



Working Group & Panels

Terms of Reference

Farnham Town Council operates with Working Groups, Task Groups and Standing Panels. All report to Full Council for decision making unless specific delegation is made to them and the Working Group meets in Public for any decision making.

These terms of Reference are to be read in conjunction with the Town Council Standing Orders. Where there is a difference, the Standing Orders always take precedence.

The Planning & Licensing Consultative Group operates under the scheme of delegation and reports its initial conclusions to Full Council. These comments may be sent to Waverley Borough Council ahead of the Full Council consideration.

These Standing Orders were Reviewed and Updated in April 2023

STRATEGY AND RESOURCES WORKING GROUP TERMS OF REFERENCE

TERMS OF REFERENCE

The Strategy & Resources Working Group will comprise five councillors plus the Lead members of the Community Working Group and the Environment Working Group (where they have not been elected to this Working Group).

The quorum of the Group shall be three members with one officer in attendance. The Group shall appoint a Lead Member annually to chair the Working Group. If a Leader is appointed by Council at the Annual Meeting of Council, the Leader will be the Lead Member of Strategy & Resources.

Apart from in an election year, the appointments to Working Groups will take place at the April meeting of Full Council when Lead Member will be elected. In an election year, the appointments to Working Groups will take place at the first meeting of Council after the Annual Meeting of Council.

The Working Group shall function and operate in accordance with the Council's approved Standing Orders.

The Working Group shall usually meet monthly in the week prior to Full Council. Ad hoc meetings may be arranged as required.

Purpose

To develop, monitor and review Council policies and functions and oversee the council's finances and other resources.

Key tasks

To develop monitor and or review the following and make recommendations to Full Council:

A POLICY AND PROCEDURES

1. Council policy and policy objectives including matters such as Climate Change and Conservation areas.
2. Council Standing Orders and Financial Regulations
3. Performance on aims, objectives, powers and duties of the Council, and Standing Committees/Working Groups as required
4. Council Risk Management Strategy
5. Business continuity
6. Council strategic objectives and performance overall, including those which may be delivered by other Working Groups.
7. Council's Business Plan
8. The Council's approach to Quality Council Status, the power of well-being and opportunities arising from the Localism Act and other legislation
9. Develop an overall Vision for Farnham.
10. Local and Central Government Liaison
11. Infrastructure matters including Farnham Neighbourhood Plan, Highways matters

B FINANCE

1. Council's Financial Plan and Strategy
2. Council annual estimates, budgets and precept
3. Use of financial reserves

4. Treasury management
5. Leasing, loans and finance
6. Grant awards including Community Infrastructure Levy and the Farnham Support Fund.
7. Appointment and maintenance of an ongoing relationship with the Council's independent Internal Auditor
8. Reporting to the Council's External Auditor
9. Budget monitoring.

C ASSET MANAGEMENT

1. Preparing/updating an Asset and Management Strategy
2. To manage and review Farnham Town Council's assets
3. To negotiate the transfer or management of assets to Farnham Town Council from other bodies as enabled by legislation.
4. To ensure that the Council is fully covered by insurance to carry out all its functions as a local authority.
5. Oversight and management of ICT and systems.

D HUMAN RESOURCES (some of these functions may be undertaken directly by the HR Panel)

1. To resource appropriate staffing levels to deliver services.
2. The grading of staff and level of remuneration using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions for Clerks in line with the Society of Local Council Clerks (SLCC) model arrangements.
3. Arrangements for the annual appraisal of the Town Clerk.
4. Recruitment procedures, equal opportunity statements and guidelines on employment practice.
5. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees and any arrangements required for exceptions.

E COMMUNICATIONS and CIVIC EVENTS

1. To review policy and procedures for internal and external Communications:
2. Relationships with the media.
3. Website, facebook and twitter and other social media, newsletter, Annual reports and Residents' Guides.
4. Public consultations.
5. To develop policy and arrangements for partnerships with all external bodies and in particular with Waverley Borough Council and Surrey County Council and relationships with partner organisations such as UCA and business organisations, and partner communities including Andernach.
6. Oversee preparations for and external relationships for Emergency Planning and community safety including CCTV provision.
7. To oversee corporate governance and democratic services.
8. Members' training and Members' services
9. To develop and promote the Council's approach to and relationships with the business community alongside the Community Working Group.
10. Work with residents' associations and others on a range of matters including neighbourhood planning.

Task Groups which may report to the Strategy & Resources Working Group include: Assets Task Group; Conservation Areas Task Group; Community Infrastructure Levy Task Group; Strategic Planning Task Group (including neighbourhood Planning, and implications from the National Planning Policy Framework and Infrastructure issues affecting Farnham).

COMMUNITY WORKING GROUP TERMS OF REFERENCE

The Community Working Group shall comprise five members.

The quorum of the Group shall be three members with one officer in attendance.

The Group shall elect an elected Member annually as Lead Member who will chair the Working Group. Apart from in an election year, the appointments to Working Groups will take place at the April meeting of Full Council when Lead Member will be elected. In an election year, the appointments to Working groups will take place at the first meeting of Council after the Annual Meeting of Council.

