

# **Kidsgrove**

## **Town Council**



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### **Terms of Reference Committees & Sub Committees**

**May 2025**

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**\*\*\*There are currently no Sub Committees \*\*\***

# FINANCE AND GENERAL PURPOSES COMMITTEE

## TERMS OF REFERENCE

**Approved by Council:**  
**Review Date: Annually**

### **7 Members of the Authority**

**Quorum = 3**

To include the Mayor and Deputy Mayor who will be named as members of the Committee. Each political faction and each ward of Council should be represented where possible

Each political faction can nominate up to two substitutes

To take a strategic overview of Council operations and ensure that strategy is coordinated across all Committees in line with the strategic agenda set by members.

To oversee the general operations of the Council in areas such as Finance, policy review, budget management, audit, risk management.

### **Meetings:** Alternative months

All non-Committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion but are unable to vote.

<b>Function of Committee</b> <b>Column 1</b>	<b>Delegation of Functions</b> <b>Column 2</b>
<b>Governance</b> 1 To advise Council on Financial Regulations, Standing Orders and Standing Orders for Contracts.  2 To advise Council on the Constitution and all policy documents not specifically allocated to other standing Committees  3 To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review" dates,  4 Observations on policy or strategy documents by any public body at local, national, regional or sub regional level.	Committee   Committee   Town Clerk   Committee, except from Staffordshire County Council or Newcastle under Lyme Borough Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another Committee.
<b>Resources</b> 5 To oversee and direct the use of financial and technological resources of the Council.	Committee for strategic overview. Operational Management to Responsible Financial Officer (RFO) and other Officers in accordance with Financial Regulations. Strategic advice by Town Clerk

**Finance**

Under the direction of the Council:

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| 6  | To be responsible for the overall management and control of the finances of the Council and banking arrangements.              | Council to approve banking arrangements<br>Committee for strategic review<br>RFO/Town Clerk in accordance with Financial Regulations and for operational management  |
| 7  | To monitor the Council's capital and revenue budgets.  | Committee/RFO in accordance with Financial Regulations.  |
| 8  | Approval of variation, overspend, and virement in accordance with Financial regulations  | Committee, Town Clerk and RFO as set out in Financial Regulations  |
| 9  | To authorise payments in accordance with Financial Regulations   | Committee, Town Clerk and RFO as set out in Financial Regulations  |
| 10 | Approval of Orders for work, goods or services acceptance of tenders   | Council/Committee/Proper Officer/Town Clerk in accordance with Financial Regulations and Standing Orders for Contracts.<br>Town Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing orders |
| 11 | To make recommendations to the Council on Budget and Precept requirements.   | Committee<br>RFO/Town Clerk to prepare draft Budget and Budget Report with accountancy support as necessary.   |
| 12 | To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue. | Committee  |
| 13 | To advise Council on borrowing policy, investment and treasury management  | Committee  |
| 14 | To regularly monitor the performance of all funds invested.  | Committee, Town Clerk/RFO  |
| 15 | To supervise the Council's insurance arrangements.   | Town Clerk/RFO for renewal and operational matters.<br>Committee for overview, tendering and changes of cover.   |
| 16 | To supervise the Council's banking arrangements.   | RFO/Town Clerk<br>Authorised signatories to authorise mandate and payments in accordance with Financial Regulations  |

17	To be responsible for all matters related to the full range of financial and accountancy functions.	Committee for Strategic overview RFO/Town Clerk for operational management
18	Approval of all fees and charges annually	Committee to recommend with ratification from full Council.
19	To consider reports on outstanding debts due to the Council and to undertake recovery or write off.	Committee for aged debt in accordance with Financial regulations. RFO for routine actions to recover
20	Authorisation of investments and debt repayment in accordance with the Council's Policy	Committee
21	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	Committee/Town Clerk in accordance with Financial Regulations
<b>Procurement</b>		
22	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.	Committee for strategic overview Town Clerk for operational management in accordance with Financial Regulations, Standing orders for Contracts and Procurement Policy
<b>Information Technology Services</b>		
23	To oversee the use of information and other technology in support of the Council's business and service commitments.	Operational Management to Town Clerk Strategic Overview to Committee and Contracts within approved budget.
24	Amendments and updates to layout of website	Town Clerk for updates and layout. Committee for new websites and contracts within budget.
25	To approve all security arrangements of the Council in respect of computers and financial issues.	Committee/Town Clerk/RFO in accordance with Financial Regulations
<b>Performance and Business Management</b>		
26	Management of all business aspects of the establishment	Committee to overview Town Clerk for operational management. Committee
27	Monitoring the progress of the Capital Programme.	Committee
28	Approval of Corporate Business Plan	Town Clerk to determine underlying Action and Project Plans
29	Approval of Operating Procedures	Committee for initial Financial Procedures Town Clerk for other procedures and updating financial procedures
<b>Asset Management</b>		
30	To have oversight of assets and the transfers of assets.	Committee

