

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Council		
MEETING DATE AND TIME	7.00pm 15 th June 2023	LOCATION	Congleton Town Hall
REPORT FROM	David McGifford – Chief Officer		
AGENDA ITEM REPORT TITLE	23 Terms of Reference for Council and Committees		
Background	<p>As part of our Standing Orders we have a duty to undertake a review of the terms of reference for the Council and its committees. The previous committees of the council were</p> <ul style="list-style-type: none">• Community and Environment• Finance and Policy• Town Hall Assets and Services• Planning• Personnel		
Updates	<p>The existing terms of references have been reviewed by officers and as part of the process we have looked to modify the layout where appropriate, this has been done for the Community, Environment, Planning and Town Hall Assets and Services Committees The Finance and Policy, Personnel and Council Terms of reference are in the current format which will be modified at a later date</p> <p>For each committees Terms of references you will note the following</p> <ol style="list-style-type: none">1. Existing Terms of References are available via the links to the website,2. Highlighted / proposed Changes shown3. Final proposed Terms of Reference shown <p>At the Annual Meeting of the Council councillors agreed to creating an Environment Committee , therefore the committees for 2023 / 24 are</p> <p>23.1 Council 23.2 Community 23.3 Environment – new committee 23.4 Finance and Policy 23.5 Town Hall Assets and Services - No proposed changes format updated. 23.6 Planning 23.7 Personnel No proposed changes</p> <p>You will be asked to vote on the final proposed Terms of References for each individual Committee which may be subject to proposed amendments at the meeting.</p>		
Decision Requested	To approve the updated Terms of Reference for the Council and Committees		

COUNCIL

22 Members of the Authority	Quorum = 8
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Function of Council Column 1	Delegation of Functions Column 2
General Governance	
1 Adoption and amendment of the Business Plan	None
2 Observations on policy or strategy documents by any public body at local, national, regional or sub regional level	Reserved for Council, unless specifically delegated within the Terms of Reference of a particular committee
3 Approval and amendment of:-	None
<ul style="list-style-type: none"> ◆ Environment policy ◆ Quality Policy ◆ Equality and Inclusion Policy ◆ Communities & Social Policy ◆ Data Privacy Policy ◆ Information & Data Protection Policy ◆ Grants & Funding Policy ◆ Child & Vulnerable Adult Protection Policy ◆ Investment Policy ◆ ICT Policy ◆ Pensions Discretion Policy ◆ Complaints Policy ◆ Customer Care Policy ◆ Communications & Marketing Policy ◆ Procurement Policy ◆ Town Hall Lettings Policy ◆ Volunteers Policy ◆ Community & Social Policy ◆ Flag Flying Policy ◆ Other Policies not specifically delegated to a particular Committee) 	<ul style="list-style-type: none"> • Council following observations from Planning Committee
5 Approval of Neighbourhood Plan	
6 Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None
7 Approving of annual budget, Precept, and Medium Term Financial Strategy	None
8 Any delegated decision which may mean a breach of Council Policy or Budget	None
9 Election of the Mayor, appointment of Deputy Mayor, and appointment of Chair of committees, sub-committees and Working parties.	None
10 Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.	None
11 Appointment of Members or Officers to outside bodies	None
11 Adopting an allowance scheme for Members.	None
12 Changing the name of the Town Council.	None

13	Conferring the title of Honorary Burgess or Certificates of Recognition of Outstanding Service	None
13	Making, amending, revoking, re-enacting or adopting Bylaws.	None
14	To represent the view of the local community on matters of significance.	None
15	Power to make payments or provide other benefits in cases of fault or maladministration.	<ul style="list-style-type: none"> Finance and Policy Committee up to £1000
16	Appeals against any decision made on behalf of the Authority	<ul style="list-style-type: none"> As set out in Personnel Policies and the Complaints Procedure
17	Decisions on issues relating to Data Protection, Access to Information. Freedom of Information & Human Rights	<ul style="list-style-type: none"> Chief Officer to renew Data Protection Policy and make amendments if necessary
18	To monitor and control the Council's Ethical Framework	<ul style="list-style-type: none"> Chief Officer to obtain declarations and complaints and to act as necessary for Monitoring Officer
19	To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.	<p>None</p> <ul style="list-style-type: none"> In cases of urgency, the Chief Officer in consultation with The Mayor, Deputy Mayor.
20	1. All powers of the Council in the case of a civil emergency 2. All powers of the Council in the case of urgency	<ul style="list-style-type: none"> The Chief Officer in consultation with The Mayor, Deputy Mayor. The Chief Officer in consultation with The Mayor, Deputy Mayor, subject to reporting justification to the next Council meeting.
21	Election issues and filling of vacancies	None
22.	Power to direct as to the Custody of town documents	None
23.	All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> Chief Officer, or in his/her absence the Marketing and Communities Manager and Deputy Chief Officer/RFO to deputise after seeking relevant consultancy advice, if the matter cannot wait for the Chief Officers return.
24.	All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> RFO or in his/her absence the Chief Officer to assume duties.
Personnel Issues		
25.	To direct which post holders will be designated Proper Officer to the Council and Responsible Financial Officer.	None- but on recommendation of Personnel Committee
26.	To determine the overall Staffing structure and approval of additional posts	<ul style="list-style-type: none"> As set out in Terms of Reference for Personnel Committee
27.	Confirming the appointment of the Chief Officer	<ul style="list-style-type: none"> The appointment, subject to confirmation by Council is delegated to Personnel Committee

28. Other Personnel matters	<ul style="list-style-type: none"> As set out in Terms of Reference for Personnel Committee
29. Health & Safety Policy- General Statement & Organisation	<p>None</p> <ul style="list-style-type: none"> Arrangements to Personnel Committee
Quality & Integrated Management	
30. Conducting Best Value reviews if appropriate	<ul style="list-style-type: none"> Finance & Policy Committee
31. Matters relating to Quality and Integrated Management	<ul style="list-style-type: none"> Finance & Policy Committee
32. Administration of the Complaints Procedure	<ul style="list-style-type: none"> As set out in Complaints Procedure
Finance	
33. Approval of Annual Return & Statement of Accounts	None
34. Approval of Banking Arrangements	None
35. Approval of Orders for work, goods or services	<ul style="list-style-type: none"> Council/ Finance & Policy Committee/ Chief Officer /RFO (or nominated deputy) in accordance with Financial regulations
36. Audit arrangements	<ul style="list-style-type: none"> Chief Officer/ RFO to manage in accordance with Financial Regulations Council to approve annual internal and external audit report Finance & Policy Committee to consider interim audit report
37. Power to accept gifts, Local Government Act 1972, S139	None
38. Power to participate in schemes of collective investment, Trustees Investments Act 1962,S11	None
Powers of all Committees	
39. To arrange extra meetings	<ul style="list-style-type: none"> Chief Officer (or nominated deputy) in consultation with Chair
40. To monitor actions on minutes of the Committee.	<ul style="list-style-type: none"> Committee
41. To manage services for which they are responsible within an approved budget & Policy.	<ul style="list-style-type: none"> Committee
42. To authorise spending/ issue works orders within budgets delegated to a committee	<ul style="list-style-type: none"> Committee
Land	
43. Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972,S124, 126,127	None
44. Power to accept gifts of land, Local Government Act 1972,S139	None
45. Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	None for acquisition
Delegated Services	
46. To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 & 112)	None
47. To undertake services for another local authority or public	None

body

COUNCIL

Original Terms of Reference can be found here: <https://www.congleton-tc.gov.uk/-Terms-of-reference-Council-V7-22.06.17.pdf>

20 22 Members of the Authority

Quorum = **7-8**

Function of Council Column 1	Delegation of Functions Column 2
General Governance	
4 Adoption and amendment of the Council's Corporate Strategy. Business Plan	None
2—Comments on the Borough Sustainable Community Plan, or LAs policies.	None
3 Observations on policy or strategy documents by any public body at local, national, regional or sub regional level	Reserved for Council, unless specifically delegated within the Terms of Reference of a particular committee
4 Approval and amendment of:- <ul style="list-style-type: none"> ◆ Environment policy ◆ Quality Policy ◆ Equalities Equality and Inclusion Policy ◆ Communities & Social Policy ◆ Information & Data Protection Policy ◆ Grants & Funding Policy ◆ Child & Vulnerable Adult Protection Policy ◆ Investment Policy ◆ ICT Policy ◆ Pensions Discretion Policy ◆ Complaints Policy ◆ Customer Care Policy ◆ Communications & Marketing Policy ◆ Procurement Policy ◆ Town Hall Lettings Policy ◆ Volunteers Policy ◆ Community & Social Policy ◆ Flag Flying Policy ◆ Other Policies not specifically delegated to a particular Committee) 	None
5 Approval of Town Centre Plan or Area Action Plan	<ul style="list-style-type: none"> ◆ Congleton Partnership following observations from Community & Environment Committee
Approval of Neighbourhood Plan	<ul style="list-style-type: none"> • Council Congleton Partnership following observations from Planning Committee
6 Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None
7 Approving of annual budget, Precept, and Medium Term Financial Strategy	None
8 Any delegated decision which may mean a breach of Council Policy or Budget	None
9 Election of the Mayor, appointment of Deputy Mayor, Leader of Council, Deputy Leader and appointment of Chairmen of committees, sub-committees and Working parties.	None

