

## **TERMS OF REFERENCE**

### **Establishment Committee**

**MEET** – Wednesdays as required

**CONSTITUTION** – This Committee is made up of the Chairman and Vice-Chairman of the Town Council, plus the Chairmen of each Committee, and additional members elected at the Annual Meeting of the Council. To bring members to seven or nine. Four Members of this Committee shall constitute a quorum.

All non-committee members may attend Committee meetings and speak at the Chairman's discretion, but not vote.

All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

**The Establishment Committee has delegated authority (Local Government Act 1972 S101) to:**

- Resolve actions incurring expenditure within its budget.
- Prepare estimates of expenditure in October for the forthcoming financial year for consideration by the council.
- To conduct a half yearly appraisal of the budgets based on September figures.
- To receive estimates of expenditure in December for the forthcoming financial year from other committees of the council, to set a recommendation for the Precept for approval by full council.
- Review budgets and reserves prior to year-end, determining actions to be required and any virements required.
- To review office staff salaries and contracts when information from NALC is available.
- To form sub-committees for staff appointments, grievances and appeals as required.
- Responsibility for the control of the Legacy Account and associated matters.
- To manage policy with regard to promotion and publicity of the Council.
- To seek nominations and decide on winner of the Citizens Award scheme – to be kept confidential within committee until the Annual Town Meeting, when award presentations will take place.
- Ensure that the Town Council complies with health and safety regulations.
- In all considerations and actions, follow the council's adopted corporate strategic plan.
- Review all documents pertaining to this Committee.

This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by full Council to take action on relevant matters.

Reviewed March 2021