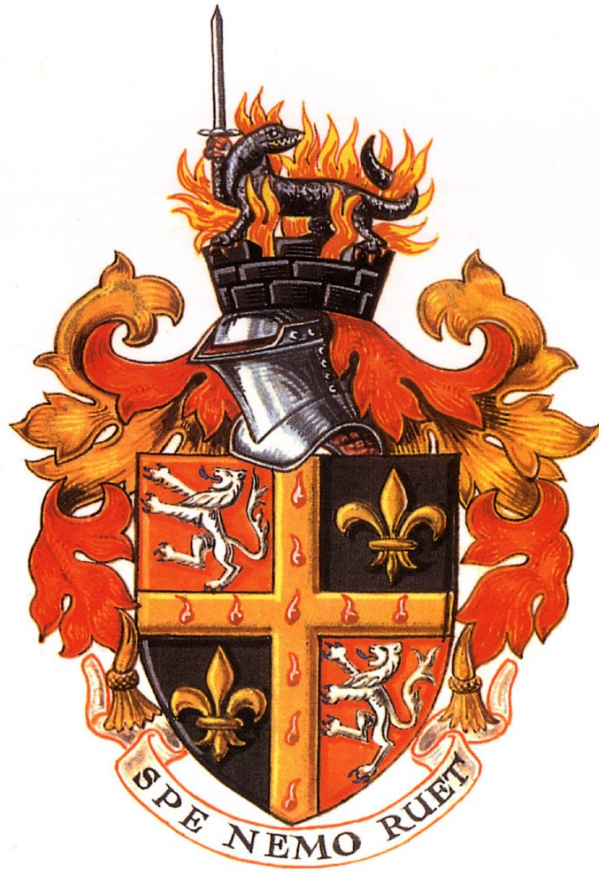


SPENNYMOOR TOWN COUNCIL



SCHEME OF DELEGATION TO COMMITTEES AND WORKING GROUPS

Author of Policy:	Ian Morris, Town Clerk
Date Effective From:	14 th May 2025
Policy Review: When & By Whom	13 th May 2025 Annual Meeting
Next Review:	April 2026
Version Control	V9

