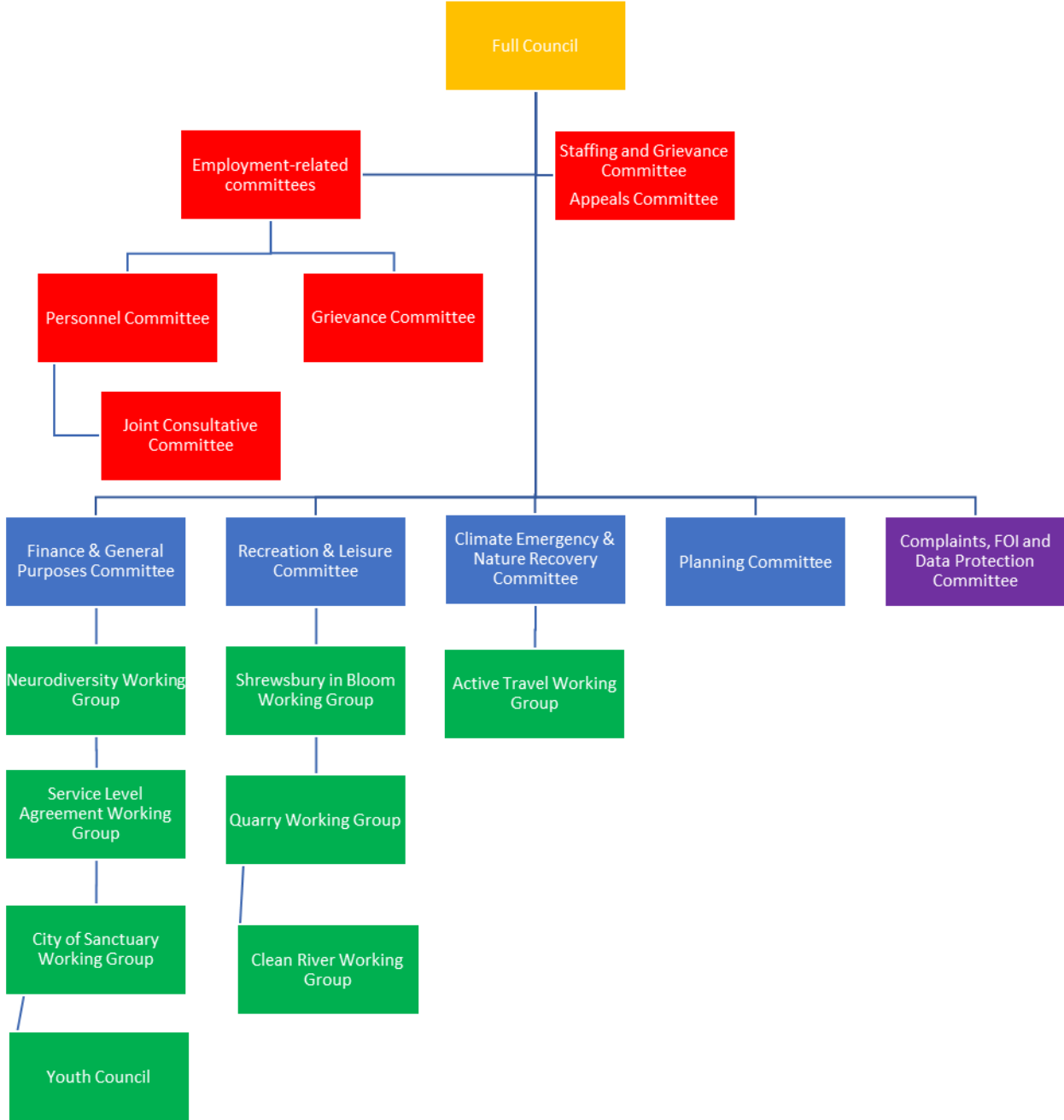


**TERMS OF REFERENCE OF COMMITTEES**

**Committee Structure**

The Town Council has the following Committee Structure:



## **Finance and General Purposes Committee**

**Membership:** Eight members of Full Council

**Quorum:** Four

**Reports to:** Full Council

**Role of the committee:** The overall purpose of this standing committee is to ensure that the Council's finances, staffing, and its statutory obligations are conducted in accordance with legislation, statutory regulations and good practice, and to administer services, which are not the responsibility of the other standing committees.

