

# LITTLEHAMPTON TOWN COUNCIL

## SCHEME OF DELEGATION TO COMMITTEES

### 1. COMMUNITY RESOURCES COMMITTEE

Membership:	Council Nominations
Matters Delegated To Committee:	<p>All matters including the preparation of a draft budget for consideration by the Policy and Finance Committee and Council and the recommendation to Council of fees and charges relating to:-</p> <ul style="list-style-type: none"><li>• Youth Services.</li><li>• The Littlehampton Museum (excluding the provision and maintenance of the building).</li><li>• Parks and Open Spaces, including Rosemead Park.</li><li>• Community Arts and Events.</li><li>• Allotments.</li><li>• Community Centres excluding the provision and maintenance of the buildings.</li><li>• Tourism.</li><li>• Leisure.</li><li>• Community Grants.</li><li>• Wick Community Initiatives.</li><li>• The planting of roundabouts, the purchase of additional cuts of highway verges, tree planting and the occasional cleaning of alleyways etc.</li><li>• Stage-by-the-Sea.</li><li>• Ferry.</li></ul>

## 2. POLICY AND FINANCE COMMITTEE

Membership	The Chair or Vice-Chair of the other Committees and Council nominations
Matters Delegated to Committee	<ul style="list-style-type: none"><li>• The development of policy for recommendation to Council.</li><li>• The annual review of the Council's expenditure and income; the receipt of budget requests from other Committees and the formulation of the Council's annual budget for Council approval.</li><li>• The funding and monitoring of the Council's support for economic regeneration.</li><li>• Police liaison.</li><li>• Health liaison.</li><li>• Liaison with other local authorities and outside bodies.</li><li>• The Mayoralty, for recommendation to Council.</li><li>• All matters relating to the day-to-day administration of the Council.</li><li>• Town Centre liaison and support.</li><li>• Retail, employment and business matters.</li><li>• Community Right to Challenge issues for approval by Council.</li><li>• New Homes Bonus and Community Infrastructure Levy.</li><li>• The oversight and delivery of the use of S.106 sums allocated to the Town Council.</li></ul>

### 3. GOVERNANCE and AUDIT COMMITTEE

Membership:	Council nominations to include Chair and Vice-Chair from a minority political group.
Matters Delegated To Committee:	<p><u>Governance, Standards, Ethics and Probity</u></p> <ul style="list-style-type: none"> <li>• To promote a culture of openness, ready accountability and probity in order to ensure the highest standards of conduct of Councillors and employees.</li> <li>• To lead on all aspects of Corporate Governance by promoting the values of putting people first, valuing public service and creating a norm of the highest standards of personal conduct.</li> <li>• To oversee and manage probity for Councillors and employees and on the Members Code of Conduct.</li> <li>• To be responsible for the Council’s Register of Members’ interests.</li> <li>• To be responsible for written guidance and advice on the operation of the system of declarations of Members’ Interests and to receive reports from the Monitoring Officer and Town Clerk on the operation of the system of declarations from time to time.</li> <li>• To establish, monitor, approve and issue advice and guidance to Councillors on the scheme of dispensation.</li> <li>• To establish when required a Standards Sub-Committee to determine how to comply with the recommendations of the Monitoring Officer (Standards Committee on Code of Conduct cases).</li> <li>• To receive regular reports on the performance of the complaints process and to form a panel to act as final arbiter when a complaint has been lodged against the Council. Furthermore, to recommend consequent revisions to related policies and procedures as appropriate.</li> <li>• To ensure the external operation of the Equal Opportunities policy.</li> <li>• The periodic review of the Council’s Standing Orders.</li> <li>• The setting up and monitoring of control systems for the oversight of Council expenditure.</li> </ul> <p style="text-align: right;">cont.....</p>

