

## Part 3 – Responsibility for Functions

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### Committee Structure

1.01 The Council has established the following committees and panels to discharge its functions.

- a. Community Committee
- b. Policy and Resources Committee
- c. Allotment and Environment Committee
- d. General Appeals Panel
- e. Disciplinary and Grievance Panel

## Community Committee

The Committee shall be comprised of 5 Members to be appointed at the Annual Meeting, or when a vacancy arises. Their meeting schedule will be set at the annual council meeting.

The Committee:

- i. Will be responsible for arrangements and management of all council and civic run events including:
  - Youth Awards
  - Remembrance Day Parade
  - Christmas Festivities
  - Heritage Festival
  - Centenary celebrations or significant event celebrations such as Jubilees, Anniversaries etc.
- ii. Will manage the annual event/ engagement budget as set by the Town Council, and will provide reports to the Resources Committee and Full Council.
- iii. Will liaise with the organisers of other events that the Town Council are involved with to ensure effectiveness of the in terms local community benefit, including:
  - Bishop Auckland Food Festival
  - Christmas Town
- iv. Will promote community development in the Town and look to utilise council buildings and assets to achieve this.
- v. Will encourage two-way communication with residents and organisations. Communication may include, but is not limited to, public meetings, business forums, notice boards, newsletters, electronic technology, councillor surgeries, resident surveys, etc.
- vi. To understand residents' and organisations' opinions and expectations Bishop Auckland Town Council and any concerns or issues that they may have.
- vii. Will provide reports to Full Council regarding the above.

## Policy and Resourcing Committee

The Committee shall be comprised of 6 Members to be appointed at the Annual Meeting, or when a vacancy arises. Their meeting schedule will be set at the annual council meeting.

The Committee will:

### 1. Finance

- 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 policies.
- To formulate and present to the Council recommendations for annual expenditure.
- To supervise the Council's Accounts.
- To supervise and control borrowing by the Council and the investment of funds within the Council's control.
- To make recommendations to the Council on the capital programme, its content, phasing and monitoring.
- To execute and carry out, in the name and on behalf of the Council, all resolutions and instructions from time to time given with reference to finances and accounts.
- To examine from time to time the various bonds, securities and deeds relating to the offices and property of the Council.
- To have the direction and control of insurance in respect of the Council's property, members, and employees.

- To provide efficient financial services and advice for the benefit of the Council.
- To determine the making to individuals and organisations of all grants, allowances and loans.
- To regularly review the Council's treasury management activities.

## 2. Audit

- To ensure that the Council's resources are safeguarded and that value for money is secured.
- To undertake and make the appropriate recommendations on the following matters:
  - A systematic appraisal of internal controls.
    - ii. The review of financial procedures.
    - iii. The development of an anti-fraud culture.
    - iv. The agreement of audit plans.
    - v. The monitoring of audit delivery.
    - vi. The securing of auditor / officer collaboration within agreed timescales.
  - The securing of timely preparation and response to audit reports.
  - The monitoring of the finalisation of annual accounts.
  - Ensuring the implementation of audit recommendations.
  - To receive reports and recommendations from the Council's Internal and External Auditors and to make the appropriate recommendations to Council.
  - To review the Council's Risk Management Strategy and quarterly updates of the corporate risk register.

## 3. Asset Management

- To recommend on the acquisition, use and disposal of land.
- To determine overall strategic asset management priorities on a medium-term basis by maintaining the asset management plan.
- To monitor and oversea the management of the Council Building, Kingsway Court, including compliance with legal requirements such as legionella testing etc.

## 4. I.T.

- To oversee the strategic and policy issues affecting the Council's acquisition and development of information technology and to review regularly the Council's Information Technology strategy.

## 5. Performance Monitoring

- To make recommendations to the Council where appropriate in regard to targets and monitor performance against those targets reported from time to time and as directed by the Council.