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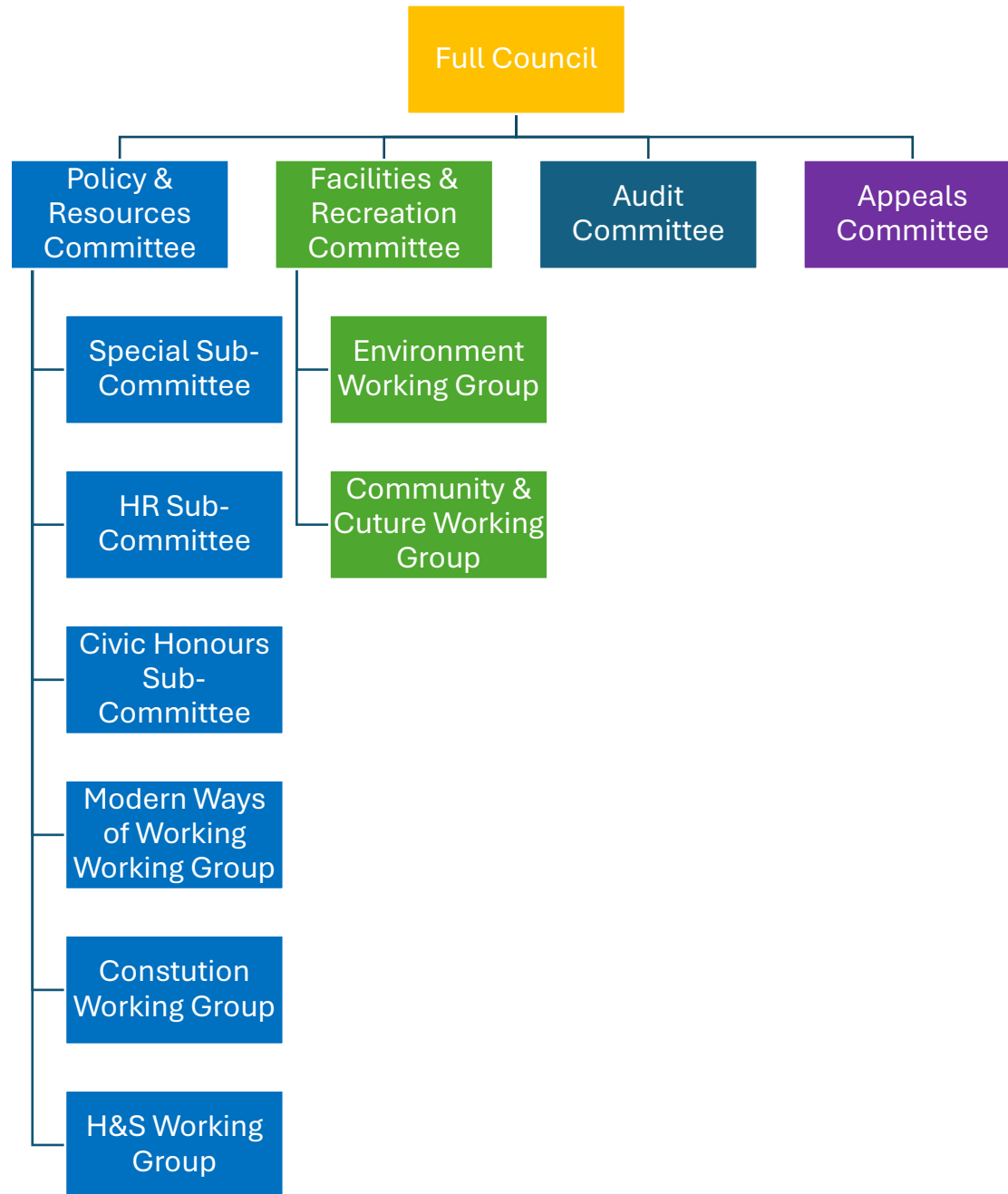
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Schedule of Changes

The following substantive changes were made from the previous V8 document:

Page	Section	Change	Explanatory note
Front page	Title	Renamed the document	The document is not a 'policy' as such.
19	H&SWG	Format altered to match format for other Working Groups. Membership updated to reflect new SMT roles	The previous version had the H&SWG details in a completely different format from the other working groups
n/a	Cow Plantation Working Group	Subsumed into Environment Working Group	The CPWG has not met since June 2023 and that particular meeting lasted just 17 minutes.
15	MWWG	Added the Modern Ways of Working Working Group	As approved by Council in May/June 2024
16	CWG	Amended list of responsibilities of Constitution Working Group	As approved by Council in May/June 2024
17	EWG	Added the Environment Working Group	As approved by Council in May/June 2024
18	C&CWG	Added the Community & Culture Working Group	As approved by Council in May/June 2024



Committee Terms of Reference

Policy and Resources Committee

MEMBERSHIP:

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

DELEGATED RESPONSIBILITIES:

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 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 affecting the area.

- d) To make recommendations to the Council where appropriate regarding 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) To oversee management of the Council's establishment.
- b) To determine the letting of the Town Hall Shops.

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 fee 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 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, except those specifically reserved by Council under legislation.
- g) To have the direction and control of insurance in respect of the Council's property, Members and Employees.

- h) To determine the making to individuals and organisations of all grants, allowances and loans.
- i) To ensure that the Council's resources are safeguarded and that value for money is secured.
- j) To regularly review the Council's banking and treasury management arrangements.
- k) To oversee the payment of accounts.

6. Planning Matters and Town Consultations

- a) To advise the Council on all matters of policy associated with the formulation of the County Durham Local Plan relating to the area of Spennymoor Parish.
- b) To exercise the functions of a Town Council in relation to all planning applications consulted upon within the Parish of Spennymoor or its immediate environs.
- c) To receive consultations on licensing matters within Spennymoor Town Centre.
- d) 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.

QUORUM: 8 Members.

