

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.

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OTLEY TOWN COUNCIL

TRAFFIC & TRANSPORT SUB-COMMITTEE

Role

To act as the primary forum to discuss all aspects of traffic & transport that will affect the community of Otley and provide appropriate guidance and recommendations to the Council and others.

Responsibilities

To support the delivery of the Otley Neighbourhood Plan and Leeds Local Plan, monitor plan aims and ensure a timely review.

Membership, Chairmanship, Quorum and Accountability

Number of Members	Five including the Mayor (ex officio)
Substitute Members Permitted	Yes – maximum of two. Only members of the Committee may vote on agenda items. Non-members may attend and speak on any item, with the permission of the Chair but they may not make or second any proposals or amendments. Non-Members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Councillor Code of Conduct.
Appointments/Removals from Office	By resolution of Policy & Resources Committee
Restrictions on Appointment	None, but recommended that both genders be represented
Restrictions on Chair /Vice-Chair	None – Chair to be elected at the first Policy & Resources meeting after the Annual Council meeting in election year and at the March P & R meeting every subsequent year.
Quorum	Three
Number of meetings per Council Year	Minimum of three – 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	The Committee has delegated powers to act/make decisions on behalf of the council in relation to the defined terms of reference only; any recommendations outside of the Committee's terms of reference shall be made by Environment & Sustainability Committee
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).
Co-opted Members	The Committee shall have the powers to co-opt representatives of the

	community as they see fit to assist them in their discussions and provide a wider input into their deliberations.
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1. To monitor the overall volume of traffic and measure the air pollution caused by vehicle traffic (most notably NO₂ and fine particulate matter) in Otley, and report to the Environment & Sustainability Committee for wider communication to the community.
2. To monitor the frequency and cancellations of bus services and undertake a periodic public survey to understand how residents (workers especially) and visitors rate the quality of public transport links into and out of Otley.
3. To ensure that a comprehensive transport study is conducted by Leeds City Council in conjunction with the proposed East of Otley development, assess the findings and make recommendations to the Environment & Sustainability Committee.
4. To assess progress towards the Neighbourhood Plan Transport and Travel section 5.7 and propose further actions to the Environment & Sustainability Committee.
5. To liaise with Leeds Bradford Airport over levels of noise pollution and other matters that affect the residents of Otley.
6. To develop a set of key metrics to measure the quality of transport and traffic in Otley and the effect on the environment and ensure that all Councillors and officers are fully aware and understand how they can support improvements.
7. To identify and proactively collaborate with community groups which can lead, support or play a role in the implementation of the Transport and Travel section of Neighbourhood Plan and its policies.
8. To invite specialist professional officers or advisers to attend meetings to provide guidance as to matters under discussion.
9. To be responsible for preparing a draft budget for each coming financial year and report to the Environment & Sustainability Committee to submit this to the Full Council for consideration by no later than 31st December in any year.
10. To act upon or commission any services as deemed appropriate and in accordance with the annual budget and terms of reference of the Committee, including applying for any external grant funding.

Delegated Powers

- The functions identified in paragraph 1-6 above are fully delegated to the Traffic & Transport Sub-Committee subject to any limitations or restrictions set out.
- The Executive Officer/RFO or in their absence the Deputy Executive Officer, 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 Chair and/or Deputy Chair but must be submitted for approval or otherwise to the next meeting of the Committee.

Note

At the first meeting of the Traffic & Transport Sub-Committee 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 Committee Terms of Reference.

Review

The Traffic & Transport Sub-Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting.