TERMS OF REFERENCE FOR COMMITTEES

APPROVED BY COUNCIL ON 19 May 2026

1. All committees and sub-committee are delegated with the powers and duties shown below (item 2) subject only to the following exceptions.

(a) Standing Orders

(b) Financial Regulations

(c) Any special or general directions which the Town Council may give from time to time

(d) Any relevant statutory provisions

(e) To ensure adequate provision for the discharge of its functions by appointing a Proper Officer, a Responsible Financial Officer and an internal auditor, and by making arrangements for the keeping of proper accounts and financial records.

2. Substitute members will be asked to attend committee meetings when an appointed Member is unable to attend. The appointed Member will make his/her own arrangements with the substitute. The substitute will have full voting rights.

The role of the substitute member is to replace the ordinary member at a meeting of the committee if the ordinary member of the committee confirms to the Proper Officer before the meeting that they are unable to attend. Said substitute is to also advise the Proper Officer prior to the meeting that they will act as substitute for the named member.

The Mayor will have ex-officio status, shall be a full voting member of every committee, sub-committee, advisory committee and working task groups and will form part of the quorum.

Environmental Committee - 7 Members

1. To review and scrutinise the impact of Council activities on the built and natural environment of the city and the wider implications of these activities on the environment.

2. To make recommendations to Council for policy or procedural changes in the areas of environmental response.

3. To approve items of expenditure up to £10,000 per annum from the Environmental Improvements budget to deliver improvements in parks and open spaces and street scenes, responding to environmental changes.

4. To make recommendations to Council for items of expenditure above the £10,000 per annum per budget listed at 3. above.

5. To continually review literature and scientific evidence on matters relating to environmental, climatic change and biodiversity change including the review of good practice from other councils and organisations.

6. To identify community groups and individuals with whom joint programmes of activity can be established to bring tangible benefits within the area of the committee's activities.

7. To identify publicity and information campaigns which will increase awareness of environmental issues within the City and the Council's response to them, and to make arrangements for these to be incorporated into the Council's publicity and social media output.

8. To consider applications for grants for projects whose primary purpose is to improve the natural or built environment, for not more than £5,000 per annum, to community organisations within the City, or to regional bodies operating discreet activities within the City. There is a dedicated Environment Grants budget set aside for relevant projects by the Council. In exceptional cases to make recommendations to Council on applications for grants for more than £5,000.

Community Development & Grants Committee - 10 Members

1. To compile and forward to Finance Committee estimates of expenditure and income for each financial year in respect of the Committee's activities.

2. To oversee projects for the betterment of Hereford within the budgets set by the Council including:

    - Enhancement of community facilities;
    - Responding to community development initiatives and encouraging the development of effective community groups;
    - Enhancement of tourism within the City and the promotion of city events either solely by the Council or jointly with other agencies;
    - Projects to reduce crime and the fear of crime and anti-social behaviour; and
    - Regular projects including Christmas lights and decorations, the Three Choirs festival and improvements to parks and play spaces.

3. To consider applications for grants for not more than £3,000 per annum to community organisations within the City, or to regional bodies operating discreet activities within the City, within the 70% of the community grants budget set aside for relevant projects by the Council. Such consideration to be at special meetings set aside for the purpose of considering grants. Where necessary the Committee will consider grant applications at ordinary meetings, at the Chairman's discretion, or other relevant business to the Committee at grants meetings. To consider and then refer to Council applications for grants for more than £5,000.

4. To have oversight of city regeneration as appropriate to the role of the Council.

5. To have oversight of any public services devolved to the Council by Herefordshire Council such as parks, markets, cemeteries, public conveniences, bus shelters etc.

6. To create appropriate sub committees and working parties to better enable the discharge of the Committee's business.

<u>Planning, Licensing and Highways Committee</u> - 7 Members

1. To consider and determine, on behalf of the Council, all consultations relating to highways, footpaths and bridleways.

2. To respond, on behalf of the Council to the proposals of other authorities relating to transportation and car parking issues, including traffic regulation orders and traffic calming orders.

3. To consider and respond to all planning applications and similar matters within the Parish submitted by Herefordshire Council and subsequently advise the local planning authority of the Council's views.

4. To consider and respond to any draft local plans, proposed listed building, draft conservation areas, draft tree preservation orders and draft building preservation orders referred to the Council.

5. To determine all requests for street naming submitted to the Council.

6. Respond to strategic local, regional and national planning initiatives or policy consultations on behalf of the Council.

Finance Committee - 6 Members

1. To ensure the Council is compliant with legislation specifically, but not limited to, requirements of employment law, risk management, employer's and public liability insurance, democratic processes and decision-making, financial control and other statutory duties.

2. To receive annually recommendations for the Council's budget and precept and having considered these to make recommendations to Council for a final decision.

3. To receive and scrutinise draft final accounts and make recommendations to Council regarding their acceptance.

4. To receive reports from the Council's internal and external auditors, to scrutinise them, and ensure that an appropriate response is made to any comments or suggestions contained within.