- 1 To conduct effectively the Council's budgetary, financial and precepting responsibilities in accordance with statutory requirements, and to keep the smooth functioning of the Council's work under review.
- 2 To consider and keep under review:
  - (i) The strategic vision/main objectives of the Council.
  - (ii) All major issues of policy affecting the Town Council's area.
  - (iii) The development of existing, and introduction of new, services.
  - (iv) The order of priorities between services or projects, and to advise other committees accordingly.
  - (v) Relationships with Shropshire Council and other public bodies and outside organisations.
- 3 To consider the resources available to meet the Council's objectives in terms of land, finance and manpower and to advise other committees and the Council as required.  
  
To have charge of the financial and accounting arrangements of the Council.
- 4 To consider the financial implications of the Council's plans and to recommend to the Council levels of expenditure in connection therewith.
- 5 To consider estimates of this committee and of other committees of income and expenditure on continuing services and payments on capital account for the next and future financial years.
- 6 To review all charges and fees made or proposed by all committees.
- 7 To submit to the Council estimates of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and make a recommendation as to the Council's Precept.
- 8 To appoint internal and external auditors and receive annual reports and act on any recommendations.

- 9 To oversee the preparation of the End of Year Accounts and the Annual Governance and Accounts Return including the Council's commitment to its Governance Statement for recommendation to Full Council.
- 10 To be responsible for the Councils' Revenue & Capital Budget and any works scheduled therein.
- 11 To be responsible for expenditure within the limits previously approved by the Council.
- 12 To consider and approve as appropriate requests from other committees to incur expenditure greater than already approved by the Council, and also to consider any such requirement in respect of its own expenditure.
- 13 To review Policies & Procedures, Internal Controls, Standing Orders & Financial Regulations, terms of reference of committees and terms of delegation to officers recommend amendments to the Council.
- 14 To consider applications for grants and to approve any such grants.
- 15 To manage any external funding receipts including s106/Community Infrastructure.
- 16 To approve all tenders above which delegated authority has not been given to officers.
- 17 To consider and decide upon recommendations from service committees for variations in staffing.
- 18 To be responsible to the Council for and review the effectiveness and efficiency of all services which do not fall within the province of any one committee.
- 19 To consider all matters arising in relation to the boundaries of the town, the number of Town Councillors and elections of any kind within the town and make recommendations to the Council.
- 20 To consider any matters affecting members, including members' allowances and the Council's Programme of Meetings.
- 21 To be responsible for the Council's assets, records and archives.
- 22 To be responsible for Council's market rights and investment properties and other premises owned or leased to the council (save for council properties reserved to other committees according to their responsibilities).
- 23 To be responsible for all external communications and publicity matters, including any Annual Report, and the production of any town newsletters.
- 24 To be responsible for the Council's electronic governance arrangements, including the council's website and social media platforms
- 25 To be responsible for public relations and major civic hospitality and ceremonies.

- 26 To oversee the civic arrangements of the Council.
- 27 To respond to local, regional and national consultations on behalf of the Council.
- 28 To oversee the Council's commitment to its Climate Emergency Declaration.
- 29 To review the Council's risk including provision of insurance (including any potential claims).
- 30 To initiate and oversee any legal proceedings on behalf of the Council.
- 31 To oversee the Council's commitment/contribution towards the vision of the Shrewsbury Big Town Plan.
- 32 To oversee the Council's Pension Fund arrangements including agreeing any policy documents & criteria.
- 33 To consider the provision of any new service, facility or asset.

## Recreation & Leisure Committee

**Membership:** Eight members of Full Council

**Quorum:** Four

**Reports to:** Full Council

**Role of the committee:** The overall purpose of this standing committee is to discharge effectively and economically the Council's duties in the spheres of horticultural and recreational and leisure activities and to develop policies in these areas.

