

## **COMMITTEES' TERMS OF REFERENCE 2020 (Amended Sept 2020)**

### **1. RESOURCES AND POLICY COMMITTEE**

#### **Sub - Committees**

Establishment, Appeals, Audit and Grants

#### **Delegated powers**

- (a) Control of budget and monitoring of expenditure
- (b) Expenditure within budget, investments
- (c) Grants and payments to other bodies (through a Sub-Committee)
- (d) Matters arising from membership of the National and County Associations of Local Councils.
- (e) Staffing matters (through a Sub-Committee)
- (f) Health and safety risk assessments
- (g) Civic matters
- (h) Twinning
- (i) Publications and publicity
- (j) Governance
- (k) To respond to consultations from other bodies such as the County and District Councils, Health Authorities and Public Utility and Service Providers.
- (l) To make proposals and representations to such bodies as the Committee considers in the interests of the Town and people of Hatfield.

#### **Duties to consider and recommend to Council**

- (a) Budget and Precept
- (b) Borrowing
- (c) Parish boundaries and matters of major policy.

### **2. SPORT AND LEISURE COMMITTEE**

#### **Delegated powers**

- (a) The oversight, improvement and development of leisure and recreation grounds, premises and activities.
- (b) All matters relating to the Community Sports Facility within budget up to £15,000 and all other matters for onward recommendation to Council.
- (c) Any other leisure-orientated activities
- (d) Authorisation of expenditure within a Budget delegated by the Resources and Policy Committee.
- (e) To respond to consultations from other bodies such as the County and District Councils, Health Authorities and Public Utility and Service Providers.
- (f) To make proposals and representations to such bodies as the Committee considers in the interests of the Town and people of Hatfield.

#### **Duties to consider and recommend to Resources & Policy Committee**

Expenditure beyond budget.

### **Duties to consider and recommend to Council.**

Major changes of use for Council recreational facilities.

## **3. PLANNING COMMITTEE**

### **Delegated powers**

- (a) To comment to the Local Planning Authority on planning applications.
- (b) To instruct action, if any, to be taken on appeals.
- (c) To comment on other planning matters as set out below if time restraints do not permit consideration at Council.
- (d) Public rights of way
- (e) To comment on licensing applications.
- (f) To respond to consultations from other bodies such as the County and District Councils, Health Authorities and Public Utility and Service Providers.
- (g) Environmental Issues.

### **Duties to consider and recommend to Council**

Other planning matters such as County Structure Plan, District Local Plan and Minerals Plans.

## **SUB - COMMITTEES AND WORKING PARTIES**

It is for each Committee to set out the responsibilities and powers of any Sub-Committee or Working Party it may appoint. The following have been agreed by Full Council.

### **Grants Sub-Committee**

To consider and determine applications for Grants and Partnership Funding in accordance with the Council's criteria.

### **Establishment Sub-Committee**

- (a) To consider staffing levels, remuneration and conditions of service.
- (b) To consider any reorganisation or adjustment of staff to improve efficiency particularly in the light of changing circumstances.
- (c) To act as an appeals committee under the grievance procedure.
- (d) To arrange for the appraisal of the Town Clerk, and any other important staffing needs pertaining to the Town Clerk, when the Leader of the Council is unable to undertake this role, for whatever reason.
- e) Any grievance, or complaints, or other staffing issue which is not easily covered through the current employee handbook, should also be addressed through the Establishment Sub Committee .

### **Health and Well Being Sub-Committee (3 members)**

To consider H&S issues with 3 staff representatives

### **Appeals Sub Committee**

Any Member shall be called upon to sit on an Appeals Sub Committee if they have no prior involvement in previous hearings.

### **Audit Sub Committee**

To consider payments made or draft AGAR reports (if required)