



21st February 2023

PETERLEE TOWN COUNCIL

A MEETING OF THE SCRUTINY & PROGRESS COMMITTEE WILL BE HELD ON TUESDAY 28TH FEBRUARY 2023 IN COUNCIL CHAMBER, SHOTTON HALL, PETERLEE, SR8 2PH at 10.00AM

A G E N D A

Ian Morris, F.S.L.C.C
Town Clerk (Proper Officer of the Council)

1. Apologies for Absence

2. The Minutes of the last meeting held on 6th September 2022

3. Ways of Working Pre and Post Covid
Town Clerk's verbal presentation

4. Review of Committees
 - (a) Terms of Reference of the current committees (attached)
 - (b) Attendance at Meetings (attached)

THE MINUTES OF THE MEETING OF THE SCRUTINY COMMITTEE
HELD IN THE BRANDLING SUITE, SHOTTON HALL, PETERLEE
ON TUESDAY 6TH SEPTEMBER 2022

PRESENT: COUN K HAWLEY (CHAIR)

K Liddell, M McCue, R Burnip, D Hawley & D Howarth

1. Apologies for Absence

Apologies for absence were submitted and accepted on behalf of Councillors J Black, G Johnson & T Duffy. RESOLVED the apologies for absence be recorded.

2. The Minutes of the Last Meeting held on 8th August 2022

The previous meeting had not been quorate and as such no minutes taken.

3. Procurement

The Committee considered whether the Council's existing arrangements and practices for procurement were fit for purpose. The Town Clerk confirmed the details of the service level agreement with the Corporate Procurement Team at Durham County Council and that different approaches were used depending on the service/product being procured. He confirmed that the Town Council was not bound to using the SLA with DCC although it had previously and was currently saving money by using this SLA to procure a number of high-value products and services including energy, fleet and telephones/mobile phones. Following discussion it was AGREED this Committee scrutinise the first quarter budget outturn to consider potential areas for procurement savings.

4. Peterlee 75

Members discussed the Peterlee75 anniversary year in 2023 and the expression of interest that had been lodged with the Heritage Lottery Fund for potential funding for a number of community/cultural activities. The Town Clerk confirmed that if positive feedback was received from the expression of interest he would arrange a workshop to bring all Council Members up to speed with the proposals and this would allow the Town Council to decide how it wanted to proceed with Peterlee75 and to ensure that it was taking the lead on how the Town marked this important anniversary milestone.

In considering this item Members suggested that an event could be arranged for the town's various community groups and partners to network with each other and to help shape the Council's future vision and priorities. It was agreed that Town Clerk prepare a report for a future meeting to agree a way forward with this suggestion.

5. Santa's Wish

It was asked if approval from the Council could be obtained to proceed with Santa's Wish and for the Council to apply for funds from County Councillor's Neighbourhood Budgets and agreeing match funding with PTC's officer time and the use of Shotton Hall as storage and distribution base for the campaign. It was AGREED this Committee recommend this to the Council for approval.

6. Community Café at Shotton Hall

It was reported residents had approached a local Councillor asking how the Council could help them in the winter ahead. It was suggested initiatives such as a "Warm Hub" might be provided. It was AGREED to recommend to Council that the facilities at both Shotton Hall and the Pavilion be made available for community resilience activities during the winter as required.

7. Members Attendance

The Chair was concerned about the level of Member attendance at Council meetings and proposed that the Council return back to the pre-COVID programme of three meetings per month. One of the newly elected Members commented that she had found the council to be extremely accessible and flexible in terms of meetings with both day and evening meetings, zoom Members Briefing sessions etc. The Town Clerk provided confirmation of the need for physical meetings if decisions were required. It was suggested that online informal sessions could be arranged for the budget discussions to assist with access/flexibility for those Members who struggled to get to in-person meetings due to work or other important commitments.



