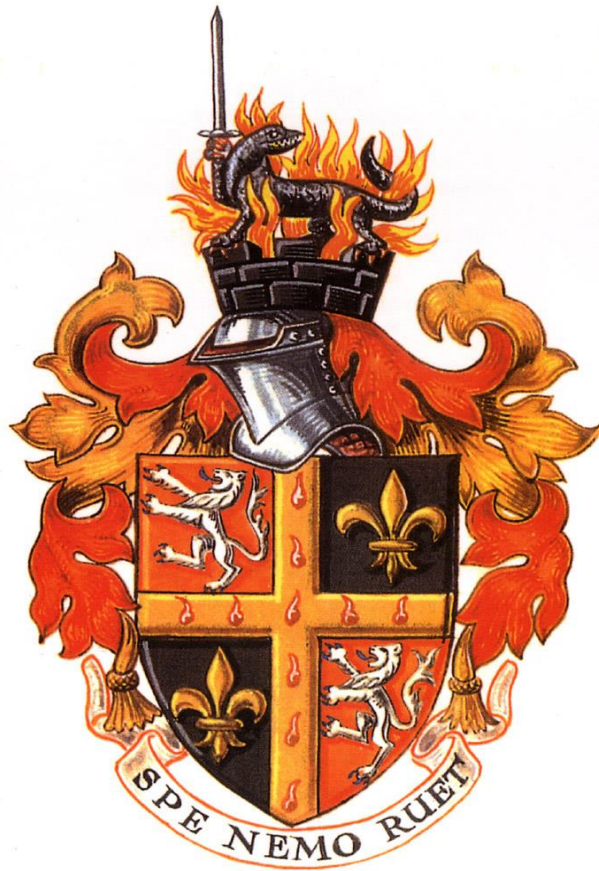


SPENNYMOOR TOWN COUNCIL



HOW THE COUNCIL OPERATES POLICY

Author of Policy:	Town Clerk
Date Effective From:	22 nd June 2021 Full Council
Policy Review: When & By Whom	22 nd June 2021 Full Council
Next Review:	September 2023
Version Control:	V5

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's Website www.spennymoor-tc.gov.uk and copies of this document will be available for inspection on deposit in the Council Offices, Town Hall, Spennymoor. Costs are as per the model publication scheme.

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1. Introduction

Spennymoor Town Council is made up of 22 Councillors. Councillors work together to serve the community and to help the Council make decisions on behalf of the local community. They contribute by suggesting ideas, engaging in constructive debate and by responding to the needs and views of the community. Councillors offer their services on a voluntary basis, usually serving for a four year period.

A great deal of our work is co-ordinated by the Clerk to the Council. The Clerk's primary responsibility is to advise the Council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. The Clerk can be asked to research topics of concern to the Council, provide unbiased information to help the Council to make appropriate decisions and assist in implementing those decisions.

Councillors agree to follow a Code of Conduct to ensure high standards in the way they undertake their duties.

All Councillors meet together as the Council. The Council conducts its business through committees. The responsibilities of each committee are set out in this Constitution and are reviewed annually. It is here Councillors decide the Council's overall policies and set the budget each year. The Council retains certain powers and duties to itself, and delegates others to committees, sub-committees and on occasion to officers.

The two main committees, Policy and Resources and Facilities and Recreation are, along with the Audit Committee, appointed at the Council's Annual Meeting in May each year and a list of the dates for the committee meetings for the forthcoming year are set.

Membership for the various sub-committees, working groups and outside bodies representatives are also appointed at the Council's Annual Meeting.

The Council has a membership of 22, which is currently made up Labour, Liberal Democrat and Independent Councillors. Councillors are usually elected every four years and are, therefore, democratically accountable to the residents of their ward although they have an overriding duty to the whole community.

The area represented by the Town Council is divided into six wards.

- Spennymoor
- Middlestone Moor
- Low Spennymoor & Tudhoe Grange
- Tudhoe

- Byers Green
- Kirk Merrington

Officers maintain a register of the interests of all Members. As well as being published on the Council's website, this register is available for inspection by members of the public at the Town Council Offices during normal office hours.

2. Code of Conduct

Spennymoor Town Council adopted the Model Code of Conduct for Town and Parish Councils. The Code does not apply to the actions of authorities as a whole, or to the conduct of its officers and employees.