- 1 To consider and implement, as appropriate, proposals for the promotion and development of sports, playing fields, recreation grounds, children's play areas and public open spaces.
- 2 To encourage and sponsor, recreational, social and cultural activities throughout the town.
- 3 To ensure the proper management of the recreation and amenity facilities provided by the Council, including any buildings plant and equipment associated therewith.
- 4 To oversee the contract for the provision of horticultural services to external organisations including Shropshire Council.
- 5 To be responsible for matters relating to the Council's community centres.
- 6 To ensure the proper management of the allotment sites provided by the Council and to undertake consultations thereon with the various Allotment Committees within the town council's area.
- 7 To consider any other general matters relating to the community and welfare of the town, and to have regard for crime and disorder implications in relation to those matters within the committee's remit.
- 8 To maintain liaison with Shropshire Council and other local and regional bodies established for the promotion and/or management of any facilities or activities which fall within the committee's terms of reference.
- 9 To ensure that where approved developments require the provision and/or maintenance of children's play areas or public open space areas etc by the Town Council, that adequate funding (by way of Section 106 Agreements or similar) is made available to the town council for such purposes.
- 10 To be responsible for the provision and maintenance of public seats, bus shelters, footway lighting and litterbins, and other street furniture as may be decided.
- 11 To oversee the maintenance of closed churchyards that the Council holds responsibility for.
- 12 To consider the amenities of the town generally and to liaise as necessary with other bodies on tourism and to make recommendations for change as appropriate.

- 13 To consider and submit to the Finance and General Purposes Committee estimates of income and expenditure on continuing services and on capital account for the following year and to make recommendations relating to scales of charges.
- 14 To be responsible for expenditure within the limits previously approved by the Council for the promotion and/or management of any facilities or activities which fall within the committee's terms of reference.
- 15 To oversee the events programme.
- 16 To oversee the provision of Council Markets.

## **Climate Emergency and Nature Recovery Committee**

**Membership:** Eight members of Full Council

**Quorum:** Four

**Reports to:** Full Council

**Outside Membership:** The Committee will comprise of climate related organisations and various community groups. Ten people will be invited from appropriate organisations to represent the community on the basis of their understanding of the climate emergency and links to the community, with consideration given to specific characteristics for representation such as age, gender and membership of targeted or general community groups.

**Role of the Committee:** Following the declaration of Climate Emergency Resolution on 26 March 2019, the overall purpose of this Committee is to provide advice and support to the Council on how it might best proceed to reduce and measure any reduction in its (net) carbon footprint.

- 1 The role of the Committee will be to advise Council on an appropriate Climate Change Action Plan for Shrewsbury Town Council.
- 2 To represent the views and needs of relevant community organisations or community members regarding the climate emergency.
- 3 To assist with engagement of the wider community on the agreed Climate Change Action Plan.
- 4 To help identify high level strategic direction, opportunities, and goals that will address the climate emergency, which can be implemented practically.
- 5 To review reports and feedback following community engagement to further inform the Climate Change Action Plan.
- 6 To give advice on and help monitor the implementation of the Climate Change Action Plan.

## Planning Committee

**Membership:** Eight members of Full Council

**Quorum:** Four

**Reports to:** Full Council

**Role of the committee:** The overall purpose of this standing committee is: (a) to ensure informed local knowledge is brought to bear on planning and licensing applications and to convey those views in a timely way to the appropriate authority; (b) to ensure local knowledge is brought to bear in relation to highway, road safety and transportation matters affecting the Town Council's geographical area and (c) to contribute to the formation of planning policies both locally and nationally

