

## HARPENDEN TOWN COUNCIL

### STANDING COMMITTEE – TERMS OF REFERENCE

#### COMMUNITY SERVICES COMMITTEE

Membership	7 Members of the Council
Matters Delegated to Committee	<ol style="list-style-type: none"><li>1. Harpenden Common and Greens – including Common Management Plan, Grounds maintenance contracts, Woodland Management, Negotiating Wayleaves, Fairs and Circuses.</li><li>2. Hatching Green.</li><li>3. Lydekker Park and Car Park.</li><li>4. Community Arts and Events.</li><li>5. Farmers Market.</li><li>6. Allotments.</li><li>7. Batford Spring Local Nature Reserve.</li><li>8. Open Spaces and Play Areas – Porters Hill Park, Westfield Recreation Ground and Marquis Lane.</li><li>9. Harpenden in Bloom</li><li>10. Tourism.</li><li>11. Leisure and Sports - including Harpenden Common Golf Club, Harpenden Cricket Club, Bamville Cricket Club and Harpenden Rovers Football Club.</li><li>12. The Definitive Footpath Network.</li><li>13. Street Furniture.</li><li>14. Memorial requests.</li><li>15. Banner applications.</li><li>16. Town Hall, including Information Point.</li><li>17. Park Hall.</li><li>18. Consultation Documents as appropriate to the committee.</li></ol>

#### HUMAN RESOURCES COMMITTEE

Membership	5 Members of the Council plus Mayor (Chair) and Deputy Mayor (vice chair)
Matters Delegated to Committee	<p>1. The overseeing of the conditions of service of employees of the Town Council and making recommendations to Council on the following matters:</p> <ol style="list-style-type: none"><li>a) Contracts of Employment.</li><li>b) Staffing levels.</li><li>c) Salary structures and pay.</li><li>d) Leave entitlement, including sick, maternity and special leave.</li><li>e) Hours of work.</li><li>f) Special conditions of service that might relate to a specific post or individual.</li><li>g) Allowances, expenses and subsistence.</li></ol>

	<ul style="list-style-type: none"> <li>h) Trade Union membership.</li> <li>i) Appointment of the Town Clerk.</li> <li>j) Pension Arrangements.</li> <li>k) Appointment of all staff with the exception of the Town Clerk.</li> <li>l) The internal operation of the Equal and Diversity Policy.</li> <li>m) The operation of the Health and Safety Policy.</li> <li>n) The operation and final arbiter, through a panel, for grievance, discipline and grading procedures and appeals.</li> <li>o) Appraisals.</li> <li>p) Absence Management.</li> <li>q) Staffing Policies, such as Family friendly policies.</li> <li>r) Workforce Development Programme.</li> </ul>
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## CORPORATE POLICY AND FINANCE COMMITTEE

Membership	7 Members of the Council
Matters Delegated to Committee	<ol style="list-style-type: none"> <li>1. The development of policy for recommendation to Council.</li> <li>2. The periodic review of the Council's Standing Orders and Financial Regulations.</li> <li>3. The setting up and monitoring of control systems for the oversight of Council expenditure.</li> <li>4. The periodic review of the Council's expenditure and income; the receipt of budget requests from other Committees and the formulation of the Council's annual budget for Council approval.</li> <li>5. The periodic review of Internal Audit arrangements and monitoring reports.</li> <li>6. To receive recommendations regarding the devolution of land or services to agree financial implications prior to referring to Council for approval.</li> <li>7. The maintenance and responsibility for all Council property and land assets.</li> <li>8. The periodic review of the Council's Risk Management arrangements for recommendation to Council.</li> <li>9. The allocation of general grant funding within the budget allocated for this purpose.</li> <li>10. The funding and monitoring of the Council's support for economic regeneration.</li> <li>11. Liaison with external bodies, including the Police, Health, Community and Business.</li> <li>12. Liaison with other local authorities and outside bodies.</li> <li>13. The Mayoralty, for recommendation to Council.</li> <li>14. Communication and Consultation, including website, newsletter, surveys.</li> <li>15. All matters relating to the day-to-day administration of the Council, including agendas, reports and minutes.</li> <li>16. Implementing Local Council powers relating to public and community transport.</li> </ol>

	17. Consultation Documents as appropriate to the committee.
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## PLANNING COMMITTEE

