



# FELIXSTOWE

## TOWN COUNCIL

### Terms of Reference

**This document sets out the Terms of Reference, outlining the scope and delegated authority for decision making by the Council and its Committees.**

#### **GENERAL PROVISIONS**

1. These Terms of Reference are subject to Council's Standing Orders and Financial Regulations.
2. The Town Mayor to be an ex-officio Member with voting rights on the following Committees: Finance & General Purposes, Plans, Assets & Services, Civic & Community.
3. The Deputy Mayor to be an ex-officio Member of the Personnel Committee.
4. The Town Mayor to be the ex-officio Chairman of the Personnel Committee
5. The Town Mayor for the previous municipal year (if remaining in office as a Town Council Member) to be appointed to the Personnel Committee to provide continuity on such matters as the annual appraisal of the Town Clerk.
6. Subject to Council's Financial Regulations or other policies as may be applicable, all Committees have the authority to delegate any of its functions to the Town Clerk, or to Working Parties consisting the Town Clerk and one or more Members appointed by the Committee. Such authority to be given by way of recorded resolution made by the authorising Committee.
7. The Council, or any Committee within the provisions of its Terms of Reference, may nominate any of its members and/or the Town Clerk to represent the Council at external organisations.
8. All Committees may authorise expenditure within their agreed budgets, in accordance with Financial Regulations, without further approval by Council.
9. Committees shall be enabled to make recommendations to Council, or any other Committee as may be appropriate, on any matters arising from the agenda that are outside of the scope of that Committee.

#### **DELEGATED POWERS**

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee's delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED", and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes. This item can be discussed in full by the Town Council.

**Felixstowe Town Council appoints Members to the following Committees:**

Finance & General Purposes Committee  
Assets & Services Committee  
Civic & Community Committee  
Planning & Environment Committee  
Personnel Committee  
Appeals Committee  
Youth Forum  
Highways Advisory Committee

**COUNCIL**

**Members (16):** All Town Councillors

**Chairman:** Town Mayor (Elected at Annual Council)

**Vice-Chairman:** Deputy Mayor (Elected at Annual Council)

**To carry all statutory functions reserved to Council, including but not limited to:**

1. To approve the Annual Budget and Precept demand.
2. To approve expenditure against General Fund/Earmarked Reserves and any virements across Committee budgets.
3. To review and amend the Standing Orders and the functions and constitution of the Committees of the Council.
4. To approve a schedule of meetings of the Council and its Committees.
5. To approve the appointment or nomination by the Council of persons to fill vacancies on outside bodies.
6. To take appropriate action on the recommendations of Committees or Working Parties of the Council as necessary.
7. To review these Terms of Reference and delegated authority provided to Committees and the Town Clerk from time to time.
8. The appointment and dismissal of the Town Clerk.
9. To approve Accounts for Payment.
10. To authorising the sealing of legal documents, leases, contracts and licences where authority to do so is not provided elsewhere.
11. To respond to major consultations and those outside of the scope of other Committees.
12. To receive the External Audit report and approve the Annual Return.
13. To consider any matters within the Terms of Reference of another Committee at any time.
14. To consider all other matters outside of any other Committee's Terms of Reference.

## **FINANCE & GENERAL PURPOSES COMMITTEE**

**Members (10 + Town Mayor ex-officio):** Members to be appointed at Annual Council, broadly in line with political proportionality, to include the Chairman of the Assets & Services and the Chairman of the Civic & Community Committees.

**Chairman:** Appointed by Annual Council or elected by the Committee in-year.

**Vice-Chairman:** Appointed by Annual Council or elected by the Committee in-year.

### **Key Responsibility:**

To regulate, manage and control the finances and resources of the Council, including the recommendation to Council of the annual budget and precept in accordance with Financial Regulations

### **Delegated Authority:**

1. Expenditure against the Council's Administration Budget, including virements within the budget envelope set by Council.
2. Monitoring Council's Monthly Accounts Reports and taking appropriate action to ensure compliance with budget.
3. Coordination of Annual Budget Estimates from all Committees for recommendation to Council.
4. Review, Implement or Recommend policies to Council on matters relating to:
  - i. Insurance
  - ii. Risk management
  - iii. Financial control/audits
  - iv. Financial Regulations and Standing Orders
  - v. Investments
  - vi. Loans
  - vii. Long term plans and strategy
  - viii. Legal issues
5. To make recommendations to Council regarding policy and strategic matters relating to all of the above.

## **ASSETS & SERVICES COMMITTEE**

**Members (10 + Town Mayor ex-officio):** Members to be appointed at Annual Council, broadly in line with political proportionality.

**Chairman:** Appointed by Annual Council or elected by the Committee in-year.

**Vice-Chairman:** Appointed by Annual Council or elected by the Committee in-year.

### **Key Responsibility:**

To oversee the management and maintenance of Council's land and property assets and those related services directly provided or commissioned by the Council.

### **Delegated Authority:**

1. Expenditure against the Council's Assets & Services Budget, including virements within the budget envelope set by Council.
2. To recommend annual budget estimates for the Assets & Services Budget to the Council's Finance & General Purposes Committee.

3. To monitor the financial performance, quality and effectiveness of service provision.
4. To review and set scales of Fees and Charges.
5. To ensure the Council's land and property assets are protected from loss, damage, encroachment or similar issues.
6. To ensure the Council's obligations as land and property owners are fulfilled
7. To make recommendations to Council regarding policy and strategic matters relating to all of the above.