- 1 To consider all applications received for planning and pre-planning consent within the town, other than those emanating from the Town Council itself, and to submit comments and/or objections thereon to Shropshire Council within appropriate time limits; also to consider any applications for planning consent in adjacent areas where such application would affect the well-being of the town and its residents.
- 2 To consider all appeals against planning refusal, non-determination or the imposition of conditions by the Shropshire Council within the town and to submit comments to the appropriate government department including the Planning Inspectorate.
- 3 To consider any proposals relating to national, regional, or Shropshire unitary plans, including Additions and Amendments to Conservation Areas and to submit comments to the appropriate body on behalf of the Council.
- 4 To consider key development and planning policies and issues and make recommendations to the relevant body or the Council.
- 5 To consider within the appropriate time limits whether to comment on behalf of interested parties to the Licensing Authority on applications for new or amended licences made under the Licensing Act 2003 or for any other licences.
- 6 To liaise as necessary with other bodies on traffic, and transport, including public transport and road safety, and to make proposals as necessary.
- 7 To receive and consider any representations or consultations in relation to the provisions of the Localism Act.
- 8 To consider and submit to the Finance and General Purposes Committee estimates of income and expenditure on continuing services and on capital account for the following year.
- 9 To be responsible for expenditure within the limits previously approved by the Council.
- 10 To respond to any street naming/numbering requirements.



## **Complaints, Freedom of Information and Data Protection Committee**

**Membership:** Three members of Full Council

**Quorum:** Two

**Reports to:** Finance and General Purposes Committee

**Role of the committee:** The overall purpose of this committee is to maintain a level of fairness in the discharge of the Council's duties in relation to non-staff complaints, Freedom of Information Requests and Data Protection.

- 1 To undertake any reviews in relation to the Council's Code of Practice for Handling Complaints and Freedom of Information Refusals.
- 2 To consider complaints that cannot be/it is inappropriate to be satisfied by informal measures; the intention being that complaints are always dealt with as quickly as possible to avoid escalation.
- 3 To consider any other matters delegated to the Committee by the Council.

## **Staffing Committees**

### **Personnel Committee**

**Membership:** Five members of Full Council

**Quorum:** Three

**Reports to:** Full Council

**Role of the committee:** The overall purpose of this committee is to effectively and efficiently discharge the Council's duties as an Employer.

- 1 To deal with disciplinary and capability matters to a final conclusion, in accordance with the Council's Disciplinary Procedures, **only** reporting to Council when the time for any appeal has passed.
- 2 To be responsible for appraisal of the Town Clerk.
- 3 To review Terms and Conditions of service and salaries of staff
- 4 To oversee any job evaluation process.
- 5 To review the organisational structure and necessary staffing levels.
- 6 To consider staffing reviews.
- 7 To prepare and maintain employment policies and procedures and the Staff Handbook.
- 8 To prepare and review Job Descriptions and Person Specifications.
- 9 To prepare and review Contracts of Employment.
- 10 To develop Health and Safety Policies and Procedures.
- 11 To consider any other matters delegated to the Committee by Council.
- 12 To oversee the recruitment of principal officers of the Council.
- 13 To develop the Council's training policy and needs.
- 14 To develop the Council's approach to apprenticeships, job creation and training programmes.
- 15 To consider the provisions of the National Joint Council.

## **Grievance Committee**

**Membership:** Five members of Full Council

**Quorum:** Three

**Reports to:** Full Council

**Role of the committee:** The overall purpose of this committee is to maintain a level of fairness in relation to staff grievances in order to discharge the Council's duties as an Employer.

- 1 To undertake hearings for Grievance matters in accordance with the Council's Grievance and Disciplinary Procedures.
- 2 To deal with Grievance matters to a final conclusion, **only** reporting to Council when the time for any appeal has passed.
- 3 To make final decisions on any outcomes of grievance or personnel matters including individually, financially and procedurally.
- 4 To consider any other matters delegated to the Committee by the Council.

## **Staffing Appeals Committee**

**Membership:** Three members of Full Council

**Quorum:** Two

**Reports to:** Full Council

**Role of the committee:** The overall purpose of this committee is to consider any appeals in relation to decisions made at Grievance Committee or Personnel Committee.

- 1 To consider any individual appeals from current members of staff against decisions made by either Grievance Committee and or Personnel Committee.
- 2 To deal with grievance or personnel matters matters to a final conclusion. This Committee forms the last line of appeal.
- 3 To make final decisions on any outcomes of grievance or personnel matters including individually, financially and procedurally.
- 4 To consider any other matters delegated to the Committee by the Council.