Proposed committee structure May 2017 -

Council
- All 22 members

Resources Committee
- All 22 members

Scrutiny Working Party

Community & Environment Committee
- All 22 members

Twinning working party

Human Resources Sub Committee
- 12 members

Health & Safety Sub Committee
- 12 members (can include non-councillors)

Events Sub Committee
- 12 members (can include non-councillors)

Sports & Wellbeing Sub Committee
(can include non-councillors)

Shotton Hall WP

Facilities Sub Committee
- 12 members (can include non-councillors)

Pavilion WP

Parks & Play Areas WP

Peterlee Show Working Party

Environment Working Party

PTC ANNUAL MEETING 17TH MAY 2021
TERMS OF REFERENCE AND CONSTITUTION OF THE COUNCIL'S COMMITTEES

Report to: Peterlee Town Council

Date of Meeting: 17th May 2021

Subject: Peterlee Town Council – Review of Committee Structures & Terms of Reference

Report of: Deputy Town Clerk/Democratic Services Officer

Report Purpose: To review the current committee structure (in place since May 2017) and the terms of reference.

Background: As per the Local Government Act 1972, s101 (1)(2) 102, a local authority may arrange for the discharge of any of their functions (a) by a committee, a sub committee or an officer of the authority: or (b) by any other local authority.

Since the revised committee structure in 2017 has developed, it uses the three main meetings to conduct its main business and continues to use 'working parties' as task and finish groups of Officers, Councillors, members of the public and external experts to help with specific projects or problems ie Events. Regular Scrutiny Meetings are also held. This would appear to be working well allowing council business to be conducted in a timely and efficient manner.

Recommendations: Members are recommended to note the content of the report and approve the terms of reference as given.

Committee Name:	Peterlee Town Council
Reports to:	n/a
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	T Duffy & M A Cartwright
Responsibilities:	All business of the Council, including all statutory powers and duties of the Council. Specifically including: <ul style="list-style-type: none"> - Setting the final annual budget and the precept - Approving the annual return and accounting statements - Approving the annual governance statement - borrowing - declaring eligibility for the power of well-being - approve any grant, contract or single financial commitment of £30,000 or more
Delegated authority:	n/a as the Council has authority for all council decisions
Budgets:	All budgets
Meeting Frequency:	Annual Meeting in May 2020 and then 4 th Monday of the month thereafter, with the exception of August and Bank holidays when it will be the third Monday
Public and Press access to meeting:	Yes, with specific public questions item on agenda. 10 minute open session at the start of the meeting
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	Resources Committee
Reports to:	Council
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	A Watson & R Moore
Responsibilities:	<p>Responsible for the overall control and management of the Council's money, people, building and land resources including:</p> <p><u>Finance</u></p> <ol style="list-style-type: none"> 1.Oversight of capital and revenue expenditure, budget process and financial performance (excluding agreement of final annual budget, accounts and governance statement); 2.payment of accounts; 3. arrangements for the collections of revenues and accounts due to the Council and to recommend necessary directions for their recovery; 4. receipt of quarterly budget reports; 5.consideration of applications for financial assistance and grants from outside bodies; 6. receiving reports and recommendations from both the Council's internal and external Auditors and monitoring the implementation of approved action plans; <p><u>Corporate</u></p> <ol style="list-style-type: none"> 8. response to consultation documents where other Committees do not take the lead; 9.advising the Council in the formulation of the Council Plan; 10. oversight of the development and delivery of the Council's performance management framework; 11. oversight of insurance in respect of the Council's property, Members and employees; 12. oversight of strategic and operational issues for the acquisition and development of Information Technology for the Council; 13.oversight of the Council's Risk Management Strategy; 14. reviewing standing orders and financial regulations as required and at least every 3 years; 15. to authorise Members attendance at conferences, courses and meetings; 16. to make appointments to outside bodies between Annual Meetings of the Council <p><u>Asset Management</u></p> <ol style="list-style-type: none"> 17.To recommend on the acquisition and renewal of council vehicles, plant and machinery and the discharge of all statutory duties relating to their maintenance and condition; 2.To determine overall strategic asset management priorities on a medium term basis by maintaining the asset plan.