5. To receive and scrutinise quarterly financial reports and determine any virements between budget headings or other actions to respond to any actual or projected over or under spending.

6. To determine any proposals for spending not expressly covered by the delegated powers of another committee or the delegated powers of an officer.

7. To consider and resolve any proposal for drawing on reserves for exceptional items of spending.

8. To monitor the award of contracts, including the management of tender scrutiny though member panels where necessary, except where the matter falls wholly with the purview of another committee.

9. To oversee the management and control of the Council's assets, funds and staff.

10. To receive and scrutinise monthly schedules of payments, including the published schedule of items over £500.00, and quarterly bank reconciliations.

11. To monitor the performance of the Council's deposit funds and investments.

12. To authorise any emergency payments made under delegated authority from Council.

13. To hold the delegated authority to make decisions regarding the service contract with a bus provider and to determine any other matters on which a decision is required to progress the Hereford Zipper bus project, within its previously agreed project plan.

14. To oversee relationships with those organisations receiving an annual funding award or operating under recurring contracts.

Governance Committee – 8 Members

1. To act as a critical friend to all other committees and support the work of Council in ensuring that decisions are legal and appropriate.

2. To monitor the Council's civic life including considering proposals for civic awards such as Freedoms of the City, Mayor's Commendations and the organisation and delivery of major civic ceremonies.

3. To conserve and protect the City's civic treasures, robes, hats, silverware, charters and other artefacts and to oversee arrangements for their safe storage, public display and proper ceremonial use.

4. To review the Council's democratic and decision-making processes including responding to any legislation and an annual review of standing orders, code of conduct and financial regulations.

5. To monitor and review all Council policies and procedures, making recommendations for amendments considering legislative changes and approve prior to presentation to Council for ratification.

6. To ensure arrangements are made for the Annual Parish Meeting or such other public meeting obligations as may be laid upon the Council by law.

7. To ensure arrangements are in place for the proper discharge of the Council's obligations under the General Data Protection Regulations and the Freedom of Information Act and any subsequent enactments affecting the preservation and release of information.

8. To ensure arrangements are in place for the maintenance of historic and archive information.

9. To oversee the Council's social media presence including deciding which platforms the Council should be present on and how such a presence should be resourced and supervised.

Staffing Committee – 5 Appointed Members

(This allows for the other 13 members of Council to be available if, and when, required to scrutinise and/or review any appeals and other staffing related matters)

1. To oversee the employment including human resources procedures of staff by ensuring the appropriate staffing and employment policies and procedures are in place, are periodically reviewed and are amended when it is necessary to do so on professional advice or in response to changes in legislation.

2. To oversee the employment of volunteers and apprentices and ensuring that all legal and scheme obligations are managed and fulfilled.

3. To agree an establishment of posts within the Council and the appropriate management and supervisory structure, and to agree amendments to that structure as appropriate.

4. To consider any acting or temporary appointments to posts within the structure to manage any absences or vacancies.

5. To receive and confirm an annual establishment report including information on the hours and salaries of employees.

6. To receive retrospective reports on any ad hoc additional hours worked by part-time staff on the authority of the Town Clerk, and to consider and resolve any proposals for a permanent variation in hours.

7. To resolve any proposals for new posts, or permanent substantial alterations to the duties of existing posts.

8. When a post becomes vacant, to consider any variations to duties or person specifications, to authorise the Clerk to begin the recruitment process and to appoint an interview panel which can be either a joint panel with appropriate officers or solely a member panel.

9. To consider training applications from staff and the development of training programmes for staff and members.

10. The Chair of Staffing will act as the line manager for the Town Clerk/RFO and will undertake 1:1's and annual appraisals as required.

11. Oversee the appraisal process for all staff and provide additional support if requested.

Zipper Working Group –Terms of Reference

1. The Working Group does not have the power to spend money, award contracts or act in any way *in loco* the council but may make recommendations to Council or the relevant committee when such actions are needed.
2. Will continue the ongoing monitoring and discussion with the current operator who will be required to present a quarterly report to the working group covering inspections schedules, maintenance schedules and concerns, DVSA inspections and feedback and operator licencing etc.
3. The working group may engage external expertise to support the feasibility project subject to any costs being approved by Council, any procurement will comply with HCC Financial Regulations.
4. The members of the Working Group will vary according to the needs of the project but will be specifically selected and approved by Council but will include:
    a. Cllrs nominated by HCC
    b. Non-Cllrs members selected for their expertise in matters relating to the Zipper Bus project i.e. consultant, bus operator
    c. Representatives, as relevant from other stakeholders, as required to forward the aims and objectives of the working group
    d. A delegated officer of the council
5. The aim of the Working Group is to study the current Zipper Bus service run by HCC with the aim of developing a feasibility study that's sets out future options for the service, this will include as a minimum:
    a. A project timeline with key decision points identified
    b. A review of current and future options for the service for consideration and decision
    c. Budget predictions for each viable option considered and the financial implications for Council
    d. A review of user survey data to aid understanding of the bus usage