The responsibility for handling complaints that a Member may have breached the code is now with the Local Authority Standards Committee which is overseen by Durham County Council.

The Monitoring Officer for Durham County Council can be contacted at County Hall, Durham, DH1 5UL (Tel: 03000 26 0000)

3. Public Participation at Council Meetings

Meetings of the Council and its Committees and Sub-Committees are normally open to the public unless their presence is prejudicial to the public interest because of the confidential nature of the business or for some other special reason. Notices are placed on local notice boards informing the public of the dates and times. Agendas and reports are made available on the Wednesday afternoon preceding the meeting. These are available from the Council Website and the Council Offices.

The public entrance to the council chamber will be open 30 minutes prior to the time of the meeting. Members of the public are permitted to, ask questions in regard to any item of business included in the agenda of the Council and Committees. **Notice of Questions – apart from the Annual Town Meeting (Meeting of Electors in March), a question may only be asked if notice has been given by delivering it, in writing or by electronic mail to the Town Clerk, no later than midday 7 working days before the appropriate meeting.**

No person or organisation may submit more than two questions per Council or Committee Meeting. Where questions are received from different questioners or organisations, but are substantially the same, they will be taken together and answered as such.

A maximum of 15 minutes is available at each Council or Committee Meeting for this purpose. Each person may speak once for 3 minutes only.

Questions will not be accepted by the Council which are in furtherance of a person's individual circumstances, another's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister. A question will not be received by the Council, its Committees and specified Sub-Committees where the issue it concerns has been the subject of a decision of the Council in the last six months.

In all cases where a question is not received by the Council, the reason for the rejection of a question will be given to the Questioner within 7 working days of receipt and said rejection recorded in the file kept for Public Questions.

4. Public Filming, Recording or Otherwise Reporting At Council/Committee Meetings

The Council acknowledges that it is required by legislation to allow any member of the public to take photographs, film and audio record proceedings and report on all public meetings.

5. The Council's Establishment

The Council employs full-time and part-time staff.

The Senior Officers within the Council are:

- Town Clerk – katherine.hierons@spennymoor-tc.gov.uk
- Facilities Manager – colin.ranson@spennymoor-tc.gov.uk
- Finance Manager – vacant
- Grounds and Estates Officer – danny.booth@spennymoor-tc.gov.uk

Spennymoor Town Council occasionally employs casual staff, which do not form part of the formal staff establishment.

The Council also retains the services of consultants for HR matters, Health & Safety and Occupational Health services and other speciality services such as IT.

6. How to Contact Spennymoor Town Council

Address: Town Hall
High Street
Spennymoor
County Durham
DL16 6DG

Tel No: 01388 815276 (answering machine after hours)

Email: info@spennymoor-tc.gov.uk

Duty Caretaker: 07535 547646 (out of hours)

Website: <http://www.spennymoor-tc.gov.uk/>

7. Ward Members

WARD	NAME	ADDRESS	TEL NO	ELECTED
Byers Green	Elizabeth Wood	10 Lilac Close Middlestone Moor DL16 7YB	01388 309464	May 2017
Low Spennymoor & Tudhoe Grange	Beckie Calder	31 Bowes Grove Spennymoor DL16 6LY	07837 407309	May 2021
	Neil Foster	51 Keswick Drive Spennymoor DL16 6EQ	01388 818389	May 2013
	Clive Maddison	c/o Spennymoor Town Council	01388 816297	May 2017
	Billy McAloon	45 Deneside Spennymoor DL16 6RB	01388 818215	May 2013
	Derek Taylor	131 Wood Vue Spennymoor DL16 6RQ	01388 812373	May 2021
	Emma Troup	45 Rushmoor Spennymoor DL16 6NX	07933 589040	May 2021
Kirk Merrington	Stephen Gilling	3 Rockcliffe Terrace Kirk Merrington DL16 7HP	07766 882204	May 2021
Middlestone Moor	Graham Fletcher	98 Clyde Terrace Spennymoor DL16 7SH	01388 817996	May 2017
	Laura Geldard	18 Mulberry Drive Middlestone Moor DL16 7BY	07596 316103	May 2021
	Alan Grainger	11 Hirst Court Middlestone Moor DL16 7BG	07775 383233	May 2021
	Colin Nelson	10 Thistle Drive Middlestone Moor DL16 7YD	07979 294366	May 2021
Spennymoor	Lyndsey Johnson	c/o Spennymoor Town Council	01388 815276	May 2021
	Martin Jones	17 Dickens Street Spennymoor DL16 6AZ	07395 091651	May 2021
	Anita Lowther	102 Durham Road Spennymoor DL16 6SQ	07906 441240	May 2021
	Liz Maddison	c/o Spennymoor Town Council	01388 816294	May 2013
	Pete Molloy	49 Beech Avenue Spennymoor DL16 8DB	07961 753597	May 2019
	Dean Ranyard	31 Bowes Grove Spennymoor	07951 356688	May 2017

