

Terms of Reference

This document sets out the Terms of Reference, outlining the scope and delegated authority for decision making by the Council and its Committees. Approved 25/5/2024

GENERAL PROVISIONS

1. These Terms of Reference are subject to Council's Standing Orders and Financial Regulations.
2. The Chair/Mayor of Stamford is an ex-officio (by right of office) Member with voting rights on the following Committees: Finance & Governance, Planning, Assets & Services, Civic & Community, Heritage & Collections and Climate & Environment.
3. The Chair/Mayor of Stamford for the previous municipal year (if remaining in office as a Town Council Member) to be appointed to the Finance & Governance Committee in order that continuity on such matters as the annual appraisal of the Town Clerk can be maintained.
4. Subject to Council's Financial Regulations, or any other applicable policy, all Committees have the authority to delegate any of its functions to the Town Clerk/or Committee Officer, or to Working Groups consisting of the Town Clerk/ Officer and one or more Members appointed by the Committee. Such authority to be given by way of recorded resolution made by the authorising Committee.
5. The Council, or any Committee within the provisions of its Terms of Reference, may nominate any of its members and/or Town Council staff to represent the Council at external organisations.
6. All Committees may authorise expenditure within their agreed budgets, Earmarked Reserves and Committed Projects, in accordance with Financial Regulations, without further approval by Council.
7. Committees shall be enabled to make recommendations to Council, or any other Committee as may be appropriate, on any matters arising from the agenda that are outside of the scope of that Committee.

DELEGATED POWERS

Members will be advised by the Town Clerk/Officer whether or not a particular item under discussion is within the Committee's delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED" and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes. This item can be discussed in full by the Town Council.

Stamford Town Council appoints Members to the following meetings:

Finance & Governance Committee

Assets & Services Committee

Civic & Community Committee

Heritage & Collections Committee

Planning Committee

Climate & Environment Committee

COUNCIL

Members (21, quorum is 7): All Town Councillors

Chairman: Mayor of Stamford (Elected at Annual Council)

Vice-Chairman: Deputy Mayor (Elected at Annual Council)

Meetings per year: 10 Meetings

Annual Council (Mayor-making, Committee appointments, Key governance documents and policies) is held at 7pm on the first Thursday in May each year.

Annual Town Meeting is held in March annually.

Ordinary Council meetings are held on Tuesday in:

To carry all statutory functions reserved to Council, including but not limited to:

1. To approve the Annual Budget and Precept demand.
2. To approve expenditure against General Fund/Earmarked Reserves and any virements across Committee budgets.
3. To review and amend the Standing Orders and the functions and constitution of the Committees of the Council.
4. To approve a schedule of meetings of the Council and its Committees.
5. To approve the appointment or nomination by the Council of persons to fill vacancies on outside bodies.
6. To take appropriate action on the recommendations of Committees or Working Parties of the Council as necessary.
7. To review these Terms of Reference and delegated authority provided to Committees and the Town Clerk from time to time.
8. The appointment and dismissal of the Town Clerk.
9. To approve Accounts for Payment.
10. To authorising the sealing of legal documents, leases, contracts and licences where authority to do so is not provided elsewhere.
11. To respond to major consultations and those outside of the scope of other Committees.
12. To receive the External Audit report and approve the Annual Return.
13. To consider any matters within the Terms of Reference of another Committee at any time.
14. To consider all other matters outside of any other Committee's Terms of Reference.

FINANCE & GOVERNANCE COMMITTEE

Members (9, quorum is 3): Members to be appointed at Annual Town Council, to include the Chairman of the Planning, Assets & Services, Civic & Community, Heritage & Collections and Climate & Environment Committees.

Chairman: Appointed by Annual Council.

Vice-Chairman: Appointed by Annual Council.

Meetings per year: Monthly

Committee meetings are held on 2nd Monday of the Month.

Key Responsibility:

To review Council governance, oversee development of Council policies, business plans and the management of Council finances, including the recommendation to Council of the annual budget and precept in accordance with Financial Regulations.

Delegated Authority:

1. Annual Appraisal of the Town Clerk with the Chair of Council and Chair of Finance & Governance Committee.
 2. Annual Appraisal of the employees of the Council.
 3. To review amendments to the staffing structure, grades and/or terms and conditions of employees within the salaries budget set by Council.
 4. To review any personnel matters regarding contracts of employment
 5. Expenditure against the Council's Administration, Finance & Town Hall Budget, including virements within the budget envelope set by Council.
 6. Monitoring Council's Monthly Accounts Reports and taking appropriate action to ensure compliance with budget.
 7. Coordination of Annual Budget Estimates from all Committees for recommendation to Council.
 8. Review, Implement or Recommend policies to Council on matters relating to:
 - i. Business Planning
 - ii. Financial control/audits
 - iii. Financial Regulations and Standing Orders
 - iv. Insurance
 - v. Investments
 - vi. Loans
 - vii. Long term plans and strategy
 - viii. Legal issues
 - ix. Risk management
 9. To make recommendations to Council regarding policy and strategic matters relating to all of the above.
6. To approve expenditure from Committee allocated Earmarked Reserve, up to a limit of £20,000 in total per financial year, in accordance with Council's Financial Regulations, without requiring further approval from Council:

ASSETS & SERVICES COMMITTEE

Members (7, quorum is 3): Members to be appointed at Annual Town Council.