SUBSTITUTION: N/A

Facilities and Recreation Committee

MEMBERSHIP:

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

DELEGATED RESPONSIBILITIES:

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, Civic Events and Events including but not limited to:
 - i) Firework Display
 - ii) Christmas Lights
 - iii) Santa's Grotto
 - iv) Horticultural Show and Family Fun Day
 - v) Armed Forces Day
 - vi) Remembrance Sunday Service and Parade
- h) Spennymoor Annual Gala liaison
- i) Durham Miner's Gala liaison
- 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

QUORUM: 8 Members.

SUBSTITUTION: N/A

Special Sub-Committee

PARENT COMMITTEE: Policy and Resources Committee

MEMBERSHIP:

The Sub-Committee shall be comprised of ten Members of the Council appointed at the Annual Meeting of the Council.

DELEGATED RESPONSIBILITIES:

1. To consider and make recommendations to Policy & Resources Committee on all appointments to positions within the Council, above the spinal column point 37.
2. 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.

QUORUM: 4 Members.

SUBSTITUTION: Members of the Council appointed as substitutes at the Annual Meeting of the Council.

Appeals Committee

MEMBERSHIP:

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

DELEGATED RESPONSIBILITIES:

1. To consider those matters referred to it for final determination in accordance with the Council's published complaints procedure;
2. Determine all Appeals relating to Grievance and Disciplinary matters in accordance with the Council's Grievance Procedure and Disciplinary Policy;
3. Determine all Appeals relating to Allotment Tenancy matters in accordance with the Council's in accordance with the Council's Appeals Notification Policy – Non-Staff;
4. 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.

QUORUM: 3 Members.

SUBSTITUTION: Members of the Council appointed as substitutes at the Annual Meeting of the Council.

Audit Committee

MEMBERSHIP:

The Committee shall be comprised of 11 Members of the Council appointed at the Annual Meeting of the Council.

DELEGATED RESPONSIBILITIES:

1. To provide independent assurance of the adequacy of the risk management framework and the associated control environment, 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
2. Consider the effectiveness of the Council's risk management arrangements, the internal control environment and associated anti-fraud and anti-corruption arrangements.
3. Seek assurances, and satisfy itself, that action is being taken on risk-related issues or weaknesses identified by auditors.
4. 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.
5. Consider the internal auditor's annual report and opinion on the effectiveness of the internal control environment.
6. Review the system of internal audit.
7. Approve the Council's internal audit strategy and audit plan and monitor its performance.
8. Review reports on internal audit activity and any issues arising, seeking assurances that action has been taken where necessary.
9. Consider the reports of the external auditor.
10. To review any issue referred to it by the Town Clerk, RFO or Internal Auditor.
11. To review any issue referred to it by the Town Clerk, RFO and other senior manager resulting from a matter raised by any other member of staff.
12. Review the scope and depth of external audit work and ensure that they provide value for money.
13. Raise the profile of audit, risk management and the internal control environment.

14. 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.

QUORUM: 4 Members

SUBSTITUTION: Members of the Council appointed as substitutes at the Annual Meeting of the Council.

Human Resources Sub-Committee

PARENT COMMITTEE: Policy and Resources Committee

MEMBERSHIP:

The Sub-Committee shall be comprised of five Members of the Council who will undertake appropriate training. To include the Leader and Deputy Leader of the Council.

DELEGATED RESPONSIBILITIES:

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 in line with the development plan.
- d) To undertake an annual appraisal of the Town Clerk's performance.

2. Training and Development

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.

QUORUM: 3 Members

SUBSTITUTION: Any suitably trained Members of the Council appointed as substitutes at the Annual Meeting of the Council.

Civic Honours Sub-Committee

PARENT COMMITTEE: Policy and Resources Committee

MEMBERSHIP: The Sub-Committee shall be comprised of 8 Members.

DELEGATED RESPONSIBILITIES:

To review nominations made to the Council for awards in accordance with the Civic Awards Policy on an ad-hoc basis.

QUORUM: 3 Members

SUBSTITUTION: Members of the Council appointed as substitutes at the Annual Meeting of the Council.