Membership	<p>8 Councillors, two of whom to be elected Chairmen. One for Plans A and one for the Plans B. Each Committee shall consist of four members (on a rotational basis).</p> <p>If a Councillor cannot attend a Planning Committee meeting a substitute must be found from the Planning Committee membership and the Town Clerk informed of the change prior to the meeting.</p>
Matters Delegated to Committee	<p>The Chairman and the Town Clerk's delegated Officer, review all planning applications to ensure that all plans which may be contentious to residents or have a significant impact on the Town are presented to the Planning Committee. Any Town Councillor may also request a planning application is considered by the Committee.</p> <p>The obligation of the Committee is to inspect these planning applications within or liable to impact on the urban area of Harpenden and to make formal recommendations and representations on behalf of the Town Council to the St Albans District Council (SADC) Planning (Development Control) Committee North or other statutory authorities and the Department for Communities and Local Government which will assist the determination of those authorities.</p> <p>The Committees are further responsible for assessing appeals, appeal results, tree preservation orders, and alterations and making representations where required.</p> <p>Correspondence from various societies and members of the public must be mentioned or discussed at Planning Committee meetings, and the required action, if any, taken.</p> <p>The Committee will also be responsible for matters relating to the Strategic Local Plan, the Inset Map, Town Centre maps, referring decisions relating to these issues to Council for ratification. Members will be required to attend meetings called especially for that purpose, together with any other Councillors who may wish to attend.</p> <p>The Planning Committee Chairman shall be responsible for ensuring that all planning applications, appeals and other related matters are considered within the legal time limits.</p> <p>Maintain a list of recommendations from the Committee to the District Council detailing recommendations on all Harpenden applications which should be considered by the SADC Planning (Development Control) Committee North.</p>

	<p>The Planning Committee will meet once every two weeks at the Town Council offices. Meetings to be held on Tuesday evenings and to commence at 7.30pm</p> <p style="text-align: center;">Or</p> <p>As and when required, to consider important matters of urgency, on the authority only of the Town Mayor, Chairman and Town Clerk. One member of the Planning Committee will be chosen, in rotation, to attend the SADC Planning (Development Control) Committee North Meeting, and</p> <ul style="list-style-type: none"> <li>i) Make such representations on behalf of the Council as the Committee may determine.</li> <li>ii) Observe and record the decisions of the SADC Planning (Development Control) Committee North, and report back to the Committee.</li> <li>iii) Transmit the decisions of the SADC Planning (Development Control) Committee North to the Town Clerk's office in order that the Council's records be properly maintained.</li> </ul> <p>The Chairman or other appointee of the Committee shall be responsible for attending meetings of the SADC Planning Committee, Neighbouring Councils, other statutory Authorities and planning enquiries to act as an observer and report back to the Committee or to speak on behalf of the Council as instructed by the Committee, as and when the opportunity arises.</p> <p>Some applications may require site visits and it may be necessary for Councillors to visit applicants or objectors to discuss issues. A letter of introduction is available to all Committee members for this purpose.</p> <p>Some applications may require discussion with the District Council Planning officers or the Chairman of SADC Planning (Development Control) Committee North in order to clarify certain aspects.</p> <p>Councillors are also encouraged to identify trees of particular significance, which may be worthy of preservation, and advise the Committee.</p>
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## STRATEGIC PLANNING COMMITTEE

Membership	5 Members of the Council
Matters Delegated to Committee	<ol style="list-style-type: none"> <li>1. The preparation of policies of the Government, District and County Councils and following agreement by Council respond accordingly.</li> <li>2. The Strategic Local Plan document and supporting evidence and how the policies contained within it effect the Town of Harpenden and forward to Council for approval.</li> <li>3. Create task and finish groups, to feedback information and results to the Committee.</li> </ol>

	<ol style="list-style-type: none"><li>4. Work within parameters of a strategy for the town's environment.</li><li>5. Work with partners and local groups to assist with the process.</li><li>6. Raise awareness with residents on the Strategic Local Plan and the policies which may have implications for the Town and encourage residents to respond to policies.</li><li>7. Review, consider and challenge, with Council approval, any proposed policies.</li><li>8. Seek professional advice as necessary on planning proposals contained in the draft Strategic Local Plan to present a robust and qualified opinion when challenging policies, subject to agreement by the Corporate Policy and Finance Committee on any funding requirements.</li></ol>
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