## **Council and Employee Joint Consultative Committee**

**Membership:** Six members of Full Council to be appointed annually by the Council and six employees, appointed by the employees.

Full Council members of the joint committee shall retire annually and shall be eligible for re-appointment. Three employees shall retire annually and shall be eligible for re-appointment following a ballot, with the intention being that employee members remain on the committee for two years at a time.

- a) The Council and Employee sides of the Joint Committee may appoint substitute representatives to act in the place of anyone unable to attend any meeting.
- b) If a specific group of employees are not represented by elected staff representatives, the Joint Committee may appoint an additional member in order to represent that group. In this eventuality voting shall still only be permitted from six staff members.
- c) If a member of the Joint Committee ceases to be a member or employee of the Council, he or she shall thereupon cease to be a member of the Joint Committee and the vacancy shall be filled by the Council or by the Employee side as the case may be. The employee representatives may be subject to an election process.
- d) Members of the Senior Management Team shall have the right to attend and speak at Joint Committee meetings in an advisory capacity.
- e) The Employee side may invite full-time Trade Union officials to attend and speak at Joint Committee meetings in an advisory capacity.
- f) A Chair and a Vice-Chair shall be elected by the Joint Committee at its first meeting in each year. If the Chair appointed is a member of the Full Council, then the Vice-Chair shall be an employee and vice versa.

**Quorum:** Three Councillors and three Employees

**Reports to:** Full Council (with updates to Personnel Committee)

**Role of the committee:** The overall purpose of this committee is to provide an opportunity for members of staff to raise issues that concern them so that they can be resolved, wherever possible to a satisfactory conclusion. The Council recognises the need to ensure that its employees are consulted and have the opportunity to raise issues in a timely manner on matters which concern them, including:

- Recent and probable developments within the Council.
- The Council's activities and financial situation.
- The situation, structure and development of employment within the Council and any anticipatory measures.
- Information and consultation on decisions likely to lead to substantial changes in organisation or contractual relations between the Council and its employees.

Good communication and consultation are central to effective management processes and are important when dealing with changes in working practices and procedures. Consulting with employees allows them to perform at their best as they know their duties, obligations and rights and have the opportunity to make their views known on issues that affect them. Effective communication can:

- **Improve organisational effectiveness** – e.g. time spent communicating at the outset of a new project or development can minimise misunderstandings.

- **Improve management performance and decision making** – by allowing employees to express their views enables the Council to arrive at sound decisions which are more likely to be accepted. **Improve employee's performance and commitment** – with accurate information about their jobs, targets and feedback, performance should improve. Furthermore, commitment is also strengthened where employees are aware of what the Council is aiming to achieve and how, as individuals, they can influence decisions.
- **Help develop greater trust** – discussing issues of common interest and allowing employees the opportunity of expressing their views can promote improved manager/employee relations.
- **Increase job satisfaction** – providing employees with an understanding of how their job fits into workings of the Council as a whole.

The terms of reference of the Joint Committee shall be:

- 1 To provide a formal opportunity for employees to be appraised of developing/new Council policy that might affect them and provide them with a mechanism to feed into the decision making process.
- 2 To establish and maintain regular methods of engagement and consultation between the Council and its employees, always provided that no question of individual discipline, promotion or efficiency shall be discussed by the Joint Committee.
- 3 To act as the Joint Consultation Committee on all matters relating to health, safety and welfare of employees in accordance with the Council's Health and Safety Policy Statement.
- 4 To consider any relevant matter referred to it by the Council or a Committee of the Council, or members of the Senior Management Team or by the Employee side.
- 5 To make recommendations to the Town Clerk, Council or the appropriate committee.
- 6 To discharge such other functions as may be specifically assigned to the Joint Committee by the Council.
- 7 Provision shall be made in the Council diary for the Joint Committee to meet quarterly.
- 8 The Chair or Vice-Chair may require the Town Clerk to call a special meeting at any time. A special meeting may also be called on receipt of a requisition to the Town Clerk, signed by not less than four of the members of either side. When a special meeting is called, it shall be convened as soon as practicable.
- 9 The Town Clerk shall send out a notice of the meeting. No business other than that set out on the notice may be considered at the meeting.
- 10 The quorum of the Joint Committee shall be three representatives on each side.
- 11 No resolution shall be regarded as carried unless it has been approved by a majority of the members present on each side of the Joint Committee.
- 12 Reasonable resources, including time with full pay, shall be made available to Employee side members to:
  - Consult with members of the Senior Management Team;