RESOURCES cont.....)	-
Specific delegated authority:	<ul style="list-style-type: none"> - approval of expenditure of less than £30,000 provided that this is met from within approved budgets - virement between budgets of more than 15% of budget value (virement of 15% or less is delegated to the RFO) - reviewing and approving Council policies with the exception of standing orders, financial regulations and code of conduct
Delegated Budgets:	<p>Civic & Central Costs Democratic Costs Corporate Management Town Activities (including s137) Capital Projects</p>
Meeting Frequency:	2 nd Monday in every other month except May and August.
Public and Press access to meeting:	Yes.
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	Community & Environment Committee
Reports to:	Council
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	M A Cartwright & R Moore
Responsibilities:	<p>Responsible for the overall control and management of the Council's community and environment services including parks, play areas, recreation, sports and well-being, and community engagement activities, including:</p> <p><u>Public space, Parks & Play Areas:</u></p> <ol style="list-style-type: none"> 1. oversight of the use, care, management, regulation and control of all parks, play areas, sports and recreation grounds, open spaces, and amenity areas of the Council; 2. exercising the powers and duties of the Council as burial authority including the provision, care and management of Peterlee cemetery; 3. exercising the powers and duties of the Council for the provision of allotments (Leisure Gardens) across the council's two leisure gardens sites; <p><u>Sports and Wellbeing:</u></p> <ol style="list-style-type: none"> 4. oversight for the provision of sports and wellbeing development by the Council, including support for sports clubs, societies, and classes; 5. promotion of physical and mental wellbeing improvement through the council's internal and external policies, services and resources;

	<p>Community & Environment cont.....</p> <p>6. oversight of the council's provision of events, conferences, weddings and other social occasions from the council's land or premises</p> <p><u>Council & Democracy:</u></p> <p>7. oversight of civic and ceremonial functions of the Town Council including public relations and marketing;</p> <p>8. oversight of all electoral matters affecting the council;</p> <p>9. promotion of public engagement in the council's services and functions.</p>
Specific delegated authority:	<p>For those services and budgets that fall within the auspices of the responsibilities of the committee:</p> <ul style="list-style-type: none"> - approval of expenditure of less than £30,000 provided that this is met from within approved budgets - virement between budgets of more than 15% of budget value (virement of 15% or less is delegated to the RFO) - reviewing and approving Council policies
Delegated Budgets:	<p>Shotton Hall Banqueting Suite, Bar & Catering The Pavilion Lowhills Road Community Facility Lowhills Road & Eden Lane Bowling Clubs Eden Lane Depot Woodhouse Park Sports Development Parks General Cemetery & Burials Allotments Town Events</p>
Meeting Frequency:	2 nd Monday of every other month except May and August.
Public and Press access to meeting:	Yes.
Council Officers advising the Committee:	<p>Town Clerk /Deputy Town Clerk Sport & Wellbeing Manager Parks Manager</p>

TERMS OF REFERENCE AND CONSTITUTION OF THE COUNCIL'S COMMITTEES

Committee Name:	Human Resources Sub-Committee
Reports to:	Resources Committee
Membership:	14 Members of the Council (quorum = 5) Due to the confidential nature of much of the business of this committee membership will not be available to non-councillors.
Chair & Vice Chair:	S Franklin & R Moore
Responsibilities:	1.To make recommendations to the Resources Committee with regard to Human Resources policies and practices for the Town Council; 2.To appoint an Appeals Panel if required under a council policy; 3. To appoint the Town Clerk's appraisal committee
Specific delegated authority:	- appointment of Appeals Panel - appointment of Town Clerk's appraisal committee
Delegated Budgets:	none
Meeting Frequency:	Quarterly or as required.
Public and Press access to meeting:	No.
Council Officers advising the Committee:	Town Clerk/Deputy Town Clerk

