



## **Elstree and Borehamwood Town Council**

### **Committees' Terms of Reference & Delegated Authority**

**2022/23**

#### **A) ALL COMMITTEES:**

All Committees are charged with:

- i) recommending to Council appropriate policies and budget estimates for their services;
- ii) providing agreed services and standards of service within policy and budgetary provision; and
- iii) monitoring the services provided.

#### **B) ENVIRONMENT AND PLANNING COMMITTEE:**

##### **Members: 5 (Quorum is 3)**

The Environment and Planning Committee is responsible for the Allotment Sites (Melrose Avenue, Allum Lane and Stapleton Gardens), Closed Churchyards (St Nicholas and All Saints), War Memorials (Elstree and Borehamwood), Street Furniture, Plaques and Clocks (All Saints) and relevant environmental and planning issues within Elstree and Borehamwood, and is required to provide the Council's response to planning applications within the Town Council area.

- i) To consider and comment appropriately and impartially on all planning applications referred to the Council;
- ii) Where possible, to develop simple policy guidelines for the Council's response to planning applications;
- iii) To encourage improvements in the quality of the environment;

- iv) To consider County and District Plans and Reviews concerning town and country planning matters and transportation (or to refer these to the Transport and Road Safety Forum) and their implications for the area;
- v) To maintain, promote and improve the Council's allotment sites (and to promote and support bee keeping at these sites);
- vi) To provide and maintain street seating as appropriate;
- vii) To maintain the Council's notice boards;
- ix) To maintain public clocks and the war memorials;
- x) To oversee the maintenance of closed churchyards;
- xi) To consider the maintenance and development of public footpaths within Elstree and Borehamwood and to make representations, as required, to the appropriate Authority with jurisdiction;
- xii) To consider, and where agreed to contribute to, the maintenance of High Street Planters, Pavements and A Boards on Shenley Road and to make representations, as required, to the appropriate Authority with jurisdiction;
- xiii) To consider Community Infrastructure Levy bids and allocation of “top sliced” monies to the Town Council and, as appropriate, make recommendations to Full Council;
- xiv) To develop a framework (a determining panel to make recommendations to Full Council) for considering bids to the Authority for top sliced CIL monies by local organisations seeking funds or to refer such applications to other bodies, as appropriate (including Community Grants schemes);
- xv) To contribute to the development of the Parish Walks programme (“Teddy’s Trails”) and to support and fund publicity (including a guide book/material) and administration of the organised walks;

## **C) ENTERTAINMENTS COMMITTEE:**

### **Members: 8 (Quorum is 4)**

The Entertainments Committee is responsible for the overall management and promotion of the Council’s programme of Civic and Public Events.

- i) To determine the arrangements for and to oversee the Annual Civic Festival of the Council; including the agreement of dates and timings, types of events and acts and the requisite levels of support and administration;

- ii) To consider and determine budgeted applications for financial assistance relating to the Annual Civic Festival and other relevant Council organised events;
- iii) To promote the public image of the Town Council's organised events, activities and services through advertising on the Council's notice boards, the local press, the Council website and Social Media, the publication of The Town Crier (in consultation with the General Management Committee) and in all other appropriate ways, including the production of banners and other advertising merchandise;
- iv) To oversee the production of the Town Crier magazine (directly or through the Town Crier Working Group appointed at the first meeting of each Council Year, if required) and to agree on content, production timescales, advertising and costs;
- v) To determine the arrangements for and to oversee the Annual Fireworks Display on or near to 5 November;
- vi) To be responsible for the direct administration and budget of the annual over-60s coach trips and to determine scope of the scheme together with agreed trip destinations;
- vii) To oversee the arrangements for Christmas lighting in designated areas of Elstree and Borehamwood together with the management of a 'Switch On' Event (and to refer any recommendations for the renewal of contracts for the supply of such lights to the General Management Committee);
- viii) To consider any other opportunities for leisure and entertainments facilities or services that would be of benefit to the wellbeing of local residents or visitors to Elstree and Borehamwood and to make recommendations accordingly to the relevant authorities to promote and realise such opportunities;
- ix) To provide other public entertainments or events e.g. film screenings, festivals promoting diversity, celebratory events to commemorate local and national anniversaries such as Royal Weddings (or to contribute to these) as may be deemed appropriate for the benefit to the wellbeing of local residents or visitors to Elstree and Borehamwood;
- x) To oversee the production of a Town Guide and publicity material for entertainments in the Town (including material for use in tourism); and
- xi) To be responsible for the oversight of purchasing and determining the use of audio visual equipment for entertainments and Town Council use.

