



MALVERN TOWN COUNCIL

TERMS OF REFERENCE

Operations and Planning Committee

Policy and Resources Committee

Audit and Scrutiny Committee

Staffing Committee

OPERATIONS AND PLANNING COMMITTEE

TERMS OF REFERENCE

1. CONSTITUTION

- 1.1. The Committee will consist of either nine or ten councillors appointed by Full Council at the Annual Council meeting (or another Council meeting should a vacancy occur during the year).
- 1.2. Committee meetings will be arranged by the Town Clerk with a quorum as agreed by Full Council.
- 1.3. The Operations and Planning Committee includes strategic planning and will consider the Council's response to planning consultations from the weekly lists, including any items raised by ward members or committee members.
- 1.4. District Councillors are able to attend the meetings and comment on planning matters in their role as a Town Councillor.

2. RESPONSIBILITIES

Operations

- 2.1. To consider and make recommendations to the Council as to policies and initiatives which will contribute to, and promote, the Council's strategic operational objectives. These to include provision, repair, renewal, maintenance, development and improvement of operational assets and services.
- 2.2. To set and monitor policies in relation to the management of all parks and open spaces, allotments, play areas, sports activities, Christmas lights, Malvern in Bloom bedding displays etc.
- 2.3. To set and monitor policies in relation to the management of Great Malvern Cemetery.
- 2.4. To set and monitor policies in relation to the management of street furniture including litter bins, bus shelters, clocks and gas lamps.
- 2.5. To monitor the effectiveness of operations activities, making recommendations to Full Council for improvement as required.
- 2.6. Further to Full Council approving service delivery recommendations, the Operations and Planning Committee to deliver a service improvement plan.
- 2.7. To ensure that all operational activities support and inform the budget planning process.
- 2.8. To recommend service standards, performance indicators and support monitoring measures (and/or means of establishing these) for incorporation into the Council's Performance Management Systems as part of provision of best value.
- 2.9. To act as the Council's operational Health and Safety Committee.

Events

- 2.10. To consider and make recommendations to Full Council with regard to existing events as well as the expansion of Malvern Town Council's events calendar.
- 2.11. To consider and provide recommendations to Full Council for Town Council support and involvement with independent/partnership events.
- 2.12. To consider and develop methods to promote Malvern, Malvern's events and the Town Council, including the use of social media and an up-to-date Town Council website.
- 2.13. To monitor the effectiveness of events activities and make recommendations to Full Council.
- 2.14. To ensure that all events are financially viable and operate within the Council's Financial Regulations.

Strategic Planning

- 2.15. To establish aims, objectives and policies and a planning strategy for adoption by Council and implementation by the committee to provide an effective basis for the consideration of any planning issue.
- 2.16. To consider and comment on any planning matter which affects the Town of Malvern as appropriate.
- 2.17. To consider and comment on any application referred for comment to the Town Council by a Local Planning Authority as appropriate.
- 2.18. To work in conjunction with, and if appropriate, support any other person or body whose aims, objectives or purpose is concerned with the proper planning of the Town of Malvern and its neighbourhood and its environment, including any other appropriate local organisation.
- 2.19. To participate fully in the development and implementation of the Neighbourhood Plan, local plans, policies and interests in order to ensure that these have a beneficial impact on Malvern.
- 2.20. To take all possible action to obtain legitimate planning gains (such as Section 106 money or a percentage of Community Infrastructure Levy) for the Town from all relevant developments in Malvern.
- 2.21. To make arrangements with, and to authorise, any person (including one or more Town Councillors) to advance or explain any planning comment made on behalf of the Town Council, or to further any policy or discussion relating to planning matters (providing the Council has not made alternative provision to the same effect).
- 2.22. To receive reports from Working Parties formed to look at specific planning issues.

3. FINANCE

Operations

- 3.1. To prepare annually a draft budget for asset renewal and refurbishment projects

and vehicle/machinery replacement expenditure to be agreed by Full Council as part of the budget process.

4. TOWN AND COUNTRY PLANNING SYSTEM

4.1. This is designed to regulate development and the use of land. It does this by aiming to achieve a balance between the aspirations of the developer and the need to safeguard the character or amenity of an area and the interests of its residents.

4.2. Role of Local Planning Authorities in Planning:

County Council:

- Strategic planning authority;
- Prepares structure plans which guide development for the whole of its area;
- Prepares mineral and waste disposal plans and decides planning applications for these kind of developments;
- Responsible for main roads.

District Council:

- Prepares district-wide local plans which show precisely where development should or should not take place as well as covering other issues such as shopping, transport and recreation;
- Deals with the majority of planning applications.
- Joint working on the South Worcestershire Development Plan (SWDP).