- Consult with employees, Trade Union stewards and full-time Trade Union officials in preparation for the meetings of the Joint Committee.
- 13 Attendance by Employee members at meetings shall attract overtime payments if it is scheduled beyond normal working hours. Attendance by Council members shall attract travelling and subsistence allowance as prescribed in the Members' Allowance Scheme approved by the Council.
  - 14 In recognition of the fact that some issues under discussion are likely to be of a confidential or commercially sensitive nature in some respect, all attending meetings of the Joint Committee are expected to respect the confidential nature of such issues and to confine their comments and discussion to within the meeting itself.
  - 15 The Joint Committee shall act in an advisory role making its recommendations to Full Council for final decision.
  - 16 The Minutes of proceedings of the Joint Committee shall be kept by the Town Clerk and shall be signed by the Chair.

## **Neurodiversity Working Group**

**Membership:** Five Councillors

**Quorum:** Three

**Reports to:** Finance and General Purposes Committee

**Role of the committee:** The overall purpose of this working group is to facilitate a Neurodiverse Friendly town.

- 1 To establish a group to increase support for the neurodiverse community within the town, to include membership external to the Town Council.
- 2 To develop a neurodiverse friendly town scheme for Shrewsbury in order to promote awareness.



## **City of Sanctuary Working Group**

**Membership:** Four Councillors

**Quorum:** Two

**Reports to:** Finance & General Purposes Committee

**Role of the committee:** To develop the Town Council's submission to become a Town of Sanctuary

- 1 To develop the Town Council's submission for Town of Sanctuary Status.
- 2 To ensure that Shrewsbury is a welcoming location for individuals seeking sanctuary.
- 3 To support those organisations supporting the ongoing welfare of refugees.

## **Service Level Agreement Working Group**

**Membership:** Five Councillors

**Quorum:** Three

**Reports to:** Finance & General Purposes Committee

**Role of the committee:** To consider the Town Council's position in relation to the Service Level Agreement with Shropshire Council.

- 1 The SLA Working Group is designed to be a two-way process between members and officers in the negotiation of a future SLA.
- 2 The SLA Working Group shall investigate how a collective approach to the management of horticultural services within the town can continue.
- 3 The SLA Working Group shall explore other options of ensuring that wider public services are continued within the town.

## Youth Council

### Membership:

- There will be a maximum of 17 Youth Councillors.
- Youth Councillors are all volunteers.
- A Chair and Deputy Chair will be elected by the Youth Councillors annually in May.
- The term of office for all Youth Councillors will be one year.
- Membership is open to young people who live, or study, or socialise in Shrewsbury.
- Members must be aged between 11 and 18 years.
- Membership should reflect the diversity of the local community.
- Each Youth Councillor must be willing to adhere to the Youth Councillor Duties.
- Town Councillors and Town Council staff can attend Youth Council meetings but will not have voting right.

**Quorum:** Eight

**Reports to:** Finance and General Purposes Committee

**Role of the committee:** The Shrewsbury Town Youth Council has been set up to support and encourage the active engagement of young people in the decision making within the Town. The committee will represent the views and opinions of young people whilst influencing and inspiring change. They will work alongside Shrewsbury Town Council in making the town a better place.

### Aims and Objectives

- To assist Shrewsbury Town Council by identifying issues affecting young people and providing advice on possible solutions.
- To respond to enquiries from the Town Council on specific youth issues.
- To encourage and engage the younger generation to get involved in projects and events in Shrewsbury.
- To provide input into services affecting young people across the Town Council, including Young Shrewsbury.
- To provide input into youth grant applications.
- To represent the views of the young residents in Shrewsbury.
- To work as a team and make things happen.
- To create opportunities and learn from them.
- To promote the importance of a youth voice.
- To make local government accessible to everyone.

