



# Committee Terms of Reference and Delegations

1. Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to:
  - a) The Town Council's approved budget and Financial Regulations.
  - b) Any previous minuted decision of the Town Council.
  - c) Any matters reserved to the Town Council by law.
2. The Chairs of committees will be the nominated representative from Council to attend meetings, along with the Clerk wherever possible, on issues relevant to their committee. In their absence, Chairs will nominate a substitute representative from their committee.
3. The relevant Chair(s) should be involved with matters pertaining to their committee. For activity that crosses more than one committee, the relevant Chairs should be involved to maximise synergies and realisation of objectives.

## Full Council

Full Council has responsibility for ensuring it delivers the Strategy Plan and for dealing with matters which it must do by law.

Membership: 14

Quorum: 5

Frequency of meetings: 11 per mayoral year

1. To elect a Town Mayor (annually) and Council Leader (each electoral term).
2. To approve a meeting schedule & committee membership.
3. To deal with overall matters relating to the Strategy Plan.
4. To approve the annual precept demand.
5. To approve accounts for payment.
6. To approve the review of Internal Audit procedures.
7. To approve the Annual Accounts in accordance with the current Accounts and Audit (England) Regulations.
8. To appoint internal and external auditors.

9. To consider recommendations from the Executive Committee on the annual review of Council's Standing Orders and Financial Regulations.
10. To ensure the Council is compliant with the General Data Protection Regulation.
11. To consider representation on appropriate outside bodies.
12. To review delegations to the Town Clerk.
13. To respond to consultative documents from Government and other bodies other than those specifically allocated to committees.
14. To consider grant application recommendations from the Grant Scheme panel.
15. To consider matters referred to it by committees.

## **Executive Committee**

The responsibility of the Executive Committee is to ensure the efficient, proficient and cost-effective running of the Council; increase net income; develop a budget for approval by Full Council; ensure the Council complies with all relevant laws; follow best practice in the management of the Council's finances, ensure appropriate accountability and transparency; oversee recruitment, appointment, remuneration and management of all staff and ensure the Council adheres to data protection regulations. It is also responsible for all aspects of communication and engagement with the community.

Membership: 6 minimum

Quorum: 3

Frequency of meetings: 5

1. To elect a committee Chair & Vice Chair (only members of each committee have voting rights).
2. To review and/or identify committee objectives for recommendation to Council & report progress.
3. To work with committees to develop the Council's annual budget that considers required resources to deliver key objectives, for approval by Council.
4. To simplify administrative and financial procedures to increase staff resources available to deliver the Council's priorities.
5. To increase net income through revenue generation opportunities and identifying cost efficiencies.
6. To be responsible for allocating and controlling the financial resources of the Council including carrying out a quarterly financial review.
7. To annually review the Council's Standing Orders and Financial Regulations and make recommendations to Council.

8. To annually review internal control procedures including risk management, insurance, appointment of the Internal Auditor and make recommendations to Council.
9. To be responsible for the Council's Capital Management Plan and financial planning.
10. To annually review the Council's asset register.
11. To be responsible for the collection of all revenue, the raising and renewal of loans (for recommendation to Council).
12. To make recommendations for the banking, financial and accounting methods for adoption by the Council.
13. To review hire charges and burial fees.
14. To ensure the Council complies with all legislative requirements.
15. To review all policies.
16. To ensure the proper management of contractors and volunteers.
17. To determine the Council's staffing structure.
18. To approve staff job descriptions.
19. To ensure the recruitment, appointment, induction, training, remuneration and management of all staff is carried out with due diligence and in compliance with all relevant legislation, good practice and nationally agreed terms and conditions of service.
20. To develop a performance management programme that links the strategy plan to staff development and performance against specific targets.
21. To develop and monitor an effective induction and training programme for all councillors.
22. To develop a communications strategy setting out how the Council will engage with the community.
23. To oversee the development of the Council's website, publications, use of social media and any other forms of engagement considered appropriate.
24. To support the local economy.
25. To set up Action Groups as required.

## **Assets, Infrastructure & Events Committee**

This committee is responsible for overseeing the development of a Neighbourhood Development Plan, identifying partnership opportunities to provide more efficient means of delivering existing or identified new services, to lobby/represent the interests of the community on infrastructure matters, maintaining & improving existing Council-owned facilities and assets, investigating opportunities to take on shared or devolved service provision, working with neighbouring parishes and other organisations to deliver locally responsive and accountable services and the overseeing of Council event sub-committees.

