



COMMITTEE TERMS OF REFERENCE

These committees are selected by councillors with members putting themselves forward or being nominated by other councillors. This is then ratified at Full Council along with membership of all Committees being confirmed.

The Leadership Group is made up of 3 councillors nominated by the Leading Party or by nominations depending on the political makeup of the council. They will be identified as The Leader, Deputy Leader and Leadership Member which will also be published on Agendas for clarity.

Leadership Group

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The Leadership group provides an immediate response to concerns, issues or questions raised by the CEO/Town Clerk in relation to the activities of the Town Council and its forward plan or involvement in local events. Members of the Leadership group also provide Line Management of the CEO and will be responsible for his annual appraisal and performance requirements. They will report to appropriate committees any of their actions which relate to operational or budgetary changes and seek ratification of decisions from the appropriate committee as required.

The Leadership group shall have the following powers:

- a) To agree the contracts of key personnel, including: CEO, RFO, Civic Manager, Estates Manager and Venue Managers
- b) To agree with the CEO the staffing structure of the Town Council within existing budgets and specific to the needs of the council.
- c) To delegate to the CEO such authority as required to allow for the smooth running of the Town Council's activities if:
 - Within existing budgets or permitted expenditure
 - The Town Council has the power or authority to act in these matters
 - That such actions are legally allowed under an appropriate piece of legislation
 - That such actions will not bring the town council into disrepute

- Any delay in decision making would incur additional costs or liability upon the town council
- d) To sign cheques and view bank balances upon request
 - e) To formulate and agree Tender Documents alongside the CEO for new projects or to seek better services via existing service provision as appropriate
 - f) To agree contracts with External Providers which exceed the limit granted to the CEO under delegated powers.
 - g) To agree changes to rental income / charges which are needed to allow increased use of Town Council facilities by local community groups which exceed the powers delegated to the CEO.
 - h) To manage all aspects of performance of the Chief Executive Officer including conducting regular performance reviews. To make recommendations in conjunction with the Policy and Finance Committee concerning remuneration of the Chief Executive Officer

N.B All decisions made by the Leadership group should be notified to Full Council at the earliest opportunity and where needed must be ratified at the first available council meeting.

Development Control Committee

The Development Control Committee is consulted on all planning applications within the parish. The committee may listen to comments from residents before responding with comments to Sevenoaks District Council which is the Planning Authority for the area.

The Development Control Committee shall as far as possible and practical have due regard to the political balance of the Council and allocate places to other parties accordingly. The Council may exercise discretion by allocating seats to an independent individual councillor not in a political group.

The Development Control Committee shall have the following powers:

- a) To consider and comment on planning applications notified to the Council under the Town and Country Planning Acts and to resolve its decisions thereon
- b) If the meeting is inquorate urgent applications will be referred to Full Council should there not be another Committee meeting prior to the response deadline
- c) To consider and monitor local development plans and strategic planning issues

- d) Review STC strategy with regard the Development of its own existing or new facilities within the town
- e) Explore Commercial Development within the town both for STC and for the local business community.
- f) Seek government and other forms of funding as appropriate to support future Development in areas of the town which create opportunities for economic development

Estates and Facilities Committee

The Estates and Facilities Committee is responsible for the management and maintenance of all leisure facilities, parks and open spaces and land or buildings owned or managed by Swanley Town Council including St Mary's Recreation Ground (in conjunction with the charity trustees) verge and maintenance contracts with KCC and SDC, footpaths and allotments.

The Committee is also responsible for liaising with Kent Highways Services and Sevenoaks District Council on all issues related to roads, including road maintenance, flood issues, bus services and winter plans.

The Estates and Facilities Committee shall be as far as possible and practical have due regard to the political balance of the Council. The Council may exercise discretion by allocating seats to an independent individual councillor not in a political group.

The Estates and Facilities Committee shall have the following powers:

- a) To resolve minor matters connected with the following:
 - b) Highways and traffic regulations, including bus services
 - c) Trees and Planting, TPOs
 - d) Access licences over Council property
 - e) Street naming and numbering, naming of buildings
- f) To respond to consultative documents concerning highways, transportation and environmental issues
- g) To consider and develop a Swanley Parish Plan
- h) To consider the environmental impacts to the Town and make recommendations of actions to Full Council for the improvement of these.
- i) Where possible to seek external funding to develop activities for all age groups within the town creating opportunities for intergenerational partnership and networking where possible

- j) To manage the facilities and activities within Swanley Park and review developments there annually.
- k) To review all Risk Assessments and Procedures relating to park activities at least every 3 years and for every new activity created prior to the commencement of such activities.

Policy and Finance Committee

The Policy and Finance Committee are responsible for all financial, legal and audit issues of the Council.

The Policy and Finance Committee shall be as far as possible and practical have due regard to the political balance of the Council. The Council may exercise discretion by allocating seats to an independent individual councillor not in a political group.

The Policy and Finance Committee shall have the following powers:

- a) The power to consider the financial estimates of the Council and recommend the level of precept to be levied to Full Council
- b) The power to approve and oversee the Council's revenue and capital budget following approval by Full Council
- c) To ensure the proper collection and reporting of all types of all revenue streams for the Town Council and the raising and/or renewal of local and insurances are carried out
- d) To be responsible for the banking, financial and accounting methods of the Council and their regular inspections.
- e) To consider and develop the annual budget for adoption by Full Council in conjunction with the CEO and other council officers.
- f) To consider and approve all items relating to income and expenditure as set out in the Council's budget
- g) To allocate Grant Aid as set out in the Grant Aid procedure
- h) To consider the Annual Audit Report and take action to resolve any recommendation therein
- i) To review probity and the effectiveness of the internal controls including the action recommended in the internal Auditor's annual report
- j) To review all major assets (valued over £25,000) of the Council annually and review minor assets (Valued under £25,000) at least 3 yearly with the CEO and Estates Manager.

- k) To review contracts, concessions and service plans which are provided by external contractors upon renewal

Personnel Committee

The Personnel Committee is responsible for HR matters of the Council.

The Personnel Committee shall be as far as possible and practical have due regard to the political balance of the Council. The Council may exercise discretion by allocating seats to an independent individual councillor not in a political group.

The Personnel Committee shall have the following powers:

- a) To oversee all matters relating to general staffing, grievance, disciplinary issues in accordance with the Council's established policy
- b) To consider the development, welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees
- c) To consider schemes of employment such as modern apprenticeships
- d) To determine and approve the policies and procedures of the Council in connection with all matters of personnel

Recommendation: That the Personnel Committee is only formed as and when required when requested by the Chair of the Committee, CEO and/or Leadership Group.

Appeals Committee

The Appeals Committee shall hear and determine matters of appeal in cases of discipline, grievance and efficiency of service.

The Appeals Committee shall be as far as possible and practical have due regard to the political balance of the Council. The Council may exercise discretion by allocating seats to an independent individual councillor not in a political group.

The Appeals Committee shall be formed as and when it is required.

The Appeals Committee shall have the power to:

- a) Deal with matters referred to it by either individual staff members or by the Council

Recommendation: That the Appeals Committee is only formed as and when required when requested by the Chair of the Committee, CEO and/or Leadership Group.