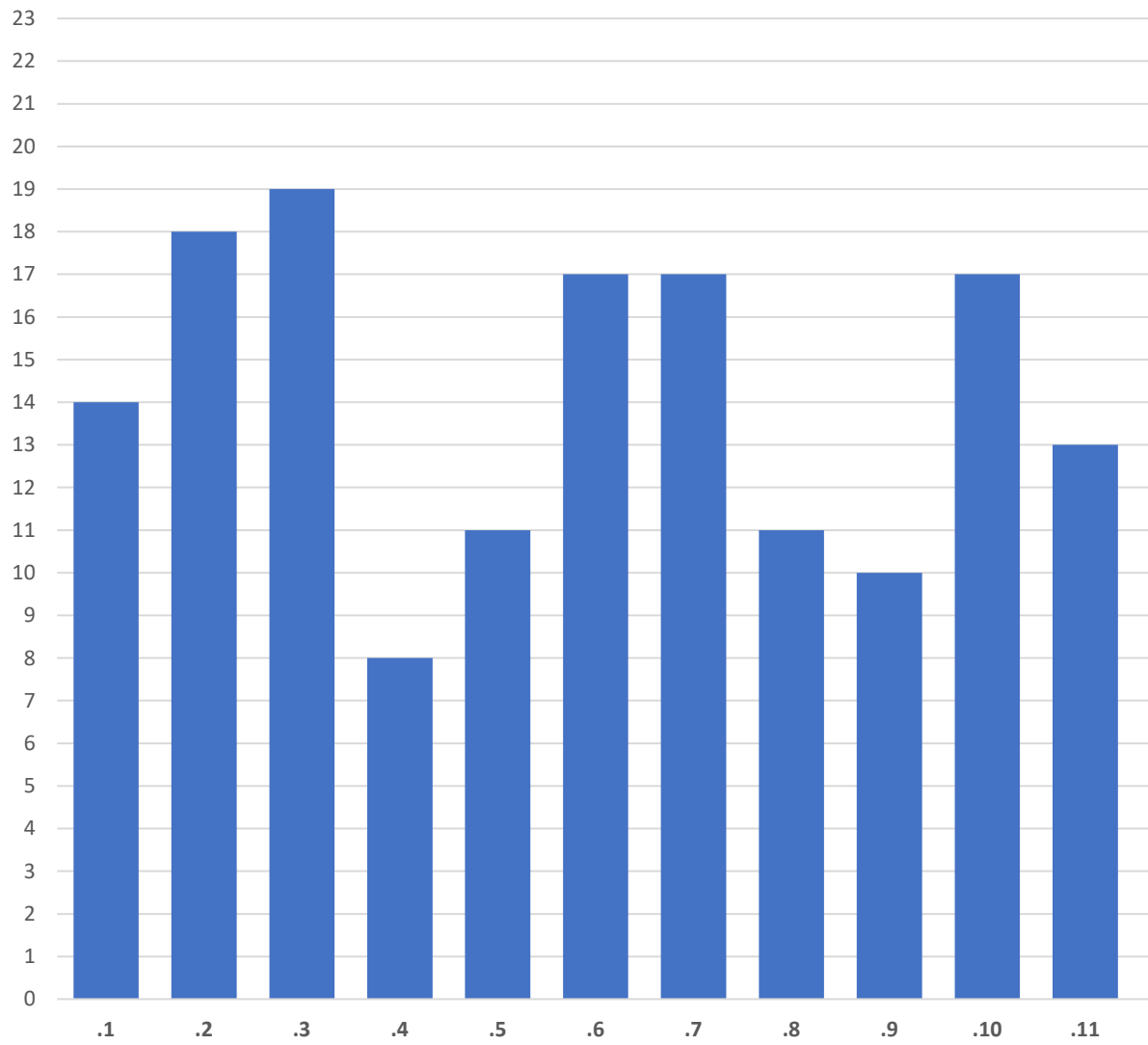
Committee Name:	Health & Safety Sub-Committee
Reports to:	Resources Committee
Membership:	22 Members of the Council (quorum = 8) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	A C Long & G Carne
Responsibilities:	1.To make recommendations to the Resources Committee with regard to Health & Safety issues, policies and practices for the Town Council; 2.To receive reports from council officers on accident and incident monitoring.
Specific delegated authority:	n/a
Delegated Budgets:	none
Meeting Frequency:	Quarterly or as required.
Public and Press access to meeting:	No.
Council Officers advising the Committee:	Town Clerk and all Senior Managers of the Council

