

Agreed at an Extraordinary Meeting 14<sup>th</sup> March 2011

### **Full Council**

The Council 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 of the Council:

- Approval of the final annual budget submitted by all committee's
- In conjunction with the Clerk/RFO monitor Council functions and expenditure
- Consider and approve recommendations made by the Policy & Finance Committee
- Consider match funding projects with CPBC Neighbourhood Forums and approve budget allocation. Each project must be considered on an individual basis and for capital costs only. Non match funding can be considered but each project must have no ongoing costs.
- To consider any other matters deemed relevant by the Chairman of the Council

### **Community Relations Committee**

The 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:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from the Full Council
- In conjunction with the Clerk/RFO to monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible

To undertake, within the overall policies and approved budgets of the Council, the following powers, duties and functions:

- Pursuing issues relating to Adult Education
- Monitoring the provision of bus services and shelters and ensuring they are adequate to meet residents needs
- Monitoring Council publicity and promotion through the Council's website, newsletters and annual report
- Undertaking community events
- Monitoring Library service provision
- Undertaking and supporting projects related to crime reduction
- Consideration of issues related to public conveniences
- Consideration of issues related to the Act of Remembrance
- Monitoring school/education provision
- Pursuing issues relating to services provided for Senior Citizens
- Consideration of issues related to provision of services for young people
- Consideration of issues concerned with tourism
- To consider any other matters deemed relevant to the Committee

### **Environment and Open Spaces Committee**

The 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:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from the Full Council
- In conjunction with the Clerk/RFO to monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible

To undertake, within the overall policies and approved budgets of the Council, the following powers, duties and functions:

- The development and maintenance of Canvey lake for the benefit and enjoyment of Canvey Island residents
- Monitoring and supporting the development of Canvey Wick as a local nature reserve
- To work with other authorities to provide improved cycle paths and footpaths around the Island
- To consider the management of other open spaces on the Island and make recommendations to the Council
- To consider and make recommendations on local Highway Issues via the Highways Panel
- To consider grounds maintenance programmes for areas under the Council's control
- To reduce levels of graffiti, litter and dog-fouling in public places
- To improve the recreational offer available to local residents
- To work with other authorities to provide improved facilities at the Waterside Farm skateboard park
- To work with other authorities to implement a programme of improvements to lamp columns in Furtherwick Road and High Street
- To consider schemes of street scene improvements including more floral displays and tree planting, with other authorities where necessary
- To consider issues relating to parking of vehicles
- To consider any other matters deemed relevant to the Committee

### **Policy and Finance Committee**

The 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:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from the Full Council
- In conjunction with the Clerk/RFO to monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible

To undertake, within the overall policies and approved budgets of the Council and make recommendations regarding the following:

- To review and update the Council's Financial Regulations and Standing Orders at least once every four years and to ensure the Regulations are observed by the Council
- To oversee the financial administration of the Council
- To monitor the Council's income and expenditure against budgets and make recommendations for action to the Council
- To monitor purchasing decisions to ensure a value for money approach to all aspects of Council activity
- To receive and review Audit reports and make recommendations to the Council in respect of Auditor's observations
- To recommend the appointment of the internal auditor and to approve the internal audit plan
- To develop, maintain and monitor the effectiveness of the Council's policies
- To monitor the Council's banking arrangements and investments
- To make recommendations to the Council in respect of the Council's insurance obligations
- To consider the draft annual budget and make a recommendation for the forthcoming year's precept.
- To monitor and review processes for risk assessment
- To consider subscriptions, grants and donations
- To consider any other matters deemed relevant to the Committee

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### **Planning Committee**

The 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

- 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)
- To reserve the right to consider any planning issue of significant local interest but usually not considering applications for:
  - Alterations to or extensions of any existing residential dwelling;
  - Advertising/signage.

### **Personnel Committee**

The 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

- To act in all matters relating to the personnel interests of the Council
- To discharge the functions of the Council relating to Personnel
- To, if required spend council funds in relation to this.
- To report the decisions of the Personnel Committee to full council when appropriate to do so.
- Membership of the Committee shall not exceed five councillor's
- To meet on an ad-hoc basis as required with no less than one meeting per year
- 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
- 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.
- 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
- To ensure the health and safety of staff by providing appropriate work space, tools and equipment and through training staff to safeguard their health and safety at work
- To appoint a grievance and/or 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 Council members who were not members of the Personnel Committee)
- To appoint three Committee members to undertake an annual appraisal of the Town Clerk
- To consider any other matters deemed relevant to the Committee