

APPENDIX A

OPERATIONS MANAGEMENT COMMITTEE – TERMS OF REFERENCE

Membership to comprise the Town Mayor and Deputy Town Mayor, Head of Estate Management, Head of Planning, Head of Communications & Engagement, and no more than 2 members appointed at the Annual Meeting.

It was agreed at Full Council on 18.04.2013 that pursuant to Standing Order 18, the quorum of the Estate Management and Operation Management Committees shall be one half of that committee membership (4 Councillors).

Meetings of the Operations Management Committee will be scheduled no later than the April Town Council meeting for the following Council year.

The Operations Management Committee should regulate and control the Council's personnel matters and the finances of the Council in accordance with Council policy; in particular:

- Recommend a three year programme to Council for projects and capital expenditure;
- Prepare annual budgets, and recommend a precept to the full Council, and to monitor income and expenditure half-yearly or more frequently (preferably every 3 months), as appropriate;
- To review and make recommendations on fees and charges;
- To consider and report to the Council on any matters raised by the Internal and/ or External Auditor;
- To review the Council's Financial Regulations;
- To administer the Council's Art Fund and Community Grant Fund applications and allocate grants from the Grants budget.
- To approve expenditure requests from a Working Party up to a limit of £2000 providing this amount is within budget;
- To approve expenditure relating to Operations Management matters up to £2000 providing this amount is within budget. Requests for out of budget expenditure or for costs over £2000 must be referred to Full Council;
- To consider levels of staffing, employment arrangements, organisation and job responsibilities of staff employed directly by Oundle Town Council;
- To ensure that Oundle Town Council Personnel decisions are documented effectively in:
 - Policy documents
 - Employee contracts and terms and conditions of employment
 - Job descriptions;
- To conduct an annual review relating to the remuneration of staff employed by Oundle Town Council, prior to the budget setting meeting of the Council and to set levels of staff remuneration from time to time within the scale point range for posts previously agreed by the Council;
- To conduct Oundle Town Council activities in relation to appointment of staff, specifically:
 - Selection criteria and process
 - Advertising

- Screening and short-listing
- Selection interviews
- Offers of employment
- To formulate, maintain and execute:
 - Staff performance appraisal procedures;
 - Staff disciplinary procedures and, ultimately, any dismissal actions;
 - Staff grievance procedures;
 - Staff capability procedures.
 - To organise hearings in connection with capability and/or grievance and/or disciplinary and/or retirement issues;
- To recommend actions to support the professional development of:
 - Oundle Town Councillors
 - Oundle Town Staff
- To ensure that the Council discharges its responsibilities as an employer concerning Health & Safety legislation;
- To promote compliance and good practise in relation to Employment legislation and relevant local government policies in relation to employment matters;
- To provide ad hoc guidance to the Council on all personnel issues.

Note: All meetings relating to Personnel shall be held in camera.

APPENDIX B

ESTATE MANAGEMENT COMMITTEE – TERMS OF REFERENCE

Membership to comprise the Town Mayor and/or Deputy Town Mayor, and no more than 6 members appointed at the Annual Meeting.

It was agreed at Full Council on 18.04.2013 that pursuant to Standing Order 18, the quorum of the Estate Management and Operation Management Committees shall be one half of that committee membership (4 Councillors).

The meetings of the Estate Management Committee will be scheduled no later than the April Town Council meeting for the following Council year.

The Estate Management Committee should regulate and control the Council's property in accordance with Council policy; in particular:

- The Estate Management Committee shall inspect all Council properties on at least two occasions in each Council Year and shall report on their state and condition to the Council make plans for repairs and maintenance or special works;
- Arrange the preparation of leases and rents and to review and set them as necessary.
- To consider and agree applications for lettings of the Council properties.
- To agree works to properties up to a limit of £2000 providing this amount is within budget. Requests for out of budget expenditure or for costs over £2000 must be referred to Full Council;
- To ensure a budget for the next year is provided to Operations Management Committee by the October of every year;
- To develop a three year plan of activity and projects for submission to the Operations Management Committee by the October of every year.

APPENDIX C

PLANNING COMMITTEE – TERMS OF REFERENCE

Membership to be elected at the Annual Meeting to comprise no less than 6 Councillors to include the Mayor and/or Deputy Mayor and no more than 14 Councillors in total. Standing Order 18 shall apply for the Committee to be quorate.

The meetings of the Planning Committee will be scheduled no later than the April Town Council meeting for the following Council year.

The Planning Committee should consider and respond to all Planning Matters in accordance with Council policy; in particular:

- To consider all Planning Applications received from ENC and NCC and respond on behalf of the Council;
- To recommend policies to Council in relation to Planning issues and revise these necessary;
- To consider County Structure Plans, District Plans, Conservation Area proposals and others of a similar nature, draft responses and make recommendations to Council;
- To continue effective liaison with all major property developers and residents, assist in the negotiation of Section 106 Agreements, contribute to infrastructure requirements and act as an informed body on Planning matters to other Committees and Working Parties, in particular the Neighbourhood Planning Working Party;
- To manage and review the Community Infrastructure Levy requirements and contributions;
- Contribute to all communication with residents, including Oracle and the website.

APPENDIX D

NEIGHBOURHOOD PLANNING WORKING PARTY – TERMS OF REFERENCE

Membership to comprise one District Councillor, 4 Town Councillors (two of whom must be on the Planning Committee to ensure continuity between these meetings) and 9 citizens.

Standing Order 24 shall apply for the Working Party to be quorate (3 members of which 1 must be a Councillor).

The Chairman and Deputy Chairman of the Working Party shall be elected from within the Working Party. The Chairman must be a citizen and the Deputy Chairman must be a Councillor.

