

Otley Town Council

Committee

Terms of Reference

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OTLEY TOWN COUNCIL

DELEGATION OF POWERS

Committees may exercise delegated functions on behalf of the Town Council under the terms of reference on the following pages, subject to:

- (a) The Town Council's approved Standing Orders, Budget and Financial Regulations;
- (b) Any previous minuted decision of the Town Council;
- (c) Any matters reserved to the Town Council by law.

DELEGATION

(1) General

- (a) Each Committee has its own Terms of Reference and is able to take decisions within the limits given to it. In general, Committees are responsible for advising on, monitoring and reviewing their areas of responsibility, identifying priorities for the future and working within the approved Committee budget.
- (b) Where powers or duties have been delegated to a Committee it shall be permissible for that Committee in turn to assign functions or delegate powers and duties to the Executive Officer/RFO or a Sub-Committee, provided that any action taken under delegated powers by the Executive Officer/RFO or a Sub-Committee shall be reported to the next meeting of the appropriate Committee or Sub-Committee (or Council) for information.
- (c) A committee may set up a working group to investigate, consider and report back with recommendations on any issue.

(2) Chair's powers

- (a) The Executive Officer/RFO may, in consultation with the Chair and Deputy Chair of a Committee or Sub-Committee, decide or take action on such matters within the (Sub) Committee's terms of reference as will not admit of delay, subject to the members of the (Sub) Committee being informed/consulted via e-mail and a report indicating such action being submitted to the next meeting of the appropriate (Sub) Committee.
- (b) The Chair may, in consultation with the Executive Officer, decide whether to summon an extra-ordinary meeting of a Committee, or whether items submitted for Committee consideration will await consideration at the next scheduled meeting of the Committee.
- (c) That (a) above be taken to include the Mayor in the absence of either the Chair or Deputy Chair.
- (d) The Mayor may attend any Committee or Sub-Committee meeting ex officio with full voting rights.

(3) Delegation to the Executive Officer/RFO

Specific Delegations

The following list of delegations to the Executive Officer/RFO may, from time to time, be further delegated to the Council's officers at the discretion of the Executive Officer/RFO.

- (a) To be and carry out the functions of the Proper Officer under the Local Government Act 1972; to arrange and call meetings of the Town Council and its Committees and Sub-Committees and to implement decisions thereof.
- (b) The general management of the Council's services in accordance with the policies determined from time to time by the Council and its Committees, including dealing with correspondence and requests for information.
- (c) The day-to-day management of the Town Council's facilities.
- (d) The initiation of new arrangements and revision of existing arrangements for the improved management of Council establishment providing the estimated cost has been included in the current revenue budget.
- (e) The determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance to all buildings and equipment within the financial limit of the current revenue budget.
- (f) The management, development, appraisal and discipline of employees within the Council's approved establishment in accordance with the policies and procedures determined from time to time by the Human Resources Committee.
- (g) The exercise and virement within a Committee's budget, after approval by the Policy & Resources Committee.
- (h) To be the nominated Data Management Officer of the Council and be responsible for responding to requests made under the Freedom of Information Act.
- (i) Any action necessary in an emergency to protect the Council's property or assets or minimise its liabilities, subject to consultation where practicable with the Chair or Deputy Chair of Policy & Resources and to report back to the next appropriate Council meeting.
- (j) To be and carry out the functions of the Responsible Financial Officer under the Local Government Act 1972, including the maintenance of the Council's accounts, arrangements for internal audit and the preparation of budget estimates for the forthcoming year.
- (k) To make arrangements to pay the salaries and wages of employees of the Council.

Further Delegations

The Council may from time-to-time further delegate action to the Executive Officer alone, or to the Executive Officer in consultation with the appropriate Committee Chair. Such delegation will be clearly minuted and revised accordingly.

Terms of Reference

OTLEY TOWN COUNCIL

FULL COUNCIL COMMITTEE

Role

To support the civic functions of the Town Mayor and that the Council meets its financial accountability and governance requirements.

Responsibilities

To oversee all civic and ceremonial events and regalia. To confirm the Council's annual budget and meeting minutes and to confer the title of 'Honorary Citizen of Otley' on someone and nominations for annual achievement awards.

Membership, Chair, Quorum and Accountability

Number of Members	All Councillors
Substitute Members Permitted	No
Appointments/Removals from Office	N/A
Restrictions on Appointment	N/A
Restrictions on Chair /Vice-Chair	Chaired by the Town Mayor or Deputy Mayor
Quorum	Five
Number of meetings per Council Year	Minimum of four – to be convened by the Proper Officer with a Public Notice of the meeting in accordance with Schedule 12, Para 10 (2) of the Local Government Act 1972
Current Sub-Committees	None
Accountability	N/A
Meeting Restrictions	Due to the confidential nature of some items of business to be transacted it will be necessary to hold meetings (or parts thereof) in private in pursuance of Public Bodies (Admission to Meetings Act 1960 Section 1 as amended 2014 and by the Openness of Local Government Bodies Regulations 2014). This can be done at any point during the meeting. Staff will also be required to leave unless otherwise agreed by the Committee and a Councillor will be nominated to record the discussion and any resolutions during this period.

Terms of Reference

1. At the Annual Meeting of Council to elect the Town Mayor and Deputy Town Mayor at the beginning of the Civic year based on a points system.
2. To give support to the Town Mayor and be responsible for items of Civic regalia.
3. To approve the purchase of and repairs and maintenance to any civic insignia (chains of office, uniforms/robes for the Mayor and Town Bell Man) and to authorise and/or incur expense for items relating to civic events, civic gifts or civic matters.

4. To receive the annual Statement of Audited Accounts, Governance Statement and the reports of both the External and Internal Auditors.
5. In January each year to be responsible for confirming the proposed budget and precept amount for the coming financial year.
6. To receive and approve all Committee Meeting Minutes.
7. To hear all the Town Mayor's announcements with regards to their activities.
8. To consider and confer the title of 'Honorary Citizen of Otley' on nominated individuals and to consider and confer achievement awards.
9. To manage the activity of the Town Bell Man.
10. To approve the payment of the Mayor's allowance and Bell Man stipends.
11. To organise the annual Town Remembrance Parade in November.
12. To organise the annual Christmas Lights switch-on event in November/December.

Delegated Powers

- The functions identified in paragraphs 1 to 10 above are fully delegated to Full Council subject to any limitations or restrictions set out.
- The Executive Officer/RFO or in their absence the Deputy Town Clerk, is authorised to act as and carry out the duties of the Senior Officer of the Council.
- All matters of an urgent nature requiring settlement before the next meeting may be dealt with by the Executive Officer after consultation with the Town Mayor and/or Deputy Mayor but must be submitted for approval or otherwise to the next meeting of the Committee.

Note

At the first meeting of the Full Council in each Council year, the order of business shall be as follows:

- a) Confirmation of the accuracy of the minutes of the last meeting of the Committee.
- b) Review of the Internal Audit to March.
- c) To review and approve the Annual Governance Statement.
- d) To review and approve the Annual Accounting Statement.
- e) Review of the Committee Terms of Reference.

Review

The Full Council Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting.