

ARTICLE 3 - POWERS AND DUTIES OF COMMITTEES

POLICY AND RESOURCES COMMITTEE

POWERS AND DUTIES

1. Performance Management

- a) To consider the format of the Town Council Service Delivery Plan as required under three sections:
 - (i) Town Council Services which will set out key information relating to all of the services, facilities and events which are provided for the community of Great Aycliffe by Great Aycliffe Town Council.
 - (ii) Strategic Aims and Targets which will set out strategic aims and annual targets, ensuring that these are specific, measurable, achievable, relevant and time bound (SMART).
 - (iii) Strategic Financial Plan which will be represented by the Medium-Term Financial Plan and various other financial documents.
- b) To consider and review targets, as appropriate to the Council's Mission Statement and Strategic Aims.
- c) To make recommendations to the Council in regard to the strategic aims and annual targets set out in the Council's Service Delivery Plan and monitor performance against those targets reported from time to time and as directed by the Council.

2. Strategies, Policies and Procedures

- (a) To review all existing general policies of the Council as and when necessary.
- (b) To ensure the Council's strategies, policies and procedures are prepared and implemented in accordance with statutory and legislative requirements.
- (c) To keep under review the policies and resources of the Council in relation to all services and to advise the Council on the future development of existing services or the introduction of new services.
- (d) To make recommendations to the Council on matters which, notwithstanding that they fall within the powers and duties of one or more other committees, are concerned with new or unformulated policy or the utilisation of resources related to policy.
- (e) To consider and report to the Council upon all resolutions relating to Parliamentary matters, new and amended legislation and those resolutions passed by other local authorities and bodies and forwarded to the Council for consideration save where these are specifically assigned to other committees.

3. Corporate Management

- (a) To deal with all electoral matters affecting the Council.
- (b) To make recommendations to the Council on all matters affecting the boundaries of the Council's area, and its wards.
- (c) To advise the Council on matters of policy associated with the formulation and implementation of any Structure Plan, or Local Plan relating to the area of Great Aycliffe Town Council.
- (d) To consider and make recommendations to the Council on any policy documents and consultations received from other organisations and affecting the area or Council.
- (e) To advise the Council as required on all matters affecting its Constitution and the procedures applying to the Council and its Committees.
- (f) To oversee the Council's Risk Management Strategy and to consider quarterly update reports on the Risk Register.

4. Administration and Civic Support

- (a) To maintain a continuous general oversight of the Council's administration.
- (b) To deal with matters relating to the administration of the Council Offices.
- (c) To deal with matters associated with the Coat of Arms.
- (d) To oversee civic and mayoral support arrangements.
- (e) To establish and foster civic relationships with such bodies or organisations as the Council may authorise.

5. Finance

- (a) To formulate and present to the Council recommendations for annual income and expenditure targets and make recommendations to the Council on the annual Revenue and Capital Budgets and the Council's Precept as to how these should be determined consistently with the Council's Service Delivery Plan, general priorities, strategies and policies.
- (b) To receive from other Committees and to collate prior to the submission to the Council all annual and other estimates of income and expenditure on Revenue and Capital Budgets.
- (c) To supervise the preparation of Council's Annual Governance and Accountability Return and annual financial statements and accounts.
- (d) To consider and approve the Council's Medium Term Financial Plan.
- (e) To receive and consider budgetary control and expected outturn reports.
- (f) To consider and approve finance policies.
- (g) To supervise and control borrowing undertaken by the Council and the investment of surplus funds within the Council's control.

- (h) To make recommendations to the Council on the annual capital programme, its content, phasing and monitoring.
- (i) To execute and carry out, in the name and on behalf of the Council, all resolutions and instructions from time to time given with reference to finances, budgets and accounts.
- (j) To have the direction and control of insurance policy cover in respect of the Council's risks, property, members, and employees.
- (k) To oversee the provision of efficient financial support services and advice for the benefit of the Council.
- (l) To determine the making to individuals and organisations of all grants, donations, allowances and loans.
- (m) To regularly review the Council's treasury management activities.
- (n) To review the Council's fees and charges for services.
- (o) To consider and recommend to Council the write off of debts.