		DL16 6LY		
Tudhoe	Andrew Anderson	59 St David's Close Spennymoor DL16 6SZ	01388 812213	May 2021
	Sarah Armstrong	Stone House 5 Green Lane Spennymoor DL16 6HD	01388 814228	May 2021
	Ian Geldard	38 Meadow Green The Coppice Tudhoe DL16 6TW	07956 817168	May 2013
	Rachael Riches	33 Tweed Road Spennymoor DL16 6SS	07512 056750	Nov 2020

8. Durham County Councillors

8.1 Spennymoor Ward

Luke Holmes
c/o Member Services
County Hall
Durham
DH1 5UL
03000 26 9281

Liz Maddison
49 Parkside
Spennymoor
County Durham
DL16 6SA
03000 26 8823

Pete Molloy
49 Beech Avenue
Spennymoor
County Durham
DL16 7ST
03000 26 9384

8.2 Tudhoe Ward

Mark Abley
c/o Member Services
County Hall
Durham
DH1 5UL

Billy McAloon
45 Deneside
Spennymoor
County Durham
DL16 6RB
03000 26 9065

9. Former Town Mayors

1974	R D Long
1974 – 1975	Miss O M Dobson
1975 – 1976	J C Armstrong
1976 – 1977	J A Murray
1977 – 1978	F A Kenmir
1978 – 1979	Mrs M Campbell
1979 – 1980	C H Brayshaw
1980 – 1981	C Dailey
1981 – 1982	W Waters
1982 – 1983	Mrs E Fisher
1983 – 1984	Mrs M J Courtney-Shaw
1984 – 1985	J Kitson
1985 – 1986	E Hughes
1986 – 1987	G T Storey
1987 – 1988	Mrs A D Mumford
1988 – 1989	Mrs E H Ferguson
1989 – 1990	F Walker
1990 – 1991	Ernie Foster
1991 – 1992	J Everson
1992 – 1993	John Parkin
1993 – 1994	T Irving
1994 – 1995	Mrs M I Lindsay
1995 – 1996	Mrs S A Fleetham
1996 – 1997	P Welsh
1997 – 1998	Andrew Smith
1998 – 1999	Jim V Graham
1999 – 2000	Jim W Smith
2000 – 2001	John M Marr
2001 - 2002	J R Ferguson
2002 - 2003	A Ross Hawkes
2003 - 2004	Mrs Elsie Summerson
2004 - 2005	John C Culine
2005 - 2006	Mrs Christine Kennedy
2006 - 2007	Mrs Sylvia I Plews
2007 – 2008	Mrs Joan L Wood
2008 – 2009	Ian Harrington
2009 – 2010	Miss Sarah L Armstrong
June 2010	Gary Heslop
July 2010 – 2011	John Parkin
2011 – 2012	Willian Waters
2012 – 2013	George Tolley
2013 – 2014	Jeff Daley
2014 – 2015	Geoff D O’Hehir
2015 – 2016	Mrs Pat Lawton
2016 – 2017	Derek Taylor
2017 – 2018	Ian Machin
2018 – 2019	Clive Maddison
2019 – 2020	Mrs Elizabeth Wood
2020 – 2021	Mrs Liz Maddison
2021 – 2022	Neil Foster

10. Committees and Sub-Committees

- Policy and Resources
- Facilities and Resources
- Special Committee
- Appeals Committee
- Audit Committee
- Health and Safety Working Party
- Constitution Working Party
- Civic Initiatives & Honours Sub Committee
- ICT Working Party
- Cow Plantation Committee
- Human Resources Support Panel