## **Ca) TOWN CRIER SUB COMMITTEE**

**Members: 3 (Quorum is 2) – at least one Member from each political group**

The aims of the Sub Committee are to determine content and publication criteria for the quarterly Town Council Newsletter (Town Crier) and to be guided by the Entertainments Committee on matters of policy and budget (with any editorial clarification requirements being referred to the Committee for final determination, if required).

- i) to meet eight times in the Year (one meeting prior and one meeting post publication) with the with a membership agreed at the first Entertainments Committee meeting of each Council Year (Sub Committee Chairmanship to be an elected Councillor agreed at that meeting);
- ii) to agree Town Crier contents guidelines and FAQ information on a periodic basis, taking account of new legislation and guidance from the Authority's legal advisors and Town Clerk;
- iii) subject to approval of the Entertainments Committee and any budgetary considerations, to agree scope and value of advertising content by way of setting targets for each edition prior to publication; and
- iv) to report to the Entertainments Committee on the outcome of the meetings (above) with recommendations for action, if required.

## **D) GENERAL MANAGEMENT COMMITTEE:**

**Members: 5 (Quorum is 3)**

The General Management Committee is responsible for matters relating to the general administration of the Council and its finances and some staffing arrangements (not covered by the Staffing Committee) and for other 'community services' not provided by the Environment and Planning Committee.

- i) To oversee the maintenance, development, Hall Booking procedure and Fee Scale for the use of Fairway Hall;
- ii) To determine the level of contributory funding to non-core Council Services (if agreed).
- iii) To oversee the IT requirements of the Council (including Web Site development and content);

- v) To oversee the Health and Safety requirements/arrangements of the Council and to be updated on developments/improvements, as appropriate;
- vi) To review and determine the Council's Insurance Policy and Schedules and to ratify prior to the relevant renewal period;
- vii) To promote the public image of the Town Council through advertising on the Council's notice boards, the publication of The Town Crier (in consultation with the Entertainments Committee) and in all other appropriate ways;
- viii) To oversee the Council's office accommodation, administration and finances;
- ix) To consider and determine the Council's staffing structure (as advised by the Staffing Committee).
- x) To consider all consultations not relating to Planning, Environment or Transport or to refer these to the Environment and Planning Committee and/or Transport and Road Safety Forum;
- xi) To consider Community Grant Applications at every meeting (if any received) and to make recommendations to Council on those referred to it with a recommended quantum of award unless the following criteria apply:
  - Community Grant applications for £500 or less be determined by the General Management Committee without reference to Full Council (where an application is for over £500 but the Committee recommends less, this would be referred to Council); and
  - Applicants seeking free use of Fairway Hall be referred to the Community Grants Process (i.e. apply for funding) with exception of x2 Mayoral Charity fundraising Events, 2-day Diversity Festival, Civic Festival events and BETTA usage.
- xii) To consider and determine Budgeted Grant Applications, as agreed by Council at the January Budget Setting Process (if agreed):
- xiii) To consider regular Finance Reports (Income/Expenditure) and to make recommendations to Council on Annual Budget Setting (for all services);
- xiv) To determine recommendations from Committees for the use of General Reserve Funds;

- xv) To make recommendations to Council on the expenditure of Earmarked Reserve monies;
- xvi) To consider new legislation and powers available to Town and Parish Councils and to make recommendations to Council on their use;
- xvii) To oversee the management of legal or insurance cases conducted by or against the Council;
- xviii) To determine recommendations from other Committees or in its own capacity terms of any new leases or contracts (or amendments to existing leases or contracts) relating to Council land or services; and
- xvix) To appoint the In House Audit Sub-Committee and Internal Auditors of the Council and to receive reports from the same and to confirm any recommendations made or refer these to Council.