10	Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.	None
11	Appointment of Members or Officers to outside bodies	None
11	Adopting an allowance scheme for Members.	None
12	Changing the name of the Town Council.	None
13	Conferring the title of Honorary Burgess or Certificates of Recognition of Outstanding Service	None
13	Making, amending, revoking, re-enacting or adopting Bylaws.	None
14	To represent the view of the local community on matters of significance.	None
15	Power to make payments or provide other benefits in cases of fault or maladministration.	<ul style="list-style-type: none"> Finance and Policy Committee up to £1000
16	Appeals against any decision made on behalf of the Authority	<ul style="list-style-type: none"> As set out in Personnel Policies and the Complaints Procedure
17	Decisions on issues relating to Data Protection, Access to Information. Freedom of Information & Human Rights	<ul style="list-style-type: none"> Chief Officer to renew Data Protection Policy and make amendments if necessary
18	To monitor and control the Council's Ethical Framework	<ul style="list-style-type: none"> Chief Officer to obtain declarations and complaints and to act as necessary for Monitoring Officer
19	To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.	<p>None</p> <ul style="list-style-type: none"> In cases of urgency, the Chief Officer in consultation with two of: The Mayor, Deputy Mayor, Leader of Council, Deputy Leader.
20	1. All powers of the Council in the case of a civil emergency	<ul style="list-style-type: none"> The Chief Officer in consultation with two of: The Mayor, Deputy Mayor, Leader of Council, Deputy Leader.
	2. All powers of the Council in the case of urgency	<ul style="list-style-type: none"> The Chief Officer in consultation with two of: The Mayor, Deputy Mayor, Leader of Council, Deputy Leader subject to reporting justification to the next Council meeting
21	Election issues and filling of vacancies	None
22.	Power to direct as to the Custody of town documents	None
23.	All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> Chief Officer, or in his/her absence the Marketing and Communities Manager and Deputy Chief Officer/RFO Support Manager to deputise after seeking relevant consultancy advice, if the matter cannot wait for the Chief Officers return.

<p>24. All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents</p>	<ul style="list-style-type: none"> • Support Manager, RFO or in his/her absence the Chief Officer to assume duties.
Personnel Issues	
<p>25. To direct which post holders will be designated Proper Officer to the Council and Responsible Financial Officer.</p>	<p>None- but on recommendation of Personnel Committee</p>
<p>26. To determine the overall Staffing structure and approval of additional posts</p>	<ul style="list-style-type: none"> • None As set out in Terms of Reference for Personnel Committee
<p>27. Confirming the appointment of the Chief Officer</p>	<ul style="list-style-type: none"> • The appointment, subject to confirmation by Council is delegated to Personnel Committee
<p>28. Other Personnel matters</p>	<ul style="list-style-type: none"> • As set out in Terms of Reference for Personnel Committee
<p>29. Health & Safety Policy- General Statement & Organisation</p>	<p>None</p> <ul style="list-style-type: none"> • Arrangements to Personnel Committee
Quality & Integrated Management	
<p>30. Conducting Best Value reviews if appropriate</p>	<ul style="list-style-type: none"> • Finance & Policy Committee
<p>31. Matters relating to Quality and Integrated Management</p>	<ul style="list-style-type: none"> • Finance & Policy Committee
<p>32. Administration of the Complaints Procedure</p>	<ul style="list-style-type: none"> • As set out in Complaints Procedure
Finance	
<p>33. Approval of Annual Return & Statement of Accounts</p>	<p>None</p>
<p>34. Approval of Banking Arrangements</p>	<p>None</p>
<p>35. Approval of Orders for work, goods or services</p>	<ul style="list-style-type: none"> • Council/ Finance & Policy Committee/ Chief Officer /RFO (or nominated deputy) in accordance with Financial regulations
<p>36. Audit arrangements</p>	<ul style="list-style-type: none"> • Chief Officer/ RFO to manage in accordance with Financial Regulations • Council to approve annual internal and external audit report • Finance & Policy Committee to consider interim audit report
<p>37. Power to accept gifts, Local Government Act 1972, S139</p>	<p>None</p>
<p>38. Power to participate in schemes of collective investment, Trustees Investments Act 1962,S11</p>	<p>None</p>
Powers of all Committees	
<p>39. To arrange extra meetings</p>	<ul style="list-style-type: none"> • Chief Officer (or nominated deputy) in consultation with Chairman
<p>40. To monitor actions on minutes of the Committee.</p>	<ul style="list-style-type: none"> • Committee
<p>41. To manage services for which they are responsible within an approved budget & Policy.</p>	<ul style="list-style-type: none"> • Committee
<p>42. To authorise spending/ issue works orders within budgets delegated to a committee</p>	<ul style="list-style-type: none"> • Committee

Land	
43. Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972,S124, 126,127	None
44 Power to accept gifts of land, Local Government Act 1972,S139	None
45. Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	None for acquisition • Amenities & Services Committee for maintenance
Delegated Services	
46. To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 & 112)	None
47. To undertake services for another local authority or public Body	None

Change Document - Community and Environment Committee to Community Committee

Purpose

This change document summary paper is to explain the transformation from the original [Community and Environment Committee Terms of Reference](#) to the new Community Committee. Both documents are referred to in the pack.

Changes

1. Introduced a Purpose section to highlight core function of the Committee
2. Added the need for all committees to consider Financial, Environmental and Equality implications as part of decision making.
3. Delegation Functions in a separate paragraph as this was very repetitive. For Community the Committee will sent the strategic overview of all areas under the direction of Council and delegate responsibility for delivery to the Chief Officer who can delegate to other officers.

Functions

Previous number	New Number	Comment
1.Community Engagement		Remains as 1. Community Engagement
1.1		Included as part of core function/purpose of the Committee
1.2	1.1	Wording the same
1.3		Caught up with 1.5, 1.6 and 1.7 of new plan
1.4		Part of 1.7
1.5		Part of core function/ purpose of the committee
1.6		Part of core function/ purpose of the committee
1.7		Part of core function/ purpose of the committee
1.8	1.2	Slightly tighter wording, same sentiment
1.9	1.4	Wording slightly amended to specify digital and print and event, campaigns, activities, events and campaigns
1.10	1.3	Wording the same
1.11	1.8	Wording the same
	1.5	Added a function around listening and consulting
	1.6	Expands on the previous 1.3 and 1.4
	1.7	Brings in the three organisations that we have a special financial relationship with – CCP, CAB and Congleton Partnership
2.Community Safety		Remains as 2. Community Safety
2.1	2.5	Last word changed from initiatives to technology (CCTV)
2.2	Moved to travel	
2.3	2.1	Expands on our role and relationship with the Congleton Policing Unit
2.4		Removed as no longer have a SLA with PCSO
2.5	Linked to 2.1 and 2.2	

	2.3	Added objective about Community Safety Charter and White Ribbon
	2.4	Added objective about lobbying for funds and support
3.Environment		ALL OF THIS SECTION MOVED INTO A NEW ENVIRONMENT COMMITTEE
3.1		To promote the environmental wellbeing of the Town
3.2		To encourage Conservation of the built & natural environment
3.3		To seek to make Congleton Town Council Carbon Neutral by 2025
3.4		Ensure that Climate Change impact is considered in all activities and decisions
3.5		Consider Issues involving ancient monuments & areas of archaeological interest Seek to protect and enhance
3.6		To promote and support floral and planting initiatives
3.7		To protect and preserve local heritage
3.8		To approve & action Environmental Audits
3.9		To promote environmental awareness and good practices to promote action on climate change and environmental responsibility.
3.10		To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, animal welfare issue
3.11		To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)
3.12		Encourage activities which reduce, reuse and recycle in order to reduce waste and promote responsible management of waste.
3.13		Promote Clean Air Policies
3.14		To promote sustainable integrated transport
4. Personal Health		Changed title to 3. Health and Wellbeing
4.1	3.1	Wording changed to include wellbeing and supporting projects and initiatives
4.2	3.2	Added co-ordination. Added VCSEs
4.3	3.3	Added more detail – national and local and examples
4.4	3.4	Move to wider healthy living rather than just getting active
4.5	3.5	Added mental health
Travel and Transport		Added a new section 4 Travel and Transport
	4.1	New objective
2.2	4.2	This was the former 2.2 from Community Safety
	4.3	New objective
	4.4	New objective
4.4	4.5	Similar to wording in previous Personal Health objective
5. Young People		Changed to 6. Younger and Older People
5.1	6.1	Changed wording to work with more organisations
5.2	6.4	Tightened wording
5.3		Caught in with 6.1
5.4	6.2	Similar wording
	6.3	Added objective around older people staying active and involved
6. Housing		Taken out one of this committee,
6.1		Suggest move to planning
6.2		Wrapped up in Community Safety section
7. Economic wellbeing and Tourism		Changed to 5 – Leisure Tourism and Heritage - the Economic Wellbeing Section will be picked up in 7. Business Community
7.1	7.1	Moved to Business Community
7.2	5.1/ 5.2	Wording expanded in Leisure and Tourism to make 5.1 and 5.2
7.3	Deleted	
7.4	7.2	Moved to Business Community