Town/Parish Councils:

- Statutory consultee on planning applications and the content of development plans.
- The Council is informed of all planning application consultations and will comment as appropriate.

4.3. Procedure for Town Council Planning Consultation:

- i. Malvern Town Council sends the planning list to all councillors every Friday as part of their weekly packs.
- ii. Councillors are asked to inform Town Council officers of any planning applications which they wish to be discussed at Operations and Planning Committee meetings. These applications will then be listed individually on the agenda.
- iii. If applications arise in the period between meetings, ward members should notify the office of any applications on which they would like to comment. If these comments find the support of other ward members, then they will be passed on to MHDC.

- iv. All comments on planning applications must be based on relevant planning considerations, including:
 - The compliance of the proposals with the adopted development plan
 - How the proposal fits in terms of design and use with its surroundings
 - The effect of sunlight and daylight on adjoining properties.
 - The loss of privacy to adjoining properties
 - The effect on parking, drainage, traffic, road safety and general disturbance to local residents
- v. Planning considerations do not include:
 - Spoiling of householder views
 - Devaluation of property
 - Covenants affecting properties
 - Nuisance caused by building work
 - Land ownership disputes
 - Personal preferences for the site
- vi. It is important that all comments are clear, concise and accurate. It helps if the Council suggests conditions it would like to see imposed if the local Planning authority permits the application.
- vii. The Town Clerk will draw members' attention to planning issues that appear on the agenda for MHDC planning meetings and an appropriate ward councillor should be asked to speak for the Town Council at MHDC's Southern Area Planning Committee meetings on all planning matters of concern in Malvern wards. Ward members should contact the Town Clerk with any matters of concern relating to planning matters.
- viii. Malvern Town Council staff will aim to prepare and send comments of the committee to the District Council within seven days of the meeting. If the comments are too late to be included on the District Council Planning Committee Agenda, staff will circulate the comments by email to MHDC.
- ix. Members should note that many planning applications are dealt with by MHDC Planning Officers under delegations in conjunction with the relevant District Councillors.

5. ENVIRONMENTAL MATTERS

- 5.1. To formulate, monitor, review and update the Council's environmental policy which all decisions made by Malvern Town Council.
- 5.2. To ensure environmental policy is current, relevant and reviewed annually.

POLICY AND RESOURCES COMMITTEE

TERMS OF REFERENCE

1. CONSTITUTION

- 1.1. The Committee will consist of either nine or ten councillors appointed by Full Council at the Annual Council meeting or another council meeting should a vacancy occur during the year.
- 1.2. Committee meetings will be arranged by the Town Clerk with a quorum As agreed by Full Council.

2. RESPONSIBILITIES

Policy and Resources

- 2.1. To keep under review the policies and resources of the Council.
- 2.2. To ensure Full Council receives detailed financial accounts on a quarterly basis together with a report on key aspects of the financial performance including proposals to address any major departures from the Council's budget.
- 2.3. To ensure Full Council receives the Full Year End Accounts and Annual Return in accordance with statutory rules and deadlines.
- 2.4. To make recommendations to the Council on the annual budget estimates and the Council's precept.
- 2.5. To consider and make recommendations to the Council on policy documents received from other organisations and affecting the area.
- 2.6. To develop and review the Policy and Resources Committee's aims and objectives.
- 2.7. To have the direction and control of insurance in respect of the Council's property, members and employees.
- 2.8. To regularly review the Council's treasury management activities and supervise the investment of funds within the Council's control.
- 2.9. To determine all grant applications received under the Council's approved Grants and Donations Policy/Scheme, subject only to the allocated budget not being exceeded.
- 2.10. To recommend and agree proposals from the RFO concerning the investment of cash surplus to current requirements and ensure such deposits are in line with good local government treasury practice.
- 2.11. To establish, monitor and review the Council's risk assessment programme.
- 2.12. To make recommendations to the Council as to the strategic management of Council assets and property, including the acquisition, management and disposal of property.
- 2.13. To agree, as required, any detailed activities necessary to ensure the proper and effective operation and management of Council property and assets. This to

include detailed matters related to property leasing, purchase and disposal. (Operations Committee is responsible for operational issues related to those assets under its control).

- 2.14. To determine depreciation and other detailed issues arising from the management of Council assets.
- 2.15. To consider and make recommendations to the Council as to the policies and initiatives which will contribute to and promote best value within the Authority.
- 2.16. To monitor the Council's Objectives, consider the risks of not achieving them, and make recommendations to Full Council.

