To approve all security arrangements of the council in respect of computers and financial issues.
FP6.14	To authorise investments and debt repayment in accordance with the Council's Policy.
FP6.15	To recommend to the Council all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets.
FP6.16	To review the financial regulations annually and to advise the Council on the regulation and control of the Council's finances.
FP7	Grant Scheme
FP7.1	To administer the Council's grant scheme in accordance with policy.
FP7.2	Any venue fee concessions in accordance with policy.
FP7.3	To advise the Council on amendments on the grants policy.
FP8	Information Technology Services
FP8.1	To oversee the use of information technology in support of the Council's business and service commitments.
FP9	Procurement
FP9.1	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.
FP10	Communications / Public Relations and Marketing
FP10.1	To co-ordinate and promote access to Council services and public information, and to advise the Council on a communications and marketing policy.
FP10.2	To promote public face of the Council through the management of public media and relations.
FP10.3	To promote implementation of the Council's policies in respect of corporate marketing and communication.
FP10.4	To approve content of the annual report and other publicity material relating to policies, responsibilities and outcomes of the Council.
FP11	Audit
FP11.1	To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit terms of reference.
FP11.2	To receive, approve and recommend of the Council any necessary actions of interim audit reports.
FP11.3	To advise the Council on matters of data protection, access to information, freedom of information and transparency regulations.
FP12	Emergency Planning
FP12.1	The policy management of the Council's financial resources - in particular capital funds, repairs and renewals funds and to regularly monitor the performance of all funds invested.

Number	RESPONSIBILITY
Community Services Committee	
Key Responsibilities	To oversee the management and maintenance of the Council's land and property assets and those related services directly provided or commissioned by the Council.
AS1	Delegated Functions
AS1.1	To arrange extra meetings of the committee.
AS1.2	To monitor actions on minutes of the committee.
AS1.3	To manage services for which the committee is responsible with an approved budget and policy.
AS1.4	To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee
AS1.5	To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.
AS1.6	To appoint sub-committees and working groups, decide on their composition and make appointments to them.
AS2	Grounds Maintenance and Management
AS2.1	The management, control, upkeep, maintenance and development of all playing fields, open spaces, play areas, and other leisure and recreational facilities in the control or ownership of the Council.
AS3.1	Health and Safety
AS3.1	All matters relating to Health and Safety relating to assets, buildings, equipment, land and persons with the Council's responsibility.
AS4	Public Realm and Public Facilities
AS4.1	The provision, management, control, upkeep and maintenance of all land, buildings and equipment in the management or ownership of the Council.
AS4.2	The provision, management, control, upkeep, and maintenance of street furniture, benches and signs in the management or ownership of the Council.
AS4.3	The provision, management, control and monitoring of street cleansing, litter, fly posting, graffiti relating to areas in the management or ownership of the Council.
AS4.4	To ensure the Council's land and property assets are protected from loss, damage, encroachment or similar issues.
AS5	Strategy and Policy
AS5.1	To make recommendations to Council regarding policy and strategic matters relating to all of the above.

Number	RESPONSIBILITY
Leisure Services Committee	
Key Responsibilities	To oversee, support and develop community projects, in conjunction with other stakeholders as appropriate, and to raise the profile of events and services supported by the Town Council.
LS1	Delegated Functions
LS1.1	To arrange extra meetings of the committee.
LS1.2	To monitor actions on minutes of the committee.
LS1.3	To manage services for which the committee is responsible within an approved budget and policy.
LS1.4	
	To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee.
LS1.5	To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.
LS1.6	To appoint sub-committees and working groups, decide on their composition and make appointments to them.
LS2	Community Engagement
LS2.1	To promote the social wellbeing of the town and to promote social inclusion with communities.
LS2.2	To support the implementation of the Newmarket Vision Plan.
LS2.3	To facilitate and support local community and voluntary organisations.
LS2.4	To provide a gateway to the district and county councils, the police and other public bodies to provide a coordinated public service hub for the town
LS3	Culture and Heritage
LS3.1	To promote, enable and facilitate cultural, artistic activities and heritage throughout the town, through the Council's own efforts and partnership working with other groups and organisations.
LS3.2	To directly or indirectly conserve the cultural heritage of the town.
LS3.3	To manage, preserve and promote the use of the town's historic records, artefacts and treasures.
LS4	Economic Wellbeing and Tourism
LS4.1	To promote the economic wellbeing of the town through partnership with the business and community sectors.
LS4.2	To promote tourism within the town and power and encourage visitors.
LS4.3	To promote regeneration in the town.