**3. GOVERNANCE and AUDIT COMMITTEE (cont.....)**

<p>Membership:</p>	<p>Council nominations to include Chair and Vice-Chair from a minority political group.</p>
<p>Matters Delegated To Committee:</p>	<p><u>Audit Role</u></p> <ul style="list-style-type: none"> <li>• To provide independent assurance on the adequacy of the risk management framework and the internal control and reporting environment, including (but not limited to) the reliability of the financial reporting process and the Annual Governance Statement.</li> <li>• To be satisfied and provide assurance that appropriate action is being taken on risk and internal control related issues identified by the internal and external auditors and other review and inspection bodies.</li> <li>• To receive, and make recommendation on, such reports as are required in relation to all audit matters and including the Strategic Internal Audit Plan.</li> <li>• The Committee shall specifically have responsibility for oversight of and provision of assurance on the following functions: <ul style="list-style-type: none"> <li>❖ Internal audit, including its efficiency;</li> <li>❖ ensuring that Council assets are safeguarded;</li> <li>❖ maintaining proper accounting records;</li> <li>❖ ensuring the independence, objectivity and effectiveness of internal and external audit;</li> <li>❖ the arrangements made for cooperation between internal and external audit and other review bodies;</li> <li>❖ considering the reports of internal and external audit and other bodies, ensuring recommendations are considered by the appropriate standing Committee;</li> <li>❖ the scope and effectiveness of the internal control systems established by management to identify, assess, manage and monitor financial and non-financial risks (including measures to protect against, detect and respond to fraud and the Whistle Blowing Policy);</li> <li>❖ to recommend to Council any matters relating to improving Financial Regulations.</li> <li>❖ to recommend to Council the Annual Governance Statement.</li> </ul> </li> </ul> <p style="text-align: right;">cont.....</p>

**3. GOVERNANCE and AUDIT COMMITTEE (cont.....)**

Membership:	Council nominations to include Chair and Vice-Chair from a minority political group.
Matters Delegated To Committee:	<p><u>Performance oversight</u></p> <ul style="list-style-type: none"> <li>• The development and formulation of strategies, policies and procedures for the assessment and monitoring of performance.</li> <li>• The agreement of targets for service delivery after consultation with other Committees.</li> <li>• The review of the effectiveness of service delivery in all areas of the Council’s functions and the making of recommendations to relevant Committees on the implementation of improvements.</li> <li>• The review of performance against agreed targets and subsequent making of recommendations to other Committees (and Council where appropriate) for improvement.</li> <li>• The examination of the Council’s policy on consultation including its effectiveness and the identification of areas for improvement.</li> <li>• The comparison of the Council’s performance against other service providers and similar councils and subsequent making of recommendations to other Committees (and Council where appropriate) for improvement.</li> </ul>

#### 4. PLANNING AND TRANSPORTATION COMMITTEE

Membership:	One Member from each Ward and other nominated Councillors.
Matters Delegated To Committee:	<ul style="list-style-type: none"><li>• The making of representations to the local Planning Authority on applications for planning permission as notified by Arun District Council.</li><li>• The making of representations in respect of appeals against the refusal of planning permission.</li><li>• Monitoring and commenting upon Strategic and Local Plans.</li><li>• The making of representations to the Planning Authority on other planning matters, including Tree Preservation Orders.</li><li>• Monitoring and commenting to the Highway Authority on all highway matters.</li><li>• Street naming.</li><li>• Commenting on licence applications for licensed premises.</li><li>• Making representations to Arun District Council on Public Entertainment Licences as notified by that authority.</li><li>• Commenting on the South Downs National Park.</li><li>• Community and Public Transport matters.</li><li>• All transportation matters (excluding the ferry).</li><li>• Minerals and Waste Plans.</li><li>• Neighbourhood Plan, Neighbourhood Development Orders and Community Right to Build.</li><li>• Liaison with community groups and regarding the Community Right to Build and making recommendations to Council thereon.</li><li>• Assets of Community Value – the nomination thereof and consultation with the community thereon.</li></ul>