Chairman: Appointed by Annual Council.

Vice-Chairman: Appointed by Annual Council.

Meetings per year: Bi-Monthly

Committee meetings are held on 2nd Tuesday of the Month

Key Responsibility:

To oversee the management and maintenance of Council's land and property assets and those related services directly provided or commissioned by the Council.

Delegated Authority:

1. Expenditure against the Council's Assets & Services Budget, including virements within the budget envelope set by Council.
2. To recommend annual budget estimates for the Assets & Services Budget to the Council's Finance & Governance Committee.
3. To monitor the financial performance, quality and effectiveness of service provision.
4. To review and set scales of Fees and Charges.
5. To ensure the Council's land and property assets are protected from loss, damage, encroachment or similar issues.
6. To ensure the Council's obligations as land and property owners are fulfilled
7. To make recommendations to Council regarding policy and strategic matters relating to all of the above.
8. To approve expenditure from Committee allocated Earmarked Reserves, up to a limit of £20,000 in total per each financial year, in accordance with Council's Financial Regulations, without requiring further approval from Council:

CIVIC & COMMUNITY COMMITTEE

Members (7, quorum is 3): Members to be appointed at Annual Town Council.

Chairman: Appointed by Annual Council.

Vice-Chairman: Appointed by Annual Council.

Meetings per year: Bi-monthly

Committee meetings are held on 2nd Tuesday of the Month:

Key Responsibility:

To oversee, support and develop community projects, in conjunction with other stakeholders as appropriate, and to raise the profile of events and services supported by the Town Council.

Delegated Authority:

1. Expenditure against the Council's Civic & Community Budget, including virements within the budget envelope set by Council.
2. To recommend annual budget estimates for the Civic & Community Budget to the Council's Finance & Governance Committee.
3. To consider applications for and make awards for Occasional Grants.
4. To oversee the expenditure of Annual Grants or any expenditure of the Community Fund as may be authorised by Council and to make recommendations to Council on the future use of such funding.
5. To oversee Council's responsibility with regards to Twinning arrangements, Civic events and other events supported or delivered by the Town Council.
6. To consider opportunities for participation with community projects or working in partnership for the benefit of Stamford and to make recommendations to Council.
7. To receive reports on matters related to recreation, leisure, tourism and sport and to oversee the use of S106 or other funding related to the same.
8. To oversee the communications and media such as the Town Council website and newsletter in conjunction with the Communication & Engagement Officer.
9. To make recommendations to Council regarding policy and strategic matters relating to all of the above.
10. To approve expenditure from Committee Allocated Earmarked Reserves, up to a limit of £20,000 in total per each financial year, in accordance with Council's Financial Regulations, without requiring further approval from Council:



PLANNING COMMITTEE

Members (7, quorum is 3): Members to be appointed at Annual Town Council.

Chairman: Appointed by Annual Council.

Vice-Chairman: Appointed by Annual Council.

Meetings per year: Monthly

Committee meetings are held on 1st Monday of the Month:

Key Responsibility:

As a consultee of the planning authority, to consider all planning applications received from South Kesteven District Council and make recommendations on behalf of the Town Council.

Delegated Authority:

1. To comment on planning applications.
2. To respond to consultations on matters relating to planning or the local environment.
3. To receive and consider correspondence relevant to the Committee.
4. To comment on appeals lodged following the refusal of planning approval.
5. To receive reports on matters related to highways services delivered in the town.
6. To make recommendations to Lincolnshire County Council and other appropriate agencies on strategic highways matters.
7. To make recommendations to Council regarding policy and strategic matters relating to all of the above.

CLIMATE & ENVIRONMENT COMMITTEE

Members (7, quorum is 3): Members to be appointed at Annual Town Council & Non-Councillor members with no voting rights.

Chairman: Appointed by Annual Council.

Vice-Chairman: Appointed by Annual Council.

Meetings per year: Bi-Monthly

Committee meetings are held on 1st Tuesday of the month:

Key Responsibility:

To oversee, support and develop a Climate Plan, in conjunction with other stakeholders as appropriate, and to promote projects and ideas across the town that will support the Climate plan in terms of mitigation and adaptation to develop social, economic and environment resilience.

