



COMMITTEE TERMS OF REFERENCE

TOWN COUNCIL MEETING

REPORT 50/21

21 JUNE 2021

The purpose of this Report is to update the Terms of Reference for both the Town Council's Standing Committees.

No. DETAILS

1) BACKGROUND

- a) The Terms of Reference for both the Town Council's Planning and Staffing Committees have not been updated since their adoption in 2011.
 - b) Standing Orders have been revised several times since then with the current version agreed in March this year and the Terms of Reference need to comply with them.
 - c) By 2021 the Town Council's staff has developed from the just two of 2011 to the current 16.
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2) UPDATING

Councillor Ian Bond's research into the Terms of Reference for Standing Committees used by other Town and Parish Councils is the basis of the proposed revisions attached to this Report

RECOMMENDATION

The Town Council is recommended to adopt the updated Terms of Reference for its Planning and Staffing Committees as attached to Report 50/21 for this meeting.



VENTNOR TOWN COUNCIL

PLANNING COMMITTEE

TERMS OF REFERENCE

GENERAL

- a) The Town Council will appoint the Committee and determine the composition, quorum, role and functions.
- b) The Terms of Reference should be read in conjunction with the Town Council's adopted Standing Orders and Financial Regulations.
- c) The Committee is empowered to consult, insofar as it might be necessary, any other committee of the Council or any other Council or outside body or person.

COMPOSITION

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

ROLE AND FUNCTIONS

The Committee will 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 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.

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.



VENTNOR TOWN COUNCIL

STAFFING COMMITTEE

TERMS OF REFERENCE

GENERAL

- a) The Town Council will appoint the Committee and determine its composition, quorum, role and functions.
- b) The Terms of Reference should be read in conjunction with the Town Council's adopted Standing Orders and Financial Regulations.
- c) The Committee is empowered to consult, insofar as it might be necessary, any other committee of the Council or any other Council, outside body or person.

COMPOSITION

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

ROLE AND FUNCTIONS

The Committee will have the following role and functions:

- a) In respect of the Proper Officer & Responsible Finance Office, to:
 - i) recommend to the Town Council appropriate staffing arrangements and relevant salary scales and terms and conditions for the related posts;
 - ii) provide the Town Council with related Job Descriptions and Person Specifications;
 - iii) propose to the Town Council such recruitment and selection processes as are required for appointments to them.
- b) In respect of administrative and project staff, to:
 - i) determine terms and conditions for posts established by the Town Council;
 - ii) agree and implement appropriate recruitment and selection processes for each post;
 - iii) formally confirm appointments.
- c) To hold delegated powers to deal with all personnel, employment and recruitment issues, with reports and recommendations made to the Town Council as necessary, including responsibility for appointing investigators, hearing and appeals sub-committees within the Council's Discipline and Grievance procedures.
- d) To ensure that the Council complies with the requirements of employment law and follows good practice in providing good working conditions for staff.
- e) To consult with the Town Clerk in connection with all staffing related matters.