

Policy & Resources 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.

Policy & Governance

- 1 To determine the policy and strategy planning for the Town Council
- 2 To maintain the strategic vision/main objectives of the Council.
- 3 To consider all major issues of policy affecting the Town Council's area.
- 4 To review Policies & Procedures, Internal Controls, Standing Orders & Financial Regulations, terms of reference of committees and terms of delegation to officers and recommend amendments to the Council.
- 5 To consider the Council's policy direction on Devolution of Services from Shropshire Council.
- 6 To develop an operational management plan to secure the future development of the Grade Listed II Quarry Park, including its relationship with the Swimming Pool, managed by Shropshire Council.
- 7 To be responsible for the Council's assets, records and archives.
- 8 To initiate and oversee any legal proceedings on behalf of the Council.

Finance

- 9 To conduct effectively the Council's budgetary, financial and precepting responsibilities in accordance with statutory requirements.
- 10 To consider the resources available to meet the Council's objectives in terms of land, finance and manpower.
- 11 To review all fees & charges.
- 12 To consider any out of budget expenditure.
- 13 To be responsible for the Councils' Revenue & Capital Budget .

- 14 To develop the Council's Medium Term Financial Plan.
- 15 To be responsible for the Council's Payroll, HMRC & Pension requirements.
- 16 To oversee the Council's Pension Fund arrangements including agreeing any policy documents & criteria.
- 17 To approve all tenders above which delegated authority has not been given to officers.
- 18 To oversee the Council's income generation, including sponsorship and grant funding.

Audit

- 19 To appoint internal and external auditors and receive annual reports and act on any recommendations.
- 20 To oversee the preparation of the End of Year Accounts and the Annual Governance and Audit Return (AGAR) including the Council's commitment to its Governance Statement for recommendation to Full Council.

Partnership Working

- 21 To maintain effective relations with Shropshire Council and other public bodies and outside organisations.
- 22 To oversee the Council's CRM System & Customer Service Functions.

Communications/Consultation/Customer Services

- 23 To be responsible for all external communications and publicity matters.
- 24 To oversee the Council's CRM System & Customer Service Functions.
- 25 To oversee the Council's CRM System & Customer Service Functions.
- 26 To respond to local, regional and national consultations on behalf of the Council.
- 27 To oversee the council's IT, Telephony and website functionality.
- 28 To Discharge the Council's responsibilities under the General Data Protection Regulations and associated legislation including the sharing of information.

Service Delivery

- 29 To develop existing and introduce new services.
- 30 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.
- 31 To take action as necessary within the remit of the committee to deliver on the Town

Council's 2030 Climate Emergency Declaration.

Civic/Democracy

- 32 To consider all Community Governance Review matters in relation to the boundaries of the town, the number of Town Councillors and procedural matters in relation to elections.
- 33 To consider any matters affecting members, including members' allowances and training.
- 34 To oversee the civic arrangements of the Council, including Mayoralty, Civic Regalia, Twinning & Heritage.

Risk & Insurance

- 35 To review the Council's risk including provision of insurance (including any potential claims).

Operations 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 ensure the proper management of the recreation and amenity facilities provided by the Council, including any buildings plant and equipment associated therewith.
- 3 To ensure the proper management of the allotment sites provided by the Council.
- 4 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.
- 5 To be responsible for the provision and maintenance of street infrastructure including public conveniences, public seats, bus shelters, footway lighting and litterbins, and other street furniture as may be decided.
- 6 To oversee the maintenance of closed churchyards that the Council holds responsibility for.
- 7 To manage any external funding receipts including s106/Community Infrastructure Levy.
- 8 To be responsible for ongoing maintenance of all Council's physical buildings be them owned or leased to the council.
- 9 To oversee the welfare of any animals associated with Town Council operations including the Beavers
- 10 To be responsible for the maintenance and upkeep of all memorials and statues that the council has responsibility for.
- 11 To prepare Revenue & Capital Proposals for the following financial year for consideration by the Policy & Resources Committee during the formal budget setting process
- 12 To take action as necessary within the remit of the committee to deliver on the Town Council's 2030 Climate Emergency Declaration
- 13 To, where possible, proactively improve accessibility on town council owned and managed land for those walking, cycling or using mobility aids.

- 14 To be responsible for the Council's arrangements for the storage and disposal of waste
- 15 To oversee the management of Devolved functions from Shropshire Council
- 16 To oversee any contractual agreements for the provision of horticultural services to external organisations including Shropshire Council.
- 17 To oversee the Town's Bloom activities including entering the Britain in Bloom Campaign, the Shrewsbury in Bloom competition and wider community engagement.

Communities & Environment Committee

Membership: Eight members of Full Council

Quorum: Four

Reports to: Full Council

Role of the Committee: To maintain the Town Council's support our communities, and related activities. To protect and improve our natural environment.

