



GREAT DUNMOW TOWN COUNCIL

Scheme of Delegated Powers and Terms of Reference May 2026

1. The council may only do what legislation requires or permits it to do. With some particular exceptions, the council may delegate the discharge of any of its functions to committees, sub committees, officers, or other authorities. The power to delegate functions by the council is set out in the Local Government Act 1972¹ (as amended).
2. All delegated functions shall be deemed to be exercised on behalf of, and in the name of the council.
3. The council retains its right to exercise the functions delegated to the committees, sub-committees and officers of the council.
4. The following statutory functions can only be discharged by the council, although an appropriate committee may make recommendations thereon for the council's consideration:
 - 4.1 levying a precept
 - 4.2 borrowing money
 - 4.3 approving the council's annual accounts
 - 4.4 considering an auditor's report made in the public interest
 - 4.5 confirming (by resolution) that the council has satisfied the statutory criteria to exercise the general power of competence
 - 4.6 adopting or revising the council's code of conduct
 - 4.7 approval of local lottery schemes
5. Per Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) the council, committee or sub-committee may exclude the public or press from the meeting under the following conditions:
 - 5.1 A motion must be resolved (and minuted) to exclude the public and press
 - 5.2 Descriptions of Exempted information (England)² include:
 - 5.2.1 Information relating to any individual.
 - 5.2.2 Information which is likely to reveal the identity of an individual.
 - 5.2.3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)³.
 - 5.2.4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
 - 5.2.5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
 - 5.2.6 Information which reveals that the authority proposes:
 - 5.2.6.1 to give under any enactment a notice under or by virtue of which requirements are imposed on a person
 - 5.2.6.2 to make an order or direction under any enactment

¹ [Local Government Act 1972 s101](#)

² Local Government Act 1972 s100(I) and Local Government Act 1972 Schedule 12A Parts 1, 2 and 3

³ Information falling within 5.2 above is not exempt information by virtue of that paragraph if it is required to be registered under: The Companies Act, the Friendly Societies Act 1974 & 1992, the Co-Operative and Community Benefit Societies Act 2014, the Building Societies Act 1986 or the Charities Act 2011.

5.2.7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

5.3 Information which:

5.3.1 falls within 5.2 above; and

5.3.2 is not prevented from being exempt by virtue of footnote 3,

is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

5.4 The power to exclude public and press should be exercised prudently, and the chair of the meeting must be clear on the reason(s) for so doing. Public and press should not be excluded from a meeting simply because the subject may be embarrassing to the council.

5.5 In determining whether information should be considered in private session, the council shall apply the public interest test having regard to schedule 12a of the Local Government Act 1972 and relevant transparency obligations applicable to local authorities

TOWN COUNCIL

Prime Objectives:

To protect and encourage the future independent character and identity of Great Dunmow as a family friendly market town providing a safe, healthy, economically prosperous environment for all who live in, work in, and visit the town and the wider parish. To protect and enhance the historic green and built environment of the town and its environs.

The Great Dunmow Town Council will provide those local services for which it is responsible in a friendly, efficient, transparent and prudent manner on a sustainable basis and where appropriate, in partnership with other authorities and organisations to ensure that the services are provided in an integrated fashion with minimum overlapping or expenditure. The council will provide a supportive working environment for all its employees and members.

1.0 Terms of Reference

- 1.1 At least one third of the whole number⁴ of members of the council shall constitute a quorum⁵
- 1.2 The council elects the Chair and Vice-Chair of the Council at the first meeting of the civic year.
- 1.3 The council amends and adopts the council's "Guidelines for the Chair and Vice-Chair."
- 1.4 The council approves the civic meeting schedule for the council and its committees.
- 1.5 The council appoints members to represent the council on outside bodies.
- 1.6 The council shall adopt standing orders, having regard to the latest model of standing orders published by the national association of local councils. Any variation from the model shall be clearly recorded and formally approved by resolution of the council.
- 1.7 The council shall adopt financial regulations, having regard to recognised sector guidance, including the NALC model financial regulations and guidance's issued by the joint panel on accountability and governance. Any variation from the model shall be clearly recorded and formally approved by resolution of the council.
- 1.8 The council appoints the Town Clerk.
- 1.9 The council appoints the Proper Officer.
- 1.10 The council appoints the Responsible Financial Officer.
- 1.11 The council will consider and resolve the budget of the council.
- 1.12 The council will set the precept to be levied upon the Council Tax (collected by the District Council).
- 1.13 The council will consider and resolve expenditure not within /or exceeds an approved budget.
- 1.14 The council will consider and resolve virements⁶.
- 1.15 The council amends, adopts and applies the council's co-option policy.
- 1.16 The council will approve the use by other organisations of the Town Council's armorial bearings.

⁴ The whole number of members of the Council is defined as the total number of seats (Newhaven Local Board v Newhaven School Board (1885)).

⁵ Local Government Act 1972 Schedule 12 Para 12 and 45 refers.

⁶ Virement is the process of transferring funds from one budget category or allocation to another within the council's overall budget. This reallocation of funds is typically done to address changing priorities, unexpected expenses, or to optimise the utilisation of resources.

- 1.17 The council will consider and approve the purchase of civic gifts and repairs and maintenance to the council's civic insignia.
- 1.18 The council will consider and approve a response to any relevant Bill during its passage through Parliament.
- 1.19 The council's Proper Officer is delegated responsibility, in consultation with the Chair and Vice-Chair to determine matters that are considered "urgent" in nature. Where such delegated matters are dealt with, a report will be made to the next council meeting.

2.0 Delegation of Powers

To the Chair and Vice-Chair

- 2.1 Matters in 1.19 above.

3.0 Standing Committees of the Council

- 3.1 Planning and Transport
- 3.2 Downs and Commons
- 3.3 Policy and Resource
- 3.4 Community
- 3.5 Staffing
- 3.6 Estimates

4.0 Standing Committee Membership

- 4.1 Standing committees of the council should comprise of not less than seven members and two ex officio members of the council unless otherwise resolved and adopted in the terms of reference of the standing committee.
- 4.2 Members may choose to be appointed as substitute members of a standing committee to replace ordinary members that are unable to attend.⁷
- 4.3 Non-members (without voting rights) of the council can be appointed to the following standing committees:
 - 4.3.1 Planning and Transport
 - 4.3.2 Downs and Commons

⁷ In accordance with Standing Order 4.

5.0 Powers of Standing Committees

- 5.1 The council's powers and duties will be delegated to the standing committees in accordance with the following terms of reference unless otherwise specified.
- 5.2 Committees are subject to the provisions of Standing Orders, Financial Regulations and adopted policies and procedures of the council unless otherwise resolved by the council.
- 5.3 The council can overturn a decision of a committee; however, it must invoke Standing Orders to do so.
- 5.4 The council has the power to abolish a committee or sub-committee or change its membership or withdraw or alter its powers at any time.