## 6. Policies

- To ensure the Council's strategies, policies and procedures are undertaken in accordance with statutory and legislative requirements.
- 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 the introduction of new services.
- To make recommendations to the Council on matters which, notwithstanding that they fall within the powers and duties of one or more other committees, are concerned with new or unformulated policy or the utilisation of resources related to policy.

- To consider and report to the Council upon all resolutions relating to Parliamentary matters and those resolutions passed by other local authorities and bodies and forwarded to the Council for consideration save where these are specifically assigned to other committees.
- To establish and foster civic relationships with such bodies or organisations as the Council may authorise.

## 7. Corporate

- To deal with all electoral matters affecting the Council.
- To make recommendations to the Council on all matters affecting the boundaries of the Council's area, and its wards.
- To advise the Council on matters of policy associated with the formulation and implementation of any Structure Plan, or Local Plan relating to the area of Bishop Auckland Town Council.
- To consider and make recommendations to the Council on any policy documents received from other organisations and affecting the area.
- To advise the Council as required on all matters affecting its Constitution and the procedures applying to the Council and its Committees.

## 8. Administration

- To maintain a continuous general oversight of the Council's administration.
- To deal with matters relating to the administration of the Council Offices.
- To deal with matters associated with the Coat of Arms.

## 9. Planning

- To respond to planning applications where the Council is consulted.
- To respond on behalf of the Council to Durham County Council in relation to planning applications.

N.B. All members of the Council will be sent information as to the planning applications which would be considered at each meeting of the Planning Committee in order that they may, if they wish attend the Committee. Where necessary, because of timescale, the Town Clerk is authorised to respond on behalf of the Council provided that he has consulted with the Chairman and Vice-Chairman of the Planning Committee. All Members will receive details of planning applications which are dealt with under this delegation and may make comments.

## 10. Human Resources/ Personnel

- To establish the staffing structure and keep under review.
- To implement, monitor and review policies for staff.
- To oversee the recruitment process of staff: The appointment of the Town Clerk will be on a recommendation of the Committee to be presented to full Town Council for approval.
- Other Staff will be interviewed and appointed by the Clerk with the Mayor or one other member of the Human Resources Committee.
- To keep under review staff working conditions and health and safety, particularly in relation to changes to employment and health and safety legislation.
- To consider any health and safety or staff wellbeing matters brought to the committee's attention.
- To establish and review performance management including appraisals: The Town Clerks will be undertaken by the Mayor or Deputy Mayor and Staff appraisals will be undertaken by Town Clerk.

## Allotments And Environment Committee

The Committee will manage the Councils Allotment Provision. The Allotments and Environment Committee shall be comprised of 5 Members to be appointed at the Annual Meeting, or when a vacancy arises.

- a.. To exercise the powers and duties of the Council in relation to the maintenance and usage of the Council's allotments.
- b.. To take steps for the provision of allotments within the Bishop Auckland area and to undertake the management, regulation and control of any allotments so provided.
- c. To consider any other environmental issues affecting Bishop Auckland.

## Disciplinary and Grievance Appeals Panel

The Disciplinary and Grievance Appeals Panel shall be comprised of 3 Members to be appointed at the Annual Meeting, or when a vacancy arises. N.B. Members cannot sit on both the Policy and Resourcing Committee and the Disciplinary and Grievance Appeals Sub-Committee.

The Panel will consider appeals from decisions taken in relation to Human Resources by the Policy and resourcing committee.

## General Appeals Panel

Will consist of three Councillors, none of which should be involved in the decision which is the subject of the appeal should not sit on the Panel.

The committee will deal with matters with which the Panel will consider complaints against the Council as per the Compliments and Complaints procedure and other matters such as bans on individuals council facilities or disputes of interpretation of allotment tenancy rules and regulations, and any decisions affecting individual tenancies.

The Panel is **not** authorised to:-

- a Consider any matter which represents a challenge to, or complaint about a policy or policy decision of the Council.
- b. Deal with any matters within the remit of the Disciplinary and Grievance Appeals Panel