1. To oversee the Council's commitment to its Climate Emergency Net-Zero Declaration by 2030, including identifying the high-level strategic direction, opportunities, and goals that will address the climate emergency and provide advice to other Committees of the specific necessary measures for the Scope 1 & 2 emissions of the Town Council to reach net zero by 2030.
2. To oversee the wider community engagement on climate action
3. To oversee the Town Council's involvement in Team Shrewsbury and consider any other general matters relating to the community, safety and welfare of the town, and to have regard for crime and disorder implications in relation to those matters within the committee's remit.
4. To be responsible for the Town Council's measures to maintain public safety, including CCTV & Rangers
5. To encourage and sponsor recreational, social and cultural activities throughout the town.
6. To be responsible for matters relating to the Council's community Centres.
7. To oversee the Council's Youth Service including the development of its Youth Strategy, Youth Town Council and wider youth service delivery.
8. 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.
9. To oversee the events programme.
10. To oversee the Markets Rights and functions.
11. To receive and consider any representations or consultations in relation to the provisions of the Localism Act.
12. To provide support for the neurodiverse community within the town including the development of a neurodiverse friendly town scheme for Shrewsbury in order to promote awareness.
13. To oversee the Town Council's commitment to its Town of Sanctuary Status.

- 14 To oversee the improvement of river quality in Shrewsbury's waterways, including the management of Bathing Water Status, representations with the Environment Agency and Severn Trent and wider public engagement.
- 15 To oversee all of the Council's Grant Funds.
- 16 To oversee the Council's Fishing Rights
- 17 To prepare Revenue & Capital Proposals for the following financial year for consideration by the Policy & Resources Committee during the formal budget setting process.
- 18 To consider actions as deemed necessary in the Local Nature Recovery Strategy.
- 19 To maintain a member-led Climate and Nature Recovery Forum, including partners from other organisations.
- 20 To oversee the Council's Volunteering capabilities including work placements and apprenticeships
- 21 To make all necessary arrangements to discharge the Council's duties under the Terrorism (Protection of Premises) Act (Martyn's Law)

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 danger reduction, and to make proposals as necessary.
7. To respond to any street naming/numbering requirements.
8. When considering applications to be cognisant of our own Climate Emergency Declaration. Also considering, but not limited to, issues around nature recovery, ground permeability and transport.
9. To ensure that all planning applications are considered alongside the Shrewsbury Movement and Public Space Strategy.
10. To be responsible for the Town Council's contribution to the Local Plan process.

Complaints, Freedom of Information and Data Protection Committee

Membership: Three members of Full Council

Quorum: Two

Reports to: Policy & Resources 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 undertake any reviews against and Freedom of Information requests decisions made by Officers
- 4 To review the Council's Complaints & Vexatious Complainant Policy
- 5 To consider any other matters delegated to the Committee by the Council.
- 6 To consider any GDPR related requests

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 prepare and maintain employment policies and procedures and the Staff Handbook.
7. To prepare and review Contracts of Employment.
8. To develop Health and Safety Policies and Procedures.
9. To consider any other matters delegated to the Committee by Council.
10. To oversee the recruitment of principal officers of the Council.
11. To develop the Council's training policy and needs.
12. To develop the Council's approach to apprenticeships, job creation and training programmes.
13. To consider the provisions of the National Joint Council.
14. To consider and decide upon recommendations from service committees for variations in staffing.
15. To make all necessary arrangements for the discharge of the Council's Safeguarding/Prevent responsibilities
16. To oversee any TUPE transfer of staff both into and out of the organization
17. To review any legislative changes that might impact the Council's staffing arrangements

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.

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.

Committee Chairs Committee

Membership: Chairs of the 4 Standing Committees

Quorum: Three

Reports to: Policy & Resources Committee

Role of the committee: To review the general business of the Council through its four standing Committees

- 1 To establish the Programme for meetings
- 2 To review the schedule of topics for the Standing Committees
- 3 To formulate a draft budget following discussion with standing committees
- 4 To consider where any cross committee activity will report to

Grants Sub Committee

Membership: Three members of the Communities, Environment & Culture Committee

Quorum: Two

Reports to: Communities & Environment Committee

Role of the committee: To consider applications for funding under any Grant Funding Schemes operated by the Town Council.

- 1 To meet after the deadline dates of the Grant Funding Scheme and invite the applicants to present to the meeting
- 2 To review the applications and present a report to the Communities, Environment & Culture Committee on funding award and conditions of funding
- 3 To review the Grant Criteria for any Grant Funding Schemes operated by Shrewsbury Town Council

Cost of Living Sub Committee

Membership: Four members of the Council

Quorum: Two

Reports to: Communities & Environment Committee

Role of the committee: To consider applications for funding under any Cost of Living Grant Scheme operated by the Town Council.

- 1 To review the Grant Criteria & Application Process for the Cost of Living Grant Funding Scheme operated by Shrewsbury Town Council
- 2 To meet after the deadline date of the Cost of Living Grant Funding Scheme and invite the applicants to present to the meeting
- 2 To review the applications and present a report to the Communities, Environment & Culture Committee on funding award and conditions of funding

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: Communities & Environment 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.