6.0 Urgent Staffing Matters

- 6.1 The Proper Officer, in consultation with the Chair and Vice-Chair, may act on urgent staffing matters which cannot reasonably await a meeting.
- 6.2 Where the urgent matter concerns the Proper Officer, authority shall instead rest with the Chair of the committee in consultation with the council's human resources adviser.
- 6.3 Any decision taken under urgent delegation must:
 - comply with the council Standing Orders and financial regulations;
 - be reported to the next available meeting of the council or relevant committee;
 - provide sufficient information to enable appropriate member scrutiny

7.0 Decision Validity and Governance

- 7.1 Only resolutions passed at properly convened meetings and recorded in approved minutes shall constitute committee decisions.
- 7.2 Draft documents, informal communications or circulated working papers shall not constitute council instruction.

8.0 Compliance With Law and Proper Governance

- 8.1 The committee shall act in accordance with the statutory requirements.
- 8.2 The committee shall have due regard to professional advice provided by:
 - The Proper Officer
 - The Responsible Financial Officer
 - Appointed legal advisors and appointed human resource advisors
- 8.3 No resolution shall require any officer to act unlawfully or contrary to their statutory duties.
- 8.4

In the event of conflict, the following order of precedence shall apply:

- 2.1 Statutory legislation
- 2.2 Standing Orders
- 2.3 Financial Regulations
- 2.4 Statutory Officer Duties and Delegation Framework
- 2.5 Full Council Reserved Powers
- 2.6 Committee Terms of Reference
- 2.7 Policies and operational procedures

ESTIMATES COMMITTEE

1.0 Prime Objectives:

1.1 The Estimates Committee is established as a committee of the council to support the council's annual budget-setting process.

1.2 The committee shall undertake detailed financial scrutiny and preparation of draft annual estimates to ensure that budget recommendations presented to Full Council are evidenced, financially sustainable, and aligned with the council's strategic priorities.

2.0 Roles and Responsibilities

2.1 The Estimates Committee shall convene annually, normally during January, as part of the Council's formal budget-setting cycle.

2.2 The committee shall:

- a) review all committee and service budget bids submitted for the forthcoming financial year;
- b) undertake full oversight of proposed draft budgets against council assets, earmarked reserves, general reserves, and long-term financial forecasts;
- c) ensure that proposed expenditure aligns with approved business plans and council priorities;
- d) review historic committee expenditure to identify spending patterns, efficiencies, and opportunities for improvement;
- e) analyse three-year financial forecasts and projections to assess affordability and sustainability;
- f) prepare and recommend a consolidated draft budget to Full Council;
- g) prepare a summary budget presentation and supporting justification for consideration at the Full Council budget-setting meeting;
- h) recommend an annual precept requirement, including the band D calculation;
- i) produce forward financial projections including anticipated reserve levels over a minimum three-year period.
- J) review the councils reserves level and financial resilience, including;
 - the adequacy of general reserves in relation to the council's risk profile and level of expenditure;
 - the purpose and justification for earmarked reserves.
 - the periodic review of reserve levels having regard to recognised sector guidance

3.0 Authority

3.1 The Estimates Committee shall make recommendations only.

3.2 All decisions relating to approval of the annual budget, precept level, and financial strategy remain reserved to Full Council.

4.0 Membership

4.1 The Estimates Committee shall consist of eight councillors, including two ex-officio members appointed annually by Full Council.

4.2 Membership shall reflect, where practicable, political balance and relevant experience.

4.3 The chair of the committee shall be elected by its members at the first meeting.

5.0 Meetings

5.1 The committee shall meet as required to fulfil its purpose, normally once per year during the budget preparation period.

5.2 Additional meetings may be convened where necessary to complete financial review work.

5.3 A quorum shall be three members or one-third of the membership, whichever is greater.

6.0 Reporting

6.1 Recommendations of the Estimates Committee shall be reported to Full Council.

6.2 The committee shall provide supporting documentation sufficient to enable informed budget decisions by Full Council.

7.0 Officer Support

7.1 The Responsible Financial Officer shall provide professional financial advice and administrative support to the Committee.

7.2 Officers may provide financial data, forecasts, and analysis as required to assist deliberations.

8.0 Review

8.1 These Terms of Reference shall be reviewed periodically by Full Council to ensure continued effectiveness and compliance with Financial Regulations and recognised best practice.

9.0 Decision Validity and Governance

9.1 Only resolutions passed at properly convened meetings and recorded in approved minutes shall constitute committee decisions.

9.2 Draft documents, informal communications or circulated working papers shall not constitute council policy or instruction.

10.0 Compliance with Law and Professional Advice

10.1 the committee shall act in accordance with the statutory requirements

10.2 the committee shall have due regard to professional advice provided by:

- The proper officer
- The responsible financial officer
- Appointed legal advisors and appointed human resource advisors

10.3 No resolution shall require any officer to act unlawfully or contrary to their statutory duties.

PLANNING AND TRANSPORT COMMITTEE

Prime Objectives:

To ensure decisions on planning and other matters referred to the committee balance the wishes of the applicants with those of other interested parties and take account of the character and amenities of the town and the preservation of the Conservation Areas.

1.0 Terms of Reference

- 1.1 Membership shall be appointed at the Annual Council Meeting.
- 1.2 Membership shall comprise not less than 7 members and two ex-officio members.
- 1.3 One third of voting members shall constitute a quorum, but no less than three.
- 1.4 The committee shall elect a Chair and Vice Chair for each civic year.
- 1.5 The committee shall receive and examine applications for planning permission received from the Local Planning Authority, Uttlesford District Council (UDC), having regard to lawful material considerations and with reference to the Local Development Plan, the Great Dunmow Neighborhood Plan and the Great Dunmow Town Design Statement and shall make suitable recommendations to Uttlesford District Council as to whether or not planning permission should be approved, refused, or approved subject to certain conditions.
- 1.6 The committee shall also consider and determine the following matters:
 - 1.6.1 all statutory consultation notices received in respect of full planning applications, listed building consent applications and change of use,
 - 1.6.2 plans and policy proposals received in relation to Minerals & Waste,
 - 1.6.3 matters relating to the National Planning Policy Framework (NPPF),
 - 1.6.4 matters relating to the Local Plan and its components,
 - 1.6.5 matters relating to the Conservation Areas in Great Dunmow,
 - 1.6.6 matters of national infrastructure that may impact the parish
 - 1.6.7 any principal matters and correspondence relating to Neighborhood Plans and recommendations from the Neighborhood Plan Steering Group,
 - 1.6.8 correspondence received from the Local Planning Authority in relation to administrative planning matters,
 - 1.6.9 notifications of Traffic Regulation Orders,
 - 1.6.10 notifications of decisions taken by the Local Planning Authority.
- 1.7 The committee shall ensure that responses to planning applications are made within the time specified on the Planning Application notice or notify UDC of a delay and request an extension. All grounds for objection must be clearly supported by good planning reasons and clearly state the planning policies and material considerations invoked in respect of such objections.
- 1.8 The committee may where necessary make use of site visits to finalise a decision. If members visit in an official capacity, at least two members should make such visits, and visits should not jeopardise 1.5 above.
- 1.9 The committee shall consider all appeals and submit comments where appropriate to the Planning Inspectorate, Department of Transport, Environment and the Regions or any other appropriate government department.
- 1.10 The committee may provide representatives for relevant Uttlesford District Council and other meetings and committees for seminars, briefing and training sessions appropriate to the committee's Terms of Reference