31	Maintenance of the Asset Register	Town Clerk to update annually
32	Corporate landlord management, repair and maintenance. Leasing & licensing of Council land and buildings	Council for acquisition and disposal Strategic overview to Committee Town Clerk for operational management
<b>Public Buildings</b>		
33	Power to provide and encourage the use of conference facilities, Local Government Act 1972, S144  Power to provide public buildings and halls, Local Government Act 1972, S215  Power to provide and equip community buildings, Local Government Act 1972, s 133	Committee for strategic overview Town Clerk for operational management
34	Power to provide and equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	Committee for strategic overview Town Clerk for operational management
<b>Audit</b>		
35	To maintain and have oversight of Member Audits.	Committee Town Clerk to support with operating procedures
36	To undertake any actions recommended following Member Audits and to have overview of risk management.	Committee (Council if change of policy required). Council to receive external audit report. Town Clerk/RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns.
37	Final Internal and External Audit Reports	Committee to advise Council on response
<b>Information and Data Protection</b>		
38	Policy on Data Protection, Access to Information, Freedom of Information and Human Rights.	Advice to Council
39	Decisions on issues relating to Data Protection and Human Rights.	Strategic overview and monitoring to Finance and General Purposes Committee Town Clerk to renew Data Protection Registration, make amendments as necessary, respond to routine requests for information and matters raised by the Information Commissioner or Data Protection Officer. Town Clerk to update Privacy notices of all categories.

40	Decisions on issues relating to Access to Information and Freedom of Information.	Committee for strategic overview Town Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation and policy and respond to matters raised by the Information Commissioner.
<b>Ethical Framework</b>		
41	To monitor and control the Council's Ethical Framework, Code of Conduct and related protocols	Strategic overview and monitoring to Committee. For Officer delegation see Council ToR
<b>Personnel</b>		
42	To provide suitable governance and oversight to staffing and employment issues and considerations	Creation of and delegation to the Staffing Committee of this Committee

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return

# EVENTS AND COMMUNITY TERMS OF REFERENCE

**Approved by Council:**  
**Planned Review Date: Annually**

## **6 Members of the Authority**

**Quorum = 3**

The Mayor and Deputy Mayor will be ex-officio Members. Each political faction and each ward of Council should be represented where possible

Each political faction can nominate up to two substitutes

The Committee has the power to co-opt members of the public or other Councillors on either a temporary or permanent basis subject to the maximum of four

To oversee events and community activity on behalf of Council

**Meetings:** Alternate months

There will be at least two named Members from both the majority party and opposition

Where the Committee consists of Members other than Councillors, the voting rights of any such members will be limited to nonfinancial matters

<b>Function of Council Column 1</b>	<b>Delegation of Function Column 2</b>
To organise or partner with others to organise events which promote the Town, Council services or help strengthen communities	Committee Operational management Town Clerk
Provision, directly or indirectly of Christmas Lights, Local Government Act 1972 s144	Committee Operational management Town Clerk
To have an oversight of working groups formed to support special events and promotional projects and to give support and advise	Committee Operational management Town Clerk
To use the opportunities provided by events to raise the profile of the Town	Committee Operational management Town Clerk
Power to provide entertainment and support for arts, Local Government Act 1972 s145	Committee Operational management Town Clerk
To encourage and facilitate any opportunities to develop further the cultural, educational and social life of residents	Committee Operational management Town Clerk
To support initiatives related to community safety	Committee Operational management Town Clerk
To have oversight of the community grants scheme	Committee Operational management Town Clerk
To administer the policies and procedures and make recommendations relating to the Councils grants and donations	Committee Operational management Town Clerk
To promote and support social inclusion within communities, public services, facilities and healthy living	Committee Operational management Town Clerk
To seek and maximise the benefit of external partnerships	Committee Operational management Town Clerk

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.