11. Staffing

- Town Clerk:
Mrs K Hierons MBA LLB PG Dip
- Facilities Manager:
Mr C Ranson
- Grounds and Estates Officer:
Mr D Booth
- Finance Manager:
Vacant
- PA to Town Clerk and Town Mayor:
Miss L Yorke
- Finance and Administrative Assistants:
Mrs J Woods
Mrs J Walton
Miss L Holmes
Mrs V Nelson
- Facilities Assistants:
Mr C Davison
Mr K Forster
Mr A Wilson
Mr R Wilson
- Parks and Grounds Monitoring Assistant:
Mr P Edgumbe
- Grounds and Estates Assistants:
Mr J Cheeseman
Mr R Curry
Mr P Hodgson
Mr S Hymer
Mr M Kay
Mr M Kay
Mr D Smith
Mr J Smith
- Parks and Grounds Assistants:
Mr N Tallentire
Mr I Parker

1. Terms of Reference Policy and Resources Committee

The Committee shall be comprised of all Members of the Council.

1. Policies

- a) To ensure that the Council's strategies, policies and procedures are undertaken in accordance with all statutory and legislative requirements
- b) To keep under review the policies and resources of the Council in relation to all services and to advise the Council on the future development of existing or the introduction of new services
- c) To make recommendations to the Council on matters which, notwithstanding that they fall within the powers and duties of one or more committee, are concerned with new or unformulated policy or the utilisation of resources related to a policy.
- d) To consider and report to the Council upon all resolutions relating to parliamentary matters and those resolutions passed by local authorities and bodies forwarded to the Council for consideration save where these are specifically assigned to other Committees.
- e) To establish and foster civic relationships with such bodies or organisations as the Council may authorise.

2. Corporate

- a) To deal with all electoral matters affecting the Council
- b) To deal with all matters relating to the wards and boundaries of the Town Council and representation nationally, at County level and locally to the powers, duties, responsibilities and organisation of local government generally.
- c) To consider and make recommendations to the Council on any policy documents received from other organisations and affecting the area.

- d) To make recommendations to the Council where appropriate in regard to targets that properly fall within the remit of this Committee and to monitor performance against those targets reported from time to time as directed by the Council.

3. Administration

- a) To maintain a continuous general oversight of the Council's administration and establishment.
- b) To deal with matters relating to the administration of the Council's offices.
- c) To deal with matters associated with the Town Crest.

4. Resources

- a) The Management of the Council's establishment as regards the appointment and dismissal of staff, terms and conditions of employment, and the overall management of the Council's employees, including the terms and conditions of their employment.
- b) To determine the letting of the Town Hall Shops.
- c) To determine the hire and catering arrangements for the Town Hall Facilities and Parks.

5. Finance

- a) To make recommendations to the Council on the annual financial estimates and the Council's precept as to how these should be determined consistently with the Council's general priorities and principles. To determine the hire and catering arrangements for the Town Hall Facilities.
- b) To formulate and present to the Council recommendations for annual expenditure.

- c) To supervise the Council's accounts and regularly monitor budget performance.
- d) To supervise and control borrowing by the Council and the investment of funds within the Council's control.
- e) To make recommendations to the Council on the capital programme it's content, phasing and monitoring.
- f) To execute and carry out, in the name of the Council, all resolutions and instructions from time to time given with reference to finance and accounts.
- g) To oversee the management of the Town Mayor's Charity Account in accordance with all relevant Charity Commission rules, legislation, guidance and recognised good practice.
- h) To have the direction and control of insurance in respect of the Council's property, Members and Employees.
- i) To determine the making to individuals and organisations of all grants, allowances and loans.
- j) To ensure that the Council's resources are safeguarded and that value for money is secured.
- k) To regularly review the Council's banking and Treasury management arrangements.
- l) To authorise the payment of accounts.

6. Planning Matters and Town Entertainment

- a) To advise the Council on all matters of policy associated with the formulation of the County Durham Plan relating to the area of Spennymoor Parish.
- b) To exercise the functions of a Town Council in relation to all major Planning applications consulted upon within the Parish of Spennymoor or its immediate environs. In this regard the question of determining 'major' will be determined on the size of the development and its impact on the wider community.
- c) To receive regular reports on new business ventures and failures within Spennymoor Town Centre.
- d) To receive regular reports on all licensing matters within Spennymoor Town Centre.
- e) To consider and develop plans in partnership with all stakeholders, whether public bodies, limited companies, partnerships, unincorporated associations charitable bodies or private individuals with a view to securing the economic regeneration and sustainable development of Spennymoor Parish.