- 1.11 The committee shall receive on behalf of the council such statutory notifications as fall within the function of Town Planning.
- 1.12 The committee may act in respect of any other matter requiring any form of planning consideration and which is within the remit of the committee.
- 1.13 The committee shall, using its discretion based on 1.5 above, make a recommendation to the council on building developments involving applications which are deemed by the committee to be of exceptional importance to the town.
- 1.14 The committee shall work in partnership with the County Council, District Council and neighbouring parish councils to ensure that future developments enhance the future independent character and identity of Great Dunmow and helps to achieve the town's vision statement.
- 1.15 The committee shall consider and respond to parking proposals from Essex County Council and other organisations.
- 1.16 The committee shall consider and respond to proposals on changes to public footpaths, if they are not on council land (those on council land to be considered by the Downs and Commons Committee).
- 1.17 The committee shall prepare and submit for the council's consideration estimates of expenditure for the following civic period.
- 1.18 The committee shall approve expenditure from an agreed budget, in line with the committee's delegated functions; and in accordance with the council's Standing Orders, Financial Regulations and adopted policies and procedures.
- 1.19 The Proper Officer is delegated responsibility, in consultation with the committee Chair and Vice-Chair to determine responses to planning applications that are considered "urgent" in nature or which would otherwise not receive a response within the statutory consultation window. Where such delegated consultation responses are submitted, a report will be made to the next meeting of the committee.

2.0 Delegation of Powers

To the Committee

- 2.1 Those functions contained in paragraphs 1.4 – 1.18 inclusive shall be delegated to the Planning and Transport Committee.

To the Chair and Vice Chair

- 2.2 Those matters referred to in paragraph 1.19 above, and representation of the council at any committee, sub-committee, panel or form of another authority to support the council's best interests on any matter within the remit of this committee.

3.0 Urgent Matters

- 3.1 The Proper Officer, in consultation with the Chair and Vice-Chair, may determine urgent operational matters which cannot reasonably await the next meeting

- 3.2 Any decision taken under urgent delegation must:

- comply with the council's Standing Orders and Financial Regulations;
- be reported to the next available meeting of the council or relevant committee;
- provide sufficient information to enable appropriate member scrutiny

4.0 Decision Validity and Governanc

4.1 Only resolutions passed at properly convened meetings and recorded in approved minutes shall constitute committee decisions.

4.2 Draft documents, informal communications or circulated working papers shall not constitute council policy or instruction.

5.0 Compliance with Law and Professional Advice

5.1 the committee shall act in accordance with the statutory requirements

5.2 the committee shall have due regard to professional advice provided by:

- The Proper Officer
- The Responsible Financial Officer
- Appointed legal advisors and appointed human resource advisors

5.0.3 No resolution shall require any officer to act unlawfully or contrary to their statutory duties.

DOWNES AND COMMONS COMMITTEE

Prime Objectives:

To ensure that the Downs, Commons, Recreation Grounds, Recreation Ground Public Toilets, Cemetery, Jubilee Allotments, Talberds Ley Tennis Courts, Play Areas, Skate Park, the David Cock bequest land, and any other *Open Spaces under the council's control are managed effectively to provide a pleasant and safe environment for residents and visitors to the town and to ensure that all facilities comply with existing and new legislation.

Great Dunmow Town Council is the sole corporate trustee of the Foakes for Recreation Ground Trust registered charity (No. 301313).

1.0 Terms of Reference

- 1.1 Membership shall be appointed at the Annual Council Meeting,
- 1.2 Membership shall comprise not less than 7 members, and two ex-officio members.
- 1.3 One third of voting members shall constitute a quorum, but no less than three.
- 1.4 The committee shall elect a Chair and Vice Chair for each civic year.
- 1.5 The committee shall be responsible for capital and maintenance projects for the maintenance of trees, hedges, grass cutting, ponds, litter bins, dog waste bins, seats, picnic tables and signs at the locations above, and any other areas within the council's remit.
- 1.6 The committee shall consider and determine the following matters:
 - 1.6.1 Matters relating to street furniture owned and maintained by the council
 - 1.6.2 Matters relating to equipment and fleet
 - 1.6.3 Matters relating to the council's skip and waste services
 - 1.6.4 Applications for awards and accreditations falling within the committee's delegated functions

In addition, the committee is to oversee and review any business arising from or relating to the following assets in line with the council's Standing Orders, Financial Regulations and adopted policies and procedures:

- 1.6.5 Town Square
- 1.6.6 Doctors Pond
- 1.6.7 Parsonage Downs
- 1.6.8 Threder's Green
- 1.6.9 Chelmer Valley Land
- 1.6.10 Braintree Road Picnic Area
- 1.6.11 Talberds Ley
- 1.6.12 Harp Mead
- 1.6.13 Town Council Playgrounds
- 1.6.14 Jubilee Allotments
- 1.6.15 Castleden Meadow -

- 1.6.16 Land at Brick Kiln Farm
- 1.6.17 David Cock Woodland

- 1.7 The committee shall prepare and submit for the council's consideration estimates of expenditure for the forthcoming civic year.
- 1.8 The committee may approve expenditure from an agreed budget, in line with the committees' delegated functions; and in accordance with the council's Standing Orders, Financial Regulations, and adopted policies and procedures.
- 1.9 The committee shall approve any entry into a Best Kept Village, Britain in Bloom or Best Kept Playing Fields Competition.
- 1.10 The committee shall oversee and review the maintenance and insurance of the council's vehicles.
- 1.11 The committee shall make recommendations to the council on the uses of land under the councils control for downs, commons, parks, cemeteries, allotments and open spaces for the purposes of recreational and other activities.
- 1.12 The committee shall advise the council on the acquisition of land for the purposes of leisure and recreational and other activities.
- 1.13 The Downs and Commons Committee is to oversee and review workforce capacity levels and make recommendation to the Personnel Committee when more employees (temporary or full time) are required to effectively maintain and manage the areas falling within the committee's delegated functions.
- 1.14 The committee shall not be responsible for any matters reserved for discharge by any of the council's charitable trusts, including but not limited to management of charitable trust assets, income, and expenditure.
- 1.15 The council's Proper Officer is delegated responsibility, in consultation with the Chair and Vice-Chair to determine matters that are considered "urgent" in nature. Where such delegated matters are dealt with, a report will be made to the next committee meeting.

2.0 Delegation of Powers

To the Committee

- 2.1 Those functions contained in paragraph 1.4 – 1.14 inclusive shall be delegated to the Downs and Commons Committee.

To the Chair and Vice-Chair

- 2.2 Matters in 1.15 above.

3.0 Urgent Matters

- 3.1 The Proper Officer, in consultation with the Chair and Vice-Chair, may determine urgent operational which cannot reasonably await the next meeting.

- 3.2 Any decision taken under urgent delegation must:

- comply with the council Standing Orders and Financial Regulations;
- be reported to the next available meeting of the council or relevant committee;
- provide sufficient information to enable appropriate member scrutiny

4.0 DECISION VALIDITY AND GOVERNANCE

- 4.1 Only resolutions passed at properly convened meetings and recorded in approved minutes shall constitute committee decisions.