7.5	7.3	Moved to Business Community
7.6	7.4	Moved to Business Community
7.7	7.5	Moved to Business Community
7.8	5.3	Expanded to include festivals, clubs and activities
	5.4	New - for event plans to come into committee
	5.5	New – supporting the museum trust
	5.6	Bringing in policies from 10.1 and 10.2 of previous committee
	5.7	Building on 1.6 from previous committee
	5.8	New – recognizing that the CIC is part of CTC
	7.6	New addition - encouraging environmental and equality good practice
	7.7	New addition - promoting successes
	7.3	New addition – adding about encouraging clubs and activities
8. Emergency Planning		8.Emergency Planning
8.1		Added two more points – to cover CTC for crisis (such as COVID and Cost of Living
Quality of Place		This has been wrapped into Leisure Tourism and Heritage
9.1		May be good to include a catch- all to give us power to deal with issues...
10. Heritage		INCLUDED IN NEW SECTION 5 with TOURISM AND LEISURE
10.1	5.6	Now 5.6 may need to make changes -
10.2	5.6	
7 Business Community		New section dealing with issues listed in Community Environment section on Economic Wellbeing and Tourism.

COMMUNITY COMMITTEE	
10 Members + Mayor & Deputy ex-officio	Quorum=4

EXPLANATION TO CHANGES TO THE COMMUNITY COMMITTEE

The Terms of Reference for the Community Committee have originated from a review of the Terms of Reference for the Community and Environment Committee which can be [viewed here](#). The major change is that section 3 which was all about the Environment has moved to its own Committee. Other sections have been rearranged and there have been some grammatical, updating and reordering changes where the sentiment behind the sentence has been updated. There have been some additions to reflect new responsibilities – such as the information centre and deletions where no longer needed – such as the SLA for a PCSOs.

The changes are explained in more detail in the Change Document accompanying this paper as there are too many changes to easily meet a colour code.

Purpose

The purpose of the Community Committee is to promote the wellbeing and enjoyment of people in Congleton. It includes enhancing the life of everyone through accessible and affordable celebrations, events, activities, communications and campaigns.

The Committee also promotes equality, diversity and inclusion, social mobility, mental and physical health, safety and freedom from crime and social cohesion. It seeks to have a measurable impact on the quality of life of people who live in, work in, and visit Congleton.

All decisions of the Committee should consider the following implications:

- **Financial** – will this deliver the best value for money for Congleton and its residents?
- **Environmental** – how will this impact carbon footprint, biodiversity, air quality or other environmental factors, and how will this be mitigated if required?
- **Equality** – will people with different characteristics (according to the CTC Equality & Inclusion Policy) be impacted differently, and what will be done to mitigate this if required?

Delegation of Functions of the Committee

- Committee has strategic overview of all points in sections 1-8 below, under the direction of Council.
- Chief Officer responsible for operational management, and may delegate to members of the Leadership Team.
- Any funding requirements for projects will be submitted to the Finance and Policy Committee in line with financial regulations.

Functions of Committee

1. Community Engagement

- 1.1 Respond to strategic plans of the Council or other bodies which have an impact on the wellbeing of people in Congleton.

- 1.2 Encourage and support events that generate better social cohesion.
- 1.3 Support gaining accreditation for Congleton with organisations that align with CTC's strategy and values.
- 1.4 Create and execute a communications plan to promote activities, policies, events and campaigns to the local community via all channels including print, online and in-person.
- 1.5 Consult with and listen to local people, businesses and VCSEs (Voluntary, Community, Social Enterprises) to prioritise CTC activities.
- 1.6 Facilitate and support VCSEs to carry out their own activities and enable their collaboration with each other for the benefit of the community.
- 1.7 Support specific partner organisations to carry out their work, such as Congleton Community Projects, the CAB and Congleton Partnership.
- 1.8 Create Working Groups as required to implement or develop the decisions of the Committee and invite members of the wider community to join these and contribute their time and expertise.

2. Community Safety

- 2.1 Work with Cheshire Police on initiatives to reduce crime and the fear of crime, and to support victims of crime.
- 2.2 To receive regular reports from Cheshire Police on all major crime types such as anti-social behaviour, drug dealing, domestic abuse, burglary, sexual violence, hate crime and road traffic offences.
- 2.3 Lead the implementation of the Community Safety Charter, the White Ribbon Campaign and other initiatives to support and engage residents in reducing, preventing and reporting crime.
- 2.4 Lobby for funding and support from national and regional bodies for projects and initiatives to make Congleton a safer place to live, visit and work.
- 2.5 Work with the principal authority to enhance CCTV and other community safety technology.
- 2.6 Support home safety initiatives with partner organisations

3. Health and Wellbeing

- 3.1 Support projects and initiatives that will enhance the health and wellbeing of people in Congleton.
- 3.2 Improve access to and co-ordination of local services, provided by the NHS or VCSEs, that will contribute to physical and mental health of local people.
- 3.3 Promote national or local campaigns that encourage people to live healthier lives, for example by being more active, eating well, reducing alcohol intake or stopping smoking.
- 3.4 Engage and work with local people, businesses and VCSEs to develop initiatives and events to promote healthy living.
- 3.5 Work with the NHS to lobby for more and improved physical and mental health services in Congleton.

4. Travel and Transport

- 4.1 Develop plans and projects that will allow people to move around, and in and out of, Congleton in practical, affordable and sustainable ways.
- 4.2 Lobby for highway safety improvements for all road users, giving specific priority to pedestrians, cyclists, wheelchair users, buses and horse riders, ensuring those with particular needs such as the visually impaired or less mobile, are included.
- 4.3 Work with the local authority and service providers to lobby for improved public transport (bus and train) provision.
- 4.4 Work to ensure that maps, signage and infrastructure are in place to allow people to move throughout Congleton using active travel modes like walking and cycling.
- 4.5 Promote and support national and local campaigns and initiatives for more sustainable transport such as 'walk to school/work' weeks, cycling proficiency, car share schemes, EV charge points and public transport promotions.

5. Leisure, Tourism and Heritage

- 5.1 Provide a place, events and activities that will attract local people, and visitors from further afield, to choose to spend their leisure time in Congleton.
- 5.2 Boost leisure and tourism in the town by encouraging and partnering with providers, and offering promotional support.
- 5.3 Encourage a wide and diverse range of events, festivals, clubs and activities.
- 5.4 Deliver specific events in Congleton such as the Christmas lights switch-on, Play Days, Health & Wellbeing Fayre, Remembrance Day and White Ribbon Day.
- 5.5 Support the work of Congleton Museum Trust including the Museum itself and its events, projects and activities.
- 5.6 Manage, preserve and promote the town's ancient records, monuments, artefacts and historic buildings that are within the control of the Council.
- 5.7 Ensure everyone can access leisure offerings in Congleton to ensure equality and inclusion so that there is 'something for everyone'.
- 5.8 Create a strategy for the Information Centre in the Town Hall as an online and in-person 'hub' of information and support for leisure, tourism and heritage in Congleton.

6. Young and Older People

- 6.1 Work with partners, youth groups, schools and the principal authority to support services, activities and events for young people.
- 6.2 Identify and promote initiatives to support families who live in or visit Congleton.
- 6.3 Work with VCSEs and other partners to help older people stay active and involved in the community, for example helping to combat the problems created by social isolation, limited mobility and health challenges.
- 6.4 Engage with and involve young and older people in decision-making about the above.

7. Business Community

- 7.1 Promote the economic well-being of Congleton through partnerships with the business community and community sectors.
- 7.2 Encourage sustainable development and regeneration in the town.