### **CIVIC & COMMUNITY COMMITTEE**

**Members (10 + Town Mayor ex-officio):** Members to be appointed at Annual Council, broadly in line with political proportionality.

**Chairman:** Appointed by Annual Council or elected by the Committee in-year.

**Vice-Chairman:** Appointed by Annual Council or elected by the Committee in-year.

#### **Key Responsibility:**

To oversee, support and develop opportunities for engagement with other community stakeholders and to raise the profile of the services provided by the Town Council.

#### **Delegated Authority:**

1. Expenditure against the Council's Civic & Community Budget, including virements within the budget envelope set by Council.
2. To recommend annual budget estimates for the Civic & Community Budget to the Council's Finance & General Purposes Committee.
3. To consider applications for and make awards for Occasional Grants.
4. To oversee the expenditure of Annual Grants or any expenditure of the Community Fund as may be authorised by Council and to make recommendations to Council on the future use of such funding.
5. To oversee Council's responsibility with regards to Twinning arrangements, Civic events and other events supported or delivered by the Town Council.
6. To consider opportunities for participation with community projects or working in partnership for the benefit of Felixstowe and to make recommendations to Council.
7. To receive reports on matters related to recreation, leisure, tourism and sport and to oversee the use of S106 or other funding related to the same.
8. To oversee the communications and media such as the Town Council website and newsletter.
9. To make recommendations to Council regarding policy and strategic matters relating to all of the above.

### **PLANNING & ENVIRONMENT COMMITTEE**

**Members (9 + Town Mayor ex-officio):** Members to be appointed at Annual Council, broadly in line with political proportionality.

**Chairman:** Appointed by Annual Council or elected by the Committee in-year.

**Vice-Chairman:** Appointed by Annual Council or elected by the Committee in-year.

**Key Responsibility:**

As a statutory consultee of the planning authority, to consider all planning applications received from Suffolk Coastal District Council and make recommendations on behalf of the Town Council.

**Delegated Authority:**

1. To comment on planning applications.
2. To respond to consultations on matters relating to planning or the local environment.
3. To receive correspondence relevant to the Committee.
4. To comment on appeals lodged following the refusal of planning approval.
5. To make recommendations to Council regarding policy and strategic matters relating to all of the above.

**PERSONNEL COMMITTEE**

**Members (5):** Town Mayor, Deputy Mayor and previous year's Mayor (if in Office. Other Members to be appointed at Annual Council with overall Membership of the Committee to be broadly in line with political proportionality.

**Chairman:** Town Mayor (ex-officio)

**Vice-Chairman:** Appointed by Annual Council or elected by the Committee in-year.

**Key Responsibility:**

Matters relating to the recruitment and management of the Council's employees.

**Delegated Authority:**

1. Annual Appraisal of the Town Clerk.
2. To review the staffing structure and budget on an annual basis, making recommendations to Council.
3. To review and authorise amendments to the staffing structure, grades and/or terms and conditions of employees in-year within the salaries budget set by Council or to otherwise make recommendations to Council.
4. To oversee the management of Health & Safety and the Council's corporate responsibilities as an employer.
5. To review and approve personnel-related policies and procedures.
6. To ensure compliance with personnel-related statutory requirements and legislation.
7. To act as the first stage in grievance or disciplinary hearings.
8. To make recommendations to Council regarding policy and strategic matters relating to all of the above.

**APPEALS COMMITTEE**

**Members (5):** Members to be appointed at Annual Council, broadly in line with political proportionality and who are not already appointed to the Personnel Committee.

**Chairman:** Appointed by Annual Council or elected by the Committee in-year.

**Vice-Chairman:** Appointed by Annual Council or elected by the Committee in-year.

**Key Responsibility:**

To act as the second stage in matters relating to disciplinary, grievance and complaints.

**Delegated Authority:**

1. To act as the second stage in grievance or disciplinary hearings.
2. To hear complaints from the public and external organisations regarding the Councils administration.

**YOUTH FORUM**

**Members (3 + those appointed by Schools and Youth Services):** Three Town Council Members to be appointed at Annual Council, broadly in line with political proportionality.

**Chairman:** Appointed by the schools on a rotation basis.

**Key Responsibility:**

The young people who attend the Youth Forum agree their own agenda, supported by their associates and the Town Council. The Town Council provides administrative support and a venue for the meetings.

**Delegated Authority:**

To make recommendations to the Civic & Community Committee on the use of any funding available in the Youth Forum budget for projects and activities for young people in Felixstowe.

**HIGHWAYS ADVISORY COMMITTEE**

**Members (3 + 3 Suffolk County Councillors):** Members to be appointed at Annual Council, broadly in line with political proportionality.

**Chairman:** Appointed by Annual Council or elected by the Committee in-year.

**Vice-Chairman:** Appointed by Annual Council or elected by the Committee in-year.

**Key Responsibility:**

Review and recommend highways requirements for the town, including opportunities for collaboration.

**Delegated Authority:**

1. To receive reports on matters related to highways services delivered in the town.
2. To make recommendations to Suffolk County Council Highways Committee for changes in highways delivery in the town.

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**Policy Approved:** Annual Council 11 May 2016

**Review Body:** Finance & General Purposes Committee recommendation to Council

**Review Period:** Annually

**Next Review:** F&GP (March 2017) / Annual Council (May 2017)