4.2 Draft documents, informal communications or circulated working papers shall not constitute council policy or instruction.

5.0 COMPLIANCE WITH LAW AND PROFESSIONAL ADVICE

5.1 The committee shall act in accordance with the statutory requirements

5.2 The committee shall have due regard to professional advice provided by:

- The Proper Officer
- The Responsible Financial Officer
- Appointed legal advisors and appointed human resources advisors

5.3 No resolution shall require any officer to act unlawfully or contrary to their statutory duties.

DOWNES AND COMMONS OPEN SPACES MANAGEMENT SUB-COMMITTEE

Primary Objective:

The Open Spaces Management Sub-Committee is responsible for the production and oversight of Open Space Management Plans applicable to the delegated functions of the Downs and Commons Committee.

1.0 Terms of Reference

- 1.1 Membership shall be appointed at the Annual Council Meeting.
- 1.2 Membership shall comprise not more than 7 members.
- 1.3 One third of voting members shall constitute a quorum, but no less than three.
- 1.4 To elect a Chair and Vice Chair for each civic year.
- 1.5 The sub-committee shall be responsible for:
 - 1.5.1 Considering wider projects and producing reports for consideration and approval by the Downs and Commons Committee
 - 1.5.2 Establishing and managing the council's grass cutting schedules
 - 1.5.3 Considering matters relating to the improvement of ecology and biodiversity in the areas falling under the remit of the Downs and Commons Committee
 - 1.5.4 Reviewing of the council's open spaces strategies in general
 - 1.5.5 The consideration of and responses to written representations received from the public in relation to open spaces
 - 1.5.6 Establishing and managing the council's maintenance programmes and schedules for litter collection and disposal, horticultural work, grass cutting regimes and street furniture maintenance (excluding street furniture and bus shelters owned by Essex Highways)
 - 1.5.7 Reviewing the council's tree management schedule
 - 1.5.8 Maintaining the Doctors Pond and managing all matters pertaining to this asset
- 1.6 The sub-committee will meet as and when required, however the sub-committee will meet no less than twice in any civic year.
- 1.7 To prepare and submit estimates of expenditure for the following civic period for the consideration of the Downs and Commons Committee.
- 1.8 To approve expenditure from an agreed budget, in line with the committees' delegated functions; and in accordance with the council's Standing Orders, Financial Regulations and adopted policies and procedures.
- 1.9 The sub-committee shall not be responsible for any matters reserved for discharge by any of the council's charitable trusts, including but not limited to management of charitable trust assets, income, and expenditure.
- 1.10 The council's Proper Officer is delegated responsibility, in consultation with the Chair and Vice-Chair to determine matters that are considered "urgent" in nature. Where such delegated matters are dealt with, a report will be made to the next sub-committee meeting.

2.0 Delegation of Powers

To the Sub-Committee

- 2.1 Those functions contained in paragraph 1.4 – 1.8 inclusive shall be delegated to the Open Spaces Management Sub-Committee.

To the Chair and Vice Chair

- 2.2 Matters in 1.10 above

DOWNNS AND COMMONS CLIMATE EMERGENCY SUB-COMMITTEE

OBJECTIVES:

Recommend and pursue ways to minimise the environmental impacts of buildings, vehicles and the day-to-day operation and maintenance of council controlled buildings and land.

Recommend ways to minimise the council's environmental impact from the procurement of materials, services and equipment.

To promote sustainable methods of travel (walking, cycling, etc.) within the parish boundaries and beyond.

To coordinate with the waste disposal and collection authorities to promote a 'reduce, reuse and recycle' policy within the parish.

To advise the Edward Thomas Foakes Memorial Hall Trust and Foakes for Recreation Ground Trust on ways to minimise the environmental impacts of buildings, vehicles and the day-to-day operation and maintenance of trust controlled buildings and land.

1.0 Terms of Reference:

1.1 Membership shall comprise of four councillors and up to three non-councillors.

1.2 One third of voting members shall constitute a quorum but no less than three.

1.3 The sub-committee will meet as and when required, however the sub-committee will meet no less than twice in a civic year.

1.4 The sub-committee shall administer the council's activities including but not limited to, the following:

1.4.1 actively promote the use of renewable energy by the council and managed trusts,

1.4.2 actively promote, advise and encourage the council to reduce the use of non-renewable energy sources,

1.4.3 work with residents and local businesses to actively reduce negative environmental impacts to the parish,

1.4.4 advise and recommend sustainable 'green' initiatives to the Planning and Transport Committee for:

1.4.2.1 the Neighbourhood Plan

1.4.2.2 the Local Plan

1.4.2.3 all other planning applications upon which the council are required to be consulted

1.4.5 instigate reports and audits to ascertain carbon emissions and energy efficiency of assets controlled by the council or charitable trusts managed by the council,

1.4.6 recommend to the council ways to align the committees' objectives with those of the District Council, County Council and UK government 'green' policies and objectives.

1.4.7 actively champion the reduction of the council's carbon footprint and promote sustainable services and procurement,

1.4.8 scrutiny of all capital expenditure projects

1.4.9 produce a climate scrutiny report for any capital expenditure project, said report to be received by the relevant parent committee overseeing the project.

- 1.5 The sub-committee will prepare and submit a budgetary requirement for consideration by the council for each forthcoming civic year or part of the civic year.
- 1.6 The sub-committee will elect a Chair and Vice-Chair from amongst members with voting rights. The Chair will be the day-to-day contact and support for and to the Town Clerk in respect of the business of the sub-committee.
- 1.7 The sub-committee will consider the attendance of members or officers at conferences or courses germane to the objectives of the sub-committee to comply with the council's training and development policies and make recommendations to the council before incurring associated expenses.
- 1.8 The sub-committee shall produce and review Terms of Reference for this sub-committee.
- 1.9 The sub-committee shall not be responsible for any matters reserved for discharge by any of the council's charitable trusts, including management of charitable trust assets, income, and expenditure.
- 1.10 The council's Proper Officer is delegated responsibility, in consultation with the sub-committee Chair and Vice-Chair to determine matters that are considered urgent in nature. Where such delegated matters are dealt with, a report will be made to the next committee meeting of the sub-committee.

2.0 Delegation of Powers:

To the sub-committee

- 2.1 Those matters referred to in paragraphs 1.1 – 1.9 inclusive above.

To the Chair and Vice Chair

- 2.2 Matters in 1.10 above

POLICY AND RESOURCES COMMITTEE

1.0 PURPOSE OF THE COMMITTEE

1.1 The Policy and Resources Committee shall supervise the operational, governance and financial framework of the council.

1.2 The committee's role is to:

- a) ensure the council operates within statute and financial regulations
- b) maintain the council's constitutional framework
- c) oversee corporate governance, risk, audit, policy and financial control
- d) support delivery of council priorities within the approved annual budget

2.0 Membership

2.1 Members shall be appointed at the Annual Council Meeting.

2.2 Membership shall comprise no more than seven councillors, including any ex-officio members.

2.3 One third of members shall constitute a quorum, subject to a minimum of three.

2.4 The committee shall elect a Chair and Vice-Chair annually.

3.0 Financial Governance Responsibilities

The committee shall:

3.1 Oversee and review council expenditure relating to attendance by members and officers at conferences, training or courses.