- 7.3 Lobby for sufficient high-quality employment sites in Congleton and supporting initiatives for promoting inward investment.
- 7.4 Support skills development, training and best-practice sharing for local businesses.
- 7.5 Encourage local businesses to adopt good working practices in relation to the environment and EDI (equity, diversity and inclusion).
- 7.6 Provide Christmas lights for the town centre.
- 7.7 Celebrate successes of our local business community.

8. Emergency Support

- 8.1 Assist the principal authority in planning and responding to emergency situations of a national or local nature.
- 8.2 Co-ordinate response to emergencies with other agencies such as Cheshire East Council, the NHS, emergency services, VCSEs, business, schools and social services.
- 8.3 Communicate and engage with the public regularly to provide reassurance, support and information, and get input into what residents need, throughout a crisis.

Environment Committee	
10 Members + Mayor & Deputy ex-officio	Quorum=4

1. Current terms of reference <https://www.congleton-tc.gov.uk/wp-content/uploads/2020/01/10.-Terms-of-Reference-Community-Environment-V8-05.12.19.pdf>

Purpose

The purpose of the Environment Committee is to develop strategy and make decisions that improve the quality of the local environment. It includes encouraging conservation and improvement of the built & natural environment. The committee seeks to make Congleton Town Council Carbon Neutral by 2025 and to ensure that the impact of Climate Change impact is considered in all activities and decisions. Promoting environmental awareness and good practice to deliver action on climate change and environmental responsibility throughout all our activities. To acknowledge the importance of the natural environment to health and wellbeing of all residents.

All decisions of the Committee should consider the following implications:

- **Financial** – will this deliver best value for money for Congleton and its residents?
- **Environmental** – how will this impact carbon footprint, biodiversity, air quality or other environmental factors, and how will this be mitigated if required?
- **Equality** – will people with different characteristics (according to the CTC Equality & Inclusion Policy) be impacted differently, and what will be done to mitigate this if required?

Delegation of Functions of the Committee

- Committee has strategic overview of all points in sections 1-8 below, under the direction of Council.
- Chief Officer responsible for operational management, and may delegate to members of the Leadership Team.
- Any funding requirements for projects will be submitted to the Finance and Policy Committee in line with financial regulations.

Functions of Committee

1. Environment

- 1.1 To promote the importance of the natural environment to the future wellbeing of the Town and its residents
- 1.2 To encourage nature conservation and the integration of the built & natural environment
- 1.3 To seek to make Congleton Town Council Carbon Neutral by 2025
- 1.4 Ensure that Climate Change impact is considered in all activities and decisions
- 1.5 Consider Issues involving ancient monuments & areas of archaeological interest seek to protect and enhance
- 1.6 To promote and support sustainable floral and planting initiatives which enhance the environment.
- 1.7 To protect and preserve local heritage, green spaces and beauty spots.

Environment Committee

10 Members + Mayor & Deputy ex-officio

Quorum=4

- 1.8 To approve & action Environmental Audits
- 1.9 To promote environmental awareness and good practices to promote action on climate change and environmental responsibility.
- 1.10 To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, animal welfare issue.
- 1.11 To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)
- 1.12 To liaise with relevant authorities to ensure adequate waste disposal, recycling and sustainable waste practices are available.
- 1.13 Encourage activities which reduce, reuse and recycle in order to reduce waste and promote responsible management of waste.
- 1.14 Promote Clean Air Policies
- 1.15 To protect natural water sources and access to them for residents.
- 1.16 To provide adequate allotments and community facilities for the growing of fruit and vegetables locally.
- 1.17 To manage and support a Biodiversity Plan which maximises the opportunity for Biodiversity Net Gain on sites over which we have influence.
- 1.18 To liaise with relevant community bodies to deliver projects that enhance the town's environmental resilience and biodiversity in the face of the nature and climate emergency.
- 1.19 To promote sustainable integrated transport

FINANCE & POLICY COMMITTEE

10 Members of the Authority

Responsible for Strategy Working Group

Quorum= 4

Purpose

The Committee has delegated authority to consider and decide on matters related to: Financial governance (including the council's Financial Regulations), general financial issues, community grants, audit arrangements (except approval of the Annual Return), banking and investment arrangements (in accordance with adopted Investments Policy)

Function of Committee Column 1	Delegation of Function Column 2
<p>1. Resources</p> <p>1.1 To oversee and direct the use of financial and technological resources of the Council.</p>	<ul style="list-style-type: none"> • Operational Management to Responsible Financial Officer (RFO). • Strategic advice to Chief Officer • Committee for strategic overview.
<p>2. Finance Under the direction of the Council:-</p> <p>2.1 To be responsible for the overall management and control of the finances of the Council and authorisation of payment of accounts.</p> <p>2.2 To monitor the Council's capital and revenue budgets.</p> <p>2.3 Committee to recommend variation, overspend, and virement In accordance with Financial regulations to Council</p> <p>2.4 To make recommendations to the Council on Budget & Precept requirements.</p> <p>2.5 To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.</p> <p>2.6 To advise Council on borrowing policy and investment treasury management</p> <p>2.7 To regularly monitor the performance of all funds invested.</p> <p>2.8 To supervise the Council's insurance arrangements.</p> <p>2.9 To supervise the Council's banking arrangements.</p> <p>2.10 To be responsible for all matters related to the full range of financial and accountancy functions.</p> <p>2.11 Recommend approval of all fees ,charges and payments to Council.</p> <p>2.12 To consider reports on outstanding debts due to the Council and to undertake recovery or write off</p>	<ul style="list-style-type: none"> • Committee for strategic overview • RFO & Chief Officer in accordance with Financial Regulations for operational management. • Finance & Policy Committee/ RFO (or nominated deputy) in accordance with Financial Regulations • Committee, Chief Officer/RFO in accordance with Financial Regulations. • Committee, Chief Officer & RFO as set out in Financial Regulations • Committee • RFO to prepare draft Budget • Chief Officer to prepare Budget Report • Committee • Committee • RFO • Chief Officer • RFO • Authorised signatories to authorise Mandate • RFO • Committee • Committee in accordance with Financial regulations

<p style="text-align: center;">Function of Committee Column 1</p>	<p style="text-align: center;">Delegation of Function Column 2</p>
<p>2.13 To issue orders for work, goods & services.</p> <p>2.14 To approve all security arrangements of the Council in respect of computers and financial issues.</p> <p>2.15 To authorise investments and debt repayment in accordance with the Council's Policy</p> <p>2.16 To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets</p>	<ul style="list-style-type: none"> • Committee/Chief Officer/ RFO in accordance with Financial Regulations • Other officers as approved Budget holders as set out at the end of this Terms of Reference (See Appendix 1) • Committee/Chief Officer in accordance with Financial Regulations • Committee • Committee/Chief Officer in accordance with Financial Regulations
<p>3. Grant Scheme</p> <p>3.1 To administer the Council's Grant Scheme in accordance with its Policy</p> <p>3.2 To approve grants up to £3000 and to recommend to Council grants in excess of this</p> <p>3.3 Town Hall Concessions</p> <p>3.3 To advise Council on the formulation and amendment of its Grant Policy</p> <p>3.4 Power to pay telecommunications operators any loss sustained providing telecommunication facilities; Telecommunications Act 1984,S97</p> <p>3.5 Powers to make grants for bus services</p>	<ul style="list-style-type: none"> • Committee • Committee to approve grants up to £3000 • Chief Officer in consultation with Chairman & Vice Chairman of TH Committee • Committee • Committee to approve grants up to £3000 • Committee to approve grants up to £3000
<p>4 Information Technology Services</p> <p>4.1 To oversee the use of information and other technology in support of the Council's business and service commitments.</p>	<ul style="list-style-type: none"> ▪ Operational Management to Chief Officer ▪ Strategic Overview to Committee
<p>5 Procurement</p> <p>5.1 To co-ordinate and oversee the Council's Corporate Procurement.</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Chief Officer for operational management

Function of Committee Column 1	Delegation of Function Column 2
<p>6 Performance & Business Management</p> <p>6.1 To be responsible for monitoring the performance of the Council.</p> <p>6.2 To monitor the progress of the Capital Programme.</p> <p>6.3 Approval of Corporate Business Plan</p>	<ul style="list-style-type: none"> • Operational management to Chief Officer/RFO • Strategic overview to Committee • Committee, Chief Officer/RFO • Committee • Chief Officer to determine underlying Action & Project Plans
<p>7 Quality & Integrated management System</p> <p>7.1 To promote the efficiency and Integrated Management System</p> <p>7.2 To oversee the formal administration of the Council's Integrated Management System, Risk Management and Self Assessment programmes</p> <p>7.3 To promote customer care and equality in service delivery and access.</p>	<ul style="list-style-type: none"> • Operational management & approval of operational procedures to Chief Officer • Overview to Committee • Operational management to Chief Officer • Strategic overview to Committee ▪ Operational management to Chief Officer