# PLANNING AND ENVIRONMENT COMMITTEE

## TERMS OF REFERENCE

**Approved by Council:**  
**Planned Review Date: Annually**

### **6 Members of the Authority**

The Mayor and Deputy Mayor will be ex-officio Members. Each political faction and each ward of Council should be represented where possible

### **Quorum = 3**

Each political faction can nominate up to two substitutes

To oversee all planning, environmental and regulatory matters, and to recommend policy to Council on these matters including housing and transportation.

### **Meetings:** Alternate months

All non-Committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion but are unable to vote.

Function of the Council Column 1	Delegation of Function Column 2
<b>Planning and Development Control</b> 1. To make observations on all Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations  2. Referring any Planning enforcement issue to the principal Council  3. To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.  4. To comment on Tree Preservation applications or the making of Orders.  5. To respond to consultations from adjoining authorities  6. To make observations on Planning consultation documents from Staffordshire County Council, Newcastle under Lyme Borough Council or other bodies.	Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. Committee may decide that with a major or particularly controversial application, to make recommendations for determination by Council  Town Clerk  Committee  Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.  Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.  Committee, except Local Plan or HS2 Project which are reserved for Council.

7. To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.	Committee
8. To make observations on Hazardous Substance applications.	Committee
9. Making observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued.	Committee
10. Making observations on applications and other actions in relation to hedge rows.	Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
11. Making observations and recommendations on Street naming or numbering.	Committee
12. To liaise with the district council on any matter relating to building control.	Town Clerk
13. To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.	Committee
14. To request a Newcastle under Lyme Borough Councillor to “call in” applications to be determined by the Planning Committee	Committee
15. To undertake the Council’s role in the making, review or management of conservation areas	Committee
<b>Strategic Planning</b>	
16. Making observations on Local Plan, HS2 Project or Waste and Mineral Plans	Council on the advice of Committee for Local Plan and HS2 Project. Committee for Waste and Mineral Plans. Committee
17. Making observations on supplementary planning documents or non-statutory plans.	Committee Approval of Plan reserved to Council.
18. To oversee the Council’s role in preparing, reviewing and monitoring the Neighbourhood Plan.	Committee to oversee and recommend Approval reserved to Council
19. Planning Guidance and Policy by the Town Council	

<p><b>Licensing</b></p> <p>20. Making observations on any matter relating to gaming or gambling</p> <p>21. Making observations on applications and other matters under the Licensing legislation.</p>	<p>Committee</p> <p>Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p>
<p><b>Housing</b></p> <p>22. Town Council Policy or response to consultation on Newcastle under Lyme Borough Council Policy.</p> <p>23. To lobby for a suitable mix of housing and adequate affordable homes.</p> <p>24. To take a lead on other housing matters including landlord supervision and design guidance.</p>	<p>None, but on advice from Committee.</p> <p>Committee.</p> <p>Committee.</p>
<p><b>Environment &amp; Sustainability</b></p> <p>25. To promote the environmental wellbeing of the Town.</p> <p>26. Conservation of the built and natural environment</p> <p>27. To lead on the sustainability of the Council as an organisation and to approve and action environmental audits.</p> <p>28. Issues involving ancient monuments and areas of archaeological interest.</p> <p>29. To promote environmental awareness.</p> <p>30. To lead the Town to address climate change, sustainability and transition.</p>	<p>Policy reserved by Council on recommendation of Committee Committee under the direction of Council Town Clerk for operational matters</p> <p>Strategic Operational management to Town Clerk</p> <p>Strategic overview to Committee within budget. Operational management to Town Clerk</p> <p>Strategic overview to Committee Town Clerk for operational matters.</p> <p>Strategic overview to Committee Town Clerk for operational matters.</p> <p>Strategic overview to Committee Town Clerk for operational matters.</p>

<p><b>Environmental and Public Health</b></p> <p>31. Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125 and power to deal with ponds and ditches, Public Health 1936, S260.</p> <p>32. To liaise with the relevant authorities in cases of public health/environmental nuisance, drainage matters, pollution, or animal welfare issue.</p> <p>33. To make observations on any public health/environmental licence or registration application (other than under the Licensing Act).</p> <p>34. Waste and recycling</p>	<p>Power and Strategic overview to Committee Operational management to Town Clerk</p> <p>Petitions to Committee Town Clerk in other cases</p> <p>Committee Town Clerk in consultation with Chair in cases of urgency</p> <p>Strategic overview to Committee Operational management to Town Clerk</p>
<p><b>Strategic Highways and Transportation</b></p> <p>35. To take policy lead on the Local Transport Plan and general transportation issues including HS2 related activities.</p> <p>36. To respond to consultation on any temporary or permanent highways changes.</p> <p>37. Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.</p> <p>38. Consent for ending maintenance at public expense or stopping up or diversion of highway</p>	<p>Committee for strategic overview and to advise Council. Town Clerk for operational matters</p> <p>Committee Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</p> <p>Committee Town Clerk after consultation with Members if consensus view</p> <p>Committee</p>
<p><b>Challenging Planning Decisions of the Planning Authority</b></p> <p>39. To progress to Judicial Review issues of concern relating to planning decisions made that require challenging</p>	<p>Planning Committee, within budget and financial regulations, through appointed representatives. To report to council at a point relevant to outcome.</p> <p>To provide recommendation to council if proceedings are of significant scale and in line with Financial Regulations.</p>