Membership: 10

Quorum: 4

Frequency of meetings: 5

1. To elect a committee Chair & Vice Chair (only members of each committee have voting rights).
2. To review and/or identify committee objectives for recommendation to Council & report progress.
3. To manage all facilities and amenities owned by the Town Council and leased to third parties (including acting as responsible landlords).
4. To oversee and review all third-party agreements with appropriate input from Executive committee members.
5. To review all facility regulations.
6. To develop a facilities management programme to quantify the Council's existing asset management commitments.
7. To determine the committee's budgetary requirements for consideration in the annual budget and oversee that budget once set.
8. To consider the use of developer contributions towards the improvement of existing or provision of new facilities.
9. To support and investigate the provision of youth facilities and services in the town.
10. To oversee the Diss market.
11. To investigate opportunities to take on shared or devolved service provision.
12. To investigate options for working with neighbouring parishes and other organisations to increase the Council's local delivery of services.
13. To monitor & review the Neighbourhood Development Plan.
14. To engage in all consultative planning processes relating to developments and other initiatives that will impact upon the town.
15. To oversee appropriate arrangements for considering all planning applications received.

16. To work with the County Council to improve the highways infrastructure in Diss.
17. To manage the Council-owned streetlights.
  
18. To oversee the Council's CCTV system.
  
19. To oversee events on Council-owned land.
  
20. To set up Action Groups as required.

## **Appeals Committee**

The Appeals committee is made up of a panel of elected members who have not been involved in the original disciplinary hearing and who will be expected to view the evidence with impartiality.

Three members of the Executive Committee along with the Town Clerk / CEO will conduct the initial disciplinary hearing

Membership: 3

Quorum: 3

## **Sub-Committees**

The Town Council has three sub-committees as follows:

### **Planning Sub-Committee**

A sub-committee of Assets, Infrastructure & Events, this sub-committee considers planning applications relevant to Diss and in accordance with the Council's planning policy and procedures. N.B. The Town Council is a consultee on planning applications only and the Planning Authority (District Council) ultimately decides the outcome of planning applications.

Membership: 6 Minimum

Quorum: 3

Frequency of meetings: as required

### **Carnival Sub-Committee**

A sub-committee of the Assets, Infrastructure & Events committee, this sub-committee organises the town's annual Carnival parade and fun day. Both the Council Leader and Town Mayor are ex-officio members along with the Clerk or nominated member of staff alongside volunteers from the community.

### **Christmas Lights Switch-On Sub-Committee**

A sub-committee of the Assets, Infrastructure & Events committee, this sub-committee organises the town's annual Christmas Lights Switch-On event. Both the Council Leader and Town Mayor are ex-officio members along with the Clerk or nominated member of staff alongside volunteers from the community.

## Sub-Groups

The Town Council has two sub-groups as follows:

### **Diss & District Neighbourhood Plan Management Group**

A sub-group of the Assets, Infrastructure & Events Committee, it is responsible for working alongside the Diss & District Management Group to ensure the management of the Plan.

Membership: 3 (only two members have voting rights)

Frequency of meetings: Quarterly

### **Community Grant Scheme Panel**

A sub-group of the Assets, Infrastructure & Events Committee, it is responsible for reviewing grant applications and making recommendations to Full Council. It will be made up of the Chair and Vice-Chair of the Executive Committee with one deputising for the other and three other members.

Membership: 4

Frequency of meetings: as required

## Delegations

### **1. General**

- a) Where powers or duties have been delegated to a committee, that committee may in turn assign functions or delegate powers and duties to the Town Clerk/CEO or a sub-committee, provided that delegation is reported to the next meeting of the appropriate committee or sub-committee (or Council) for information.
- b) A committee may set up a working group to investigate, consider and report back with recommendations on any issue.
- c) Any power or duty which is delegated is subject to Town Council policy and the approved budget.

### **2. Council Leader's/Chair's Power**

- a) The Town Clerk may, in consultation with the Council Leader, deal with any issues causing extreme risk to the delivery of Council services on the Council's behalf. Any action must be reported to the next meeting of Council.
- b) In the absence of the Council Leader, consultation must be with the Chair or Vice-Chair of the appropriate committee.

*Reviewed at the first combined Assets, Infrastructure & Events Committee on 29<sup>th</sup> January 2025.*