

IVYBRIDGE TOWN COUNCIL

TERMS OF REFERENCE:

GOVERNANCE COMMITTEE

The Ivybridge Town Council Governance Committee is responsible for the town council's governance related policies, governance procedures, staffing matters and council health and safety.

Appointment

Committee members shall be appointed at the annual meeting of the Town Council or in the case of a resignation, at an ordinary council meeting.

Membership and quorum

The membership of this committee shall be 9, comprising the Council Chair (Town Mayor) and Council Vice-Chair (Deputy Mayor) (ex-officio), Chair and Vice-Chair of Assets Committee, Chair and Vice-Chair of Development & Infrastructure Committee, Chair and Vice-Chair of Community Services Committee. Remaining members to make up to 9, to be past Council Chairs, elected by council. The quorum of this committee shall be four (4).

To ensure effectiveness of this committee and decisions taken by it, members are encouraged to undertake relevant training, and to keep up to date on relevant policy or legislation changes.

Frequency of meetings

Meetings shall be held every six (6) weeks, or as the committee meetings schedule requires. There shall be a meetings sabbatical in August. All committee meetings may be subject to cancellation if there are no items for the agenda or there is no quorum (sufficient legal number of Members in attendance).

Ex-officio members

The Council's Chair (Town Mayor) and Vice-Chair (Deputy Mayor) are appointed to this committee ex-officio.

Committee Chair

The Chair of this committee shall be the Chair of Council, elected annually at the annual meeting of the Town Council, and shall serve in this position until the next annual meeting of the council, unless the Chair resigns from the position, resigns from the council or becomes disqualified from being a member of the council.

Committee Vice-Chair

The Vice-Chair of this committee shall be the Vice-Chair of Council, elected annually at the annual meeting of the Town Council, and will serve in this position until the next annual meeting of the council unless the Vice-Chair resigns from the position, resigns from the council or becomes disqualified from being a member of the council. In the absence of the Chair, the Vice-Chair shall deputise.

Terms of reference review

The council shall review and determine these Terms of Reference at the annual meeting of the council.

Committee responsibility

The committee is granted full delegated powers to make a council decision regarding staffing matters, council health and safety and governance related policies and procedures. This will include delegated authority to act as per the items below:

- a) Consider policy issues relating to the work of the council
- b) Draw up financial and related policies on behalf of council
- c) Review insurance and investment policies
- d) Action any health and safety issues reported to committee, ensuring that obligations for the town council are met, with guidance from Officers and external advisors
- e) Allocate grant aid within the scope of the annual budget and in accordance with council policy
- f) Implement those discretionary provisions contained in the Scheme of Service by the National Joint Council for Local Government Services
- g) Consider the council's staffing structure, remuneration, deployment, welfare, training, qualifications, health and safety and well-being, superannuation aspects and other conditions of service of all employees
- h) Ensure that contracts of employment are issued and are in line with current practice and legislation
- i) Seek professional advice on personnel matters as appropriate, particularly with regard to changing legislation and practices, approving appointment of HR advisors as necessary
- j) Ensure that staff appraisals are carried out as appropriate
- k) Consider schemes for employment of people under job creation and apprenticeships or other similar schemes
- l) Ensure that the council's superannuation policy and criteria for eligibility are within the terms of the Local Government Pension Scheme
- m) Hear and determine matters of discipline and grievance, appointing a grievance sub-committee where necessary
- n) Ensure sufficient provision of office equipment and administration related items within the Town Hall and Watermark, and for the Parks team
- o) Consider appropriate councillor training across the council's strategic operations – committees
- p) Respond as consultee to consultation documents within the terms of reference of the committee

All correspondence shall be conducted through the Town Clerk.

Arrangements for delegation to Officers

Delegated authority to Officers is detailed in the town council's Scheme of Delegation and governance documents such as Standing Orders and Financial Regulations. The Governance Committee may delegate specific authority to Officers as required.

Governance

- a) To set a budget for the forthcoming financial year, if appropriate, in accordance with the council's Standing Orders

- b) To implement items and resolve actions relating to income and expenditure as set out in the council's annual budget and reserves specific to the committee's activities
 - c) Where matters have been delegated to this committee for approval, it shall comply with all council's policies, protocols, systems and procedures, including Standing Orders and Financial Regulations and any other statute or codes within legislation
 - d) 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
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Alternative formats

Disability Discrimination Act 1995 and Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. Copies of this document in large print (A3 format) or larger font size, or any tables contained within this document in a screen reader accessible format can be made available on request from the council office or by telephoning 01752 893815 or by emailing the Town Clerk's office townhall@ivybridge.gov.uk

Version	Date	Comment
V1	July 2024	Adopted by Council