**Da) IN HOUSE AUDIT-SUBCOMMITTEE:**

**Members: 2**

- i) to meet twice in the Year with the Clerk (Responsible Finance Officer) to review the Council's Financial Arrangements, Regulations and Procedures (including the Council's Finance Package (Omega), Petty Cash, payment of invoices, banking receipts and any other matters, as necessary, dealing with the Council's finances);
- ii) to report to the General Management Committee on the outcome of the meetings (above) with recommendations for action, if required;
- iii) to review Membership and Terms of Reference at the first meeting of the Committee after each annual Council meeting; and
- iv) to consider and recommend for adoption investment opportunities for the Council's assets.

**Db) INTERNATIONAL AFFAIRS SUB-COMMITTEE**

**Town Council Members: 5 (to include at least one Member of any minority party) (Quorum is 3) (Meetings Open to Press and Public)**

**Meeting Frequency: As required to be called by Sub-Committee Chairman**

Introduction

The EBTC International Affairs Subcommittee shall work to promote strong links between Elstree & Borehamwood and a range of appropriate international partner towns and municipalities.

The Sub-Committee will make recommendations to the General Management Committee (GMC) and Full Council in furtherance of these objectives. These recommendations shall include: allocation of resources; funding priorities; and possible new international partnerships and agreements to benefit Elstree and Borehamwood.

The Sub-Committee will at all times respect the independence and autonomy of all partners including the Borehamwood and Elstree Twin Town Association (BETTA).

### Legal Authority

The legal authority to enter into this arrangement is contained within s.144 of the Local Government Act 1972:

***“144 Power to encourage visitors and provide conference and other facilities.***

*(1) A local authority may (either alone or jointly with any other person or body)—*

*(a) encourage persons, by advertisement or otherwise, to visit their area for recreation, for health purposes, or to hold conferences, trade fairs and exhibitions in their area; and*

*(b) provide, or encourage any other person or body to provide, facilities for conferences, trade fairs and exhibitions or improve, or encourage any other person or body to improve, any existing facilities for those purposes.*

*(2) Without prejudice to subsection (1) above, a local authority may contribute to any organisation approved by the Secretary of State for the purposes of this subsection and established for the purpose of encouraging persons to visit the United Kingdom or any part thereof.”*

### BETTA (Borehamwood and Elstree Twin Town Association)

- i) to work in partnership with BETTA to recommend budgets for Town Twinning purposes and to help to promote and enhance existing twinning relationships with Fontenay-aux-Roses and Offenburg;
- ii) to assist BETTA in administering the twinning initiatives (including with trips, publicity and ‘one-off’ exchanges/visits e.g. Mayoral/civic functions and musical performances).

### New Town Twinning

- iii) to investigate and, as necessary, report and recommend to the General Management Committee and then to Full Council on any new twinning initiatives.

### China Sister Town

- iv) Full Council agreed to approve a proposal for a sister town arrangement at its meeting on 11 January 2017.
- v) The aims of the Sub Committee are to help to promote and facilitate the agreement made between Huainan in China and Elstree and Borehamwood (as per the Memorandum of Understanding signed in 2017); namely, to explore opportunities for exchanges and co-operation in the fields of trade, business, culture, sports, education and tourism. The Sub-Committee will be guided by the General Management Committee on matters of policy and budget (with any significant decisions being referred to the Committee for final determination, if required). The Sub-Committee will delegate specific decision making on logistics of exchanges to the Co-opted Member(s) of the Sub-Committee in consultation with the Town Clerk and Sub-Committee Chairman.
- vi) To identify outside sources of funding to enable the link to be effective (e.g. to pay for hospitality for visiting delegations or to contribute to funding visits to the Sister Town).

