VERWOOD TOWN COUNCIL
COMMITTEE TERMS OF REFERENCE AND SCHEME OF DELEGATIONS

1. Finance & Policy Committee
2. Community & Plans Consultative Committee
3. Human Resources Sub Committee
4. Appeals Committee

Delegations Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to:
(a) The Town Council's approved Budget and Financial Regulations.
(b) Any previous minuted decision of the Town Council.
(c) Any matters reserved to the Town Council by law.

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1. FINANCE & POLICY COMMITTEE

Finance and Policy Committee is the main policy making Committee of the Council and considers the broad social and economic needs of the Parish.

Membership: 12 Quorum: 4

Terms of Reference

1. To guide the Council in the formulation of its objectives.
2. To identify the need for new services and facilities.
3. To be responsible for allocating and controlling the financial and manpower resources of the Council.
4. To advise the Council on the distribution of functions between Committees and Sub Committees and any major policy changes in the Council's management or administrative procedures.
5. To consider the financial estimates of the Council and recommend the precept to be levied.
6. To be responsible for the Council's Revenue and Capital Budget and the works scheduled therein.
7. To be responsible for the collection of all revenue, the raising and renewal of loans and insurance.
8. To be responsible for the banking, financial and accounting methods adopted by the Council.
9. To authorise Members' attendance at conferences, courses and meetings.
10. To make appointments to outside bodies between Annual Meetings of the Council.
11. To respond to consultative documents from Government and other bodies other than those specifically allocated to other Committees or Sub-Committees.
12. To enter into legal proceedings on the Council's behalf.
13. To consider the delegation of appropriate services to the Town Council from other authorities.
14. To deal with applications for grants.
15. To manage health and safety policy and issues.
16. To manage and maintain expenditure for maintenance and determine emergency repairs, safety and upkeep of the Council's land, buildings and premises.
17. To deal with matters not normally dealt with or specifically referred to other Committees or Sub-Committees.

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2. COMMUNITY & PLANS CONSULTATIVE COMMITTEE

This Committee monitors the operation of Town Council community activities, ensuring a high standard of provision and acts in a consultative role for all Dorset Council Planning Applications. It considers all aspects of the Town Council's parks and play areas. It considers their further development and the development of other facilities. It oversees the Council's Cemetery and considers Highway matters for onward referral to Dorset Council if necessary.

Membership: 9 Quorum: 3

Terms of Reference

1. To manage and monitor the Council's Parks and open Spaces.
2. To act in a consultative role in commenting on Dorset Council Planning Applications
    - To respond as consultee to any planning application or any consultation document relating to planning.
    - To consider all planning aspects of development within the Parish including representation and the use of external consultants or advisers.
    - To consider and monitor Development Plans and associated documents.
3. To liaise with the Allotment Association.
4. To act as consultee in relation to leisure facilities provided by others.
5. To consider the provision of markets within the Parish.
6. To deal with all matters affecting all street furniture.
7. To manage the provision of Cemeteries within the Parish.
8. To oversee Verwood in Bloom and floral provision in the town.
9. To monitor CCTV provision and crime and disorder in the town.
10. To manage the provision of public toilets
11. To consider Highways matters
12. To deal with all matters associated with the Youth and Community Centre

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3. HUMAN RESOURCES SUB COMMITTEE

The Human Resources Sub Committee considers all policy aspects of human resources and personnel including establishment, grading and conditions of service.

Membership: 6 Quorum: 3

Terms of Reference

1. To determine the Council's staffing structure and establishment.
2. To determine the Council's policy on deployment, welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees.
3. To determine schemes for the employment of people under apprenticeship, job creation and youth training programmes.
4. To determine those discretionary provisions contained in the scheme of Service of the National Joint Council for Local Authorities for administrative and professional, technical and clerical staff and the South West Regional Employers for manual staff.
5. To determine and approve the establishment and grading of employees for the administration of the Council and such establishments or Council facilities not delegated to the Town Clerk.
6. The recruitment of senior Council managers as necessary.
7. To determine the training and qualification policy of the Council.
8. To oversee the Council's pension policy and the criteria required for eligibility.
9. To determine the policy for the designation of staff as casual car users.

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4. APPEALS COMMITTEE

Membership: 3 Quorum: 3
Terms of Reference 1. To hear and determine all matters of appeal.