Meetings of the Neighbourhood Planning Working Party will be scheduled no later than the April Town Council meeting for the following Council year; however they may also be convened as and when necessary by the Chairman of the Working Party.

The purpose of the Neighbourhood Planning Working Party is to develop and oversee the preparation of a Neighbourhood Plan for Oundle. The working party will:

- Prepare an outline process for producing the Neighbourhood Plan;
- Assess existing evidence about the needs and aspirations of the town;
- Work in close collaboration with East Northants District Council and agree a project timetable and delivery plan ensuring compliance with legal requirements;
- Agree a project communication, consultation and engagement strategy;
- Ensure that there is transparency throughout the delivery process;
- Approve all consultation documents prior to publication;
- Analyse the views, ideas and proposals received during the planning process and use them to prepare the draft plan;
- Work with East Northants District Council to ensure compliance / conformity of the final plan in parallel with the District's strategic planning framework;
- Actively publicise the Neighbourhood Plan prior to referendum;
- Keep Oundle Town Council fully informed of progress and present Working Party minutes to Full Council meetings;
- Contribute to all communication with residents, including Oracle and the website.

APPENDIX E

COMMUNICATIONS WORKING PARTY – TERMS OF REFERENCE

Membership to comprise of no more than 6 members appointed at the Annual Meeting. Standing Order 24 shall apply for the Working Party to be quorate (3 Councillors).

Agreed to retain the title of Communications Working Party as previously noted but not to lose sight of the importance of Engagement.

The Chairman and Deputy Chairman of the Working Party shall be elected from within the Working Party.

Meetings of the Communications Working Party will be scheduled no later than the April Town Council meeting for the following Council year; however they may also be convened as and when necessary by the Chairman of the Working Party.

The Chair will have a seat on the Operations Working Party.

The Communications Working Party should investigate, consider and make recommendations to Full Council in matters relating to internal and external communications, including matters for budget, in particular:

- Investigate methods and technologies to help improve communications within the council and from the council to the local community, including the schools;
- Explore the use of technology, which will have a benefit for the town and the council to include the use of Social Media such as Facebook and Twitter;
- Facilitate communication with the various associations, sports clubs and recreational organisations within the town;
- In collaboration with the editor (who is not necessarily a member of the Working Party) and with some assistance by office staff in collection of information, organising the printing and distribution, ensure the Oracle is produced at least four times a year;
- Ensure the publicity and arrangements for the Annual Town Meeting and other Council Public Events.
- Keep Oundle Town Council fully informed of progress and present Working Party minutes to Full Council meetings;

APPENDIX F

FLETTON HOUSE ACQUISITION WORKING PARTY – TERMS OF REFERENCE

This is to be disbanded from June 2015 and will form part of the Estate Management portfolio.

Membership to comprise the Chair of the Estates Management Committee and one further councillor from that committee, two councillors from the Operations Management Committee and two other councillors.

Standing order 24 shall apply for the Working Party to be quorate (3 councillors).

The Chairman of the Working Party shall be the Chairman of the Estates Management Committee. The Working Party shall elect a Deputy Chairman at its first meeting to serve until the first meeting after the Annual Meeting of the Council in May.

Meetings of the Fletton House Acquisition Working Party will be scheduled no later than the April Town Council meeting for the following council year; however they may also be convened as and when necessary by the Chairman of the Working Party.

The Fletton House Acquisition working party should investigate, consider and make recommendations to Full Council in all matters relating to the refurbishment and redevelopment of Fletton House and all consequential options for the redevelopment of the remainder of the council's property portfolio keeping Oundle Town Council fully informed of progress and presenting the minutes of working party meetings to Full Council meetings and should contribute to all communication with residents, including Oracle and the website.

The Fletton House Acquisition Working Party shall:

- A) Prepare proposals for the redevelopment of Fletton House and present the same to full Council for approval
- B) Prepare proposals for any associated changes to the council's existing property portfolio and present the same to full council for approval
- C) Generally oversee all approved work to Fletton House
- D) Monitor approved financial expenditure on the Fletton House redevelopment
- E) Monitor and manage the work of any contractors and/or consultants engaged to undertake the design and implementation of the redevelopment of Fletton House
- F) Approve expenditure on any items of work up to £5000 provided for in the budget or ring fenced for that purpose
- G) Agree all variations to approved contract work up to 5% of the contract value or £5000 whichever shall be the smaller amount save that if a decision is required urgently and it is impractical to convene a meeting of the Working Party the Chairman of the Working Party or in his absence the Deputy Chairman may themselves agree any variation to approved contract work within the same financial parameters.

All works over £5000 or in excess of 5% of the contract value shall require the approval of full Council

The Chairman of the Working Party or in his absence the Deputy Chairman may agree with any consultant or contractor engaged to work on the Fletton House redevelopment all matters pertaining to approved work subject to the foregoing provisions.

APPENDIX G

RULES FOR ESTIMATES

1. Except for minor works, e.g. putting up notices, fixing bins, seats, etc which are to be done at the discretion of the Clerk; an estimate is to be obtained for all works other than emergency repairs.
2. Three quotations are to be obtained for comparison purposes for works over £2000. Where the value is below £2000 and above £1000 the Clerk shall strive to obtain 3 estimates (Financial regulation 11).
3. Contractors to base their quotation on a specification drawn up for the purpose by the relevant Committee; or by the Chairman and Clerk jointly, and to include quantities and materials wherever possible.
4. Quotations for major works to include a start and completion date for which the Council may invoke a penalty.
5. The relevant Committee or Clerk to make recommendations to Full Council for special works outside the repair and maintenance budget on the basis of the quotation(s) received.