### **Dc) SUSTAINABLE TRANSPORT SUB-COMMITTEE**

Split: 4 Members 2 Lab / 2 Con (Plus 1 Youth Councillor)

No VC of Group

Terms of Reference indicate at least one Member of Minority Group

#### **REMIT:**

To consider and bring forward proposals for EBTC to respond to the Climate Emergency declared by Hertfordshire County Council and Hertsmere Borough Council.

To initially focus on proposals that would contribute to the development of sustainable transport initiatives in Elstree and Borehamwood - to include electric car clubs, cycle schemes, shuttle buses, dial a ride schemes and other similar initiatives.

To prioritise proposals for genuine partnership initiatives involving Borough and County Councils, neighbouring Parish Councils, local business and the not-for-profit sector. Where possible the preference is for EBTC to act as a convenor or catalyst, not as a funder of last resort.

To consider, model and propose innovative delivery mechanisms for all initiatives, including arms length subsidiaries, partnerships and seed funding.

Whilst not the primary purpose of this initiative, to prioritise the development of schemes with the potential to utilise CIL funds in order to provide future revenue income for EBTC.

#### OFFICER SUPPORT

Town Clerk (or his designate)

#### FREQUENCY OF MEETINGS

Initially every six weeks then as required

#### REPORTING SCHEDULE

To report to GMC and Full Council within six months of first meeting

#### TIMESCALE

To conclude its work within nine months after which a new group will be formed to support implementation of any projects agreed by Full Council

### **E) TRANSPORT AND COMMUNITY SAFETY FORUM:**

#### **Members: 5 (Quorum is 3)**

The aims of the Forum are to consider, advise and make recommendations concerning transport and community safety matters relevant to the Elstree and Borehamwood area and to liaise with the relevant authorities on transport and community safety.

- i) To provide a forum for discussion and constructive ideas concerning the provision of public transport services and road safety in Elstree and Borehamwood;
- ii) To listen to both the providers – such as the highway authorities, train operators and bus operators – and the users – eg passenger and pensioner organisations – of these services, and to others with relevant knowledge or interest;
- iii) To consider County and District Plans concerning transportation and safety and their implications for Elstree and Borehamwood.
- iv) To provide a public meeting for discussion and constructive ideas concerning the provision of community safety services and policing in Elstree and Borehamwood;
- v) To make representations to the relevant authorities on national and/or local consultations;
- vi) To raise awareness of services; and

- vii) To assist in the dissemination of information and public education on Community Safety Matters.

Whilst the Town Council has no direct jurisdiction over policing, it does have a power to spend money on crime detection and prevention measures (Local Government and Rating Act 1997, S.31).

## **F) STAFFING COMMITTEE**

**Members: 2 (Comprising the Mayor and General Management Committee Chairman) and the Town Clerk**

**Where the Mayor and/or Chairmen and/or Town Clerk of the above Committees are unavailable, the Deputy Mayor and/or Vice Chairmen and/or Deputy Town Clerk shall deputise. However, where a grievance or disciplinary case is being heard, the subject of such a hearing is deemed to be unavailable to sit on the Committee but will be asked to attend in line with the Council's policies.**

Key Responsibilities: Matters relating to the recruitment and management of the Council's Employees.

Delegated Authority:

- Annual appraisal of Town Clerk
- To review the staffing structure and budget on an annual basis, making recommendations to Council
- To review and authorise amendments to the staffing structure, grades and/or terms and conditions of employees in-year within the salaries budget set by Council or to otherwise make recommendations to Council
- To review and approve personnel related policies and procedures
- To ensure compliance with personnel-related statutory requirements and legislation
- To act as the first stage in grievance or disciplinary hearings
- To make recommendations to Council regarding policy and strategic matters relating to all of the above.