Function of Committee Column 1	Delegation of Function Column 2
8 Communications / Public Relations and Marketing	
8.1 To co-ordinate and promote access to Council services and public information.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
8.2 To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
8.3 To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
9. Asset Management	
9.1 Maintenance of the Asset Register	<ul style="list-style-type: none"> • RFO/ Chief Officer • Council to review annually
9.2 Provision & management of Office accommodation, other Corporate property, land, and relevant fixtures and fittings	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
9.3 Provision of common pasture	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
9.4 Responsibility for energy conservation and disabled access	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
9.5 Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
9.6 Provision of vehicles and equipment for streetscape Team.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational Management to Chief Officer
10. Audit	
10.1 To receive, approve and action interim audit reports.(Final Audit to be recommended to Council for approval)	<ul style="list-style-type: none"> • Committee
10.2 To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
11 Strategy Working Group	
11.1 To overview the role of, allocate tasks to and receive minutes of the Strategy Working Party	<ul style="list-style-type: none"> • Tasks to the Working Group in accordance with their Terms of Reference
NB. Any financial, operational or managerial action	NB. Any financial, operational or managerial action

Function of Committee Column 1	Delegation of Function Column 2
delegated to the Chief Officer may in his/her absence be undertaken by the Support Manager after seeking relevant consultancy advice, if the matter cannot wait until the Chief Officer returns, except items denoted by *; when the nominated deputy is the Town Centre & Marketing Manager.	delegated to the RFO may in his/her absence be undertaken by the Chief Officer.

Appendix 1**Specific Budget Holders under 2.13**

Budget Holders must have orders countersigned by the Chief Officer or Responsible Financial Officer

All orders must follow Financial Regulations

Paddling Pool	Town Hall Manager
Civic	Marketing and Communities Manager/Deputy Chief Officer and support officers
Tourism/Community Development	Marketing and Communities Manager/Deputy Chief Officer and Event officer
Marketing: Newsletter/Promotions/Website/Advertising	Marketing and Communities Manager/Deputy Chief Officer and Administrative Support and Event officers
Christmas	Marketing and Communities Manager/Deputy Chief Officer and Event officers
Information Centre	Senior Information Advisor/Information & Administrative Assistant and RFO
Mayors Account	Marketing and Communications Officer and RFO
In Bloom	Streetscape Development Manager
Allotments	Streetscape Development Manager
Public Realm	Chief Officer and RFO
Grants	Committee approval RFO to monitor and report back
Public Toilets	Town Hall Manager/Chief Officer
Neighbourhood Development Plan	Chief Officer
Luncheon Club	Chief Officer
Capital	RFO/ Chief Officer
Corporate Management	Marketing and Communities Manager/Deputy Chief Officer and Event officer
Streetscape	Streetscape Development Manager
Town Hall	Town Hall Manager

FINANCE & POLICY COMMITTEE

10 Members of the Authority

Responsible for Strategy Working Group

Quorum= 4

Purpose

The Committee has delegated authority to consider and decide on matters related to: Financial governance (including the council's Financial Regulations), general financial issues, community grants, audit arrangements (except approval of the Annual Return), banking and investment arrangements (in accordance with adopted Investments Policy)

Function of Committee Column 1	Delegation of Function Column 2
<p>1. Resources</p> <p>1.1 To oversee and direct the use of financial and technological resources of the Council.</p>	<ul style="list-style-type: none"> • Operational Management to Support Manager as Responsible Financial Officer (RFO). • Strategic advice to Chief Officer • Committee for strategic overview.
<p>2. Finance Under the direction of the Council:-</p> <p>2.1 To be responsible for the overall management and control of the finances of the Council and authorisation of payment of accounts.</p> <p>2.2 To monitor the Council's capital and revenue budgets.</p> <p>2.3 Committee to recommend approval of variation, overspend, and virement In accordance with Financial regulations to Council</p> <p>2.3 To make recommendations to the Council on Budget & Precept requirements.</p> <p>2.4 To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.</p> <p>2.5. To advise Council on borrowing policy and investment treasury management</p> <p>2.6 To regularly monitor the performance of all funds invested.</p> <p>2.7 To supervise the Council's insurance arrangements.</p> <p>2.8 To supervise the Council's banking arrangements.</p> <p>2.9 To be responsible for all matters related to the full range of financial and accountancy functions.</p> <p>2.10 Recommend approval of all fees ,charges and</p>	<ul style="list-style-type: none"> • Committee for strategic overview • RFO & Chief Officer in accordance with Financial Regulations and for operational management. • Finance & Policy Committee/ RFO (or nominated deputy) in accordance with Financial Regulations • Committee, Chief Officer/RFO in accordance with Financial Regulations. • Committee, Chief Officer & RFO as set out in Financial Regulations • Committee • RFO to prepare draft Budget • Chief Officer to prepare Budget Report • Committee • Committee • RFO • Chief Officer • RFO • Authorised signatories to authorise Mandate • RFO • Committee

Function of Committee Column 1	Delegation of Function Column 2
<p>payments to Council.</p> <p>2.11 To consider reports on outstanding debts due to the Council and to undertake recovery or write off</p> <p>2.12 To issue orders for work, goods & services.</p> <p>2.13 To approve all security arrangements of the Council in respect of computers and financial issues.</p> <p>2.14 To authorise investments and debt repayment in accordance with the Council's Policy</p> <p>2.15 To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets</p>	<ul style="list-style-type: none"> • Committee in accordance with Financial regulations • Committee/Chief Officer/ RFO in accordance with Financial Regulations • Other officers as approved Budget holders as set out at the end of this Terms of Reference (Appendix 1) • Committee/Chief Officer in accordance with Financial Regulations • Committee • Committee/Chief Officer in accordance with Financial Regulations
<p>3. Grant Scheme</p> <p>3.1 To administer the Council's Grant Scheme in accordance with its Policy</p> <p>3.2 To approve grants up to £3000 and to recommend to Council grants in excess of this</p> <p>3.3 Town Hall Concessions</p> <p>3.3 To advise Council on the formulation and amendment of its Grant Policy</p> <p>3.4 Power to pay telecommunications operators any loss sustained providing telecommunication facilities; Telecommunications Act 1984,S97</p> <p>3.5 Powers to make grants for bus services</p>	<ul style="list-style-type: none"> • Committee • Committee to approve grants up to £3000 • Chief Officer in consultation with Chairman & Vice Chairman of TH Committee • Committee • Committee to approve grants up to £3000 • Committee to approve grants up to £3000
<p>4 Information Technology Services</p> <p>4.1 To oversee the use of information and other technology in support of the Council's business and service commitments.</p>	<ul style="list-style-type: none"> ▪ Operational Management to Chief Officer ▪ Strategic Overview to Committee

Function of Committee Column 1	Delegation of Function Column 2
4.2 Amendments to layout of Web Site	• Chief Officer *
<p>5 Procurement</p> <p>5.1 To co-ordinate and oversee the Council's Corporate Procurement.</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Chief Officer for operational management
<p>6 Performance & Business Management</p> <p>6.1 To be responsible for monitoring the performance of the Council.</p> <p>6.2 To monitor the progress of the Capital Programme.</p> <p>6.3 Approval of Corporate Business Plan</p>	<ul style="list-style-type: none"> • Operational management to Chief Officer/RFO • Strategic overview to Committee • Committee, Chief Officer/RFO • Committee • Chief Officer to determine underlying Action & Project Plans
<p>7 Quality & Integrated management System</p> <p>7.1 To promote the efficiency and Integrated Management System</p> <p>7.2 To oversee the formal administration of the Council's Integrated Management System, Risk Management and Self Assessment programmes</p> <p>7.3 To promote customer care and equality in service delivery and access.</p>	<ul style="list-style-type: none"> • Overview to 3 Member Working Party • Operational management & approval of operational procedures to Chief Officer • Overview to Committee • Operational management to Chief Officer • Strategic overview to Committee • Operational management to Chief Officer

Function of Committee Column 1	Delegation of Function Column 2
8 Communications / Public Relations and Marketing	
8.1 To co-ordinate and promote access to Council services and public information.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
8.2 To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
8.3 To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
9. Asset Management	
9.1 Maintenance of the Asset Register	<ul style="list-style-type: none"> • RFO/ Chief Officer (Chairman to verify annually) • Council to review annually
9.2 Provision & management of Office accommodation, other Corporate property, land, and relevant fixtures and fittings	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
9.3 Provision of common pasture	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
9.4 Responsibility for energy conservation and disabled access	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer *
9.5 Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
9.6 Provision of vehicles and equipment for streetscape Team.	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational Management to Chief Officer
10. Audit	
10.1 To receive, approve and action interim audit reports. (Final Audit to be recommended to Council for approval)	<ul style="list-style-type: none"> • Committee
10.2 To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Chief Officer
11 Strategy Working Group	
11.1 To overview the role of, allocate tasks to and receive minutes of the Strategy Working Party	<ul style="list-style-type: none"> • Tasks to the Working Group in accordance with their Terms of Reference

