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# Ross-on-Wye Town Council

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## Terms of Reference and Scheme of Delegation



1. All committees and sub-committee are delegated with the powers and duties shown below (item 3) subject only to the following exceptions.
  - (a) Standing Orders
  - (b) Any special or general directions which the Town Council may give from time to time
  - (c) The matters specifically reserved for determination by Full Council as listed below (item 2)
  - (d) Any relevant statutory provisions
  
2. The following matters shall be determined by the Management Committee. Any recommendations from any sub-committees on any of the following matters shall be accompanied by the comments of the Finance and Property Sub-Committee.
  - (a) The making of byelaws
  - (b) Any matter of major policy or of sufficient interest or novelty that members would wish that it be debated by Full Council

3. The following powers and duties are delegated to the committee and sub-committees shown subject to the conditions and exceptions referred to in items 1 and 2 above.

The Management Committee will consist of all Members of the Town Council. Each standing sub-committee will consist of a minimum of six Members appointed at the Annual meeting of the Council with the exceptions of the Amenities Sub-Committee and the Finance & Property Sub-Committee that will each have a minimum of seven appointed Members.

Substitute Members will be asked to attend sub-committee meetings when an appointed Member is unable to attend. The appointed Member will make his/her own arrangements with the substitute. The substitute Member will have full voting rights.

The role of the substitute member is to replace the ordinary member at a meeting of a sub-committee if the ordinary member of the sub-committee confirms to the Proper Officer before the meeting that they are unable to attend.

The Management Committee Chair will have ex-officio status, shall be a full voting member of every sub-committee, advisory committee and working task groups and will form part of the quorum.

**(i) Management Committee**

- (a) Authority for expenditure within the limits of all budget headings without further recourse to the Council
- (b) To review policies relating to the committee and make revisions where appropriate
- (c) To oversee the budget setting process and recommend the precept level for consideration to Full Council

- (d) To consider schemes involving capital expenditure, outside that which has already been approved in the annual budget. When a scheme has been approved and the estimated costs agreed by the Management Committee the appropriate sub-committee may proceed with it subject to any tender accepted not exceeding the approved estimate.
- (e) The disposal of any freehold land (other than minor adjustments of boundaries).
- (f) The granting or taking of a leasehold interest in any land for a term exceeding twenty years
- (g) To vire amounts between budget headings
- (h) Authorisation of expenditure from the Council's reserve accounts
- (i) To monitor and manage the Council's response to the Climate and Eco Emergency
- (j) The appointment/dismissal of a town clerk
- (k) Personnel matters involving restructures and/or redundancies
- (l) The mid-term appointment of sub-committees, and representatives on outside bodies
- (m) To monitor and manage health and safety issues
- (m) To report observations for information and recommend resolutions for approval following a meeting of the committee in the form of a verbal report from the committee chair at the meeting of the Full Council if appropriate
- (n) To form working groups, when necessary and to determine membership and terms of reference for those working groups

**(ii) Finance and Property Sub-Committee**

- (a) Authority for expenditure within the limits of its budget headings without further recourse to the Council
- (b) To review finance policies and make revisions where appropriate
- (c) To review internal audit reports and recommendations and consider appropriate control measures for monitoring risk
- (d) Control the Town Council's finances, to review and monitor the expenditure and income budgets from time to time
- (e) To review the Council's investments and earmarked reserves and consider appropriate policies for managing its general reserves
- (f) To review arrangements for the provision of the Council's insurance
- (g) To vire amounts between budget headings
- (h) To oversee arrangements for Civic events and regalia
- (i) To oversee arrangements with the Twinning Associations
- (j) To monitor management, repair, and maintenance of the Council's portfolio of buildings and contents including use by outside organisations or individuals
- (k) To oversee the Asset Register and approve annually
- (l) To form working groups, when necessary and to determine membership and terms of reference for those working groups
- (m) To report observations for information and recommend resolutions for approval following a meeting of the sub-committee in the form of a

verbal report from the sub-committee chair at the meeting of the Full Council or Management Committee if appropriate