3.2 Approve payment of:

- a) members' expenses
- b) Mayor's allowance
- c) Town Crier expenses

where referred by the council or Responsible Financial Officer.

3.3 Liaise with the Responsible Financial Officer to ensure standing committees receive up-to-date financial statements.

3.4 Review the council's register of assets and property.

3.5 Oversee and review insurance cover for council property and liabilities.

3.6 Approve expenditure from any budget delegated to the committee in accordance with:

- a) Standing Orders
- b) Financial Regulations
- c) adopted council policies
- d) approved procedures

4.0 Governance Audit and Risk

4.1 Receive the annual Statement of Accounts and reports of both the Internal and External Auditors and make recommendations to council on any actions required.

4.2 Oversee and review the council's risk management strategy.

4.3 Oversee, review and recommend arrangements for the council's system of internal audit.

4.4 Oversee and review the council's Health and Safety and Fire Safety policies.

4.5 Prior to approval of the annual governance and accountability return the committee shall ensure that full council reviews the effectiveness of the councils system of internal control in accordance with recognised proper practices.

5.0 Policy and Constitutional Oversight

The Committee shall:

5.1 Oversee and review all council policies and make recommendations to council for adoption, except where responsibility is delegated to another committee.

5.2 Oversee and review Standing Orders and Financial Regulations.

5.3 Oversee and review the Terms of Reference of this committee.

6.0 Cemetery Governance Functions

The committee shall:

6.1 Approve applications for Exhumation Orders.

6.2 Consider applications for variation of Cemetery Regulations relating to memorials or headstones.

6.3 Oversee and review Cemetery Regulations.

7.0 Trust Matters

7.1 The committee shall not be responsible for matters reserved to any of the council's charitable trusts, including:

- a) trust assets
- b) trust income
- c) trust expenditure
- d) trust governance

8.0 Urgent Matters

8.1 The Proper Officer is delegated authority, in consultation with the Chair and Vice-Chair of the Committee, to determine matters considered urgent that cannot reasonably await the next meeting.

8.2 Any decision taken under urgent delegation must:

- comply with the council Standing Orders and Financial Regulations;
- be reported to the next available meeting of the council or relevant committee;
- provide sufficient information to enable appropriate member scrutiny

9.0 Compliance with Law and Professional Advice

9.1 The committee shall act in accordance with statutory requirements.

9.2 The committee shall have due regard to professional advice provided by:

- a) the Proper Officer
- b) the Responsible Financial Officer
- c) appointed legal advisers
- d) appointed HR advisers

9.3 No resolution of the shall require any officer to act unlawfully or contrary to their statutory duties.

10.0 Decision Validity and Governance

10.1 Only resolutions passed at properly convened meetings and recorded in approved minutes shall constitute committee decisions.

10.2 Draft documents, informal communications or circulated working papers shall not constitute council policy or instruction.

POLICY AND RESOURCES FINANCE SCRUTINY PANEL

Objectives:

To conduct the council's Financial Risk Assessment exercise and report to the Policy and Resource Committee.

1.0 Terms of Reference:

- 1.1 Membership shall comprise three councillors.
- 1.2 Attendance of all three councillors is required to achieve a quorum.
- 1.3 The panel will meet twice a year in September and March.
- 1.4 The panel shall undertake the council's annual financial risk assessment and report its findings to the council to support governance and assurances made within the annual governance and accountability return. The FRA comprises:
 - 1.4.1 The completion of a statement of internal controls
 - 1.4.2 A review of the risk register,
 - 1.4.3 A review of the safety check sheet,
 - 1.4.4 A review of the Asset and Property register,
 - 1.4.5 A review of the effectiveness of the internal audit.
- 1.5 The panel will elect a Chair¹¹; the Chair will also be the day-to-day contact and support for the Town Clerk.
- 1.6 The panel shall produce and review the Terms of Reference for this panel.
- 1.7 The panel shall receive, verify and sign the reconciliation statements for all accounts observing the following conditions:
 - 1.7.1 The reconciliation statements are to be signed by the Chair of the panel and one other member.¹²
 - 1.7.2 The Chair of the panel is to present the account reconciliation statements to the Chair of the Policy and Resource Committee for verification and signing twice in the financial year.
- 1.8 The council's Proper Officer is delegated responsibility, in consultation with the Panel Chair to determine matters that are considered "urgent" in nature. Where such delegated matters are dealt with, a report will be made to the next panel meeting.

2.0 Delegation of Powers:

To the Panel

- 2.1 Those functions contained in paragraph 1.3 – 1.7 inclusive shall be delegated to the Finance Scrutiny Panel.

To the Chair

2.2 Matters in 1.8 above.

¹¹The Chair of the Policy and Resource Committee should not be the Chair of Finance Scrutiny Panel (only in extremis should they fulfil both functions).

¹² The Chair of the Policy and Resource committee signs the account reconciliation statements once presented to them and not as a panel member.

COMMUNITY COMMITTEE

Objectives:

The Community Committee shall oversee the council's community services, public amenities, buildings, community engagement activity, and civic events.

The Committee shall ensure that council-owned facilities and community buildings are:

- properly maintained
- financially sustainable
- accessible to the community
- managed in accordance with statutory requirements and adopted council policy

The committee shall support community wellbeing, safety initiatives, and resident engagement.

1.0 Terms of Reference

1.1 Members shall be appointed annually by council.

1.2 Membership shall comprise up to ten councillors, including two ex-officio members.

1.3 One third shall constitute a quorum, subject to a minimum of three.

1.4 The committee shall elect a Chair and Vice-Chair annually.

2.0 General Limitations of Power

2.1 The committee may only exercise powers expressly delegated by council.

2.2 Any matter outside delegated authority shall be referred to Full Council.

2.3 The committee shall not issue instructions requiring officers to act unlawfully or contrary to professional advice.

3.0 Community Buildings and Property Management

The committee shall oversee the operation, maintenance and community use of council-managed buildings including:

3.1 Edward Thomas Foakes Memorial Hall and associated car park

3.2 Foakes House and yard

3.3 Dourdan Pavilion and its curtilage

3.4 Any halls, centres or pavilions acquired through:

- Section 106 agreements
- Community Asset Transfer
- leasehold acquisition
- freehold acquisition
- future transfers to the Council

3.5 The public telephone box at Foakes Hall

3.7 Public toilets under Council control

3.8 No.11 North Street ("The Lock Up")

3.8 Town council playgrounds

3.9 Skatepark and Pump Track

3.10 Tennis Courts

3.11 Sports Pitches

3.12 Multi Use Games Area

4.0 Trust Property Governance (Foakes Trust)

4.1 The council acts as sole trustee of the Edward Thomas Foakes Memorial Hall Trust (Charity No. 301312).

4.2 Where acting in its capacity as trustee, decisions relating to Trust property must be taken in accordance with charity law and recorded separately where required.

4.3 The committee may oversee operational matters and make recommendations to the trustee body regarding:

- maintenance
- lettings
- charges
- operational arrangements

4.4 Nothing in this Terms of Reference permits the committee to exercise trustee powers unless formally convened as the trustee body.

