



# **WELLINGTON TOWN COUNCIL**

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## **Terms of Reference for the Wellington Town Council Policy and Resources Committee**

**Name of Committee:** The Policy and Resources Committee

### **Purpose**

To review, report on, and make recommendations to the Council on issues concerning overarching Council policies, procedures and processes (e.g., Standing Orders, schemes of delegation, any new policies and procedures that may be required not within the remit of another Council committee) as well as employment, staffing, training, communications, office facilities and other Council resources outside the remit of other Committees. The Committee will consider and make recommendations in relation to the role of the Council in the context of local government reorganisation in Somerset.

### **Summary of Responsibilities**

The Policy and Resources Committee shall have delegated authority to: -

- Ensure that overarching Council strategy and policies and processes (e.g., Standing Orders, Scheme of Delegation, etc that are not covered by other Committees) are regularly reviewed to ensure they are fit for purpose and where necessary recommendations are made to full Council for changes to or adoption of new policies/processes.
- To make recommendations to Council on the future development and acquisition of services and assets.
- Review and make recommendations on the Council's staffing structure.
- Oversee all staffing issues, including terms of employment.
- Draw up and implement a Training and Development programme for Councillors and staff.
- Review and make recommendations concerning the Council's office premises and facilities.
- Review and make recommendations on the Council's IT provision and office equipment.
- Oversee and make recommendations concerning the Council's Public Relations and Communications.

- Propose new ways of working to enhance outcomes for town residents.
- Act as nominal line-manager of the Clerk and/or Proper Officer, including completing an Annual appraisal.
- Oversee day-to-day management of Council resources and make recommendations thereon.
- Agree expenditure to a specified limit on staffing or resourcing items (see below)
- Regularly and strategically review all of the above to ensure Council practices reflect the changing external environment, and the Council's needs.

### **Staffing Structure**

The current structure of the Council's staff is set out at Appendix 1.

### **Status**

The Policy and Resources Committee is a fully constituted Committee. It has elected membership however all Councillors are able to attend any meetings of the Committee.

### **Reporting**

After each meeting of the Committee, a summary of matters considered will be tabled for discussion and consideration at the subsequent Council meeting.

### **Membership**

The Committee will comprise 7 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise. Membership shall always include the Mayor, who will act as the nominal line-manager for the Clerk and/or Proper Officer, unless other arrangements are agreed by full Council. Notwithstanding the delegated arrangement for line-management, the Council collectively remain the line-manager of the Clerk and/or Proper Officer, and the Employer for all staff.

Should any Committee Member resign, the Chairman will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at the subsequent Council meeting.

### **Operation of the Committee**

- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making authority when voting at full Council on issues presented by Committee and relevant to its operational remit.
- Meetings of the Committee will be held at least four times a year, as and when designated by the Chairman, and subject to availability.
- For the meeting to be quorate no fewer than 3 councillors need to be in attendance.
- Unless a motion is passed to the contrary, the Mayor will be appointed Chairman of the Committee at its first meeting following the Annual Meeting of the Council.
- If the Chairman is not able to attend a meeting another Member shall be elected to act as Chairman for the duration of the meeting in question.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.

- In the case of a tied vote the Chairman will cast the deciding vote.
- The Clerk or Deputy Clerk will prepare and circulate to Councillors an agenda by email or paper if requested for each meeting, at least three working days prior to meeting, and will publish the agenda on the Council website and noticeboard.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- The Chair of the Committee will report to the Council at each monthly meeting as to the progress of matters under its consideration.

**Delegated Authority to Authorise Payments**

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of £3,000 (per item) to be taken from the relevant budget (IT, training etc). **No other expenditure may be permitted without express approval from the Council. All items of expenditure will be reported to the next Council meeting.**
- In the event that more than £3,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.
- Any amendments to these Terms of Reference may only be by formal resolution at a full Council meeting.

**Appendix 1**