**5. PROPERTY AND PERSONNEL COMMITTEE**

Membership:	Council nominations.
Matters Delegated To Committee:	<p>All matters, including the preparation of a draft budget for consideration by the Policy and Finance Committee and Council, relating to:-</p> <p><b>Property</b></p> <ul style="list-style-type: none"> <li>• The provision and maintenance of all buildings, land and capital equipment within allocated budgets.</li> <li>• The Manor House and its environs (excluding the operation of the Museum).</li> <li>• Southfields Jubilee Centre with the exception of the policy and operation of the Community Centres.</li> <li>• The acquisition and disposal of land as agreed by Council, within allocated budgets.</li> <li>• The production of an annual programme for the refurbishment and maintenance of Council owned property, together with budget estimates for consideration and approval by Council, following appropriate consultation with the responsible service Committee.</li> <li>• The provision and maintenance of street furniture and litter bins in the ownership of the Council.</li> <li>• The provision and maintenance of all street and footway lighting owned by the Town Council and to provide light in open spaces, including decorative lighting if required.</li> <li>• The drawing up of legal agreements licences and leases in connection with Council owned property (excluding allotment plot rentals and room bookings at Project 82).</li> </ul> <p style="text-align: right;">Cont...</p>

5. **PROPERTY AND PERSONNEL COMMITTEE (cont...)**

Membership:	Council nominations.
Matters Delegated To Committee:	<p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>• The overseeing of the conditions of service of employees of the Town Council and making recommendations to Council on the following matters: <ul style="list-style-type: none"> <li>♦ Staffing levels.</li> <li>♦ Salary structures and pay.</li> <li>♦ Local Government Pension Scheme (LGPS).</li> <li>♦ Leave entitlement, including sick, maternity and special leave.</li> <li>♦ Hours of work.</li> <li>♦ Special conditions of service that might relate to a specific post or individual.</li> <li>♦ Allowances, expenses and subsistence.</li> <li>♦ Trade Union Membership.</li> <li>♦ Smoking at work.</li> <li>♦ Sickness.</li> </ul> </li> <li>• The internal operation of the Equal Opportunities Policy.</li> <li>• The operation of the Health and Safety Policy.</li> <li>• The operation and final arbiter, through a panel, for all staff appeals.</li> <li>• Appraisals.</li> </ul>



## 6. CHAIRS' MEETINGS

Membership:	Mayor and Chairs of Policy and Finance, Community Resources, Property and Personnel, Governance and Audit and Planning and Transportation Committees.
Terms of Reference:	<ul style="list-style-type: none"><li>• To agree an appropriate way through the Committee cycle for issues that affect more than one Committee.</li><li>• To make recommendations to Council on matters of Committee administration, including agenda layout, public fora, training needs etc.</li><li>• To discuss the draft budget, if necessary, to enable an understanding of the pressures on other Committees when trying to achieve a budget target. (No formal recommendations would come from this meeting on this matter, but the Chairs would then be able to understand why there were pressures on their Committees and report this accordingly to their next service Committee meeting.)</li></ul>

**7. EDITORIAL BOARD**

<p>Membership:</p>	<p>Nominated representatives from each political group and the independent member, (each group to have a substitute).</p>
<p>Matters Delegated To Board:</p>	<ul style="list-style-type: none"> <li>• Report to Policy and Finance Committee.</li> <li>• Publish four publications of the Newsletter annually.</li> <li>• Ensure that these publications:-             <ul style="list-style-type: none"> <li>(i) Are non-party political.</li> <li>(ii) Are produced to a timetable agreed by the Policy and Finance Committee.</li> <li>(iii) Include comprehensive coverage of all major issues affecting the Town and Town Council.</li> <li>(iv) Include all necessary performance and Quality Council Information.</li> </ul> </li> <li>• Ensure that the Procurement Policy is adhered to at all times in the publication process.</li> <li>• Ensure that the publication remains within budget.</li> <li>• Undertake regular consultation with the public of Littlehampton regarding the efficacy of Progress.</li> <li>• Report annually to the Policy and Finance Committee on the delivery of its Terms of Reference.</li> <li>• Report on all Town Council initiatives of importance or content.</li> <li>• Quote the relevant Chairs and/or Vice-Chairs of Committees and where appropriate Ward Councillors, when reporting stories.</li> <li>• Adhere strictly to the timetable agreed by the Policy and Finance Committee.</li> <li>• Be advised by the Town Clerk and Assistant Town Clerk.</li> </ul>

**8. MERIT AWARDS PANEL**

Membership:	The Mayor, the Chairs of the Policy and Finance and Community Resources Committees or their Deputies
Matters Delegated To The Panel:	To agree the recipients of the of the Annual Town Merit Awards.