TERMS OF REFERENCE AND CONSTITUTION OF THE COUNCIL'S COMMITTEES

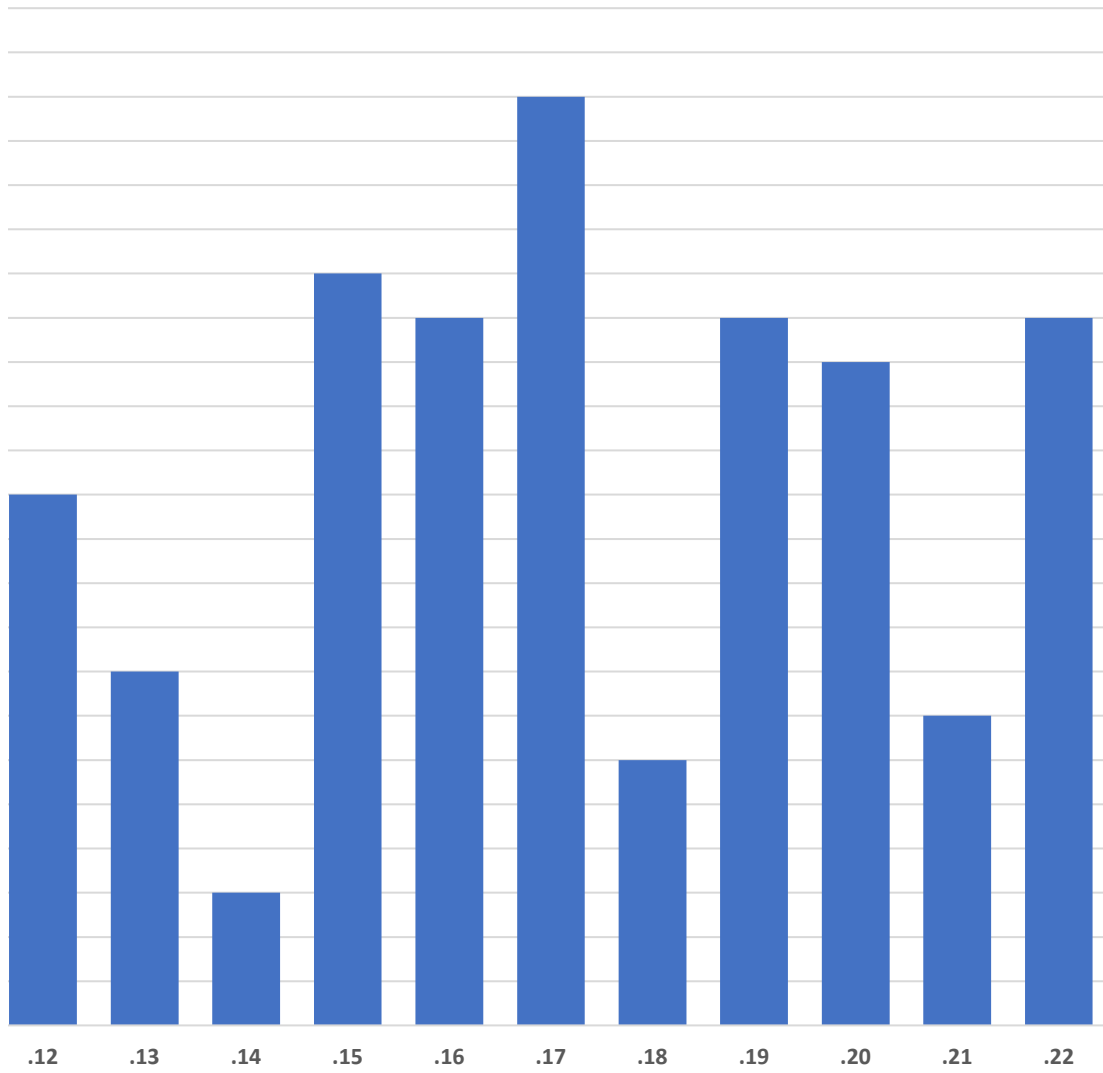
Committee Name:	Events Sub-Committee
Reports to:	Community & Environment Committee
Membership:	22 Members (quorum = 8) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	S Miles & R Moore
Responsibilities:	1. to make recommendations to the Community & Environment Committee about the planning and delivery of social, civic and democratic events by the Town Council; 2. oversight of the Town's main events, including Peterlee Show, Peterlee Fake Festival, Mayoral/civic calendar, Pantomime, Annual Parish Meeting, etc
Specific delegated authority:	<ul style="list-style-type: none"> - to oversee and agree the specification of services related to the planning and provision of events - to make recommendations to Council, Resources or Community & Environment Committees on expenditure for Town Events
Delegated Budgets:	Town Events (within individual budget heading limits agreed by Community & Environment Committee)
Meeting Frequency:	As required
Public and Press open access to meeting:	Yes.
Council Officers advising the Committee:	Town Clerk /Deputy Town Clerk Corporate Services Manager/Events Coordinator