**(iii) Personnel Sub-Committee**

- (a) To determine all personnel matters (except any that may be delegated to any other sub-committee, working group or panel) and with the exception of the appointment/dismissal of Town Clerk, subject only to any personnel matters delegated to the Town Clerk
- (b) To review policies relating to the sub-committee and make revisions where appropriate
- (c) To carry out the Town Clerk's appraisal
- (d) To oversee the recruitment and appointment of staff subject only to any personnel matters delegated to the Town Clerk
- (e) Receive any grievances (outside those arrangements already contained within the Employees' Handbook)
- (f) To settle disciplinary matters in accordance with the agreed Disciplinary Procedures as set out in the Employee Handbook, including decisions to dismiss
- (g) To authorise, if necessary, an independent professional to conduct any investigations as a result of a grievance or appeal
- (h) To appoint, if necessary, a suitably qualified professional to investigate and conduct the investigations and/or hearing in the event that disciplinary action needs to be taken against the senior officer (Town Clerk)
- (i) To authorise commencement of any action or appeal before an industrial tribunal or in any court
- (j) To form working groups, when necessary and to determine membership and terms of reference for those working groups
- (k) To report observations for information and recommend resolutions for approval following a meeting of the sub-committee in the form of a verbal report from the sub-committee chair at the meeting of the Full Council or Management Committee if appropriate

**(iv) Personnel Appeals Panel**

- a) Hear any appeals (within the arrangements contained within the Employees' Handbook)

**(v) Amenities Sub-Committee**

- (a) Authority for expenditure within the limits of its budget headings without further recourse to the Council
- (b) To review policies relating to the sub-committee and make revisions where appropriate
- (c) To vire amounts between budget headings
- (d) All matters relating to the management of the cemetery and setting of fees
- (e) Management of all Town Council recreational open spaces and leisure

facilities

- (f) Town Centre street scene development, including provision, siting and maintenance of bins and benches
- (g) Policy for management and maintenance of closed churchyard
- (h) To form working groups, when necessary and to determine membership and terms of reference for those working groups
- (i) To report observations for information and recommend resolutions for approval following a meeting of the sub-committee in the form of a verbal report from the sub-committee chair at the meeting of the Full Council or Management Committee if appropriate

**(vi) Community, Markets and Tourism Sub-Committee**

- (a) Authority for expenditure within the limits of its budget headings without further recourse to the Council
- (b) To review policies relating to the sub-committee and make revisions where appropriate
- (c) To vire amounts between budget headings
- (d) To determine all applications for grants (except any that may be delegated to any other committee or sub-committee) subject to all applications being considered on their merits
- (e) To be responsible for all aspects of managing, promoting, and developing the markets, review and set the fees periodically
- (f) To monitor the content of the website and newsletter
- (g) To promote opportunities for community engagement and increased involvement with local organisations
- (h) To develop positive communication and encourage effective dialogue to promote tourism
- (i) To be responsible for installation and removal of town bunting
- (j) To work in partnership with others to help facilitate and/or deliver community events
- (k) To consider applications under the Open Spaces and Special Events Hire Policy that have not been determined under officer delegated authority. The Operations Manager would be consulted on applications and any comments included for consideration.
- (l) To form working groups, when necessary and to determine membership and terms of reference for those working groups
- (m) To report observations for information and recommend resolutions for approval following a meeting of the sub-committee in the form of a verbal report from the sub-committee chair at the meeting of the Full Council or Management Committee if appropriate

**(vii) Planning and Development Sub-Committee**

- (a) To make recommendations on all planning applications and planning consultations
- (b) To consider issues relating to land use and development and planning matters affecting Ross-on-Wye
- (c) To review planning policies and make revisions where appropriate

- (d) Authority to make recommendations on all licensing matters
  - (e) Authority to make recommendations on all Street Naming and House Numbering
  - (f) Authority to make recommendations on all Traffic Regulation Orders
  - (g) Authority to make recommendations on all Street Lighting, Signage and Highway Matters
  - (h) Authority to make recommendations on all Parking and Traffic Matters
  - (i) Authority to make recommendations on all Tree Works
  - (j) To form working groups, when necessary and to determine membership and terms of reference for those working groups
  - (k) To report observations for information and recommend resolutions for approval following a meeting of the sub-committee in the form of a verbal report from the sub-committee chair at the meeting of the Full Council or Management Committee if appropriate
4. The following matters are delegated to the Town Clerk subject to the conditions and exceptions referred to in items 1 and 2 above.
- (a) General control and discipline of Town Council employees in accordance with the Employee Handbook.
  - (b) Authority to dismiss staff failing to satisfactorily complete a probation period
  - (c) Authority to offer discretionary overtime payments when staff work outside normal hours
  - (d) Appointment of staff to attend courses and conferences.
  - (e) Discretion to agree up to five days special leave with pay in any one year for compassionate or other grounds i.e. bereavement, family illness, (compassionate leave in excess of five days up to ten days is subject to approval of the Mayor and the Chair of Personnel Sub-Committee).
  - (f) (i) Use of the Council Chamber and related facilities by outside organisations or groups associated with public service (excluding any political organisation) for meetings only, subject to any use being restricted to Town Council office hours and to such use being also restricted to local or identifiable organisations.  
(ii) Use of the Council Chamber free of charge for meetings of groups of Town Councillors, provided that such meetings are directly related to Town Council business.
  - (g) Town Clerk granted reasonable discretion to refuse to accept items for inclusion through the Council's internal post where they are:
    - (i) Political, or
    - (ii) Deal with opposing or supporting decisions on items not directly the concern of the Town Council and/or where the Town Council has not reached a view.
  - (h) Where it is impracticable to refer a planning application, street naming request, licensing application, Tree Preservation Order application or Traffic Regulation Order application to the Planning and Development Sub-Committee due to the schedule of meetings,