6. Asset Management

- (a) To determine overall strategic asset management priorities on a long-term basis by maintaining and updating the Asset Management Plan.
- (b) To recommend necessary building works to ensure the Council's properties are fit for purpose, and to ensure the discharge of all statutory duties relating to their maintenance and condition.
- (c) To recommend on the acquisition and renewal of vehicles, machinery and equipment and the discharge of all statutory duties relating to their maintenance and condition.
- (d) To examine from time to time the various bonds, securities and deeds relating to the land and property of the Council.

7. Information Technology

To oversee the strategic and policy issues affecting the Council's acquisition and development of information technology and to regularly review the Council's information technology strategies and policies.

8. Service Review Sub-Committee

To appoint a Service Review Sub-Committee and to assign to it the following functions:-

- (a) To set the scope for and undertake reviews of specific issues and services as directed by the Council on a fixed time basis.
- (b) To consider and make recommendations to the relevant Service Committee who will then consider the recommendations and provide comment with the final consideration and approval given by the Council.

The number of members on the sub-committee and officers in attendance to be determined as appropriate by the Council to the task.

9. Personnel Sub-Committee

To appoint annually and to assign to the Personnel Sub-Committee the following functions: -

- (a) To make recommendations to the Policy and Resources Committee with regard to personnel policies and practices, the creation and deletion of staffing posts, changes to salary grades, working hours and conditions, staff related health and safety issues, and the powers and duties of the Council under the Local Government Pension Scheme.
- (b) To determine and make appointments to officer posts in accordance with Standing Order 21.
- (c) To appoint a Member Appeal Panel as required under the Council's Appeal Process and Procedure from among the membership of the Personnel Sub-Committee. The Panel will consist of no more than 50% of the Personnel Sub-Committee members. The Member Appeal Panel will hear appeals by employees arising from decisions taken by management under the normal operation of the Council's policies.

The Personnel Sub-Committee shall comprise a number of members to be determined at the Annual General Meeting (the Mayor OR Deputy Mayor will be an ex-officio member, but not both).

10. Personnel Appeals Sub-Committee

To appoint annually and to assign to the Personnel Appeals Sub-Committee the following functions: -

- (a) To hear appeals from decisions taken by the Personnel Sub-Committee.
- (b) To consider any other relevant appeals that are not under the remit of the Personnel Member Appeal Panel.

The Personnel Appeals Sub-Committee shall comprise a number of members to be determined at the Annual General Meeting (the Mayor OR Deputy Mayor will be an ex-officio member, but not both).

11. Audit, Risk and G.D.P.R. Sub-Committee

To appoint annually and to assign to the Audit, Risk and G.D.P.R. Sub-Committee the following functions:

- (a) To ensure that the Council's resources are safeguarded and that value for money is secured.
- (b) To undertake and make the appropriate recommendations on the following matters to the Policy and Resources Committee:-
 - (i) A systematic, ongoing, appraisal of internal controls.
 - (ii) The review of financial policies and procedures.
 - (iii) The development of an anti-fraud culture.
 - (iv) The agreement of annual audit plans.
 - (v) The monitoring of delivery of the annual audit plan
 - (vi) The timely preparation of internal audit reports
 - (vii) The internal audit of the Annual Governance and Accountability Return and preparation of the Annual Internal Audit Report
 - (viii) Ensuring the implementation of internal audit recommendations.

- (c) To consider and review the quarterly updates of the corporate risk register and agree any new risk assessments.
- (d) To undertake regular reviews of the Council's GDPR arrangements.

The Audit, Risk and G.D.P.R. Sub-Committee shall comprise a number of members to be determined at the Annual General Meeting. The Mayor and Deputy Mayor are ex-officio members.