Working Group Terms of Reference

In June 2024 the Town Council approved a new framework of Working Groups to support the work of the Policy & Resources and Facilities & Recreation Committees and act as the 'policy engine' for the Council:

Parent Committee	Working Group Name	Initial workstreams for the Working Group
Policy & Resources Committee	Modern Ways of Working	<ul style="list-style-type: none"> • Review of Council's IT provision • Staff appraisal & development • Staff wellbeing • Equality & diversity • Committee management • Internal and external comms/PR
	Constitution	<ul style="list-style-type: none"> • Role of committees & working groups • Officers scheme of delegation • Review of main policies (Standing Orders; Financial Regulations, etc)
Facilities & Recreation Committee	Environment	<ul style="list-style-type: none"> • Aerodrome solar feasibility study • Allotments • Biodiversity duty • Climate/carbon reduction • Asset management plan including Building condition and access survey results
	Heritage & Culture	<ul style="list-style-type: none"> • Annual Town events programme • Civic events • Links to wider county/regional/national events • Town Hall - Art gallery, museum, performance space, shops, offices

Table 1: Working Groups agreed by Council in May/June 2024

Modern Ways of Working Working Group

PARENT COMMITTEE: Policy and Resources Committee

MEMBERSHIP: The Working Group shall comprise of any Members of the Council, relevant Officers of the Council and external advisors as required.

RESPONSIBILITIES:

To make recommendations to the Policy and Resources Committee in respect of Modern Ways of Working including, but not limited to, technology, human resources, equality & diversity, democratic services/committee management, and PR/Communications.

QUORUM: N/A

SUBSTITUTION: N/A.

Constitution Working Group

PARENT COMMITTEE: Policy and Resources Committee

MEMBERSHIP: This Working Group shall consist of any Members of the Council, relevant Officers of the Council and external advisors as required.

RESPONSIBILITIES: To make recommendations to the Policy and Resources Committee in respect of the Council's constitution, including but not limited to:

- Role of committees & working groups
- Officers scheme of delegation
- Review of main policies (Standing Orders; Financial Regulations, etc)

QUORUM: N/A

SUBSTITUTION: N/A.

Environment Working Group

PARENT COMMITTEE: Facilities & Recreation Committee

MEMBERSHIP: This Working Group shall consist of any Members of the Council, relevant Officers of the Council and external advisors as required.

RESPONSIBILITIES: To make recommendations to the Facilities and Recreation Committee in respect of environmental issues, including but not limited to:

- Parks and other public open spaces
- Allotments
- Biodiversity duty
- Climate/carbon reduction including sustainable energy
- Council buildings and asset management plan

QUORUM: N/A

SUBSTITUTION: N/A.

Community & Culture Working Group

PARENT COMMITTEE: Facilities & Recreation Committee

MEMBERSHIP: This Working Group shall consist of any Members of the Council, relevant Officers of the Council and external advisors as required.

RESPONSIBILITIES: To make recommendations to the Facilities and Recreation Committee in respect of community & cultural issues, including but not limited to:

- Annual town events programme
- Civic events
- Links to wider county/regional/ national events
- Town Hall - Art gallery, museum, performance space, etc

QUORUM: N/A

SUBSTITUTION: N/A.

Health and Safety Working Group

PARENT COMMITTEE: Policy and Resources Committee

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.

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.

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

- 9 elected Members (appointed annually)
- 3 members of Management (namely by position Town Clerk, Grounds & Facilities Manager and Community & Culture Manager)
- Safety Representatives from each Council department:
 - Corporate Services x1
 - Grounds & Facilities x1
 - Community & Culture x1
- Other external stakeholders as required, including:
 - Union representatives
 - DCC Health and Safety Officer

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.

RESPONSIBILITIES: The responsibilities of the Health and Safety Working Party shall be:

1. 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;
2. 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;

3. 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;
4. 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;
5. Consideration of reports which safety representatives may wish to submit for Spennymoor Town Council staff;
6. Assistance in development of safety rules and systems of work;
7. An overview of the effectiveness of the safety content of employee training; and,
8. An overview on the adequacy of Safety and Health communication and publicity in the Spennymoor Town Council workplace.

Quorum: 6 (two of which must be elected Members)

Meeting Frequency: Quarterly