Function of Committee Column 1	Delegation of Function Column 2
<p>NB. Any financial, operational or managerial action delegated to the Chief Officer may in his/her absence be undertaken by the Support Manager after seeking relevant consultancy advice, if the matter cannot wait until the Chief Officer returns, except items denoted by *, when the nominated deputy is the Town Centre & Marketing Manager.</p>	<p>NB. Any financial, operational or managerial action delegated to the RFO may in his/her absence be undertaken by the Chief Officer.</p>
<p>Specific Budget Holders under 2.12</p> <p>Miscellaneous Office Costs _____ Stationery & Printing Computer /IT costs Publications _____ Advertising Website _____ Marketing/ Promotions _____ Council Newsletter _____ Civic Expenses Civic Regalia Room hire _____ Mayor's Account- fund raising _____ Paddling Pool Maintenance Paddling Pool Property Maintenance Paddling Pool protective clothing Paddling Pool grounds maintenance Handy Persons protective clothing Handy Person property maintenance Handy Person equipment _____ Christmas Fayre _____ Tourism Town Hall _____ Janatorial _____ Refuse Disposal _____ Promotions _____ Maintenance contracts _____ Property Maintenance _____ Equipment Replacement/tools _____ Licences (inc PRS) _____ Protective clothing Bar (Where operated directly) _____ Janatorial _____ _____ Equipment replacement/ tools _____ Bar purchases _____ Catering supplies</p>	<p>Support Manager/Administrative Assistants Support Manager/Administrative Assistants > £200 Support Manager/Administrative Assistants > £200 Support Manager/Administrative Assistants > £50 Support Manager/Town Centre & Marketing Mgr Support Manager/Town Centre & Marketing Mgr Town Centre & Marketing Manager Town Centre & Marketing Manager Support Manager/ Civic Admin Officer > £250 Civic Admin Officer Support Manager/ Administrative Assistants > £200 Support Manager/ Civic Admin Officer Facilities Manager Facilities Manager Facilities Manager Facilities Manager Facilities Manager Town Centre & Marketing Manager Town Centre & Marketing Manager Facilities Manager Facilities Manager Town Centre & Manager/ Administrative Assistants Facilities Officer Facilities Manager > £1000 Facilities Manager Facilities Manager Facilities Manager Facilities Manager Facilities Manager Facilities Manager Facilities Manager > financial limit set in F&P</p>

Function of Committee Column 1	Delegation of Function Column 2
<p>Budget Holders must have orders countersigned by the Chief Officer or Responsible Financial Officer</p>	<p>Facilities Manager</p> <p>All orders must follow Financial Regulations</p>
<p>Paddling Pool</p>	<p>Town Hall Manager</p>
<p>Civic</p>	<p>Marketing and Communities Manager/Deputy Chief Officer and support officers</p>
<p>Tourism/Community Development</p>	<p>Marketing and Communities Manager/Deputy Chief Officer and Event officer</p>

Marketing: Newsletter/Promotions/Website/Advertising	Marketing and Communities Manager/Deputy Chief Officer and Administrative Support and Event officers
Christmas	Marketing and Communities Manager/Deputy Chief Officer and Event officers
Information Centre	Senior Information Advisor/Information & Administrative Assistant and RFO
Mayors Account	Marketing and Communications Officer and RFO
In Bloom	Streetscape Development Manager
Allotments	Streetscape Development Manager
Public Realm	Chief Officer and RFO
Grants	Committee approval RFO to monitor and report back
Public Toilets	Town Hall Manager/Chief Officer
Congleton Partnership	Congleton Partnership Co-Ordinator with Executive Committee
Neighbourhood Development Plan	Chief Officer
Luncheon Club	Chief Officer
Capital	RFO/ Chief Officer
Corporate Management	Marketing and Communities Manager/Deputy Chief Officer and Event officer
Streetscape	Streetscape Development Manager
Town Hall	Town Hall Manager

<u>Town Hall Assets and Services Committee</u>

1. Current terms of reference <https://www.congleton-tc.gov.uk/wp-content/uploads/2020/02/11.-Terms-of-Reference-Town-Hall-Assets-Services-V6-05.12.19.pdf>

TOWN HALL, ASSETS & SERVICES COMMITTEE	
10 Committee members	Quorum = 4
Legal Powers	
Power to provide and encourage the use of conference facilities - General Power of Competence (Localism Act 2011 Sections 1-8)	
Power to Provide Public Buildings and Halls General Power of Competence	
Function of the Town Hall Assets and Services Committee	Delegation of Function Strategic Management of the Town Hall within Policy and Budget to Town Hall Assets and Services Committee Operational Management of the Town Hall within Policy and Budget to Chief Officer
Town Hall	
Agree Town Hall Pricing Structure	Committee within Budget
Room Hire Letting Policy	Committee to recommend to Finance and Policy
Letting of Office Space within the Town Hall	Chief Officer within letting Policy
Future Development of the Town Hall	Committee to recommend to Council
Agreeing structural repairs , improvement works and maintenance as agreed by the committee	Report to Committee within Budget and Policy and aligned to Financial Regulations
Town Hall development works	Council via Committee within Budget and Policy aligned to Financial Regulations and Health and Safety Laws
Monitoring overall Town Hall Budget –income and expenditure	Committee within Budget and Policy – prepared by RFO
Appointment of Town Hall Commercial Partners	Council Working group of Chief Officer, Town Hall Manager, Chair and 1 member of the committee to recommend
Management of Town Hall Commercial Partners	Chief Officer/ Town Hall Manager within terms of contract
Letting Concessions	Town Hall Manager / admin staff in accordance with letting policy Chief Officer / Chairman for concession requests outside of letting policy
Acceptance of Bookings	Town Hall Administration Staff
Rejections of Bookings	Chief Officer/ Town Hall Manager
Cancellation of Bookings	Town Hall Administration Staff within policy
Residents Discount Bookings	Town Hall Administration Staff within policy
Cleaning schedules	Town Hall Manager
Personal Licence Holder (alcohol)	Commercial Partner
Stocking Bar/ Bar Staff/ Cashing up Bar	Commercial Partner
Cellar Management	Commercial Partner
Checking and Handling of cash for bar and catering	Commercial Partner
Running and managing the Cotton club area	Commercial Partner
Sourcing and checking suitable security cover for events	Commercial partner

Planning and Managing evening and weekend functions	Commercial Partner/ Town Hall Manager
Planning and Managing mid-week non-bar functions	Town Hall Manager
Licence holder and Administration	Town Hall Office Staff
PRS and PPL Licence	Town Hall Manager / Office staff
Cleaning supplies and CTC stock re-ordering	Town Hall Manager
Stock control of Town Hall assets	RFO / Town Hall Manager Optional audit Chair / Vice Chair F&P
Daily security	Town Hall Manager
Costings of hall hire, functions and catering	Commercial Partner, in conjunction with Town Hall Manager / admin staff (Town Hall Hire in line with pricing Structure)
Promotion of the Town Hall as a venue	Town Hall Manager /Deputy CO with Commercial Partners (within budget)
Equipment purchase and maintenance	Town Hall Manager within budget and aligned to Financial Regulations
Application for Premise Licence	Town Hall Manager with Commercial Partner
Licence Designated Premise Supervisor	Commercial Partner
Approval of Licence variation application	Committee
Nomination of personal licence holders	Committee
Health and Safety matters related to the Town Hall	Town Hall Manager
Streetscape	
	Strategic Management of the Streetscape Service within Policy and Budget to Town Hall, Assets and Services Committee Operational Management of the Streetscape Service within Policy and Budget to Chief Officer
Delivery of Contract with Local Authority	Chief Officer / Streetscape Manager reporting to Committee
Works contract negotiations with Local Authority	Chief Officer / RFO to recommend to Committee
Private works contract negotiations under £10K	Chief Officer delegated to Streetscape Manager
Staff management / allocation	Streetscape Manager
Staff Training	Streetscape Manager
Risk assessments / Health & Safety	Streetscape Manager
Monitoring of financial performance	RFO/ Streetscape Manager report to Committee
Stock control and assets list	RFO/ Streetscape Manager Optional audit Chair / Vice Chair F&P
Marketing of Services	Streetscape Manager / Marketing Officer
Issues relating to maintenance of other assets statues, community poly tunnel ,Street furniture	Streetscape Manager
Paddling Pool	
	Strategic Management of the Paddling Pool within Policy and Budget to Town Hall, Assets and Services Committee Operational Management of the Paddling Pool within Policy and Budget to Town Hall Manager
Health and Safety management	Town Hall Manager
Maintenance of site and equipment	Town Hall Manager within agreed budget report to Committee – align to Financial Regulations
Overall budget management	RFO / Town Hall Manager reporting to committee
Development of facility	Town Hall Manager / Chief Officer report to committee

Stock control and assets list	RFO/Town Hall Manager Optional audit Chair / Vice Chair F&P
Cenotaph	
Maintenance / inspection of site	Streetscape Manager
Development project (2020)	Congleton Partnership / Chief Officer reporting to committee aligned to Financial Regulations

No proposed changes, just the format.