4.5 When the council acts in its capacity as sole corporate trustee, it shall clearly distinguish between decisions taken as trustee and decisions taken by the town council. Where appropriate, trustee decisions shall be recorded separately in accordance with guidance issued by the charity commission.

5.0 Lettings, Usage and Income

The Committee shall:

5.1 Encourage use of council facilities to maximise appropriate community benefit and where appropriate letting income.

5.2 Oversee marketing and promotion of council assets.

5.3 Review building usage by outside organisations.

5.4 Recommend or approve (where delegated):

- hire charges
 - tenancy terms
 - usage conditions
- for council-managed buildings.

6.0 Community Safety and Local Services

The committee shall:

6.1 Oversee the council's CCTV systems.

6.2 Support community safety initiatives and partnerships.

6.3 Promote community safety awareness.

6.4 Consider matters relating to public health within council powers.

6.5 Consider community transport provision and bus shelters (excluding highway authority infrastructure responsibilities).

7.0 Community Events and Civic Activity

The Committee shall:

7.1 Plan and oversee Town Council-run events.

7.2 Oversee Festive decorations and seasonal celebrations.

7.3 Consider civic commemorations and remembrance events.

7.4 Mayoral events remain outside Committee authority and are reported to Full Council only.

8.0 Allotments and Community Programmes

The Committee shall:

8.1 Oversee allotment management including:

- tenancy arrangements
- operational rules
- fee structures (within delegated authority)

8.2 Support youth engagement initiatives.

8.3 Support community cultural initiatives and social inclusion programmes approved by council.

8.4 Matters relating to the Town Flowers Scheme

9.0 Other Community Assets and Services

The Committee shall oversee:

9.1 Public toilets.

9.2 Community information services operated by the council.

9.3 Applications for awards or accreditations relating to assets within its functions.

9.4 Acquisition of performing rights licenses for buildings managed by the committee.

9.5 The committee shall prepare and submit for the council's consideration schedules of fees and charges for all areas under the committee's remit (the Recreation Ground, Talberds Ley Tennis Courts, the Town Cemetery, Jubilee Allotments and future and other council areas.

9.6 The committee shall have responsibility for the acquisition of any Premises Licenses required for Talberds Ley and the Recreation Ground and other council areas.

9.7 The committee may consider and make recommendations to the council for the use of Downs, Commons and other open spaces by third party organisations to use.

9.8 The committee shall advise the council on the provision of new and modification of existing buildings and equipment related to the leisure, recreation or amenity aspects of the council's business.

10.0 Grants

10.1 The committee shall review grant applications exceeding the limit set in the council's scheme of granting financial assistance and make recommendations to council

11.0 Financial and Budget Responsibilities

11.1 The Committee shall prepare annual budget estimates relating to its functions.

11.2 The Committee may approve expenditure within its delegated budget.

11.3 Any expenditure outside approved budget must be referred to council.

12.0 Staffing Requirements

12.1 Where additional staffing resources are required to manage assets or services within this committee's remit, the committee may make recommendations to the Staffing Committee.

13.0 Advisory Groups and Stakeholder Reports

13.1 The committee may receive reports and recommendations from advisory groups, working parties or stakeholder panels established by the council.

14.0 Urgent Matters

14.1 The Proper Officer, in consultation with the Chair and Vice-Chair, may determine urgent operational matters which cannot reasonably await the next meeting

14.2 Any decision taken under urgent delegation must:

- comply with the council Standing Orders and Financial Regulations;
- be reported to the next available meeting of the council or relevant committee;
- provide sufficient information to enable appropriate member scrutiny

15.0 Decision Validity and Governance

15.1 Only resolutions passed at properly convened meetings and recorded in approved minutes shall constitute committee decisions.

15.2 Draft documents, informal communications or circulated working papers shall not constitute council policy or instruction.

16.0 Compliance with Law and Professional Advice

16.1 The committee shall act in accordance with the statutory requirements

16.2 The committee shall have due regard to professional advice provided by:

- The Proper Officer
- The Responsible Financial Officer
- Appointed legal advisors and appointed human resource advisors

16.3 No resolution shall require any officer to act unlawfully or contrary to their statutory duties.

COMMUNITY COMMITTEE

COMMUNITY ASSET TRANSFER (CAT) WORKING GROUP

COMMUNITY COMMITTEE COMMUNITY ASSET TRANSFER (CAT) WORKING GROUP TERMS OF REFERENCE

1. STATUS AND PURPOSE

1.1

The Community Asset Transfer (CAT) Working Group is established by resolution of Full Council following consideration of the Deputy Town Clerk's report regarding the proposed transfer of the Old School House / Dunmow Youth Centre.

1.2

Full Council resolved to:

- note the outcome of Officer negotiations;
- acknowledge the materially improved position secured;
- endorse the draft Heads of Terms and RAG assessment;
- agree in principle to the feasibility of proceeding with the Community Asset Transfer.

1.3

The Working Group is established to:

- support and oversee Officer-led negotiations with Essex County Council;
- enable preparatory and exploratory work to progress at pace;
- support the development of a robust, evidence-based position to inform Full Council decision-making.

1.4

The Working Group operates in an advisory capacity only and holds no delegated decision-making powers, except where expressly authorised by Full Council.

2. MEMBERSHIP AND ADMINISTRATION

Item	Detail
Membership	5 Councillors
Substitutes	Not permitted
Quorum	Not applicable (advisory body)
Chair	Elected Member only
Officer Support	Deputy Town Clerk
Meetings	As required in line with programme

2.1 Appointed Members

- Cllr
- Cllr
- Cllr
- Cllr
- Cllr

2.2 Designated Officer

- Deputy Town Clerk

2. ROLE AND RESPONSIBILITIES

3.1 Negotiations and Strategic Oversight

The Working Group shall:

- a) Support and oversee Officer-led negotiations with Essex County Council;
- b) Assist in refining negotiation positions in line with:
 - agreed Heads of Terms;
 - Council priorities and risk appetite;
 - financial and legal considerations.

3.2 Preparatory and Exploratory Work

The Working Group shall support Officers in progressing:

- a) Appointment of surveyors, consultants, and professional advisers;
- b) Review of previous feasibility and discovery work;
- c) Development of initial project concepts and options;
- d) Procurement of project management support;
- e) Preparatory activity required to:
 - enable informed Council decision-making;
 - support future funding applications (including PWLB);
 - ensure project readiness and delivery at pace.

3.3 Financial and Resource Oversight

3.3.1

The Working Group shall support Officers in overseeing use of the approved budget:

North Street Project (Earmarked Reserves):

- Youth Facilities EMR (North Street Project): £17,900
- Youth Facilities EMR: £11,100
- Total Allocation: £29,000

3.3.2

The allocation is to fund:

- structural and condition surveys;
- legal and professional advice;
- planning and feasibility work;
- preparation of reports, including for potential PWLB application.

3. DELEGATED OFFICER AUTHORITY (SPENDING AND DELIVERY)

4.1

In accordance with Full Council resolution, authority is delegated to the Deputy Town Clerk, in consultation with the Working Group, to:

- progress negotiations at pace;
- commission surveys and professional advice;
- undertake preparatory and exploratory work;
- authorise expenditure up to £29,000 from earmarked reserves;
- engage with Essex County Council and other stakeholders.