LS4.4	To lobby for sufficient high-quality employment sites in the town and support initiatives promoting inward investment.
LS4.5	To support skills and training for local businesses.
LS4.6	To support the provision, directly or indirectly, of Christmas lights.
LS4.7	To promote and support floral and planting initiatives on land outside of the control of the Council.
LS5	Environment
LS5.1	To promote environmental awareness and the environmental wellbeing of the town.
LS5.2	To conserve the built and natural environment.
LS5.3	Issues involving ancient monuments and areas of archaeological interest.
LS5.4	To approve and action environmental audits.
LS5.5	To lead on sustainability and transition for the town.
LS5.6	To make recommendations to the Council on the transition to net zero.
LS6	Leisure and Sport
LS6.1	To promote, enable and facilitate arts, educational, entertainment, leisure and sporting activities and events throughout the town, through the Council's own efforts and partnership working.
LS7	Public Relations
LS7.1	To administer town twinning.
LS7.2	To administer civic events and related public relations activities.
LS7.3	To encourage community groups and partnerships.
LS8	Safety and Crime Reduction
LS8.1	To install and maintain equipment for detection and prevention of crime.
LS8.2	To support initiatives of the Community Safety and Crime Reduction Partnership.
LS8.3	To lobby for road safety improvement schemes.
LS8.4	To liaise with the police to develop a safer community.
LS8.5	To support and promote Health and Safety initiatives in the town.
LS9	Wellbeing
LS9.1	To work with partner organisations to improve the health of people in the town.
LS9.2	To improve access to services which can contribute to health.
LS9.3	To promote healthy living.
LS10	Young People
LS10.1	To support public and community services and facilities for the young.
LS10.2	To promote the involvement of young people in decision making within the town.

LS11	Strategy and Policy
LS11.1	To make recommendations to Council regarding policy and strategic matters relating to all of the above.

Number	RESPONSIBILITY
Development & Planning Committee	
Key Responsibilities	As a consultee of the planning authority, to consider all planning applications received from West Suffolk and East Cambridgeshire Councils, and make recommendations on behalf of the Town Council. To consider all matters relating to planning policy, infrastructure and development. To consider all matters relating to licensing.
PT1	Delegated Functions
PT1.1	To arrange extra meetings of the committee.
PT1.2	To monitor actions on minutes of the committee.
PT1.3	To manage services for which the committee is responsible within an approved budget and policy.
PT1.4	To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee.
PT1.5	To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.
PT1.6	To appoint sub-committees and working groups, decide on their composition and make appointments to them.
PT2 +A12:C38	Environmental
PT2.1	To liaise with the relevant authorities in cases of public health/environmental nuisance, drainage matter, pollution and animal welfare issues.
PT2.2	To make observations on any public health/environmental licence or registration application (other than under the Licensing Act).
PT2.3	Waste and recycling.
PT3	Highways, Transport and Traffic Management
PT3.1	To consider and make representations on matters to public highways including footpaths and bridleways.
PT3.2	To consider and make representations on matters relating to public transport.
PT4	Housing
PT4.1	To promote, enable and develop a Community Land Trust.
PT4.2	To lobby sufficient affordable housing and an adequate range of housing types for the Town.

PT5	Licensing
PT5.1	To make observations on any matter relating to gaming or gambling.
PT5.2	To make observations on applications and other matters under the licensing legislation.
PT6	Planning and Development Control
PT6.1	To make observations to the local planning authority on all planning applications within the parish boundary or within the wider area which may have an effect upon the town or its residents.
PT6.2	To make observations to the local planning authority on all listed building applications within the parish boundary or within the wider area which may have an effect upon the town or its residents.
PT6.3	To make observations to the local planning authority on all conservation area consents.
PT6.4	To make observations to the local planning authority on all certificates of existing or proposed lawful use or development.
PT6.5	To make observations to the local planning authority on all display of advertisement regulations.
PT6.6	To make observations to the local planning authority on all developments involving telecommunications.
PT6.7	To refer any planning enforcement issues to the relevant local planning authority.
PT6.8	To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.
PT6.9	To comment on tree preservation applications or the making of orders.
PT6.10	To make observations on planning consultation documents from any public body at the local, regional or national level.
PT6.11	To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.
PT6.12	To make observations on hazardous substance applications.
PT6.13	To make observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the local planning authority.
PT6.14	To make observations on applications and other actions in relation to hedgerows.
PT6.15	To make observations on street naming or numbering.
PT6.16	To liaise with the relevant local authority on any matter relating to building control.
PT6.17	To monitor proposals from developers under Section 106 Agreements or the Community Infrastructure Levy.
PT6.18	To request a district councillor to "call in" applications to be determined by the relevant committee of the local planning authority.
PT6.19	To undertake the Council's role in the making, review or management of conservation areas.
PT7	Strategic Planning

