

## **COMMITTEES' TERMS OF REFERENCE FROM MAY 2011**

### **1. RESOURCES AND POLICY COMMITTEE**

#### **Sub - Committees**

Establishment and Grants

#### **Delegated powers**

- (a) Control of budget and monitoring of expenditure
- (b) Expenditure within budget, investments
- (c) Grants and payments to other bodies (through a Sub-Committee)
- (d) Matters arising from membership of the National and County Associations of Local Councils.
- (e) Staffing matters (through a Sub-Committee)
- (f) Civic matters
- (g) Twinning
- (h) Publications and publicity
- (i) Governance
- (l) To respond to consultations from other bodies such as the County and District Councils, Health Authorities and Public Utility and Service Providers.
- (k) To make proposals and representations to such bodies as the Committee considers in the interests of the Town and people of Hatfield.

#### **Duties to consider and recommend to Council**

- (a) Budget and Precept
- (b) Borrowing
- (c) Parish boundaries and matters of major policy.

### **2. LEISURE COMMITTEE**

#### **Delegated powers**

- (a) The oversight, improvement and development of leisure and recreation grounds, premises and activities.
- (b) Any other leisure-orientated activities
- (c) Authorisation of expenditure within a Budget delegated by the Resources and Policy Committee.
- (d) To respond to consultations from other bodies such as the County and District Councils, Health Authorities and Public Utility and Service Providers.
- (e) To make proposals and representations to such bodies as the Committee considers in the interests of the Town and people of Hatfield.

### **Duties to consider and recommend to Resources & Policy Committee**

- i. Expenditure beyond budget.

### **Duties to consider and recommend to Council.**

- i. Major changes of use for Council recreational facilities.

## **3. PLANNING COMMITTEE**

### **Delegated powers**

- (a) To comment to the Local Planning Authority on planning applications.
- (b) To instruct action, if any, to be taken on appeals.
- (c) To comment on other planning matters as set out below if time restrains do not permit consideration at Council.
- (d) Public rights of way
- (e) To comment on licensing applications.
- (f) To respond to consultations from other bodies such as the County and District Councils, Health Authorities and Public Utility and Service Providers.
- (g) To make proposals and representations to such bodies as the Committee considers in the interests of the Town and people of Hatfield.
- (h) Environmental Issues.

### **Duties to consider and recommend to Council**

- (i) Other planning matters such as County Structure Plan, District Local Plan and Minerals Plans.

## **4. AUDIT COMMITTEE**

- (a) To approve the Annual Governance Statement and Letter of Representation.
- (b) To consider matters raised by the External Auditor

### **SUB - COMMITTEES AND WORKING PARTIES**

It is for each Committee to set out the responsibilities and powers of any Sub-Committee or Working Party it may appoint. The following have been agreed by Full Council.

#### **Grants Sub-Committee**

To consider and determine applications for Grants and Partnership Funding in accordance with the Council's criteria.

#### **Establishment Sub-Committee**

- (a) To consider and recommend staffing levels, remuneration and conditions of service.
- (b) To consider and recommend any reorganisation or adjustment of staff to improve efficiency particularly in the light of changing circumstances.
- (c) To act as an appeals committee under the grievance procedure.

#### **Town Centre Event Committee**

To discuss a town centre event for the 400<sup>th</sup> anniversary of Hatfield House with delegated authority to spend up to £20,000 from contingency.