Town Hall Assets and Services Committee	
10 Members + Mayor & Deputy ex-officio	Quorum=4

Purpose

The purpose of the Town Hall Assets and Services Committee is to promote the Town Hall for both commercial and private meetings/functions. As well as Monitoring overall Town Hall Budget –income and expenditure. The Committee can also seek to make the decisions and agree structural repairs, improvement works and maintenance programme and operational updates relating to the Commercial Partner.

As well as the Town Hall day to day running, the responsibly of the seasonal paddling pool and operative of the public toilets, the development of the facility as well as the budget and maintenance programme.

All decisions of the Committee should consider the following implications:

- **Financial** – will this deliver best value for money for Congleton and its residents?
- **Environmental** – how will this impact carbon footprint, biodiversity, air quality or other environmental factors, and how will this be mitigated if required?
- **Equality** – will people with different characteristics (according to the CTC Equality & Inclusion Policy) be impacted differently, and what will be done to mitigate this if required?

Delegation of Functions of the Committee

- Committee has strategic overview of all points in sections 1-10 below, under the direction of Council.
- Any funding requirements for projects will be submitted to the Finance and Policy Committee in line with financial regulations and budget.

1. Town Hall

- 1.1 Agree Town Hall Pricing Structure
- 1.2 Room Hire Letting Policy
- 1.3 Future Development of the Town Hall
- 1.4 Agreeing structural repairs , improvement works and maintenance as agreed by the committee
- 1.5 Town Hall development works
- 1.6 Monitoring overall Town Hall Budget –income and expenditure
- 1.7 Appointment of Town Hall Commercial Partners (Full Council)
- 1.8 Letting Concessions Town Hall Manager / admin staff in accordance with letting policy

Chief Officer / Chairman for concession requests outside of letting policy

1.9 Approval of Licence variation application

1.10 Nomination of personal licence holders

2. Town Hall Delegation to Chief Officer and delegated members of the Leadership Team and Commercial Partner. in section 2 below

2.1 Letting of Office Space within the Town Hall

2.2 Management of Town Hall Commercial Partner

2.3 Acceptance of Bookings

2.4 Rejections of Bookings

2.5 Cancellation of Bookings

2.6 Residents Discount Bookings

2.7 Cleaning schedules

2.8 Sourcing and checking suitable security cover for events

2.9 Planning and Managing evening and weekend functions

2.10 Planning and Managing mid-week non-bar functions

2.11 Licence holder and Administration

2.12 Personal Licence Holder (alcohol)

2.13 PRS and PPL Licence

2.14 Cleaning supplies and CTC stock re-ordering

2.15 Stock control of Town Hall assets

2.16 Daily security

2.17 Costings of hall hire, functions and catering

2.18 Promotion of the Town Hall as a venue

2.19 Equipment purchase and maintenance

2.20 Application for Premise Licence

2.21 Health and Safety matters related to the Town Hall

3. Strategic Management of the Streetscape Service within Policy and Budget reporting to Town Hall, Assets and Services Committee

3.1 Works contract negotiations with Local Authority

3.2 Delivery of Contract with Local Authority

3.3 Monitoring of financial performance

4. Operational Management of the Streetscape Service within Policy and Budget to Chief Officer reporting to the committee.

4.1 Private works contract negotiations under £10K

4.2 Staff management / allocation

4.3 Staff Training

4.4 Risk assessments / Health & Safety

4.5 Stock control and assets list

4.6 Marketing of Services

4.7 Issues relating to maintenance of other assets statues, community poly tunnel ,Street furniture

5. Strategic Management of the Paddling Pool within Policy and Budget to Town Hall, Assets and Services Committee

5.1 Overall budget management

5.2 Development of facility

6. Operational Management of the Paddling Pool and Cenotaph within Policy and Budget to Town Hall Manager

6.1 Health and Safety management

6.2 Maintenance of sites and equipment

6.3 Stock control and assets list

1. Current terms of reference [12.-Terms-of-Reference-Planning-V8-12.05.22.doc-CO.pdf \(congleton-tc.gov.uk\)](#)

PLANNING COMMITTEE	
10 Members + Mayor & Deputy ex-officio	Quorum=4

Purpose

To make observations on all Borough Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations.

Delegation of functions to the Committee

1. To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.
2. To comment on Tree Preservation applications or the making of Orders.
3. To make observations on Planning consultation documents from the **Local Authority** or regional or national bodies.
4. To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council **if required**
5. To make observations on Hazardous Substance applications.
6. Responding to **relevant** consultations from adjoining authorities outside of the **Local Authority**
Delete as not required
7. Making observations on applications for amendments to planning and other related consents previously granted by any authority.
8. Make observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the Local Authority
9. Making observations on applications and other actions in relation to hedge rows **and trees** .
10. Making observations on applications and other matters under the Licensing legislation
11. Making observations on Street naming or numbering
12. Making observations on highway or transportation matters **received from the integrated transport working group** .
13. Consent for ending maintenance at public expense or stopping up or diversion of highway.
14. Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside wastes. **Delete as not required**
15. Making observations on any matter relating to gaming or gambling.
16. To liaise with **the Local Authority** on any matter relating to building control – Delegated to the Chief Officer or Deputy Chief Officer in the case of an emergency
17. To make the Council's contribution to its Neighbourhood Plan following representations from its **working group**

Delegation of functions to the Chief Officer

18. Referring any Planning enforcement issue to the Local Authority

PLANNING COMMITTEE	
10 Members + Mayor & Deputy ex-officio	Quorum=4

Purpose

To make observations on all Borough Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations.

All decisions of the Committee should consider the following implications:

- **Financial** – will this deliver best value for money for Congleton and its residents?
- **Environmental** – how will this impact carbon footprint, biodiversity, air quality or other environmental factors, and how will this be mitigated if required?
- **Equality** – will people with different characteristics (according to the CTC Equality & Inclusion Policy) be impacted differently, and what will be done to mitigate this if required?

Delegation of functions to the Committee

1. To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.
2. To comment on Tree Preservation applications or the making of Orders.
3. To make observations on Planning consultation documents from the Local Authority or regional or national bodies.
4. To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council if required
5. To make observations on Hazardous Substance applications.
6. Making observations on applications for amendments to planning and other related consents previously granted by any authority.
7. Make observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the Local Authority
8. Making observations on applications and other actions in relation to hedge rows and trees .
9. Making observations on applications and other matters under the Licensing legislation
10. Making observations on Street naming or numbering
11. Making observations on highway or transportation matters received from the integrated transport working group .
12. Consent for ending maintenance at public expense or stopping up or diversion of highway.
13. Making observations on any matter relating to gaming or gambling.
14. To liaise with the Local Authority on any matter relating to building control – Delegated to the Chief Officer or Deputy Chief Officer in the case of an emergency
15. To contribute towards the Neighbourhood Plan following representations from its working group

Delegation of functions to the Chief Officer

16. Referring any Planning enforcement issue to the Local Authority

Personnel Committee

10 Members of Authority

Quorum = 4

Function of Personnel Committee Column 1	Delegation of Function Column 2
1. To Recommend to Council the overall Staffing structure and approval of additional posts.	<ul style="list-style-type: none"> • None-Final approval remains with Council
2. To agree the pay and conditions of staff	<ul style="list-style-type: none"> • Chief Officer reserved for Council • All other staff to Committee
3. Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> • Committee
4. Appointment of Staff	<ul style="list-style-type: none"> • Recommend appointment of Chief Officer to be endorsed by Council <ol style="list-style-type: none"> 1. Selection of long list by Chief Officer with personnel assistance if appropriate 2. Selection of final short list-Chair & Vice Chair and Town Mayor 3. Final Interview-Committee and Town Mayor • Appointment of other Staff Scale Point 28 and above to Committee • Appointment of Staff below Scale Point 28 to Chief Officer in consultation with 2 members of Committee • Chief Officer for casual staff and temporary appointments to approved positions below Scale Point 28 • Town Marketing & Events Manager and Deputy Chief Officer for Pool attendants • Decision on whether to fill vacant positions is delegated to Chief Officer • Decision on recruitment of contract staff or interim contract staff employed by a partner to Committee
5. Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> • Chief Officer with appeal to Personnel Committee • Personnel Committee in the case of the Chief Officer with appeal to 3 members of Council who are not on Personnel Committee. • Dismissal of Chief Officer to be ratified by Council
6. Determination of individual grading issues and job evaluation	<ul style="list-style-type: none"> • Committee
7. Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<ul style="list-style-type: none"> • Committee (Council in case of Chief Officer) • Administration of retirement in cases of permanent ill health, after appropriate medical advice via Cheshire Pension