12. General Appeals Sub-Committee

To appoint annually a General Appeals Sub-Committee with the following terms of reference:

- (a) The Town Clerk, in consultation with the Chairman of the relevant Committee, shall in respect of each appeal brought before it decide whether the Sub-Committee shall have the power to determine the appeal or whether it should make recommendations to the parent Committee with the final decision taken by Full Council.
- (b) The matters with which the Sub-Committee will be involved will be clarified and defined over time. However, it is envisaged that the types of matters with which it will deal will include:
 - Bans on an individual using Council facilities.
 - Disputes over the interpretation of allotment tenancy conditions.
 - Interpretation of implementation of cemetery regulations.
 - Allocations of football pitches.
 - Decisions concerning attendance at the Council's Pre-School Learning Centres.
- (c) The Sub-Committee is not authorised to consider any matter which represents a challenge to, or complaint about, a policy or policy decision of the Council.
- (d) The Sub-Committee is not authorised to deal with any matters within the remits of the Personnel Appeals Sub-Committee and Member Appeals Panel.

The General Appeals Sub-Committee shall comprise a number of members of the relevant Service Committee as required and when necessary.

13. Asset Management Sub-Committee

To appoint annually an Asset Management Sub-Committee with the following terms of reference:

The Sub-Committee will consider and make recommendations to the Policy and Resources Committee in relation to:

- (a) Updates of the Asset Management Plan and any specific asset management proposals brought forward by Officers.
- (b) Progress updates on the delivery of the annual Capital Programme.
- (c) The ongoing update of the ten-year asset management schedules for all land, buildings, plant, vehicles, machinery, office equipment, street equipment and play equipment.

- (d) Capital Programme Budgets and Medium-Term Financial Plan schedules.
- (e) The appropriateness and occupancy of the Council's land and buildings in relation to its changing service objectives and methods of delivery.
- (f) Asset disposal, investment, and acquisition, in regard to land, property, plant, vehicles, machinery, office equipment, street equipment and play equipment.
- (g) Proposed sustainability, carbon reduction, and energy efficiency measures, including investment decisions.
- (h) Accessibility issues and solutions.

The Asset Management Sub-Committee shall comprise the Chairman and Vice-Chairman of the Policy and Resources Committee together with a number of members to be determined at the Annual General Meeting.

14. Pre-School Sub-Committee

To appoint annually and to assign to the Pre-School Sub-Committee the following functions:-

- (a) To have responsibility for the care, management, regulation and control of the Council's Pre-School Learning Centres and the land and property used by the Council in the provision of the Pre-Schools, within the budget set by the Council from time to time, and in accordance with the policies of the Council.
- (b) To oversee and ensure compliance with the Ofsted registration requirements for the Early Years Register.
- (c) To oversee and ensure delivery of the Statutory Framework for the Early Years Foundation Stage.
- (d) To monitor the Pre-School's performance against the required standards.
- (e) To consider and make recommendations to the Policy and Resources Committee on the results of any official inspection (Ofsted) of the Council's Pre-School.
- (f) To consider and make recommendations on any advisory report or action plan relating to the Pre-School and to monitor progress against that plan.
- (g) To make recommendations to the Policy and Resources Committee in relation to the budget for the Pre-School Learning Centre.
- (h) To undertake appropriate training relating to the requirements of child care providers.
- (i) To consider future expansion of provision of the Pre-School service and make recommendations to the Policy and Resources Committee.

The Pre-School Sub-Committee shall comprise a number of members to be determined at the Annual General Meeting. The Mayor and Deputy Mayor are ex-officio members.