4.2

All expenditure must:

- fall within the approved scope;
- represent value for money;
- comply with the Council's Financial Regulations and Standing Orders.

5. RISK MANAGEMENT AND DUE DILIGENCE

The Working Group shall:

- a) Review and monitor risks identified within the RAG assessment;
- b) Ensure appropriate due diligence is undertaken, including:
 - structural condition;
 - legal obligations;
 - financial viability;
- c) Consider key risks including:
 - structural risk;
 - financial exposure;
 - programme and timing risks;
 - any additional risks identified during the project lifecycle;
- d) Identify mitigation measures and escalate material risks to Full Council where required.

6. REPORTING AND DECISION-MAKING

6.1

The Working Group shall report to Full Council as required.

6.2

A formal report shall be presented once:

- structural surveys are complete;
- financial implications are fully understood.

6.3

Reports to Full Council shall include:

- clear recommendations;
- supporting evidence;
- assumptions and financial considerations;
- identified risks and mitigation strategies;
- options appraisal (including whether to proceed or not proceed).

6.4

The Working Group may bring forward recommendations at any stage where appropriate.

7. GOVERNANCE AND WORKING ARRANGEMENTS

8.

7.1

The Deputy Town Clerk shall:

- convene meetings;
- prepare agendas, minutes, and reports;
- act as the primary point of contact;
- ensure compliance with governance requirements.

7.2

The Chair shall:

- act as liaison between Members and Officers;
- support effective conduct of meetings.

7.3

The Working Group shall:

- Will support and scrutinise and hold to account, not replace, officer delivery;
- Members provide oversight and constructive Scrutiny.

7.4 Members may:

- Engage informally with stakeholders, agents, or other relevant parties to gather information, views and local insight.

Such engagement:

- Does not constitute acting on behalf of the Council in an executive or decision-making capacity;
- Must not involve making commitments or giving instructions on behalf of the Council;
- Should be shared with the Group and the Deputy Town Clerk to support collective understanding and decision-making. And ideally be signed off by the group to such task before it is acted upon.

REVIEW

8.1

These Terms of Reference shall be reviewed by Full Council as required to ensure continued effectiveness and alignment with Council priorities.

9. DECISION VALIDITY, GOVERNANCE AND LEGAL COMPLIANCE

9.1 Decision Validity and Governance

9.1.1

Only resolutions passed at properly convened meetings and recorded in approved minutes shall constitute formal Working Group recommendations.

9.1.2

Draft documents, informal communications, or circulated working papers shall not constitute Council policy,

instruction, or decision.

9.1.3

The Working Group operates in an advisory capacity only and shall not exercise decision-making powers unless expressly delegated by Full Council.

9.2 Compliance with Law and Professional Advice

9.2.1

The Working Group shall operate in accordance with all relevant statutory requirements, including the Local Government Act 1972.

9.2.2

The Working Group shall have due regard to professional advice provided by:

- the Proper Officer;
- the Responsible Financial Officer;
- appointed legal advisers;
- appointed Building surveyors.

9.2.3

No recommendation or action of the Working Group shall require any officer to act unlawfully or contrary to their statutory or professional duties.

COMMUNITY COMMITTEE

TENNIS COURTS WORKING GROUP

TERMS OF REFERENCE (OFFICER DRAFT)

1. STATUS AND PURPOSE

1.1 The Tennis Courts Working Group is established by Full Council to support the development, improvement, and long-term sustainability of the Council's tennis court facilities.

1.2 The Working Group is established to:

- support the development of a clear strategy for the future of the Council's tennis courts;
- oversee exploratory work relating to refurbishment, enhancement, or expansion;
- consider access, usage, and community benefit;
- support the development of an evidence-based proposal for Full Council decision-making.

1.3 The Working Group operates in an **advisory capacity only** and holds **no delegated decision-making powers**, except where expressly authorised by Full Council.

2. MEMBERSHIP AND ADMINISTRATION

Item	Detail
Membership	Up to 5 Councillors
Substitutes	Not permitted
Quorum	Not applicable (advisory body)
Chair	Elected Member only
Officer Support	Deputy Town Clerk (or nominated officer)
Meetings	As required

Membership shall be appointed by Full Council.

3. ROLE AND RESPONSIBILITIES

3.1 Strategic Development

The Working Group shall:

- a) Review the current condition, usage, and performance of tennis court facilities;
- b) Consider options for improvement, including:
 - resurfacing and maintenance programmes;
 - lighting provision;
 - fencing and security;
 - access arrangements (e.g. booking systems, pay-to-play models);
- c) Explore opportunities to increase participation and community use.

3.2 Project Development and Options Appraisal

The Working Group shall support Officers in:

- a) Developing project options, including refurbishment and enhancement proposals;
- b) Reviewing best practice from comparable local authorities;
- c) Engaging with relevant stakeholders (e.g. user groups, clubs, residents);
- d) Considering partnership opportunities (e.g. with national governing bodies such as the Lawn Tennis Association);
- e) Developing outline project scope, costs, and delivery options.

3.3 Financial Considerations and Funding

The Working Group shall:

- a) Consider indicative costs associated with improvement options;
- b) Support identification of potential funding sources, including:
 - grants;
 - partnership funding;
 - Section 106 contributions (where applicable);
- c) Support the development of a financially sustainable model for ongoing maintenance and operation.

3.4 Risk and Due Diligence

The Working Group shall:

- a) Identify and review key risks, including:

- financial viability;
- ongoing maintenance liability;
- demand and usage levels;
- delivery risks;

b) Ensure appropriate due diligence is undertaken;

c) Identify mitigation measures and escalate material risks to Full Council where required.

4. DELEGATED OFFICER AUTHORITY

4.1 The Deputy Town Clerk (or nominated officer), in consultation with the Working Group, is authorised to:

- progress exploratory and preparatory work;
- obtain quotations, technical advice, and feasibility input;
- engage with stakeholders and external organisations.

4.2 Any expenditure must:

- be within an approved budget or separately authorised;
- comply with the Council's Financial Regulations and Standing Orders.

5. REPORTING AND DECISION-MAKING

5.1 The Working Group shall report to Full Council as required.

5.2 The Working Group shall present a formal report to Full Council including:

- options appraisal;
- cost estimates;
- funding opportunities;
- risks and mitigation;
- clear recommendations.

5.3 The Working Group may bring forward recommendations at any stage.

5.4 All decisions relating to:

- capital expenditure;
 - funding approval;
 - project delivery;
- remain reserved to Full Council.

6. GOVERNANCE AND WORKING ARRANGEMENTS

6.1 The Deputy Town Clerk shall:

- convene meetings;
- prepare agendas, minutes, and reports;
- act as the primary point of contact.

6.2 The Chair shall:

- act as liaison between Members and Officers;
- support effective conduct of meetings.

6.3 The Working Group shall:

- provide constructive challenge and scrutiny;
- support Officer delivery without directing operational activity;
- operate within the Member–Officer protocol at all times.

