

Asset Management Committee Terms of Reference

Aim

The purpose of the committee is to oversee the effective management of the Council's Assets and Facilities and to ensure that the maximum benefit is obtained for a wide range of users and for the Council.

Main Responsibilities

Asset Management

1. Review and confirm the accuracy of the Council's Asset Register
2. Regularly review Council Assets to ensure that they are providing the maximum benefit to users of all ages and abilities; and report on their levels of use and enjoyment and/or income generation
3. Establish a three-year Asset maintenance programme to inform budget requirements; and advise the Council of any investment that is required over the longer term
4. Advise when assets will be reaching the end of their life, and put forward plans for their timely replacement or removal
5. Advise when assets will require substantive investment or repair
6. Make recommendations to the Council for improvements to Assets which enhance the quality of life in Upton
7. Research and recommend funding streams for the purchase, repair, enhancement, replacement, or removal of Assets
8. Consider proposals for asset transfers to or from the Borough Council or other bodies and make recommendations to the Council

Facilities Management

9. Regularly review Council Facilities to ensure that they are providing the maximum benefit to users of all ages and abilities; and report on their levels of use and enjoyment and/or income generation
10. Research and recommend new facilities or improvements as determined by engagement and consultation with the community
11. Research and recommend funding streams for the purchase, repair, enhancement, replacement, or removal of Facilities

- 12. Regularly review the Council’s facilities to ensure that they are well-maintained and operating within required legislation
- 13. Oversee safety inspections and ensure that any recommendations are adhered to

General

- 14. Review all contracts in place for the maintenance and provision of assets and facilities and make recommendations to the Council
- 15. Oversee the implementation of the Council’s Environment Policy and review and make recommendations to the Council on this Policy
- 16. Monitor and report back on any of the green spaces within the Ward; making recommendations for improvements and on working with other agencies, where appropriate, including the Borough Council
- 17. Monitor and report back on the footpaths and rights of way within the parish
- 18. Consider Highways and other infrastructure matters and liaise on behalf of the Council with the Borough Council

Key resources

	Date last reviewed
Asset Register	
Environment Policy	
Signs and Banners Policy	
Pavilion and Facilities Pricing and Information	
Pavilion Bookings Policy	
Hire Agreement	
Annual Playground Inspection	

Assets: Bus Shelter (Upton Lane); Chemistry Pits; Marl Heys; Notice Boards; Pavilion; QEII Playing Fields; Speed Camera Device; Village Pump; War Memorial **(tbc)**

Facilities: Crown Green Bowling; Car Park Hire; Chemistry Pits Football; MUGA; Outdoor Gym Equipment; Playing Fields (QEII) for Hire; Playground (QEII); Room Hire (Pavilion); Teen Shelter; Tennis Courts; Wildlife Area (Chemistry Pits); Wildlife Pond (QEII) **(tbc)**

Community Engagement Committee Terms of Reference

Aim

The purpose of this Committee is to communicate, consult and engage, to enable an active and involved community, with the community's needs at the heart of Council's services. The Committee will also co-ordinate a range of inclusive community events, and administer the Council's Small Grants Award Scheme

Main Responsibilities

Communication and Marketing

1. Establish and oversee a Communications Plan to effectively inform and communicate with all stakeholders including residents and organisations
2. Make recommendations on the marketing of Council services
3. Help to promote the public face of the Council
4. Identify schemes and awards which will add to the effectiveness of the Council
5. Make recommendations on internal communications within the Council

Community Engagement

6. Identify desired levels of community engagement, and monitor and report back to the Council on levels of success
7. Recommend an annual plan of community engagement events, with a range to ensure there is something for everyone
8. Co-ordinate and support the delivery of community engagement events, from large-scale fun days to smaller Councillor surgeries
9. Report back to the Council the findings from community engagement activity, and recommend future areas of action based on input from the community
10. Publicise opportunities for residents and groups to work with the Council, and encourage and develop active involvement from non-councillors where permitted

Small Grant Award Scheme

11. Review the Council's Grant Making offering and make recommendations to the Council

12. Administer the Council's Small Grants Award Scheme and make recommendations to the Council on the outcome of applications received

General

13. Review, recommend changes, and oversee the effective implementation of the Council's

- Community Engagement Policy
- Social Media Policy
- Publication Policy
- Data Protection Policy

Key resources

	Date last reviewed
Community Engagement Policy	
Social Media Policy	
Publication Policy	
Small Grant Award Scheme Policy and Application	
Schools Work Experience Policy	
Data Protection Policy	

Employment Committee Terms of Reference

Aim

The purpose of the Committee is to ensure that the Council has a sufficient staff resource to effectively deliver Council services, and to ensure that the Council meets its statutory legal responsibilities around employment.

Main Responsibilities

1. Review the Council's staffing structure and make recommendations to the Council
2. Review and make recommendations on contracts of employment, job descriptions, and person specifications
3. Appoint a recruitment panel where necessary
4. Review at least annually staff salaries and terms and conditions
5. Recommend a process to conduct annual appraisals for staff
6. Appoint a disciplinary panel where necessary
7. Review any formal grievance
8. Ensure health and safety, equality and diversity, and other staff policies are compliant with all relevant legislation

Key resources

	Date last reviewed
Being a good employer: a NALC guide for parish and town councillors	
Staff contracts and terms of employment	
Grievance Policy	
HMRC Guides to Payroll and PAYE	

Finance Committee Terms of Reference

Aim

The purpose of this committee is to provide assurance to the Council that the Council's finances and resources are being managed in a responsible and prudent manner and keep within all legal and regulatory requirements. The Committee can also make recommendations on any financial matter to the Council.

Main Responsibilities

1. Ensure that the Council's finances and resources are managed in accordance with the adopted Financial Regulations
2. Review the income and expenditure reports and variance from budgets for the Council and its committees, and make recommendations where necessary
3. Review the delivery of the Council's services to ensure that they provide good value to the community, and are in line with the council's aims and objectives
4. Assess the impact of longer-term Parish growth and development on the Council's revenue needs, reserves and on any other financial, legal or operational matter
5. Consider quarterly and ad hoc budget proposals from the Parish Clerk, the Council and the committees, and advise on budget constraints
6. Consider annually budget proposals from the Parish Clerk, the Council and the committees, and recommend a budget and precept requirement
7. Provide a written explanation for any recommended changes to the precept
8. Monitor the drawdown and spending of S106 and CIL funding
9. Monitor the administration of other external funding
10. Review records to ensure that the Council is maintaining adequate levels of insurance cover, reviewing the schedule of cover annually on renewal and make recommendations
11. Review records to ensure that the Council is meeting its obligations to HM Revenue and Customs and make recommendations
12. Review, recommend changes, and oversee the effective implementation of the Council's
 - Financial Regulations
 - Reserves Policy
 - Investment Policy
 - Banking Arrangements

13. Review annually the effectiveness of the council's internal control and internal audit
14. Make recommendations to the Council on the appointment of the Council's Internal Auditors
15. Examine the reports of internal and external auditors, ensuring that any recommendations are complied with and that any shortcomings highlighted in the reports are addressed and reported to the Council
16. Review the year end accounts and annual return and make recommendations to the Council for approval prior to submission to the external auditor

Key resources

	Date last reviewed
The Good Councillors Guide to Finance and Transparency	
Contracts and Tenders	
VAT Returns	
Audit Reports (Internal and External)	
HMRC returns	
Financial Regulations	