Committee Name:	Scrutiny Committee
Reports to:	Council
Membership:	14 Members (quorum = 5) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	A Watson & K Hawley
Responsibilities:	Without prejudice to the responsibilities of the service committees, to review the effectiveness of all of the Council's work and the standards and levels of service provided.
Specific delegated authority:	N/A
Delegated Budgets:	none
Meeting Frequency:	As required
Public and Press open access to meeting:	Yes.
Council Officers advising the Committee:	Town Clerk and appropriate Manager(s)

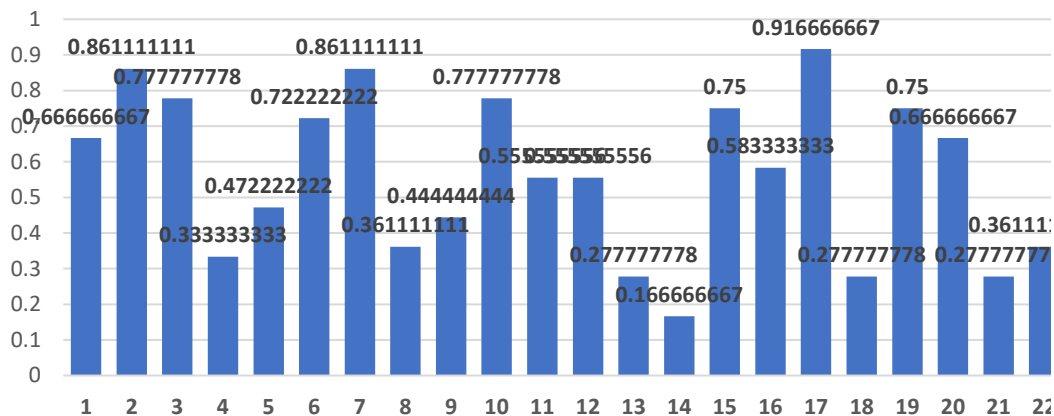
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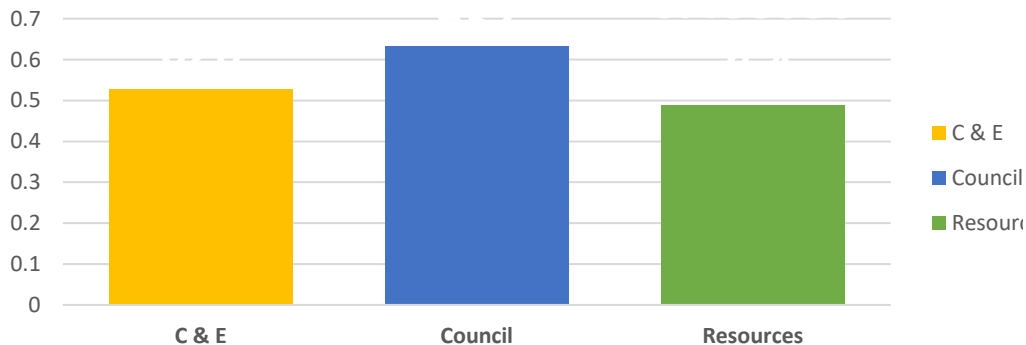
ENDANCE



individual Attendance Overall (%)



AVERAGE Meeting Attendance (%)



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