ENVIRONMENT COMMITTEE

POWERS AND DUTIES

1. To consider and make recommendations to the Council in relation to the maintenance and usage of the Council's open spaces, woodlands, amenity areas, village greens and commons.
2. To keep under review the Great Aycliffe Environment Plan and to make appropriate recommendations to the Council.
3. To oversee the implementation of any projects authorised by the Council arising out of the proposals in the Great Aycliffe Environment Plan.
4. To consider and make recommendations to the Council as a burial authority including the management, care, regulation and control of its cemeteries.
5. To take steps for the provision of allotments within the Great Aycliffe area and to undertake the management, regulation and control of any allotments so provided.
6. To oversee the siting, erection, supervision and maintenance of any public sanitary conveniences and urinals other than those situated in public parks and recreation grounds.
7. To respond to planning and licensing applications where the Council is consulted.
8. To advise and make recommendations to the statutory and agency functions of the Council in relation to the lighting of footways and streets.
9. To advise and make recommendations to the Council in relation to the provision of litter bins and public seating on Council land.
10. To advise and make recommendations to the Council in respect of complaints about littering offences.
11. To oversee, within the law, and the appropriate budget, for the removal of graffiti from buildings or structures within the Council's ownership.
12. To advise and make recommendations to the Council in relation to the drainage, cleaning or dealing with, any pond, ditch or gutter on Council land.
13. To undertake a review of the Neighbourhood Plan as and when required and if relevant legislation changes.
14. To consider and made recommendations to the Council in relation to rights of way.
15. To consider and made recommendations to the Council in relation to the repair and maintenance of public footpaths and bridleways on Council land.
16. To consider and make recommendations to the Council in relation to the provision of vehicle parking and cycle racks.
17. To respond on all matters of general environmental importance affecting the area and to consider and comment on any policies or procedures of any other agencies in relation to any incident.
18. To make appropriate representations to any relevant agency in relation to any incident, event or action which in the opinion of the Council is detrimental to the health of the community in its area.

19. Within the budget agreed from time to time by the Council to engage appropriately qualified individuals or bodies to assist the Committee in exercising the powers set out above.
20. To consider and make recommendations to the Council in relation to the provision and maintenance of bus shelters.
21. To consider and make recommendations to the Council on matters relating to traffic calming measures and other road safety matters.
22. To consider, monitor and make recommendations to the Council on the operation of trading activities in relation to burials and allotments.
23. To oversee the operation of the Council's Tree Management Policy and consider any issues relating to tree planting, inspection, maintenance and management.

24. **Planning Sub-Committee**

To appoint annually a Planning Sub-Committee with the following terms of reference:

- (a) The Planning Sub-Committee will deal with planning applications, with particular reference to policies that are set out within the Council's Neighbourhood Plan.
- (b) The Planning Sub-Committee has been delegated powers to respond on behalf of the Council to Durham County Council in relation to those planning applications.
- (c) Planning Sub Committee meetings will be held as and when required.
- (d) The Planning Sub-Committee shall comprise a number of members to be determined at the Annual General Meeting. The Mayor and Deputy Mayor are ex-officio members.

Note: All members of the Council will be notified of the planning applications which will be considered at each meeting of the Planning Sub-Committee in order that they may attend and make representations.

25. **Grant of Grave Space**

That the power to grant grave spaces is delegated to the Town Clerk.

RECREATION COMMITTEE

POWERS AND DUTIES

1. To oversee and make recommendations to the Council on the care, management, regulation and control of all public parks, play areas, multi-use games areas, playing fields, sports and recreation grounds, sport and leisure centres and premises, land and property owned or provided by the Council for leisure, recreation, sport, public entertainment, community events and cultural activities, including the siting, erection, and supervision of all public conveniences and urinals within them.
2. To make lettings or grant leases or licences for the use of such recreational facilities by any person or persons, organisations, clubs or societies for appropriate purposes, subject to any covenants applicable and to any byelaws, rules or regulations which the Council may make or adopt.
3. To provide facilities for football, cricket, tennis, bowls, physical recreation for school children, and other sports in the parks, play areas, multi-use games areas, playing fields, sports and recreation grounds, sport and leisure centres for the time being owned or leased by the Council.
4. To have responsibility for the organisation of such recreation coaching courses as may be agreed from time to time by the Council.
5. To arrange for events, bands, music, and other entertainment in such parks and recreation grounds, or elsewhere at the discretion of the Council.
6. To consider and make recommendations to the Council in relation to the formation, regulation and management of new public parks, play areas, playing fields, recreation and pleasure grounds, and sports and leisure centres, and to take such steps as it may think desirable for carrying into effect arrangements for the acquisition, layout, and maintenance of land for such facilities.
7. Notwithstanding those issues delegated to the Events Sub Committee, to consider and make recommendations to the Council in relation to the organisation of community events such as the fireworks display, senior citizens' outings, fun in the parks and the Santa tours, within the community events programme and the budget agreed by the Council.
8. To consider reports and recommendations from the Golf Working Group and consider issues and make recommendations to the Council in relation to the management, use and operation of the Council's Oak Leaf Golf Course, Driving Range and Golf Shop.
9. To consider and make recommendations to the Council in relation to the management, use and operation of the Oak Leaf Sports Complex and consider new developments, initiatives or projects relating to the facility.
10. To consider, monitor, and make recommendations on the operation of the Council's trading activities at the Sports Complex and Golf Complex, including bar, catering and golf shop sales.

