

**Workington Town Council**

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**Workington Town Council**

**Standing Committees of the Council**

**Delegations and Terms of Reference**

The Council constitutes four standing committees:

1. Finance & General Purposes Committee
2. Culture & Community Committee
3. Environment Committee
4. Sustainable Development Committee

The Council may also from time to time constitute other committees in accordance with a resolution of the Council.

There shall be ten voting members of each standing committee.

The Mayor and Deputy Mayor shall be ex officio, non-voting members of each standing committee.

The quorum of members of a standing committee shall be four.

Each standing committee shall meet in accordance with the timetable of meetings approved by Council, provided that a Chair may arrange additional meetings if business so requires.

# General Provisions

# Standing Committees shall

1. have a Chair and Vice-chair appointed at the Annual Meeting of the Council, or in the event of a casual vacancy, at the next meeting of Council.
2. comply with this constitution, the Code of Conduct, Standing Orders, and Financial Regulations.
3. have the power to appoint sub-committees, advisory sub-committees and working groups.
4. have the power to co-opt the attendance of other persons with interest or expertise. Such persons to be members of the committee without rights of proposal or voting on formal business other than as provided for by the Parish and Community Councils (Committees) Regulations 1990; that is, to vote only on the management of land owned or occupied by the Council; the promotion of tourism; the management of a festival.
5. report minutes of their proceedings to the next available meeting of Council.
6. consider and recommend policy in respect of their area of delegation.
7. make decisions and commit spending in accordance with the Council Plan and Annual Budget in respect of their area of delegation within the terms of Financial Regulations.
8. make recommendations to Council on spending in respect of their area of delegation where the spending exceeds delegation limits in Financial Regulations.
9. report any decisions involving the spending of money to the next available meeting of the Council.
10. recommend to Council any virement between budget lines within the overall budget allocated to their area of delegation.
11. have the power to further delegate operational decisions or actions which implement policies or resolutions of the committee to the Proper Officer (who may further delegate to responsible staff members) provided that the extent of delegation and the amount of spend (if any) is clearly stated in a resolution of the committee.

**Provisions for specific committees**

**The Finance & General Purposes Committee shall:**

1. determine the spending and use of the budget allocation for Finance & General Purposes within the terms of financial regulations and resolutions of the Council.
2. review and make recommendation to Council on the financial regulations and Standing Orders and compliance by the Council.
3. support the Mayoralty, formal arrangements with other municipalities including twinning, and other matters of civic governance.
4. consider the Annual Governance and Accountability Return, receive and review audit reports and recommendations and report its findings and recommendations to Council.
5. exercise the Council’s powers and duties as a corporate charity trustee.
6. oversee publicity and communications, including press and media and the Council's website.
7. monitor the Council's compliance with the Local Council’s Award standards.
8. ensure that the corporate risk register is regularly reviewed.
9. monitor compliance with Freedom of Information and Data Protection regulations.
10. monitor and review the Council’s complaints procedure.
11. ensure the provision of appropriate training and development to enable councillors to be effective community leaders.
12. promote local democracy and citizenship.
13. monitor purchase decisions to ensure a best value for money approach in all aspects of Council activity in accordance with financial regulations.
14. provide advice and guidance to the Chairs of other committees and to Council on all aspects of financial management.
15. ensure the keeping of correct and reconciled books of accounts, records, archives and administration processes.
16. review land, property, assets, and health and safety with respect to physical assets and property owned or held by the Council and ensure its proper management and maintenance.
17. review the Council’s arrangements for insurance.
18. consider the acquisition and disposal of land, property and real estate and make recommendations to Council.
19. monitor and review the capital budget of the Council and make recommendations to Council.
20. monitor and review the revenue budget of the Council and make recommendations to Council.
21. develop maintain and monitor policy on the management of reserves.
22. monitor and make arrangements for effect discharge of the Council’s role as an employer, ensuring compliance with relevant legislation and best practice.
23. make recommendations on the Council Plan, and the budgets, plans and objectives to Council.

**The Culture & Community Committee shall:**

1. determine the spending and use of the budget allocation for Culture and Community Development within the terms of financial regulations and resolutions of the Council.
2. encourage and sponsor arts, sports, cultural, technology, heritage, youth & community development activities.
3. work with Cumberland Council and other locally established bodies for the promotion and/management of arts, sports, culture, heritage, youth and community development.
4. encourage involvement of the wider community in the Council’s twinning arrangements and participate or nominate members to participate in any body established for that purpose.
5. nominate members where appropriate to other cultural and community development associations.

**The Environment Committee shall:**

1. determine the spending and use of the budget allocation for Environment within the terms of financial regulations and resolutions of the Council.
2. appoint an Advisory Working Group to advise on promoting the greening and biodiversity of the natural and built environment, which may include persons who are not otherwise members of the Council.
3. consider matters relating to bus shelters, footway lighting, street planting, floral displays and the street scene in general. Exercising the powers and duties of the Council in relation to the built environment and working with the Sustainable Development committee, where appropriate.
4. oversee operation and maintenance of nature areas, parks, sports fields, open spaces, and planted features which fall under the Council’s responsibility.
5. ensure the conservation of designated landscapes and nature reserves.
6. exercise the Council's powers and duties under the Litter Act 1983 and the Clean Neighbourhoods and Environment Act 2005.Oversee the administration of the Council’s Allotment Estate.
7. Jointly administer the Workington Nature Partnership in association with Cumberland Council in accordance with the Partnership Memorandum adopted by the Councils.
8. work with Cumberland Council and other locally established bodies for the promotion and/management of environmental quality.

**The Sustainable Development Committee shall:**

1. determine the spending and use of the budget allocation for Sustainable Development within the terms of financial regulations and resolutions of the Council.
2. consider, as a statutory consultee, planning applications received by Cumberland Council and any other consulting authority, in so far as they relate to Workington, where such applications are being considered by a committee of such authority or where the Chair decides an application should be considered by this Committee whether on the request of a member of this Council or otherwise.
3. respond where appropriate, giving the views of the Council to the responsible authority, on any matter of planning policy, licensing, highways, traffic management, parking or other related matter.
4. consider any other matter on which the Council’s views may be sought by other organisations or bodies.
5. coordinate the Council’s work with respect to any Community or Neighbourhood Plan or sustainability initiative, should the Council determine to pursue such a policy.