The Working Group shall function and operate in accordance with the Council's approved Standing Orders.

The Working Group shall normally meet four times a year, (quarterly). Task Groups appointed by the Working group shall meet as required and report to the Working Group at each meeting if there are relevant matters to report.

Ad hoc meetings shall be arranged as required.

Key tasks

To develop monitor and or review the following and make recommendations to Full Council:

A TOURISM, EVENTS AND FESTIVALS

1. To develop and review the Town Council's Visitor Strategy and monitor and review the provision and publication of visitor information including the Town Guide and other visitor information.
2. Promote Farnham as a quality destination for visitors and residents by:
 - i) enhancing the visitor experience
 - ii) improving services and facilities
 - iii) actively participating in the Farnham Visitors' Forum
3. Develop and review and adapt an events programme for Farnham throughout the year including:
 - Literary Festival, Food and Drink Festival, Walking Festival, Craft Month, Christmas events; A programme of events of Music in Gostrey Meadow and the Vineyard. Farmers' and other markets;
 - Liaison, partnership and joint promotion with local youth, voluntary groups and businesses in organising events;
 - Promotion of events in Farnham organised by other voluntary and community groups;
 - Supporting events organised by others (such as the Farnham Carnival, Heritage Open Days, Fringe Festival etc).
4. Developing Farnham as a World Craft Town in conjunction with partner organisations, the Crafts Council and other World Craft City Regions.
5. Overseeing the renewal of the Christmas Lights and other visitor-focussed assets in conjunction with the Assets Task Group.

B COMMUNITY WELLBEING

1. To lead on health, fitness and active travel issues.
2. To oversee the development of services and activities for young people in conjunction with partner agencies and community organisations
3. To support community well-being in conjunction with other community centres and bases in Farnham Wards such as Hale Community Centre, Wrecclesham Community Centre, the Kiln, Brambleton hall and Rowledge Village Hall.

C BUSINESS SUPPORT

1. To lead on business support matters in conjunction with external partners including the Chambers of Commerce, Business Improvement District, retailers and the Borough and County Economic Development Teams.
2. To support the development of appropriate spaces for makers and small businesses including those emerging from the University for the Creative Arts.

Task Groups which may report to the Community Working Group include:
Craft Town Task Group, Literary Festival Task Group, Business Liaison Task Group, Young Persons' Task Group, Well-being Task Group.

ENVIRONMENT WORKING GROUP TERMS OF REFERENCE

The Environment Working Group shall comprise five members.

The quorum of the Group shall be three members with one officer in attendance.

The Group shall elect an elected Member annually as Lead Member who will chair the Working Group. Apart from in an election year, the appointments to Working Groups will take place at the April meeting of Full Council when Lead Member will be elected. In an election year, the appointments to Working Groups will take place at the first meeting of Council after the Annual Meeting of Council.

The Working Group shall function and operate in accordance with the Council's approved Standing Orders.

The Working Group shall normally meet four times a year, (quarterly). Task Groups appointed by the Working group shall meet as required and report to the Working Group at each meeting if there are relevant matters to report.

Ad hoc meetings shall be arranged as required.

Key tasks

To develop monitor and or review the following and make recommendations to Full Council:

A CEMETERIES & BURIAL MATTERS

1. To monitor and provide guidance to the Council's officers in the administration and operation of the Council's cemeteries at Hale, Badshot Lea, Green Lane and West Street.
2. Under delegated authority from the Town Council to determine Appeals as set out in the Council's Cemetery Regulations.
3. Review the Cemetery Regulations in line with national good practice and to submit them to Full Council for approval.
4. Monitor and review Health and Safety Inspections and consider any issues raised.
5. Oversee the management of cemetery buildings and grounds including the day to day operation and maintenance of the chapel buildings and their future use and memorials.
6. Promote awareness training on cemetery matters for elected members.
7. Develop and review policies for the future operation and use of cemeteries.
8. Develop relationships with relevant service providers including undertakers.
9. Be the final decision-making body in the appeal process as identified in the Cemetery Regulations. To report quarterly to Full Council any appeal decisions.
10. Develop and support the Friends of Farnham Cemeteries.
11. Advise on any matters relating to War Memorials.

B FARNHAM IN BLOOM, PARKS AND OPEN SPACES

1. Oversee and manage the Council's investment in Farnham in Bloom and its associated projects including:

- South and South East in Bloom and Britain in Bloom Competitions involving the community such as secret gardens competition.
 - Green Flag Awards
2. Identify and obtain funding for the delivery of Farnham in Bloom.
 3. Facilitate and develop community involvement in the delivery of Farnham in Bloom.
 4. Support the work of the Farnham in Bloom Community Group by receiving ideas from the group and delegating activity where mutually agreeable.
 5. Oversee the allotments provisions and service.
 6. Oversee the parks and open spaces service including land taken on from other authorities
 7. Provide Secretariat support to the Farnham Rivers Management Committee and the Farnham Biodiversity Group if required.