## **G) APPEALS COMMITTEE**

**Members: 2 (Comprising the Entertainments Committee Chairman and Environment and Planning Committee Chairman) and the Town Clerk**

**Where the Chairmen and/or Town Clerk of the above Committees are unavailable, the Vice Chairmen and/or Deputy Town Clerk shall deputise. However, as the Committee deals solely with stage two grievance or disciplinary cases, the subject of such a hearing is deemed to be unavailable to sit on the Committee but will be asked to attend in line with the Council's policies.**

Key Responsibilities and Delegated Authority: To act as the second stage in matters relating to disciplinary and grievance cases.

**H) COUNCIL:**

Council reserves to itself responsibility for:

- i) the making of grants and loans (other than Budgeted Grants determined by the General Management Committee) and CIL (Community Infrastructure Levy) expenditure as recommended to it by the Environment and Planning Committee;
- ii) approval of the appointment or termination of employment of the Clerk of the Council; and
- iii) setting the Annual Precept and finalising the Budget.

**I) DELEGATED AUTHORITY:**

- a)
  - i) All Committees (including the Transport Forum, Community Safety Meeting, Sub- Committees and Working Groups and the Youth Council) are responsible to Full Council
  - ii) but all Committees have authority to take executive action on all matters which are within their:
    - Terms of Reference
    - agreed Council policy; and
    - annual budget
  - iii) and to approve expenditure within the Committee's budget heads
  - iv) where the Statutory Power exists to do so, Committees may assign their functions and delegate their powers and duties to a Sub-Committee or a group of their Members or to the Town Clerk, provided that any action taken under delegated powers by the Chairman, Vice-Chairman, Sub-Committee or group of Members is reported to the next meeting of the Committee for information
- b) The Chairman, or in his absence the Vice-Chairman, of a Committee or Sub-Committee, in consultation with the Clerk of the Council or his nominee:

- i) may decide, deal with or act on behalf of the Committee or Sub-Committee – whether at its request or because of the urgency of the matter
- ii) may exercise virement between the Committee's budget heads and report the matter to the next meeting of the Committee or Sub-Committee.
- c) The Town Mayor or, in his absence, the Deputy Town Mayor, in consultation with the Clerk of the Council or his nominee:
  - i) may decide, deal with or act on behalf of the Council –whether at its request or because of the urgency of the matter
  - ii) may, in consultation with the Chairman of the relevant Committee – or, in his absence, the Vice-Chairman – decide, deal with or act on behalf of that Committee because of the urgency of the matter, incurring expenditure not provided for within the budget and report the matter to the next meeting of the Council
- d) The Clerk of the Council shall have delegated authority, with agreed policies and budget provision, for the following matters – which, at his discretion, he may further delegate to the Council's senior officers:
  - i) the general management of the Council's services in accordance with the policies of the Council and its Committees
  - ii) the initiation of new arrangements and revision of existing arrangements for the improved management of Council establishments and its day to day management
  - iii) the determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance of all buildings, property and equipment
  - iv) the routine investment and re-investment of Council monies at the Bank or other Financial Vehicles in conjunction with the In House Audit Sub-Committee
  - v) the management and letting of the Town Council's facilities (including policies and procedures for such activities in conjunction with advice from Hertfordshire Constabulary and Hertsmere Borough Council Licensing Department)
  - vi) the implementation of non-discretionary adjustments to the conditions of service of the Council's staff
  - vii) the appointment of staff in conjunction with elected members if they so decide

- viii) the authorisation of staff to attend courses, seminars etc. relevant to their position with the Council and all Staff appraisals other than his own.

**Authority:** Full Council  
**Meeting:** 23 March 2022  
**Review Body:** Full Council  
**Review Period:** every 1 year  
**Next Review:** March 2023