### Membership Meetings

- The Youth Council will meet bi-monthly.
- The Chair will prepare the agendas for meetings, with support from the administrator.
- Agendas will be distributed at least 7 days before the meeting.
- Decisions should be made after discussion where possible.
- All decisions must be proposed, seconded and voted on.
- Voting will be by a show of hands.
- In the result of a tie, the Chair has the casting vote.
- Town Councillors and Town Council staff can attend Youth Council meetings as observers or can participate in meetings.
- Minutes will be taken by the administrator.
- Minutes will be distributed before the next meeting and will be approved at that meeting.

### **Youth Councillor Duties**

- Attend meetings – Send apologies for absence in advance if unable to attend.
- Resign from position if unable to attend more than 3 meetings consecutively.
- Work co-operatively with other members.
- Assist with the formation of groups to support activities and events arranged by the Youth Council.
- Assist with projects and issues relating to the Town Council.
- Raise awareness of issues affecting young people.
- Assist the Town Council with community engagement and presentations.
- The Youth Council will present its public image under the guidance of the Town Council.

### **Shrewsbury Town Council Support**

- Provide meeting facilities.
- Provide administrative support.
- A budget may be provided to support Youth Council activities.
- A nominated Town Councillor to regularly liaise with the Youth Council.
- Recommendations from the Youth Council will be considered by the full Council or the appropriate committee.

## **Shrewsbury in Bloom**

**Membership:** This group is made up of interested individuals in Bloom of which there are a minimal number of Councillor seats.

**Quorum:** Not applicable

**Reports to:** Recreation and Leisure Committee

**Role of the committee:**

- To oversee the Town's Bloom activities including entering the Britain in Bloom Campaign
- To organise the Shrewsbury in Bloom competition.
- To liaise with schools and community groups to support the Bloom agenda.

## **Quarry Working Group**

**Membership:** Four Councillors

**Reports to:** Recreation & Leisure Committee

**Role of the committee:** To consider the long-term development of the Quarry.

- 1 To create an operational management plan to secure the future development of the Grade Listed II park.
- 2 To consider the Quarry's relationship with the Swimming Pool, managed by Shropshire Council.
- 3 To make recommendations to Council with regards to any future management arrangements of the Quarry.
- 4 To consider the Quarry's links to the river.

## **Clean River Working Group**

**Membership:** Six Councillors plus representatives from local residents and interested groups

**Reports to:** Recreation & Leisure Committee

**Role of the committee:** The overall aim of the committee is to oversee the improvement of river quality in Shrewsbury's waterways. Membership will include local residents and groups interested in the health of the river including swimming groups, environmental campaigning groups, anglers and other interested parties.

- 1 Collate local intelligence regarding water quality and sources of pollution.
- 2 Be aware of issues regarding extension to the built environment which may add to the river pollution problems in Shrewsbury.
- 3 Consider and support the actions required for applying for bathing water status on a section/s of the River Severn in Shrewsbury.
- 4 Make representations, lobby and bring pressure to bear on Shropshire Council, the Environment Agency, Government departments, water companies, and other agencies so as to draw attention to the problems of poor water quality, the crucial need for significant improvement and press for remedial actions.
- 5 Liaise with similar groups throughout the county to identify best practice and methods of campaigning.
- 6 Oversee a budget in order to meet the group's aims.
- 7 Help coordinate campaigning activities, including providing secretariate support.

## **Active Travel Working Group**

**Membership:** Eight Councillors

**Quorum:** Four

**Reports to:** Climate Change Committee

**Role of the committee:** To consider the Town Council's approach to Active Travel.

- 1 To develop broader thoughts on the development of active travel within Shrewsbury.
- 2 To consider what the Town Council can do itself to promote the development of active travel in its own estate.
- 3 To establish the most effective way of influencing/lobbying on wider active travel programmes that are not the remit of this Council.