

26. Terms of Reference of Committee's

All committee's have delegated power to act on behalf of the council within their terms of reference with the exception of the Policy & Finance committee.

Each committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights

Responsibilities common to all committees:

1. To be responsible for compiling its annual budget.
2. To be responsible for compiling its four year plan as part of the annual budget. No additions will be made once approved by Full Council and new projects will be considered in the next budget year.
3. To present and obtain approval for its annual budget from the Full Council.
4. Membership of the Committee shall only consist of a chairman, vice chairman and 4 other councillors unless stated otherwise.
5. Members shall not be on more than 3 committees with the exception of Policy & Finance which should hold each committee chairman.

Environment and Open Spaces Committee

The overall purpose of the committee, within council policies and approved budgets is:

1. In conjunction with the Clerk/RFO monitor its functions and expenditure.
2. To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible.
3. To ensure the proper management of the recreation and amenity facilities provided by the Council.
4. To consider matters relating to the local environment in general, and to take any action as appropriate
5. To consider the amenities of the town generally, and to make recommendations for change as appropriate.
6. To consider matters relating to conservation and take any action as appropriate.
7. To be responsible for the provision and maintenance of public seats, litter bins, and other street furniture as may be decided.
8. To ensure the proper management of the allotment sites provided by the Council.
9. To consider environmental policies and issues and make recommendations to the relevant body or the Council.
10. To monitor and support the development of local nature reserves.
11. To work with other authorities to provide improved cycle paths and footpaths around the Island.
12. To consider and make recommendations on local Highway Issues via Essex County Council.
13. To reduce levels of graffiti, litter and dog-fouling in public places.
14. Consideration of using consultants for specialised projects.
15. To consider any other matters deemed relevant to the Committee.

Community Relations Committee

The overall purpose of the committee, within council policies and approved budgets is:

1. In conjunction with the Clerk/RFO monitor its functions and expenditure.
2. To assess and budget for items for which it is responsible.
3. To consider matters relating to:

Adult Education

Bus Services

Bus Shelters

Community Events

Council Publicity and Promotion

Festive Lighting

Health issues

Library service

Police matters/crime reduction

Remembrance

Schools

Senior Citizens

Tourism

Youth

4. To consider any other matters deemed relevant to the Committee.

Policy and Finance Committee

The overall purpose of the committee, within council policies and approved budgets is:

1. In conjunction with the Clerk/RFO to monitor its functions and expenditure.
2. Membership must consist of all committee chairman.
3. To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible.
4. To review and update the Council's Financial Regulations and Standing Orders at least once every 4 years and to ensure the Regulations are observed by the Council.
5. To oversee the financial administration of the Council.
6. To monitor the Council's income and expenditure against budgets and make recommendations for action to the Council.
7. To monitor purchasing decisions to ensure a value for money approach to all aspects of Council activity.
8. To receive and review Audit reports and make recommendations to the Council in respect of Auditor's observations.
9. To recommend the appointment of the internal auditor and to approve the internal audit plan.
10. To develop, maintain and monitor the effectiveness of the Council's policies.
11. To monitor the Council's banking arrangements and investments.
12. To make recommendations to the Council in respect of the Council's insurance obligations.
13. To consider the draft annual budget and make a recommendation for the forthcoming year's precept.
14. To monitor and review processes for risk assessment.
15. To consider subscriptions, grants and donations.
16. To consider any other matters deemed relevant to the Committee.

Planning Committee

The overall purpose of the committee, within council policies and approved budgets is:

1. To consider matters relating to planning applications, development control or planning policy in the parish of Canvey Island and to respond on behalf of the Council (via the Council Office).
2. All members of the committee must be able to attend the Castle Point Borough Council training.
3. To reserve the right to consider any planning issue of significant local interest for:
 - -Change of use (if considered to affect residential housing or quality of life)
 - -New developments
 - -new properties/structures
5. Not considering applications for:
 - a. -Alterations to or extensions of any existing residential dwelling;
 - b. -Advertising/signage;
 - c. -Conservatories;
 - d. -Replacement homes (i.e. bungalow to house)
 - e. -Crossover
 - f. -building or street naming

Personnel Committee

The overall purpose of the committee, within council policies and approved budgets is:

1. To act in all matters relating to the personnel interests of the Council.
2. To discharge the functions of the Council relating to Personnel.
3. To discharge the functions of the day to day management of staff to the Clerk to the Council
4. To, if required spend council funds in relation to this.
5. To report the decisions of the Personnel committee to full council where appropriate to do so unless the decisions made are with reference to legal proceedings or are strictly private and confidential/personal to staff members.
6. Membership of the Committee shall not exceed 5 councillors.
7. To meet on an ad-hoc basis as required with no less than 1 meeting per year.
8. To determine the pay, conditions and job descriptions of staff and to review and update these as necessary to comply with the law and good practice.
9. To determine staffing levels necessary to efficiently discharge the Council's functions and duties and to review workloads periodically. To inform the Council of outcomes and recommendations.
10. To undertake the process of staff recruitment, to form an Appointments Panel with the power to advertise, shortlist, interview and appoint staff in line with Council's policies and decisions.
11. To ensure the health and safety and well being of staff by providing appropriate work space, tools and equipment and through training staff to safeguard their health and safety at work.
12. To determine all matters in relation to disciplinary action and grievance matters.
13. To appoint a grievance and disciplinary panel from the membership of the Committee to consider issues relating to complaints or grievance. (If the issue progresses to an appeal, an Appeals Panel would be formed by the Council and would consist of 3 Council members who were not members of the Personnel Committee).
14. The chairman of the committee to undertake an annual appraisal of the Clerk to the Council.
15. To consider any other matters deemed relevant to the Committee.

Common Liaison Committee

The overall purpose of the committee, within council policies and approved budgets is:

1. In conjunction with the Clerk/RFO to monitor its functions and expenditure.
2. Membership will consist of 2 members from the Borough Council and 2 members from the Town Council and 1 independent person representing a nationally recognised environment organisation.
3. To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible.
4. The development and maintenance of Canvey Lake for the benefit and enjoyment of Canvey Island residents.
5. Take all reasonable measures to conserve local wildlife having regard to the need to maintain the Land.
6. To undertake any necessary improvements enhancements and modifications groundwork construction and excavation.
7. To meet in order to exchange information and ideas and confirm the future aims and priorities of managing the Land and to implement the Canvey Lake Feasibility Study.
8. Must meet at least twice a year and will only be quorate if at least 1 member from the Borough Council and 1 member from the Town Council and the independent person are present.
9. To work with other authorities to provide improved cycle paths and footpaths around the lake.
10. To consider and implement grounds maintenance programmes.
11. Consideration of using consultants for specialised projects.
12. To consider any other matters deemed relevant to the Committee