

## COMMITTEES AND DELEGATED POWERS 2023-24

Delegated powers are granted to each committee to deal with those items under their terms of reference, to **report** and **recommend** appropriate action to Full Council, and where, in addition, the terms of reference give permission to incur expenditure from a designated budget, to action those recommendations.

Items not specifically allocated to a committee are not to be discussed, by a committee, without the express instruction of Full Council.

A committee may co-opt non-elected members in an advisory/non-voting capacity without reference to Full Council.

### Committees and Delegated Powers for the Council Year 2023-24

**All committees, membership plus Mayor ex officio; substitutes, any member not assigned to that committee.**

#### Managing Committees

**Strategy & Review** (*Membership made up of chairs of other committees*)

To consider and make recommendations to Full Council on the following:-

Strategy of Council

Finance and Budgets

Procedure and Standing Orders

HRTC Representations and Reports

Proposals for Facilities and Services

To oversee & scrutinise expenditure, within budget, on budgets not specifically managed by other committees.

Matters not specifically allocated to other committees

#### **Staffing**

To consider and make recommendation on matters relating to Council employees including:-

Appraisal procedures

Employment Contracts

Complaints

Job descriptions/Conditions of Service

Disciplinary Actions

*Minutes of staffing meetings will be recorded by the clerk, should the clerk need to leave the meeting for items of confidentiality responsibility will pass to a councillor selected by and present at the meeting.*

#### Delivery Committees

##### **Climate Emergency & Environment Committee**

To decide and incur expenditure within budget on all matters relating to a “Climate Emergency,” supporting Calderdale MBC in its declaration of a “Climate Emergency” and all interventions therein.

To develop a practical Action Plan to improve air quality and be carbon neutral working with other local authorities, as well as environmental groups, on carbon reduction projects to ensure the UK is able to deliver its climate commitments.

To deliver environmental improvements and initiatives including:- play areas, parks and open spaces, recycling initiatives, footpaths, refuse, renewable energy, public area cleaning and all matters connected with allotments including management policy.

##### **Cost of Living Crisis**

To decide and incur expenditure within budget on schemes and grant applications that support efforts to reduce the impact of the cost of living crisis on residents of Hebden Royd.

##### **Community Funding**

To decide and incur expenditure within budget on the award of all HRTC Grants.

### **Projects and Events Committee:**

To decide and incur expenditure within budget on:-

Projects which encourage the prosperity and positive promotion of the area.

HRTC led and partner events including Christmas lighting and associated events. Along with Twinning Events which includes Civic Arrangements and include attending or hosting a civic welcome and in the event of a significant anniversary attending or hosting a civic reception in addition to all usual Twinning considerations.

### **Picture House** (*Membership following appointment to be fixed for the life of the council*)

To consider and make recommendations on matters relating to the HB Picture House on:-

Governance

Staffing

To decide on and incur expenditure within budget on:-

Day to day management policy, repairs, renovations and renewals.

### **Cross Council Committee**

#### **Neighbourhood Plan**

To prepare a Neighbourhood Plan for submission to each Parish Council within the Designated Neighbourhood Plan Area before submission to CMBC.

To submit the Neighbourhood Plan to CMBC, and subsequently the Independent Examiner.

To submit the Neighbourhood Plan to a Public Referendum.

To decide and incur expenditure within budget on:-

Public Consultation

Appointment of Consultants

Production of Reports

To prepare a planning and land use policy framework for the Neighbourhood Area Designation to achieve local priorities and goals as identified through the plan making process.

To remain mindful at all times of the views of residents, community organisations, business owners, landowners and appropriate statutory bodies.

### **Internal Panels**

#### **Grievance Panel**

To consider grievances brought to the panel as per the procedures of the Town Council and to report back to council with recommendations/decisions.

#### **Appeals Panel**

To consider appeals brought to the Panel as per the procedures of the Town Council and to report back to council with recommendations/decisions.

#### **Internal Financial Checker**

Appointed to support the Councils Financial Controls.

Adopted: 14/12/22

Updated: 5/4/23 following Full Council