2. Terms of Reference

Facilities and Recreation Committee

The Committee shall be comprised of all Members of the Council.

1. The provision and management of:

- a) The Town Hall (as a function venue)
- b) Community Centres and Village Halls
- c) The Bob Abley Gallery
- d) The Durham Mining Museum (in terms of its interface with Spennymoor Town Council as Landlord)
- e) Public Conveniences
- f) Garages and Garage Sites
- g) The Management of the Affairs of the Council on all matters relating to Civic Ceremony and Civic Events including but not limited to:
 - i) Firework Display
 - ii) Christmas Lights
 - iii) Santa's Grotto
 - iv) Horticultural Show and Family Fun Day
- h) Spennymoor Annual Gala (in terms only of its interface with the Spennymoor Gala and Aged persons Treat fund committee)
- i) Durham Miner's Gala (in terms only of its interface with the Spennymoor Heritage Banner March)
- j) Allotments
- k) Jubilee Park
- l) Public Open Spaces (including Village Greens and Cow Plantation Nature Reserve)
- m) Cemeteries, Burial Grounds and Memorial Gardens
- n) Recreation Grounds
- o) Play Areas
- p) Sports Facilities
- q) Public Seating
- r) Bus Shelters
- s) Litter Bins

3. Terms of Reference Special Committee

The Committee shall be comprised of 10 Members of the Council appointed at the Annual Meeting of the Council.

1. To consider and make recommendations to Council on all appointments to positions within the Council, above the spinal column point 37.
2. Any three Members of the Committee acting as a panel may:
 - a. Conduct Internal Reviews on Freedom of Information requests where:
 - i. The request was initially handled by the Town Clerk, or;
 - ii. The Town Clerk is unavailable to conduct the internal review within the timescale outlined in the Council's Freedom of Information Policy.
 - b. Determine all those matters relating to Grievance or Disciplinary matters in those circumstances where the Town Clerk is by virtue of interest or pre-disposition unable to act.
3. To conduct any other extraordinary business as determined and delegated by full Council.

Quoracy 4 Members

4. Terms of Reference Appeals Committee

The Committee shall be comprised of eight Members of the Council.

To consider those matters referred to it for final determination in accordance with the Council's published complaints procedure, (i.e. those Complaints already considered and determined by the Town Clerk, when the complainant remains dissatisfied and wishes to appeal).

Any three Members of the Committee acting as a Panel may determine all Appeals relating to Grievance and Disciplinary matters.

Quoracy

3 Members

5. Terms of Reference Audit Committee

The Committee shall be comprised of 10 Members of the Council.

The purpose of the Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

The Council's Audit Committee can achieve the above by adopting the following terms of reference based upon the CIPFA guidance:

The Audit Committee will:

- Consider the effectiveness of the Council's risk management arrangements, the internal control environment and associated anti-fraud and anti-corruption arrangements;
- Seek assurances, and satisfy itself, that action is being taken on risk-related issues or weaknesses identified by auditors;
- Satisfy itself that the Council's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it;
- Consider the internal auditor's annual report and opinion on the effectiveness of the internal control environment;
- Review the system of internal audit;
- Approve the Council's internal audit strategy and audit plan, and monitor its performance;
- Review reports on internal audit activity and the main issues arising, and seek assurances that action has been taken where necessary;
- Consider the reports of the external auditor and in particular review the Annual Management Letter;
- To review any issue referred to it by the Town Clerk, the Internal Auditor or the Consultant Accountant;
- To review any issue referred to it by the Town Clerk, the Consultant Accountant and the Facilities Manager resulting from a matter raised by any other member of staff ;
- Review the scope and depth of external audit work and ensure that they provide value for money;
- Raise the profile of audit, risk management and the internal control environment;

- Ensure that there are effective relationships between external and internal audit; and,
- Review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by internal and external audit.

Quoracy

4 Members

6. Terms of Reference

Health and Safety Working Party

The Working Party shall consist of 16 representatives in total - 8 elected Members (appointed annually); 3 Members of Management (namely the Town Clerk, Facilities Manager and Grounds and Estates Officer); 1 Safety Representative from the Town Hall Staff, 1 Safety Representative from the Workforce, 1 x Union Representative from Unison and 1 x Union Representative from GMB and a Durham County Council representative.