8. Approval of job descriptions & person specifications.	<ul style="list-style-type: none"> • Committee
9. Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
10. Appeals Procedure.	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
11. To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> • Council
12. Competence Procedure	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
13. Issue of Contracts of Employment	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
14. Redundancy & Redeployment	<ul style="list-style-type: none"> • Committee
15. Monitoring Equality & Inclusion Policy in relation to employment	<ul style="list-style-type: none"> • Committee
16. Approval of Officer Codes of Conduct	<ul style="list-style-type: none"> • Council
17. Health & Safety	<ul style="list-style-type: none"> • Committee for approval of Policy other than General Statement & Organisation which are reserved for Council
18. Grievance Procedure	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
19. Administration of other Personnel procedures	<ul style="list-style-type: none"> • Chief Officer except Committee in the case of Chief Officer
20. Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> • Chief Officer for all staff, often delegated to relevant Line Manager • Personnel Chair & Vice Chair or other Member of Committee for Chief Officer
21. Training & Development Plan	<ul style="list-style-type: none"> • Chief Officer
22. To administer the Volunteers Policy	<ul style="list-style-type: none"> • Chief Officer to administer • Committee to monitor
23. To administer the Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> • Chief Officer to administer • Committee to monitor

COMMUNITY AND ENVIRONMENT COMMITTEE

10 Members of the Authority

Quorum= 4

Function of Committee Column 1	Delegation of Function Column 2
<p>1. Community Engagement</p> <p>1.1 To promote the social wellbeing of the Town.</p> <p>1.2 To respond to strategic plans which will have an impact on the well-being of community of Congleton</p> <p>1.3 To facilitate and support local community and voluntary organisations</p> <p>1.4 To support a CAB for the Town.</p> <p>1.5 To promote diversity and inclusion</p> <p>1.6. Promote social mobility and opportunities for all</p> <p>1.7 To agree project funding submissions</p> <p>1.8 Actively encourage events that generate better social cohesion and bring the community together</p> <p>1.9 Actively communicate activities, policies, events and promotions to the local community via all communication channels.</p> <p>1.10 To support gaining accreditation for Congleton with organisations that align with CTC's strategy and values</p> <p>1.11 To Create Working Groups as required to implement or develop the decisions of the Committee and invite members of the wider community to join these and contribute their time and expertise</p>	<ul style="list-style-type: none"> • Committee under the direction of Council • Committee under the direction of Council • Grants to Finance & Policy Committee • Promotion & other support to Committee/ Chief Officer * in accordance with Policy • Committee under the direction of Council • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Grants to Finance & Policy Committee • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management
<p>2. Community Safety</p> <p>2.1 To work with the principal authority to enhance CCTV and other community safety initiatives</p> <p>2.2 To lobby for highway safety improvement schemes for all road users with specific priority for active travel modes such as walking, cycling and horse riding</p> <p>2.3 To liaise with the Police Authority & Constabulary</p> <p>2.4 To manage the Police Support Officers Service Level Agreement</p> <p>2.5 To support initiatives to reduce crime and support victims of crime</p>	<ul style="list-style-type: none"> • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management

<p>3. Environment</p> <p>3.1 To promote the environmental wellbeing of the Town</p> <p>3.2 To encourage Conservation of the built & natural environment</p> <p>3.3 To seek to make Congleton Town Council Carbon Neutral by 2025</p> <p>3.4 Ensure that Climate Change impact is considered in all activities and decisions</p> <p>3.5 Consider Issues involving ancient monuments & areas of archaeological interest Seek to protect and enhance</p> <p>3.6 To promote and support floral and planting initiatives</p> <p>3.7 To protect and preserve local heritage</p> <p>3.8 To approve & action Environmental Audits</p> <p>3.9 To promote environmental awareness and good practices to promote action on climate change and environmental responsibility.</p> <p>3.10 To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, animal welfare issue,</p> <p>3.11 To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)</p> <p>3.12 Encourage activities which reduce, reuse and recycle in order to reduce waste and promote responsible management of waste.</p> <p>3.13 Promote Clean Air Policies</p> <p>3.14 To promote sustainable integrated transport</p>	<ul style="list-style-type: none"> • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Strategic overview to Committee Operational management to Chief Officer * • Strategic overview to Committee Operational management to Chief Officer • Strategic overview to Committee Operational management to Chief Officer* • Strategic overview to Committee Operational management to Chief Officer* • Strategic overview to Committee Operational management to Chief Officer* • Committee under the direction of Council • Committee for strategic overview Chief Officer * for operational management • Strategic overview to Committee Operational management to Chief Officer • Petitions to Committee Chief Officer * in other cases • Strategic overview to Committee Operational management to Chief Office • Strategic overview to Committee Operational management to Chief Officer • Strategic overview to Committee Operational management to Chief Officer
<p>4 Personal Health</p> <p>4.1 To work with partner organisations to improve the health of people in the Town</p> <p>4.2 To improve access to local services which can contribute to physical and mental health</p> <p>4.3 To promote healthy living</p> <p>4.4 Encourage more people to get more active more often</p> <p>4.5 Contribute to the development of and co-ordination of NHS services</p>	<ul style="list-style-type: none"> • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management

<p>5 Young People</p> <p>5.1 Support public and community services and facilities for the young.</p> <p>5.2 Involve young people in decision making</p> <p>5.3 Support to young people in their communities</p> <p>5.4 Support families to ensure that all the people of Congleton have equal opportunity to thrive</p>	<ul style="list-style-type: none"> • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management
<p>6 Housing</p> <p>6.1 To lobby for sufficient affordable housing and social housing.</p> <p>6.2 To support home safety initiatives for Congleton</p>	<ul style="list-style-type: none"> • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management
<p>7 Economic Wellbeing & Tourism</p> <p>7.1 To promote the economic wellbeing of the Town through partnership with the business and community sectors</p> <p>7.2 To promote tourism within the town</p> <p>7.3 Power to encourage visitors and provide conference & other facilities</p> <p>7.4 To promote regeneration in the Town</p> <p>7.5 To lobby for sufficient high quality employment sites in the Town & support initiatives promoting inward investment</p> <p>7.6 To support skills & training for local businesses</p> <p>7.7 Provision, directly or indirectly of Christmas lights</p> <p>7.8 Encourage a wide and diverse range of events in the town</p>	<ul style="list-style-type: none"> • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee in conjunction with Planning Committee • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management • Committee for strategic overview Chief Officer * for operational management
<p>8 Emergency Planning</p> <p>8.1 To assist in preparing & implementing the Emergency Plans of the Principal authority</p>	<ul style="list-style-type: none"> • Committee for strategic overview Chief Officer * for operational management •
<p>9 Quality of Place</p> <p>9.1 Use the powers afforded to the Town Council through the General Power of Competence to carry out a wide range of activities that support quality of life in the town. This may include</p> <ul style="list-style-type: none"> • Leisure and Recreational activities • Sustainable Transport initiatives • Allotments • Upkeep of public spaces • Entertainment and the Arts • Heritage initiatives • Social inclusion 	<ul style="list-style-type: none"> • Grants to Finance & Policy Committee Strategic Management & development to Committee Chief Officer * for Operational management

<p>10 HERITAGE</p> <p>10.1 To manage, preserve & promote the use of the Town's ancient records</p> <p>10.2 To promote and protect Congleton's historic buildings, traditions and artefacts</p>	<ul style="list-style-type: none"> • Strategic overview to Committee within budget & policy Operational Management to Chief Officer * • Strategic overview to Committee within budget & policy Operational Management to Chief Officer *
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NB. Any action delegated to the Chief Officer may in his/her absence be undertaken by Support Manager after seeking relevant consultancy advice, if the matter cannot wait until the Chief Officer returns, except items denoted by *, when the nominated deputy is the Town Centre & Marketing Manager/ Deputy Chief Officer.