C COMMUNITY FACILITIES AND SERVICES

1. Oversee the public convenience service and facilities.
2. Oversee any play areas that fall under the Town Council's responsibilities.
3. Encourage the provision and maintenance of street furniture including bus shelters, street lighting, notice boards, seats, cycle racks and bins.
4. Co-ordination of the prevention and removal of graffiti.
5. Oversee the operation of other community buildings or facilities that may be the responsibility of Farnham Town Council.

Task Groups or Advisory Groups which may report to the Environment Working Group include: the Farnham in Bloom Community Group, Friends of Farnham Cemeteries, the Biodiversity Action Partnership; the Farnham Rivers Group and Farnham Rivers Management Committee.

An Appeals Panel that will meet in confidential session comprising three members plus the Town Clerk or appointed officer, may be appointed to consider and Cemeteries Appeals in accordance with the Cemetery Regulations.

PLANNING AND LICENSING CONSULTATIVE GROUP TERMS OF REFERENCE

The Planning & Licensing Consultative Group shall comprise eight members (ideally one per Ward).

The quorum of the Group shall be three members with one officer in attendance.

The Group shall elect an elected Member annually as Lead Member who will chair the Consultative Group. Apart from in an election year, the appointments to Working Groups and the Consultative Group will take place at the April meeting of Full Council when Lead Member will be elected. In an election year, the appointments to Working Groups will take place at the first meeting of Council after the Annual Meeting of Council.

The Consultative Group shall function and operate in accordance with the Council's approved Standing Orders.

The Consultative Group shall normally meet fortnightly to meet the deadlines set by the Local Planning Authority.

Ad hoc meetings shall be arranged as required.

Purpose of the Consultative Group:

To make observations on all planning applications and planning issues (advising the Town Clerk who responds to the Local Planning Authority under the Scheme of Delegation), including development briefs, local plans, structure plans and development control and to make site visits where necessary. To make observations on any licensing application the Consultative Group thinks appropriate.

Key Tasks

To advise the Town Clerk under delegated authority to carry out the following: Represent the community of Farnham on major planning issues and to encourage participation in decision making.

1. Exercise the Town Council's statutory right to be notified of and comment on planning applications.
2. Comment on and approve the preliminary observations of the Town Council's officers on all planning issues.
3. Develop the Council's and the Planning and Licensing Consultative Group's observations to the relevant planning authorities under delegated authority to
 - a. Consider the environmental impact of planning proposals in Farnham and adjacent areas.
 - b. Respond to any consultations or matters on traffic and transport affecting the Town Council area.
 - c. Respond to any consultations or matters relating to minerals affecting the Town Council area.
 - d. Make observations on any telecommunication proposals received by Farnham Town Council.
 - e. Make observations on any relevant licensing application.
4. Agree nominations to represent the views of the Council at planning appeals or licensing hearings if required.
5. Respond to preliminary proposals for development within Farnham.
6. Represent the council at development forums and planning authority site visits and planning committee meetings.

7. Be responsible for the monitoring, development, co-ordination and review of the Farnham Design Statement and Neighbourhood Plan and other relevant policies unless dealt with by another Working or Task Group.
8. Work with principal authorities to develop the Local Plan or Development Framework and related strategies, unless dealt with by another Task Group.
9. Refer any of the above matters to Full Council for debate and decision.

The Planning and Licensing Consultative Group may only express the approved views and observations of the Planning and Licensing Consultative Group or Council. Representation at outside bodies may be undertaken by delegated elected members or officers of Farnham Town Council.

HUMAN RESOURCES PANEL

TERMS OF REFERENCE

The HR Panel is a Task Group of the Strategy and Resources Working Group but also reports direct to the Council on reserved matters. It will normally meet twice a year but will meet as often as required and may call in expert advice as needed to support its work and fulfil its responsibilities. Work may be referred to the HR Panel by Council or by the Strategy and Resources Working Group and it will report back as required.

The HR Panel shall consist of six Members, and for effectiveness and training purposes it is anticipated, where possible, that there will be consistency on the Panel each Administration.

The Chair of the Panel shall be elected at its first meeting of the year. The Panel shall report back to Strategy and Resources or Council after each HR Panel meeting.

The quorum shall be three Members with the Town Clerk or appropriate external advisor in attendance.

The scope of the Panel is to act as overview body and advise the Town Clerk as Head of Paid Service as needed:

1. Review the staffing policies and structure as required.
2. Maintain an overview of staff appointments and see that staff are appointed in accordance with the Council's policies and employment legislation.
3. Review the pay and conditions of employment of the staff and update these as necessary to comply with the law and with good practice.
4. Review appropriate performance management systems and ensure an effective appraisal system is in place receiving a report of any key issues emerging.
5. Recommend the appointment or dismissal of the Town Clerk.
6. Consider appeals against dismissal, grading and grievances by employees of the Council.

Two Appeal Panels comprising three members will be appointed from the HR Panel annually to hear any staff appeals or grievances.