1. Objective

- 1.1 The Health and Safety Working Party has been established under the Safety Representatives and Safety Committees Regulations (S1 1977 No 500) and the Health and Safety Consultation with Employees Regulations.
- 1.2 The object of the Health and Safety Working Party is to promote and keep under review the health, safety and welfare of all employees of Spennymoor Town Council. In accordance with the Health and Safety at Work Act 1974 and all other legislative duties placed upon the Town Council as an employer to ensure the health, safety and wellbeing of Town Council employees.

2. Functions

- 2.1 The functions of the Health and Safety Working Party shall be:
 - a) To promote co-operation between employers and employees in investigating, developing and carrying out measures to ensure the health and safety at work of the employees;
 - b) The study of accident and notifiable diseases statistics and trends for staff, so that reports can be made to management on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
 - c) Examination of safety audit reports concerning Spennymoor Town Council employees on a similar basis, so that reports can be made to Management on unsafe and unhealthy conditions

and practices, together with recommendations for corrective action;

- d) Consideration of reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety at Work Act while these have a bearing for correction action;
- e) Consideration of reports which safety representatives may wish to submit for Spennymoor Town Council staff;
- f) Assistance in development of safety rules and systems of work;
- g) An overview of the effectiveness of the safety content of employee training; and,
- h) An overview on the adequacy of Safety and Health communication and publicity in the Spennymoor Town Council workplace.

3. Constitution

3.1 The Health and Safety Working Party shall comprise the following:

- 8 elected Member with full voting rights (appointed annually)
- 3 members of Management (namely by position Town Clerk, Facilities Manager and Grounds and Estates Officer)
- Safety Representatives with full voting rights covering the following areas:
 - Town Hall staff 1
 - Workforce 1
- External stakeholders with no voting rights: 1 x GMB Union Representative, 1 x Unison Union Representative and 1 x Durham County Council Representative

3.2 If a member of the Health and Safety Working Party ceases to be an elected Member or an employee of Spennymoor Town Council, they shall thereupon cease to be a member of the Safety Committee and the vacancy shall be filled either by the Town Council in respect of an elected Member or a suitable substitute should be appointed for the appropriate area.

- 3.3 A Safety Representative will normally be required to have at least two years continuous services with Spennymoor Town Council and be at least 18 years of age. The Town Clerk may raise with the respective Trade Union or Line Manager the appointment of a particular Safety Representative who in their opinion would prejudice the smooth working of the Agreements between the Council and the Trade Union or the Council's operation. Any dispute which cannot be resolved over the suitability of a representative will be referred to the Council's Appeals Panel who will hear all interested parties and then rule on the suitability of the representative. In all cases the decision of the Council's Appeals Panel should be final.
- 3.4 In carrying out their functions, Safety Representatives will act in accordance with the terms of all Agreements between Spennymoor Town Council and the Trade unions and in accordance with all the rules and regulations of Spennymoor Town Council and, if a member of a Trade Union, the relevant Trade union.
- 3.5 Representatives to the Health and Safety Working Party will at all times foster and further good relations between Spennymoor Town Council, its employees and the Trade Unions.
- 3.6 Spennymoor Town Council will support the efforts of the Trade Unions in providing suitable safety training for their Safety Representatives to enable them to understand fully and undertake properly their functions.
- 3.7 Safety Representatives should liaise with their immediate supervisors when undertaking their duties (this may be done via the telephone). Employees should also liaise with their immediate supervisor before consulting Safety Representatives on relevant matters.
- 3.8 A Safety Representative will normally only act for the group of employees for which they have been elected. If the Safety Representative for a particular group of employees is absent for whatever reason, then another Safety Representative may represent that particular group of employees in addition to their own group.
- 3.9 The functions of a Safety Representative are as follows:
- a) To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent) and to examine the causes of

accidents at the workplace, in conjunction with the Safety Officer;

- b) To investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work, in conjunction with the Safety Officer;
- c) To make representations to the employer on matters arising out of sub-paragraphs (a) and (b) above, in conjunction with the Safety Officer;
- d) To make representation to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
- e) To carry out inspections in accordance with the Regulations;
- f) To represent the employees they are appointed to represent in consultation at the workplace with the inspectors of the Health and Safety Executive and of any other enforcing authority;
- g) To receive information from inspectors in accordance with Section 28(8) of the 1974 Act; and,
- h) To attend meetings of the Health and Safety Working party in their capacity as a Safety Representative in connection with any of the above functions.

