

APPENDIX "D"

Minute No. 110

Terms of Reference of Committees(A) POLICY AND RESOURCES COMMITTEE

- (1) To guide the Council in the formulation of its corporate plan of objectives and priorities, and for this purpose to recommend to the Council such forward programmes and other steps as may be necessary to achieve those objectives, either in whole or in part, during specific time spans. For this purpose to consider the broad social and economic needs of the authority and matters of comprehensive importance to the area including the contents of structure plans. To advise the Council generally as to its financial and economic policies.
- (2) Without prejudice to the duties and responsibilities of the programme Committees, to review the effectiveness of all the Council's work and the standards and levels of service provided. To identify the need for new services and to keep under review the necessity for existing ones.
- (3) To advise the Council on the overall allocation of resources in consultation with the other Committees.
- (4) To ensure that the organisation and management processes of the Council are designed to make the most effective contribution to the achievement of the Council's objectives. To keep them under review in the light of changing circumstances, making recommendations as necessary for change in either the Committee or departmental structure, or the distribution of functions and responsibilities.

(B) FINANCE COMMITTEE

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| (1) <u>Finance functions</u> | <ul style="list-style-type: none"> (a) General financial regulation. (b) Detailed implementation and control of budget. (c) Presentation of detailed estimates. (d) Rating. |
| (2) <u>Common Services functions</u> | <ul style="list-style-type: none"> (a) Computer. (b) Allocation of office accommodation. (c) Communications. (d) Organisation and Methods and Work Study. (e) General office services. |
| (3) <u>General functions</u> | <ul style="list-style-type: none"> (a) Elections and electoral registration. (b) Matters not specifically assigned to other Committees or Sub-Committees. |
| (4) <u>Establishment Matters Generally</u> | <ul style="list-style-type: none"> (a) Appointment of staff. (b) Conditions of Service of staff. (c) Staff training. (d) Superannuation and pensions. |

(C) HOUSING SERVICES COMMITTEE

- (1) Provision of Council houses.
- (2) Housing Management
 - (a) Lettings.
 - (b) Maintenance.
 - (c) Improvement.
 - (d) Assessment of future need.
 - (e) Advisory service.
- (3) Housing Advances

(D) ENVIRONMENTAL HEALTH AND CONTROL COMMITTEE

- (1) Food safety and hygiene.
- (2) Refuse collection.
- (3) Sewerage.
- (4) Clean Air.
- (5) Nuisances.
- (6) Health education.
- (7) Pollution control.
- (8) Cemeteries, crematoria and mortuaries.
- (9) Public conveniences.
- (10) Litter control.
- (11) Home safety.
- (12) Licensing and registration.
- (13) Slum clearance.

(E) DEVELOPMENT SERVICES COMMITTEE

- (1) Planning
 - (a) Local plans and development.
 - (b) Development control.
 - (c) Advertisement control.
 - (d) Land use.
- (2) Building Regulations.
- (3) Highways (including footpaths and bridleways).
- (4) Car parking.
- (5) Traffic regulation (agency functions).
- (6) Improvement areas and improvement grants.

(F) RECREATION AND AMENITIES COMMITTEE

- (1) Parks and open spaces.
- (2) Entertainments and catering.
- (3) Publicity and Tourism.
- (4) Art Galleries and Museums.
- (5) Allotments.
- (6) Markets and fairs.
- (7) Medical Department, Royal Pump Room.
- (8) Swimming and other baths.