AUDIT AND SCRUTINY COMMITTEE

TERMS OF REFERENCE

1.0 CONSTITUTION

- 1.1 The committee will consist of five councillors made up of a mix of members from both Policy & Resources and Operations & Planning Committees with at least two members from each committee, appointed by Full Council at the Annual Council Meeting. Committee meetings will be arranged by the Town Clerk.
- 1.2 Membership will be determined at Annual Council each year.

2.0 ELIGIBILITY

- 2.1 Members of the committee involved in undertaking any financial audit of the Council will withdraw from being cheque signatories for the period of the audit.

3.0 PURPOSE

Effective scrutiny and overview should -

- Provide constructive 'critical friend' challenge
- Amplify the voices and concerns of the public
- Drive improvements in public services and strategic decision making

4.0 RESPONSIBILITIES

- 4.1 At its first meeting of each council year, to set a flexible annual work plan to act as a guideline for the year.
- 4.2 Actions required pursuant to the annual audit by the internal and external auditors and arising from the Annual Governance and Accountancy Return.
- 4.3 To ensure that any new systems introduced by Council have adequate controls and provide appropriate audit trails.
- 4.4 To implement internal audits within the parameters required by statute.
- 4.5 To review the annual internal audit report on the Council's activities for further consideration by Council and make recommendations.
- 4.6 To receive the report of the external auditor and make recommendations as necessary.
- 4.7 To scrutinise decisions implemented by Council including if the decisions provided value for money.
- 4.8 To scrutinise standing orders, policies and practices.
- 4.9 To scrutinise responses to public concerns, proposed developments and increases to the Council's roles and responsibilities.
- 4.10 Make any recommendations to Full Council resulting from 4.7, 4.8 and 4.9
- 4.11 To review risks to the Council and the effectiveness of the control measures in place to manage these risks. This task is carried out annually during the third quarter of the year (Oct-Dec).

STAFFING COMMITTEE

TERMS OF REFERENCE

1. CONSTITUTION

- 1.1. The Committee will consist of seven councillors appointed annually by Full Council and will meet at least once every quarter.
- 1.2. All Committee members will undergo Human Resources training provided by Worcestershire CALC within three months of appointment, otherwise they will cease to be a member of this committee.
- 1.3. The Chair and Vice-Chair of Staffing Committee will undertake chair's training within three months of appointment.
- 1.4. Committee meetings will be arranged by the Town Clerk with a quorum as agreed by Full Council.
- 1.5. Committee will be mindful of the need to exclude the press and public from meetings if confidential matters relating to staff are to be discussed.
- 1.6. All recommendations made by the Staffing Committee will go to Full Council for discussion and ratification.

2. RESPONSIBILITIES

Employment Policies

- 2.1. To review and develop employment related policies.
- 2.2. To consider and note, as necessary, the provisions of The National Joint Council for Local Government Services which dictates the Council's pay and conditions of service.

Appraisals

- 2.3. To review and develop the annual appraisal process, the focus of which is staff development and recognition.
- 2.4. To appoint a panel of two members from the Staffing Committee and one qualified person from an outside body, as agreed by the Staffing Committee to carry out the appraisal of the Town Clerk.

Training and Development

- 2.5. To review and develop the Town Council's training and development programme, with an ongoing plan of how to meet the identified needs of staff.

Staffing Structure and Staffing Levels

- 2.6. To review and develop the organisational structure and necessary staffing levels as required, for example, apprenticeships.
- 2.7. To oversee any job evaluations or benchmarking as required.
- 2.8. To review job descriptions, person specifications and contracts of employment as required.

Senior Officer Recruitment

- 2.9. To form a panel to oversee the recruitment of the Town Clerk and / or RFO when required.
- 2.10. To assist the Town Clerk in the recruitment of the Deputy Town Clerk and / or Operations Manager when required.

Budget

- 2.11. The Staffing Committee shall annually by 30 November, agree a staffing budget for the forthcoming financial year which will be presented for consideration by the Policy and Resources Committee and included in the final budget presented to Full Council.

Staff Conduct / Councillor Conduct Issues

- 2.12. To consider and review the policies that relate to staff and councillor conduct.

Grievance / Disciplinary Matters

- 2.13. To consider and review the Town Council's grievance, disciplinary and whistleblowing policies.
- 2.14. In accordance with Council policies and procedures, to appoint councillors to sit on any investigating panel and / or appeals panel required to deal with disciplinary and grievance matters raised.

Health and Wellbeing

- 2.15. To consider matters relating to staff health and wellbeing.

General

- 2.16. To receive a staffing overview report at each meeting.
- 2.17. To set up a staff liaison group to allow communication and consultation with staff representatives.