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.

# STAFFING COMMITTEE TERMS OF REFERENCE

**Approved by Council:**  
**Planned Review Date: Annually**

**6 Members of the Authority**

**Quorum = 4**

**Meetings:** Meets at least twice a year

There will be at least two named Members from both the majority party and opposition

The Committee will only consist of Kidsgrove Town Council Members

<b>Function of Committee Column 1</b>	<b>Delegation of Functions Column 2</b>
1. All delegated functions as set out in the Terms of Reference and Delegation of Council and the Finance and General Purposes Committee	Committee.
2. To recommend to Council the overall Staffing structure and approval of additional posts.	None-Final approval remains with Council
3. To agree the pay scales and conditions of staff	Town Clerk reserved for Council All other staff to Committee including payment of honoraria providing within agreed budget.
4. Approval of personnel policies and Employee Handbook	Committee to make recommendation to Council, including discretionary provisions of National Joint Agreement.
5. Management and Appointment of Staff (Local Government Act 1972 s112-119)	Recommend appointment of new Town Clerk to be endorsed by Council Selection of long list by Town Clerk with personnel assistance if appropriate Selection of final short list – Committee Final Interview – Committee Appointment of other Staff Scale Point 24 and above to Town Clerk in consultation with 2 members of Sub-Committee. Appointment of Staff below Scale Point 24 to Town Clerk. Town Clerk for casual staff and temporary appointments to approved positions below Scale Point 23 Decision on whether to fill vacant positions is delegated to Town Clerk. Decision on recruitment of contract staff or interim contract staff to Committee Management of staff in accordance with Council policy, procedures and budget to Town Clerk.
6. Disciplinary matters under the Council's Disciplinary Procedure.	Town Clerk with appeal to Staffing Committee Staffing Committee in the case of the Town Clerk with appeal to Appeals Sub-Committee (only members not on Personnel Committee) Dismissal of Town Clerk to be ratified by Council
7. Determination of individual grading issues and job evaluation	Committee
8. Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	Committee (Council in case of Town Clerk) Administration of retirement in cases of permanent ill health, after appropriate medical advice via Local Government Pensions Pensions Discretions Policies to Committee

9. Approval of job descriptions and person specifications.	Committee
10. Absence issues under the Council's Attendance Management Guidelines.	Town Clerk except Committee in the case of Town Clerk
11. Appeals Procedure	Appeals Committee.
12. To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	Council
13. Competence Procedure	Town Clerk except Committee in the case of Town Clerk
14. Issue of Contracts of Employment	Town Clerk except Committee in the case of Town Clerk Model Contract approved by Committee
15. Redundancy and Redeployment.	Committee – recommending amended structure to Council
16. Monitoring Equalities Policy in relation to employment	Committee
17. Approval of Officer Codes of Conduct, supplements and Member – Officer Protocol	Council
18. Health and Safety	Committee for approval of Policy other than General Statement and organisation which are reserved for Council  Committee to oversee responsibilities for Council within budget and policy Town Clerk for routine management
19. Grievance Procedure	Town Clerk except Committee in the case of Town Clerk
20. Administration of other Personnel procedures	Town Clerk except Committee in the case of Town Clerk
21. Employee Development Review and assessment at end of Probationary period	Town Clerk for all staff, often delegated to direct manager. Mayor, Staffing Chair for Town Clerk
22. Training and Development Plan for Officers	Town Clerk
23. To administer the Volunteers Policy	Town Clerk to administer Committee to monitor and recommend to Council
24. To administer the Child and Vulnerable Adult Policy	Town Clerk to administer Committee to monitor and recommend to Council
25. To administer the Council's Equality Policy	Town Clerk to administer for employees, services, volunteers and democratic processes Committee to monitor and recommend to Council

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.