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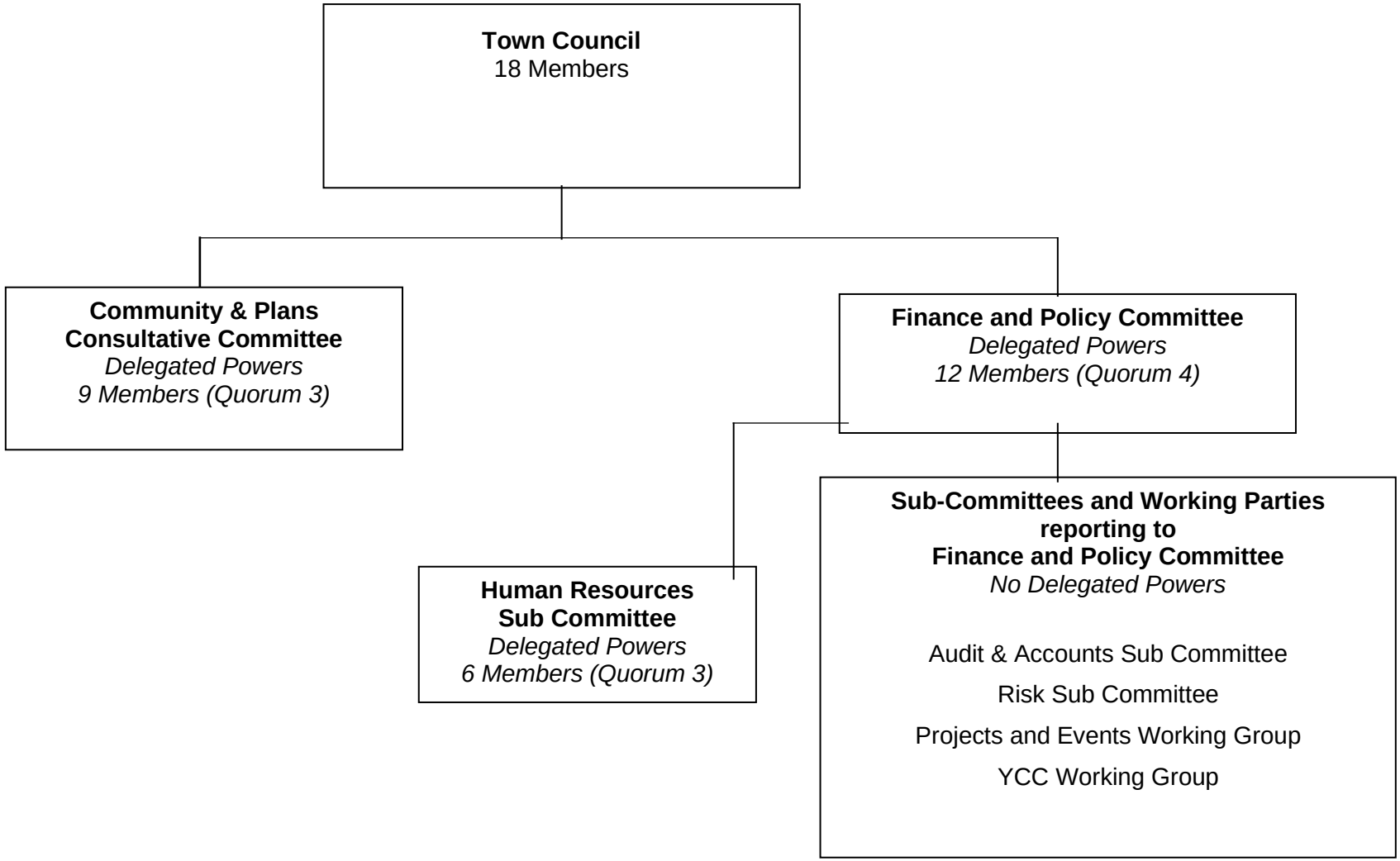
5. DELEGATIONS

(1) General
Where powers of duties have been delegated to a Committee it shall be competent for that Committee in turn to assign functions or delegate powers and duties to the Town Clerk, Committee or a Sub Committee , provided that any action taken under delegated powers by the Town Clerk or a Sub Committee shall be reported to the next meeting of the appropriate Committee or Sub-Committee (or Council) for information. A committee may set up a working group to investigate, consider and report back with recommendations on any issue. Any power or duty which is delegated under this scheme is subject to Town Council policy and the approved budget and may also be exercised by the Town Council or any Committee which has delegated or further delegated that power or duty.

(2) Delegation to the Town Clerk
(a) Specific Delegations
The following list of delegations to the Town Clerk may, from time to time, be further delegated to the Council's officers at the discretion of the Town Clerk.

i) Ensure that statutory and other provisions governing or affecting the running of the Council are observed.
ii) To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
iii) To ensure that the Council's obligations for Risk Assessment are properly met.
iv) To prepare, in consultation with appropriate members, agendas for meeting of the Council and Committees. To attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer.
v) To received correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
vi) To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. Issue invoices on behalf of the Council for goods and services and to ensure payment is received.
vii) To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialist's in particular fields and to produce reports for circulation and discussion by the Council.
viii) To draw up both on their own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advice on practicality and likely effects of specific courses of action.
ix) To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

x) To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
xi) To act as the representative of the Council as required.
xii) To issue notices and prepare agendas and minute for the Parish Meeting; to attend the assemblies of the Parish Meeting and it implement the decision made at the assemblies that are agreed by the Council
xiii) To prepare, press release about the activities or decision of the Council and assist with the preparation of the Verwood Vista.
xiv) To attend training courses or seminars on the work and role of the Clerk as required by the Council.
xv) To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and suggested is membership of your professional body The Society of Local Council Clerks.
xvi) To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's and other relevant bodies, as a representative of the Council as required.
xvii) To fulfil all duties under the Freedom of Information Act.
xviii) To co-ordinate the Remembrance Parade
xix) To co-ordinate the Christmas Extravaganza
xx) To liaise with officers of Dorset Council, other authorities and the Dorset Association of Parish and Town Councils.
xxi) To oversee the production of the Town Guide
xxii) To oversee the running of the Cemetery.
xxiii) Over all responsibility for the organisation of Civic Functions and events.
xxiv) Such other reasonable duties as approved by Town Council and its Committees
xxv) To respond to Planning applications which fall outside of the consultation period between meetings of the Planning Consultative Committee (and an extension to the response cannot be agreed) or when a meeting is inquorate following electronic consultation with the Chairman and Members of the Committee
xxvi) To deal with matters delegated to them contained within the Council's Financial Regulations

VERWOOD TOWN COUNCIL

COMMITTEE AND WORKING PARTY STRUCTURE