4. Chairman

- 4.1 A Chairman and a Vice Chairman shall be appointed by the Health and Safety Working party at their first meeting in each year. If the Chairman appointed is a Member, the Vice Chairman may be appointed from the employee side and vice versa.

5. Secretary to the Safety Committee

- 5.1 The Agenda will be prepared, and the Minutes of the meeting will be recorded by a member of the Town Clerk's department.

6. Co-Opted Members

- 6.1 Either side of the Health and Safety Working party shall have the right to co-opt in a consultative capacity, representatives of the section of Spennymoor Town Council affected by the question under discussion and not directly represented on the Committee. The additional representation shall be made only for the period during which the question affecting the particular section of Spennymoor Town Council is before the Health and Safety Committee.
- 6.2 It shall be open for Safety Representatives to arrange for the attendance in an advisory capacity of any Trade Union official at the meeting of the Health and Safety Working Party while business particularly affecting the said Union is under discussion. If Safety Representatives propose to take advantage of these clauses they shall notify the Safety Officer or the Management Team Representative (or substitute) beforehand.

7. Rules and Regulations

- 7.1 The Health and Safety Working party shall meet quarterly. The Chairman or Vice Chairman, in absence of the Chairman, may direct the Committee to call a meeting at any time. In addition, a meeting shall be called within seven days of the receipt of a requisition signed by not less than one half of the members of the Committee. The matters to be discussed at any meeting of the Health and Safety Working party shall be stated upon the notice summoning the meeting. Any Other Business will be considered as appropriate.
- 7.2 The quoracy of the Health and Safety Working Party shall be 6 representatives, including two elected Members, 1 Management Representative and 1 employee of the Council.
- 7.3 Whilst the Health and Safety Working party is an advisory body without any budget in its own right, nevertheless, when any particular course of action is agreed by Management, it should be implemented by Management, subject to Financial Regulations.
- 7.4 The Minutes of the Committee will be made available to all Members and Safety Representatives, and the recommendations of any meeting

of the Health and Safety Working Party shall be reported to the Finance and General Purposes Committee as an Agenda item.

- 7.5 Decisions will usually be reached by consensus, however, if necessary, voting will be on a show of hands.

Quoracy

6 Representatives

7. Terms of Reference Civic Initiatives and Honours Sub-Committee

This Committee shall consist of 6 Members.

1. To review nominations made to the Council for awards in accordance with the Civic Awards Policy on an ad-hoc basis.
2. To discuss and agree the civic Calendar and provide support for the Town Mayor in the organisation of civic events and fundraisers in aid of the Town Mayor's Charity Appeal.

Quoracy
3 Members

8. Terms of Reference

Human Resources Support Panel

The Committee shall be comprised of 5 Members of the Council, who will undertake appropriate training.

1. Town Clerk

- a) To consider, set and agree objectives for the Town Clerk on a bi-annual basis.
- b) To consider and agree a development plan for the Town Clerk once per annum.
- c) To meet at a minimum of every three months to assess the Town Clerk's progress against the objectives set and agreed and the development plan.
- a) To undertake an annual appraisal of the Town Clerk's performance.

2. Training and Development

- a) To review training records and plans for Members and Officers, as prepared by the Town Clerk, at least annually.

3. Performance Management

- a) The Town Clerk is responsible for developing a Performance Appraisal and Development process for all staff.
- b) To conduct a bi-annual review of the Performance Appraisal and Development process, as developed by the Town Clerk, to ensure that the process is being followed.
- a) To provide advice and guidance to the Town Clerk in relation to wider staffing matters.
- b) To ensure that all staff appraisals are undertaken and monitored.
- c) To discuss any general staffing issues. **Quoracy 3 Members**

9. Terms of Reference

ICT Working Party

This committee shall consist of 8 Members.

To consider matters relating to information and communications technology including:

Development, review and update of the Council Website; and,

Development, review and update of ICT equipment and associated support contracts.

Quoracy

3 Members

10. Terms of Reference Cow Plantation Committee

This committee shall consist of 9 Members.

