

APPENDIX A

FINANCE AND GENERAL PURPOSES COMMITTEE – TERMS OF REFERENCE

Membership shall comprise the Town Mayor, Deputy Town Mayor and the Chair of Estates Management Committee and up to 5 other Councillors (SO 22b)

The quorum shall be third half of the committee membership (SO 18)

Meetings of the Finance and General Purposes Committee will be scheduled no later than the April Town Council meeting for the following council year and the committee shall meet at least once every two months and shall have at least one combined meeting each year with the Personnel Committee to review salaries (SO 26a)

The Town Mayor shall chair meetings of the committee and in the absence of the Town Mayor meetings shall be chaired by the Deputy Town Mayor and in the absence of the Deputy Town Mayor meetings shall be chaired by a councillor elected for that purpose at that meeting.

The committee shall elect a Head of Finance who shall not be the Town Mayor, Deputy Town Mayor or the Chair of the Estates Management Committee who will be responsible for reporting to the Council on financial matters and putting forward propositions to the council in relation to its monthly expenditure

The Finance and General Purposes Committee shall regulate and control the finances of the council and 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.

The committee shall monitor all aspects of the Council's performance not otherwise monitored by any other council committee or working party and shall report thereon to the council.

The committee shall recommend a three-year programme to council in respect of all areas of the Council's operations not being the responsibility of any other committee or working party.

APPENDIX B

PERSONNEL COMMITTEE – TERMS OF REFERENCE

Membership to comprise the Town Mayor, Deputy Town Mayor, the Chair of the Estates Management Committee and up to 4 other Councillors (SO 22b)

The quorum of the committee shall be one third of the committee membership (SO 18)

Meetings of the committee will be scheduled no later than the April meeting of the council for the following council year and the committee shall meet at least once every two months and shall have at least one combined meeting each year with the Finance and General Purposes Committee to review salaries (SO 26a). Meetings of the Personnel Committee will not be open to members of the public.

The Town Mayor shall chair meetings of the committee and in the absence of the Town Mayor meetings shall be chaired by the Deputy Town Mayor and in the absence of the Deputy Town Mayor meetings shall be chaired by a Councillor elected for that purpose at the meeting.

The Town Mayor or in the absence of the Town Mayor the Deputy Town Mayor will be responsible for reporting to the council on personnel matters.

The committee shall regulate and control the Council's personnel matters and in particular:

- 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 in conjunction with the Finance and General Purposes Committee 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 C

ESTATE MANAGEMENT COMMITTEE – TERMS OF REFERENCE

Membership to comprise the Town Mayor and/or Deputy Town Mayor, and no more than 7 members appointed at the Annual Meeting.

It was agreed at Full Council on 23.05.2017 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 one occasion 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 the Finance and General Purposes Committee by the October of every year;
- To develop a three year plan of activity and projects for submission to the Finance and General Purposes Committee by the October of every year.

APPENDIX D

PLANNING COMMITTEE – TERMS OF REFERENCE

Membership to be elected at the Annual Meeting to comprise no less than 7 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 as 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;
- To manage and review the Community Infrastructure Levy requirements and contributions;
- Contribute to all communication with residents, including Oracle and the website in connection with planning matters including the neighbourhood plan;
- To report to the council on issues relating to the preparation of the Neighbourhood Plan and to liaise with non councillors involved in the preparation of the Neighbourhood Plan.