

Terms of Reference

2. Committees – General

- 2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report may include a recommendation.
- 2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to Dorset Council on planning applications.
- 2.3 Each committee will:
 - 2.3.1 Elect its chairman and vice-chairman from among its membership;
 - 2.3.2 Confirm the accuracy of the minutes of the last committee meeting;
 - 2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;
 - 2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors), receipt of nominations and the election of chairmen and vice-chairmen to them;
 - 2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;
 - 2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;
 - 2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.
- 2.4 Council-approved projects and objectives will be delegated to the relevant committee.

- 2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

3. Resources Committee

- 3.1 The purpose of the Resources Committee is to discharge all of the council's functions except those reserved to the Full Council and those matters' specifically delegated to other committees, including:

3.1.1 Review of inventory of land and assets, including buildings and office equipment

3.1.2 The development and review of the corporate plan

3.1.3 Receive details of any requests for information made under the Freedom of Information Act 2000.

3.1.4 Receive details of formal complaints made to the council

3.1.5 Compliance with legislation, regulation and best practice

3.1.6 Carrying out functions on behalf of the Full Council, in particular the:

3.1.6.1 Review and adoption of standing orders and financial regulations

3.1.6.2 Review and confirmation of arrangements for insurance cover in respect of all insured risks

3.1.6.3 Review of the system of internal control and risk management

3.1.6.4 Establishing or reviewing the council's complaints' procedure

3.1.6.5 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 and the UK Data Protection Regulations, which came into force on 1 January 2021

3.1.6.7 Performance management

3.1.7 To consider breaches of the council's code of conduct for members and, based on the report of Dorset Council's monitoring officer, recommend to Full Council any sanctions that should be applied to that member under the council's voluntary code.

- 3.1.8 To undertake an annual review the council's code of conduct and make recommendations to the Full Council on any revisions that are required.
- 3.1.9 To consider the establishment structures, staffing levels, job descriptions, person specifications, job evaluations, and the remuneration levels
- 3.1.10 To ensure that the council has policies and procedures in place to meet its human resources and health and safety statutory responsibilities
- 3.1.11 To consider and review human resources and health and safety policies and procedures
- 3.1.12 To appoint the town clerk, deputy town clerk, assistant town clerk, operations manager, and finance manager
- 3.1.13 To appraise the performance of the town clerk and set his/her annual objectives
- 3.1.14 To consider grievances and complaints against the town clerk
- 3.1.15 To consider appeals against grievance and disciplinary decisions made by officers
- 3.1.16 To annually consider the development of the council's workforce
- 3.1.17 To commission periodic surveys to assess employee satisfaction
- 3.1.18 To annually consider levels of member and staff attendance, the number and type of complaints against employees, the number and type of grievances, disciplinaries and employment tribunals
- 3.1.19 To consider incidents of whistleblowing by employees
- 3.1.20 To monitor the learning and development of members and staff.
- 3.1.21 Promotion and publicity of the town.
- 3.1.22 Health and safety.
- 3.1.23 Public relations and communications.
- 3.1.24 Marketing.