1. The purpose of the Management Committee shall be to oversee the implementation of the Cow Plantation Management Plan as prepared by Durham County Council's (DCC) Ecology Officer and agreed by Council.
2. The Management Committee shall meet at least quarterly.
3. It shall receive reports from the DCC Ecology Officer and Grounds and Estates Officer.
4. Progress will be reported to Council on a quarterly basis.
5. To ensure that all work is in line with the budget agreed by Council.
6. To ensure any additional proposed works outside of the plan are to be agreed by Council.

Quoracy

3 Members

11. Terms of Reference Constitution Working Group

This Working Group shall consist of 7 Members.

1. The function of the Constitution Working Group shall be to:
 - a) ensure that the Council Constitution is current in terms of legislation, policies and processes.
 - b) monitor that proposed reviews are undertaken as and when planned.
 - c) agree any proposed changes to the Constitution prior to submission to Council for ratification.
 - d) ensure that all Handbooks are updated accordingly.

Quoracy
3 Members

21 Representation on Outside Bodies

Organisation/Body	Representative Nominations	
National/Regional Bodies		
County Durham Association of Local Councils (CDALC) & County Durham Larger Local Councils Forum (LLCF) 3 Representatives (2 Members and Town Clerk)	1	Cllr Ian Geldard
	2	Cllr Stephen Gilling
	3	Town Clerk
Local Bodies		
Central Durham Crematorium Joint Committee 3 Representatives	1	Cllr Neil Foster
	4	Cllr Clive Maddison
	5	Cllr Dean Ranyard
Spennymoor Area Action Partnership (AAP) 1 Representative	1	Cllr Andrew Anderson
Spennymoor Town Band Committee 3 Representatives	1	Cllr Andrew Anderson
	2	Cllr Rachael Riches
	3	Cllr Elizabeth Wood
Spennymoor Youth and Community Association 2 Representative	1	Cllr Ian Geldard
	2	Cllr Derek Taylor
Management Committees/Associations of Town-Council Owned Buildings		
Byers Green Community Centre Management Committee 1 Representative	1	Cllr Elizabeth Wood
Kirk Merrington Community Centre Management Committee 1 Representative	1	Cllr Stephen Gilling
Kirk Merrington Pre-School Ltd 1 Representative	1	Cllr Stephen Gilling
Tudhoe Community Centre Management Committee 4 Representatives	1	Cllr Andrew Anderson
	2	Cllr Sarah Armstrong
	3	Cllr Ian Geldard
	4	Cllr Rachael Riches
Tudhoe Cricket Pavilion and Village Hall Management Committee 4 Representatives	1	Cllr Andrew Anderson
	2	Cllr Sarah Armstrong
	3	Cllr Ian Geldard
	4	Cllr Rachael Riches

22. Cycle of Meetings 2021/22

Meeting	Date
Policy and Resources Committee Facilities and Recreation Committee Town Council	01 Jun 21 08 Jun 21 22 Jun 21
Policy and Resources Committee Facilities and Recreation Committee Town Council	06 Jul 21 13 Jul 21 27 Jul 21
Policy and Resources Committee Facilities and Recreation Committee Town Council	07 Sep 21 14 Sep 21 28 Sep 21
Policy and Resources Committee Facilities and Recreation Committee Town Council	05 Oct 21 12 Oct 21 26 Oct 21
Facilities and Recreation Committee Policy and Resources Committee Town Council	02 Nov 21 09 Nov 21 23 Nov 21
Policy and Resources Committee Facilities and Recreation Committee Town Council	07 Dec 21 14 Dec 21 21 Dec 21
Policy and Resources Committee Facilities and Recreation Committee Town Council	04 Jan 22 11 Jan 22 25 Jan 22
Policy and Resources Committee Facilities and Recreation Committee Town Council	01 Feb 22 08 Feb 22 22 Feb 22
Policy and Resources Committee Facilities and Recreation Committee Annual Towns Meeting/Meeting of Electors at 7pm Town Council	01 Mar 22 08 Mar 22 15 Mar 22 22 Mar 22
Policy and Resources Committee Facilities and Recreation Committee Town Council	05 Apr 22 12 Apr 22 26 Apr 22
Policy and Resources Committee Facilities and Recreation Committee Town Council/Annual Meeting	03 May 22 10 May 22 24 May 22