



Elstree and Borehamwood Town Council

Committees' Terms of Reference & Delegated Authority

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:

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;

- 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.

C) ENTERTAINMENTS COMMITTEE:

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; and
- ix) To provide other public entertainments or events (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.

Ca) TOWN CRIER SUB COMMITTEE

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:

The General Management Committee is responsible for matters relating to the general administration of the Council and its finances and staffing arrangements 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 and all matters relating to the appointment, pay, training, welfare, conditions of service of staff, generally and specifically, in conjunction with any other appropriate Committee and the Town Clerk;
- 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 twice yearly and to make recommendations to Council on those referred to it with a recommended quantum of award;
- xii) To consider and determine Budgeted Grant Applications, as agreed by Council at the January Budget Setting Process, including (if agreed):

- Community Hertsmere
 - Twin Town Association (BETTA)
 - Elstree Screen Heritage
 - Borehamwood Football Club;
- 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:

- 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.

E) TRANSPORT AND ROAD SAFETY FORUM:

The aims of the Forum are to consider, advise and make recommendations concerning transport and road safety matters relevant to the Elstree and Borehamwood area and to liaise with the highway authorities on transport and road 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; and
- iii) To consider County and District Plans concerning transportation and safety and their implications for Elstree and Borehamwood.

F) COUNCIL:

Council reserves to itself responsibility for:

- i) the making of grants and loans (other than Budgeted Grants determined by the General Management Committee);
- ii) approval of the appointment, discipline or termination of employment of the Clerk of the Council; and
- iii) setting the Annual Precept and finalising the Budget.

G) DELEGATED AUTHORITY:

- a)
 - i) All Committees (including the Transport Forum, 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
 - 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

- v) the management and letting of the Town Council's facilities
- 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, reporting the matter to the next meeting of the General Management Committee.

Authority: Full Council
Meeting: 14 March 2018
Review Body: Full Council
Review Period: every 1 year
Next Review: March 2019