The Town Clerk is authorised to respond on behalf of the Town Council following consultation with the relevant Ward Members and the Members of the Sub-Committee.

- (i) Arrange insurance cover for community events that are partnering with the Town Council under the Council's insurance policy providing any additional premium does not exceed a limit of £250.00.
- (j) Authority to approve an event that complies with the Council's Terms and Conditions of Hire of its Open Spaces and Special Events Hire Policy. Any proposed use or events of sufficient scale or interest would be referred to the Communities, Markets & Tourism Sub-Committee for consideration.

## 5. **Urgent Business**

Unless otherwise provided, the Town Clerk shall, from time to time, after consulting the chair of the committee or sub-committee concerned (or, in his/her absence, the deputy chair of the relevant committee or sub-committee); the Mayor (or, in his/her absence, the Deputy Mayor) and where appropriate the Ward Member, take all necessary steps for protecting the interests of, or advancing the business of the Town Council, providing that action taken shall in all cases be reported to the next appropriate meeting of the Full Council or Management Committee.

## 6. **Policy**

- (a) No member shall attend a meeting of another local authority or body as a representative of the Town Council unless he/she has been formally appointed by the Town Council as its representative.
- (b) Any member appointed by the Town Council to attend a meeting of another authority or body shall only represent the views of the Town Council at that meeting unless he/she makes it clear that the views expressed are his/her own and not necessarily representative of the Town Council
- (c) Where appropriate, reports to committees, sub-committees and Full Council should include a Town Clerk's recommendation.
- (d) All reports to committees, sub-committees, or Full Council to indicate the financial implications of the items and if there were no financial implications that should also be stated.
- (e) A budget update report be submitted to the Full Council or Management Committee at each meeting
- (f) The Town Council act as consultees for planning matters. County Councillors who sit on this Committee reserve the right to amend their views, and decisions, when applications are discussed at County level.
- (g) Members appointed to the Personnel Sub-Committee are required to undertake specific training relating to the Council's obligations as an employer in order to carry out their duties effectively.

## **7. Amendments and revisions**

Full Council 17/04#69

*Revise number of committee members and arrangements for substitutes*

Full Council 18/03#57

*Revise committee structure to reflect decision re minute 18/02#27*

*Insert new clause 2 (j) regarding authority to spend from reserve accounts*

Full Council 20/08#105

*Full revision of document to reflect committee restructure re decision regarding governance arrangements under minute ref 20/07#91*

Management Committee 21/04#78

*Housekeeping revision to reflect committee restructure*

Personnel Sub- Committee P22/07#22

*Clerk authorised to offer discretionary overtime payments*

Personnel Sub- Committee P23/04#24

*Revision to amend protocols contained within the Employee Handbook*

Full Council 25/03#43

*Revision to amend matters delegated to the Town Clerk to include additional scope for responding to applications on behalf of the Planning & Development Sub-Committee.*

Full Council 26/04#43 iii)

*Revision to all Committees and Sub-Committees to allow working groups to be formed and approval of membership and terms of reference.*

*Revision to Finance & Property Sub-Committee to oversee and approve the asset register.*

*Revision to Communities, Markets & Tourism Sub-Committee to include responsibility for the town bunting and Open Spaces & Special Events Hire Policy and applications.*

*Revision to Town Clerk delegated authority to include applications under the Open Spaces & Special Events Hire Policy.*

*Reviewed by Full council April 2026*