Delegated Authority:

1. Expenditure against the Council's Climate & Environment Budget, including virements within the budget envelope set by Council.
2. To recommend annual budget estimates for the Climate & Environment Budget to the Council's Finance & Governance Committee.
3. To consider opportunities for participation with Climate & Environment community projects or working in partnership for the benefit of Stamford and to make recommendations to Council.
4. To make recommendations to Council regarding policy and strategic matters relating to all of the above.
5. To approve expenditure from Committee Allocated Earmarked Reserves, up to a limit of £20,000 in total per each financial year, in accordance with Council's Financial Regulations, without requiring further approval from Council:

HERITAGE & COLLECTIONS COMMITTEE

Members (7, quorum is 3): Members to be appointed at Annual Town Council.

Chairman: Appointed by Annual Council.

Vice-Chairman: Appointed by Annual Council.

Meetings per year: Bi-monthly

Committee meetings are held on 1st Tuesday of the Month:

Key Responsibility:

To oversee, support and develop the management and development of the Town Hall and its collections, the transfer of the Stamford Collection held by Lincolnshire County Council, an Escape Room attraction within the Town Hall and the delivery of a Museum for Stamford.

Delegated Authority:

1. Expenditure against the Council's Heritage & Collections Budget, including virements within the budget envelope set by Council.
2. To recommend annual budget estimates for the Heritage & Collections Budget to the Council's Finance & Governance Committee.
3. To delegate to the Heritage and Cultural Officer matters relating to the day-to-day operation of functions and provision of the collections and Museum services to achieve and maintain Museum Accreditation in consultation with the Chairperson and Vice-Chair.
4. To make recommendations to Council regarding policy and strategic matters relating to all of the above and in-line with Accreditation Standards
5. To approve expenditure from Committee Allocated Earmarked Reserves, up to a limit of £20,000 in total per each financial year, in accordance with Council's Financial Regulations, without requiring further approval from Council:

Terms of Reference

HR WORKING GROUP

Chairman: Appointed by Working Group

Meetings per year: Monthly

Working Group meetings are held on 1st week of the Month.

Membership: is made up of Finance & Governance Committee Members and Chair of Council (maximum 5 members) and nominate external parties

Key Responsibility:

Matters relating to the welfare and the working conditions of the Council's employees, volunteers and Councillors, reporting to Finance & Governance Committee.

Delegated Authority:

1. To review the staffing structure on an annual basis, making recommendations to Finance & Governance Committee.
2. To review amendments to the staffing structure, grades and/or terms and conditions of employees within the salaries budget set by Council or to otherwise make recommendations to Finance & Governance Committee.
3. To oversee the Health & Safety and the Council's corporate responsibilities as an employer.
4. To review personnel-related policies and procedures, making recommendations to Finance & Governance Committee.
5. To ensure compliance with personnel-related statutory requirements and legislation.
6. To act as the first stage in grievance or disciplinary hearings.
7. To make recommendations to Finance & Governance Committee regarding policy and strategic matters relating to all of the above.

HR Terms of Reference Updated 23/7/24

APPEALS WORKING GROUP

Members (5, quorum is 3): Members to be appointed by Council, and who are not already appointed to the HR Working Group.

Meetings per year: arranged ad-hoc, if and when required

Key Responsibility:

To act as the second stage in matters relating to disciplinary, grievance and complaints.

Delegated Authority:

1. To act as the second stage in grievance or disciplinary hearings.
2. To hear complaints from the Staff, public and external organisations regarding the Councils administration.

DELEGATION TO THE TOWN CLERK & RFO

- The Town Clerk (or authorised assistant) shall be the proper officer for all proper officer functions.
- The Town Clerk (or authorised assistant) shall make arrangements to pay salaries and wages to all employees of the Council.
- The Town Clerk (or authorised assistant) shall arrange and call meetings of the Council, its committees and sub-committees in consultation with the relevant chairman.
- The Town Clerk (or authorised assistant) shall carry out and implement any Council, committee or sub-committee decision.
- The Town Clerk (or authorised assistant) may give instructions for the carrying out of routine maintenance and repair of the Council's property and land where budget provision has been made for such works.
- The Town Clerk (or authorised assistant) may respond to consultation documents received by the Council where no member has requested the matter be considered by a committee.
- The Town Clerk (or authorised assistant) may take urgent decisions on behalf of the Council following consultation with the Chair and / or Deputy Chair. In the case of any financial implication / risk to the Town Council, usually (but not confined to) a health & safety matter, the Town clerk must comply with limits as authorised in adopted financial regulations, and report back to the next available meeting of the Council (either full Council or substantive committee).
- The Town Clerk (or authorised assistant) may pay invoices on receipt being the work has been preapproved and purchase order issued following consultation and approval with the Chair and / or Deputy Chair of the relevant committee.