



GOVERNANCE COMMITTEE TERMS OF REFERENCE

The Governance Committee has responsibility for managing the organisational affairs of the council to a high standard.

It will also act as the co-ordinating body for the management and administration of the Council's affairs.

The Committee will determine the Council's policy and activity within its remit:

- 1) Accommodation, assets, estates and property
- 2) Accounts and financial management
- 3) Audit, risk and insurance
- 4) Fees and charges
- 5) Communications, website and social media
- 6) Community Infrastructure Levy (CIL)
- 7) Governance, Complaints and Standards in Public Life
- 8) Emergency Planning and Business Continuity
- 9) Information Management and Technology
- 10) Procurement, commissioning and contracts
- 11) Overall levels of Staffing and any other staffing issues with budget implications
- 12) Volunteers
- 13) Councillor Training
- 14) Expenses for staff and councillors

The Committee may also act as the Town Council's formal consultee for some planning applications, as directed by the Clerk. The committee may submit any comments to Bradford Council.

The remit of the Committee:-

The Governance Committee has delegated responsibility for the following:

- Preparing the **Baildon Town Council Action Plan** which sets out the Town Council's priorities for the current year, presenting it to Council for approval by September each year, with a mid term review considered in order to decide any action needed to deliver on the Council's priorities.
- Preparing a **draft budget for the forthcoming financial year**, (taking into account the budget recommendations of the Council's other committees), to be submitted for December Council approval.
- Making **budget decisions within the current year** in relation to the committee's allocated budget, including CIL, and also considering regular budget monitoring

reports, not less than four times annually, setting out the council's expenditure to date during the financial year, its financial commitments, and comparing to the budget estimates.

- **Maintain an adequate system of internal control** for the Council, including measures to prevent and detect fraud and corruption, as set out in the guidance document "*The Practitioners Guide for Local Councils*". Review the effectiveness of this, including carrying out, during each financial year, two Internal Control tests in accordance with this Guide.
- **Appointing and overseeing the work of the Internal Auditor** with the advice of the RFO, and reviewing this system for efficacy in accordance with Financial regulations.
- Approve the **Treasury Management Plan** and note annually interest income received by the Council on balances
- Reviewing and **co-ordinating the Terms of Reference for Committees** of the Council and recommending these to Council for approval
- Approve all **formal contractual property contracts**, such as leasehold or rental agreements, subject to the written advice of the Clerk on the proposal, within the budget limits set by Full Council, and
- Approve any **fees or charges** to be made by the Council in respect of any activity, unless specifically delegated to the Clerk.
- **Overseeing the Council's Emergency Planning** arrangements to ensure that robust arrangements are in place to underpin a reliable response the event of an emergency. Also approving the **Council's business continuity** policy.
- Agree the **Risk Management Policy** for the Council, updating the Council's Risk Register as required according to the policy. Also keep oversight of all **insurance policies** arranged by the Clerk in order to protect the Council as required.
- The Committee shall review and **approve the following policies** according to the agreed timeframe:-

Governance Policies

- ✓ Audit Plan
- ✓ Financial Risk Assessment
- ✓ Risk Management
- ✓ Asset Register
- ✓ Asset Management Plan
- ✓ Management of Records policy
- ✓ Freedom of Information Act Publication Scheme

- ✓ Recording of Meetings
- ✓ Public Speaking at Council and Committee meeting policy
- ✓ Statement of Intent for Community Engagement policy

- Considering Staffing matters, the Committee will **appoint a Staffing sub committee** which will manage all Staffing matters other than those with budget implications, but refer any issues of significance to Governance Committee who will :-
 - Retain an active oversight of Staffing matters through it's sub-committee, including recruitment, changes to employment legislation, changes to job descriptions, changes to roles and responsibilities, changes to staff structure, and other issues of significance
 - Receive ratified minutes of the Staffing sub committee
 - Consider and approve changes to staff structure as recommended by the sub committee, where these changes, when implemented, remain within the overall staffing budget for the year
 - Recommend to Council the creation of new posts or changes which require a in – year change to the annual staffing budget
 - Recommend to Council any proposals for changes to the staffing budget as part of the annual budget process.
 - Note policies and procedures approved by Staffing sub-committee such as
 - Equal Opportunity policy
 - Health & Safety policy
 - Dignity at Work, Bullying and Harassment policy
 - Lone Working Policy
- **Handling Complaints**
 - Review and approve the Complaints Policy and procedures according to the approved timeframe
 - Consider and decide on complaints as set out in the Council's Complaints Policy, other than complaints against staff which are delegated to the staffing subcommittee
- The Committee shall review annually and recommend to Full Council the renewal of the following policies:
 - **Standing Orders**
 - **Financial Regulations**
 - **BTC Code of Conduct**
- Approve and maintain an **effective system of IT** for the Council as advised by the Clerk
- Monitor the performance of **external communications**, including the email newsletter, website and social media, taking action as needed to make improvements

Review the Councils Procurement Policy "**Buy in Baildon**" , and oversee and monitor **contract management** arrangements for the Council, in accordance with this policy and financial regulations.

The Committee will consist of the Chair and Vice-Chair of Council, and elected Chairs of the Community, Environment, and Economy Committees. When the Chair of any Committee cannot attend a meeting of the Governance Committee, the Vice-Chair of that Committee may substitute and vote.

The Chair of Council will be the Chair of the Committee.

The Vice-Chair of Council will be the Vice-Chair of the Committee.

The quorum of this Committee is 3 members.

The Clerk or an appointed officer will convene meetings for the Governance Committee, take minutes of meetings and action decisions arising from meetings.

The Committee shall keep and ratify its own minutes, which will be placed on the website once approved.

During consideration by the Committee of confidential matters, the press and the public will be excluded from meetings under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1(2), and these matters will be reported to Council as a confidential minute.

The Committee shall meet five times per Council year and as per the schedule agreed by Full Council unless the committee agrees to amend dates, or set additional dates.

The Committee may recommend new policies for Council's consideration.

The Committee will appoint a Staffing sub-committee and approve its Terms of reference. The committee may also appoint other sub-committees whose terms of reference and membership shall be determined by the committee.

The committee may decide on any issue that is not reserved for Full Council or delegated to the Clerk or another officer and which cuts across committees, provided that those committees are given opportunity, formally or informally, to make representations before any decision is made.

Extraordinary meetings of the Committee may be called in accordance with Standing Orders 4c and 4d.

These terms of reference shall be approved by Council and shall be reviewed by the committee at the final meeting of the year prior to approval by council.

Councillors who are not members of this Committee may attend any meeting of the Governance Committee, but as they are not formal members (unless acting as a substitute), their role is as a member of the public.

Approved by the Town Council	16 th May 2015
Amended	13 th February 2017
Amended	28 th April 2017
Amended	3 rd July 2017
Amended (1718/20) Full Council	11 th July 2017
Amended GV1920/11	10 th June 2019
Amended GV2122/08.1	12 th July 2021
Approved Full Council	9 th May 2022
Amended GOV 2223/28	17 th April 2023

END