

**COMMITTEES' TERMS OF REFERENCE 2023-2024**

**1. RESOURCES, OPERATIONS AND ESTATE MANAGEMENT COMMITTEE**

**Sub - Committees**

Appeals, Establishment and Queen's Platinum Jubilee 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) Staffing matters (through a Sub-Committee)
- (e) Health and safety risk assessments
- (f) Publications and publicity directly within the remit of the Committee
- (g) Capital Build Projects (supported by Task and Finish Groups)
- (h) The oversight, improvement and development of leisure and recreation grounds, premises and activities
- (i) Any other leisure orientated activities

**Duties to consider and recommend to Council**

- (i) Budget and Precept
- (ii) Borrowing
- (iii) Investment
- (iv) Major changes of use for Council recreational facilities
- (v) Annual Accounts and Governance Statement

**2. PLANNING, ENVIROMENT AND POLICY 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 restrains do not permit consideration at Council.
- (d) Public rights of way.
- (e) To comment on licensing applications.
- (f) To comment on transport and parking proposals and issues.
- (g) To respond to consultations from other bodies such as the County and District Councils, Health Authorities and Public Utility and Service Providers.
- (h) Environmental Issues.

- (i) Matters regarding the Neighbourhood Plan for onward report to Council.
- (j) To respond to consultations from other bodies such as the County and District Councils, Health Authorities and Public Utility and Service Providers.
- (k) To make proposals and representations to such bodies as the Committee considers in the interests of the Town and people of Hatfield, and facilitate greater community engagement.

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

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

That these powers be delegated to the Chair (and in their absence the Vice Chair) providing Members of the Committee and Town Clerk has been consulted and have not raised any objections.

### **SUB - COMMITTEES AND TASK AND FINISH GROUPS**

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

#### **Establishment Sub-Committee**

- (a) To consider overall staffing strategy and conditions of service.
- (b) To consider any reorganisation or adjustment of staff to improve efficiency and/or react to 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 covered through the current employee handbook, should also be addressed through the Establishment Sub Committee.

#### **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

Should it be preferable for appointments to Committees to be made before the next relevant council meeting, the Mayor (or the deputy Mayor in their absence) shall be empowered to make those appointments subject to consultation with the Town Clerk and Group Leaders, and notification to the next relevant council meeting.