7. DECISION VALIDITY, GOVERNANCE AND LEGAL COMPLIANCE

7.1 Decision Validity and Governance

7.1.1 Only resolutions passed at properly convened meetings and recorded in approved minutes shall constitute formal Working Group recommendations.

7.1.2 Draft documents, informal communications, or circulated working papers shall not constitute Council policy, instruction, or decision.

7.1.3 The Working Group shall not exercise decision-making powers unless expressly delegated by Full Council.

7.2 Compliance with Law and Professional Advice

7.2.1 The Working Group shall act in accordance with all relevant statutory requirements, including the Local Government Act 1972.

7.2.2 The Working Group shall have due regard to professional advice provided by:

- the Proper Officer;
- the Responsible Financial Officer;
- appointed legal advisers;
- appointed HR advisers.

7.2.3 No recommendation or action shall require any officer to act unlawfully or contrary to their statutory or professional duties.

STAFFING COMMITTEE

Objectives:

The Staffing Committee shall oversee staffing structures, employment practices, staff welfare, and organisational capacity to ensure the council operates an efficient, lawful, and professional Town Council office.

The committee shall oversee staff welfare, performance, and organisational culture, including the appraisal of the Town Clerk.

The committee shall manage staffing matters including grievances, disciplinary processes, recruitment oversight, and employment policy in accordance with:

- employment legislation
- council adopted HR policies
- ACAS guidance
- professional HR advice

1.0 Membership

1.1 The Staffing Committee shall consist of up to seven councillors, including two ex-officio members.

1.2 Membership shall comprise:

- the Chair of the Council
- the Vice-Chair of the Council
- five councillors appointed by Full Council

1.3 Membership shall not exceed seven members.

1.4 One third shall constitute a quorum, subject to a minimum of three.

1.5 The committee shall elect a Chair and Vice-Chair at the first meeting of each civic year or when a vacancy occurs.

1.6 The committee shall normally meet at least three times each civic year.

2.0 Confidentiality and Attendance

2.1 Only members of the Staffing Committee may attend meetings where confidential staffing matters are discussed unless the committee resolves otherwise.

2.2 The Committee may permit attendance by:

- HR advisers
- solicitors
- investigators
- union representatives
- professional advisers

where necessary for lawful process.

2.3 Staffing matters will frequently constitute exempt information under Schedule 12A of the Local Government Act 1972.

2.4 Members and officers must comply with:

- Codes of Conduct
- contractual confidentiality obligations
- data protection legislation

3.0 General Limitations of Powers

3.1 The committee may exercise only those powers delegated by Council.

3.2 The committee shall act strictly in accordance with employment law and adopted human resource procedures.

3.3 No resolution of the committee shall require any officer to act unlawfully or contrary to professional human resource or legal advice.

3.4 Individual councillors shall have no authority to instruct staff or intervene in staffing matters outside properly convened committee decisions.

4.0 Staff Welfare and Performance

The committee shall:

4.1 Oversee the welfare, wellbeing and professional conduct of staff.

4.2 Receive reports on staff appraisal processes.

4.3 Ensure consistent application of appraisal procedures.

4.4 Conduct the Town Clerk's annual appraisal and probationary reviews.

5.0 Grievance, Disciplinary and Human Resource Management

The Committee shall:

5.1 Oversee and determine staff grievances in accordance with the council's Staff Handbook.

5.2 Oversee and determine disciplinary matters in accordance with the council's Staff Handbook.

5.3 Commission independent investigators where appropriate.

5.4 Ensure procedural fairness, impartiality and proper record-keeping in all employment cases.

5.5 Ensure no councillor participates in a staffing decision where a conflict of interest or prior involvement exists or is mentioned in disputes.

6.0 Recruitment, Structure and Contracts

The Committee shall:

6.1 Oversee recruitment matters and authorise advertisement of posts.

6.2 Recruitment of the Town Clerk shall remain a Full Council responsibility.

6.3 Review organisational structure and staffing capacity.

6.4 Review job descriptions, contracts and salary arrangements and recommend changes to council where

required.

6.5 Oversee staff training provision and organisational development as well as to oversee and review the budget for officer induction and continuing professional development.

7.0 Human Resource Policy and Professional Support

The committee shall:

7.1 Produce, review and recommend employment policies.

7.2 Maintain oversight of:

- Staff Handbook
- Training Policy
- LGPS Discretions Policy

7.3 Consider appointment of external human resource consultancy services and recommend appointments to council where appropriate.

7.4 Oversee performance and effectiveness of any retained human resource provider.

8.0 Financial Responsibilities

8.1 The committee may approve staffing expenditure within an agreed budget.

8.2 The committee shall prepare staffing-related budget estimates for future financial years.

8.3 Any expenditure outside approved budget must be referred to council.

9.0 Urgent Staffing Matters

9.1 The Proper Officer, in consultation with the Chair and Vice-Chair, may act on urgent staffing matters which cannot reasonably await a meeting.

9.2 Where the urgent matter concerns the Proper Officer, authority shall instead rest with the Chair of the committee in consultation with the Council's HR adviser.

9.3 Any decision taken under urgent delegation must:

- comply with the council Standing Orders and Financial Regulations;
- be reported to the next available meeting of the council or relevant committee;
- provide sufficient information to enable appropriate member scrutiny

10.0 Decision Validity and Governance

10.1 Only resolutions passed at properly convened meetings and recorded in approved minutes shall constitute committee decisions.

10.2 Draft documents, informal communications or circulated working papers shall not constitute council instruction.

11.0 Compliance With Law And Professional Advice

11.1 The committee shall act in accordance with the statutory requirements

11.2 The committee shall have due regard to professional advice provided by:

- The Proper Officer
- The Responsible Financial Officer
- Appointed legal advisors and appointed human resource advisors

11.3 No resolution shall require any officer to act unlawfully or contrary to their statutory duties.

POWERS SPECIFICALLY DELEGATED TO THE TOWN CLERK

- 1.1 Expenditure from an approved budget in accordance with the council's Financial Regulations, Standing Orders or following a minuted resolution of the council or committee.
- 1.2 Acting as the council's "Proper Officer" in all cases where any legislation requires the appointment of such an officer.
- 1.3 Acting as the Responsible Financial Officer¹⁷ (when appointed) in accordance with the councils Financial Regulations, applicable legislation and Secretary of State regulations, to include:
 - 1.3.1 Managing the investment of the council's monies in accordance with the council's Financial Regulations.
- 1.4 Matters relating to Health and Safety and Fire Safety.
- 1.5 Matters relating to the management and development of employees that report directly to the Town Clerk.

DOCUMENT ADOPTED BY FULL COUNCIL:

Reviewed
Reviewed
Reviewed
Reviewed
Reviewed
Reviewed

24TH JANUARY 2013
14TH NOVEMBER 2013
14TH JULY 2016
10TH MAY 2018
7TH NOVEMBER 2019
5TH MAY 2021
5TH OCTOBER 2023

Revised
Revised
Revised
Revised
Revised

5th Sept 2024
6th February 2025
8th May 2025
5th March 2026
13th May 2026

¹⁷ The Accounts and Audit Regulations 2015 Regulation 4 (1)