11. **Golf Working Group**

To appoint annually a Golf Working Group with the following terms of reference:

- (a) To meet as required with committee members of the Oak Leaf Golf Club to discuss issues and matters relating to the use of the Golf Course.
- (b) To consider issues relating to the management and maintenance of the golf course and driving range and the implementation of the Golf Complex Improvement and Investment Plan.
- (b) To make recommendations as appropriate to the Recreation Committee.

The Golf Working Group shall comprise the Chairman and Vice-Chairman of the Recreation Committee together with a number of Councillors, to be determined at the Annual General Meeting, and the Town Clerk, Head of Leisure and Events, Grounds Maintenance Services Co-ordinator, Head Greenkeeper and the Golf Administrator.

The Oak Leaf Golf Club representatives may speak at the meetings of the Golf Working Group but may not make proposals or vote any decisions.

12. **Events Sub-Committee**

To appoint annually an Events Sub-Committee with the following terms of reference:

- (a) To review the schedule of events provided by the Town Council including:
 - Fun-in-the-Parks
 - Santa Tours and Santa Letters
 - Christmas Lights Display
 - Fireworks Display
 - Senior Citizens' Excursions
 - Miscellaneous Community Events such as the Skate Fest
 - Community Enhancement Awards
- (b) To make recommendations, as appropriate, to the Recreation Committee, relating to the development of existing events or proposed new events.
- (c) The Events Sub-Committee has been delegated powers to consider and approve applications from external providers who wish to hold events on Council land and set terms and conditions for use of the land.
- (d) The Events Sub-Committee has been delegated powers to consider requests for financial assistance and support to external providers holding community events, subject to making appropriate recommendations to the Policy and Resources Committee for any grants in excess of £1,000.

The Events Sub-Committee shall comprise the Chairman and Vice Chairman of the Recreation Committee, together with a number of Members determined at the Annual General Meeting. The Mayor and Deputy Mayor are ex-officio members.

13. Santa Tours Sub-Committee

- 13.1 To appoint annually a Santa Tours Sub-Committee with the following terms of reference:
- a) To review the success of the annual Santa Tours event, taking into account feedback from officers, councillors, volunteers and public.
 - b) To investigate the feasibility of making further improvements to the event in future years, within the budget made available by the Council, the capacity of the Council officers, the availability of volunteers and vehicles, and health and safety and insurance requirements.
 - c) To make recommendations, as appropriate, to the Recreation Committee, relating to the future development of the Santa Tours event.
- 13.2 The Santa Tours Sub Committee shall comprise:
- The Chairman and Vice-Chairman of the Recreation Committee.
 - All other members of the Recreation Committee
 - The Town Clerk, Head of Leisure and Events, Events and Administration Assistant and Works and Environment Manager, and any other officers as required.
 - Up to ten volunteers (to include Santa's, drivers, support vehicle volunteers, and representatives from community centres, churches etc who provided facilities for the fixed locations)
 - Up to ten members of the public.
- 13.3 The volunteer and public representatives may speak at the meetings of the Santa Tours Sub-Committee, but may not make proposals or vote on any decisions.
- 13.4 Meetings will be subject to the requirements of the Council's Standing Orders and open to the press and public.