PT7.1	To make observations on local authority local plan, county waste, and mineral plans.
PT7.2	To make observations on local authority supplementary planning documents.
PT8	Strategy and Policy
PT8.1	To make recommendations to Council regarding policy and strategic matters relating to all of the above.

Number	RESPONSIBILITY
Human Resources Committee	
Key Responsibilities	Matters relating to the recruitment and management of the Council's employees and volunteers.
HR1	Delegated Functions
HR1.1	To arrange extra meetings of the committee.
HR1.2	To monitor actions on minutes of the committee.
HR1.3	To manage services for which the committee is responsible within an approved budget and policy.
HR1.4	To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee.
HR1.5	To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.
HR1.6	To appoint sub-committees and working groups, decide on their composition and make appointments to them.
HR2	Human Resources
HR.1	To recommend to the Council the overall staffing structure and approval of additional posts.
HR.2	To approve human resources policies and the employee handbook.
HR.3	Employee performance management scheme.
HR.4	Training and development plan for officers.
HR.5	Disciplinary matters under the Council's Disciplinary Procedure, unless otherwise delegated.
HR.6	To manage the grievance procedure.
HR.7	Issues relating to the nominated pension scheme as it affects individual employees and administration of retirement.
HR.8	To place staff at the disposal of other local authorities for the purpose of joint arrangements or partnership working.
HR.9	Redundancy and redeployment.
HR.10	Monitoring the equalities policy in relation to employment.
HR.11	Approval of officer codes of conduct.
HR.12	Approval of member-officer protocol.
HR.13	To administer other personnel procedures.
HR.14	To administer the policies relating to volunteering.
HR.15	To administer the child and vulnerable adult policy.
HR.16	To administer the Council's equality policy.

Number	RESPONSIBILITY
Performance and Audit Committee	
Key Responsibilities	Without prejudice to the responsibilities of the service committees, to review the effectiveness of all of the Council's work and the standards and levels of service provided, and to review the progress of the Neighbourhood plan. Not to be chaired by the chair or vice-chair of the Council or any other committee.
S1	Delegated Functions
S1.1	To arrange extra meetings of the committee.
S1.2	To monitor actions on minutes of the committee.
S1.3	To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.
S1.4	To appoint sub-committee and working groups, decide on their composition and make appointments to them.
S1.5	To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.
S2	Scrutiny
S2.1	To review the effectiveness of all the Council's work and the standards and levels of service provided, and provide recommendations to Full Council.
S2.2	To review the progress of the Neighbourhood Plan community objectives and provide recommendations to Full Council on the objectives to progress over the full term of the Council.

Number	RESPONSIBILITY
Appeals Committee	
Key Responsibilities	To act as the second stage in matters relating to disciplinary matters, grievance and complaints.
A1	Delegated Functions
A1.1	To arrange extra meetings of the committee.
A1.2	To monitor actions on minutes of the committee.
A1.3	To manage services for which the committee is responsible within an approved budget and policy.
A1.4	To assemble and submit estimates of income and expenditure for each financial year relating to the responsibilities of the committee.
A1.5	To contribute to the annual report and other publicity materials relating to the responsibilities of the committee.
A1.6	To appoint sub-committees and working groups, decide on their composition and make appointments to them.
A2	Appeals
A2.1	To determine whether any appeal made by a member of staff under any of the councils human resources policies are valid.
A2.2	To hold appeal hearings under the disciplinary, grievance, competence, redundancy and redeployment policies.
A2.3	To determine any appeals under the Council's complaint procedures.
A2.4	To determine any appeal under freedom of information or data protection legislation.