

LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF



ANNUAL MEETING OF THE COUNCIL

26th MAY 2026

REPORT OF THE CLERK AND EXECUTIVE OFFICER

**REVIEW OF DELEGATION ARRANGEMENTS AND
TERMS OF REFERENCE OF COMMITTEES**

1.BACKGROUND

- 1.1** At the Council Meeting held on **15 December 2020**, delegated powers were granted to the Council's Standing Committees:
- Finance & Policy Committee
 - Leisure & Amenities Committee
 - Staffing Committee

The Council's Standing Orders were amended accordingly

- 1.2** In accordance with Standing Orders 5(j)(v) and (vi), the delegation arrangements and Terms of Reference were reviewed at the **Annual Meeting of the Council held on 27 May 2025**. The following was resolved:
1. That the Council's Standing Committees continue to be given delegated powers.
 2. That no amendments be made to the Terms of Reference of the Standing Committees, Sub-Committees or Complaints Panel
 3. That no amendments be made to the Council's Standing Orders in respect of delegation arrangements.
 4. The membership of the committee go to five members as a response to the Audit report.

1.3 For ease of reference the Terms of Reference of the Council's standing Committees, Sub-Committees and Complaints Panel are detailed below:-

1.3.1 Finance & Policy Committee (5 Members)

1. To ensure that all financial transactions are undertaken in accordance with the Council's Financial Regulations.
2. To ensure compliance with the Council's financial procedures, including the Financial Risk Assessment.
3. To consider consultative documents relating to the Council's financial management.
4. To review year-to-date expenditure on a bi-annual basis.
5. To review the Council's insurance policy annually.
6. To review the Council's Standing Orders and Financial Regulations when deemed appropriate and, in accordance with Standing Orders 5(j)(ix), at the Annual Meeting of the Council.
7. To review charges for halls and allotments and make recommendations to Council.
8. To prepare an annual draft budget and consider the precept, in line with Council priorities, for presentation to Full Council no later than January each year.
9. To monitor expenditure in line with the agreed budget.
10. To recommend virements between budget headings as required.
11. To consider any financial matters referred by Council, another Committee or the Clerk.
12. To keep the Council's financial policies under review.

(NOTE Membership for 2025/26 was Community Councillors D Stone (Chair) R Butler (Vice Chair) G Stacey P Fletcher and B James)

Matters Reserved to Full Council

The following matters cannot be delegated and must be determined by Full Council:

- Setting the final budget or precept (after recommendations from the Finance and Policy Committee)
- Approving accounting statements
- Borrowing
- Writing off bad debts
- Addressing recommendations made by Internal or External Auditors
- Determining and reviewing the bank mandate for all Council bank accounts
- Approving any grant or single financial commitment exceeding £5,000

1.3.2 Leisure & Amenities Committee (5 Members)

Responsibilities

1. To monitor the state of repair of the Council's premises.
2. To ensure compliance with relevant regulatory frameworks, including (but not limited to):
 - Fire Risk Assessments
 - Access Statements
 - Accessibility Strategy
 - PAT Testing compliance
3. To recommend to Council a programme of planned maintenance and improvements.
4. To monitor and manage contracted works approved by Council.
5. To develop, monitor and review the Council's Health and Safety Policy.
6. To develop, monitor and review the Council's Risk Assessment Policy.
7. To develop, monitor and review the Policy for the Use of Council Premises.
8. To monitor and review the Council's Asset Register.
9. To plan and facilitate community events within the Council's remit.
10. To provide amenities in accordance with the Council's community provision remit.
11. To ensure that recommendations arising from the annual inspection and risk assessment of fixed play equipment are implemented.

(NOTE Membership for 2025/26 was Community Councillors G Warren (Chair) A Green (Vice Chair) J Murphy , A Raines and K Johnson)

1.3.3 Staffing Committee (5 Members)

Responsibilities

1. To recruit and appoint staff, excluding the Clerk & Executive Officer, which remains a function of Full Council.
2. To monitor and review employment policies, including Grievance, Sickness & Absence and Disciplinary procedures.
3. To review staff training and development needs and make appropriate provision.
4. In accordance with the Local Government and Elections (Wales) Act 2021 (effective from 5 May 2022), to consider training requirements for Community Councillors and staff and to publish an annual training plan by November each year.

5. To make recommendations on staffing-related expenditure to the Finance & Policy Committee or Full Council as appropriate.
6. To ensure that the Chair of the Staffing Committee (or Vice-Chair in their absence) carries out the Clerk's annual appraisal.
7. To consider any matters raised by the Clerk following annual staff appraisals.
8. To consider the impact of long-term sickness on the effective operation of the Council.
9. To consider the development of relevant employment policies, such as Whistleblowing.
10. To review staff pay annually in line with the NJC Agreement and report recommendations to Council.
11. To consider matters arising from the Disciplinary and Appeals Sub-Committees.
12. To consider requests for staff regrading (excluding the Clerk, which remains a matter for Council).
13. To consider requests for voluntary redundancy or retirement (excluding the Clerk).

(NOTE Membership for 2025/26 was Community Councillors P Fletcher (Chair) G Stacey (Vice Chair) G Warren, A Raines and S Trask

1.3.4 Disciplinary Sub-Committee (3 Members)

This Sub-Committee operates under the authority of the Staffing Committee.

Function

To hear and determine grievances and disciplinary matters in accordance with policies adopted by the Staffing Committee (16 March 2026) in respect of staff
(Note Membership G Stacey, G Warren, S Trask)

1.3.5 Appeals Sub-Committee x3 Members

This Sub-Committee will sit under the umbrella of the Staffing Committee.

To discharge on behalf of the Council the following functions: -

- To hear and determine dismissal appeals in respect of staff
- To hear any other appeal against a decision made by the Council or the Staffing Committee e.g. regarding.

Note: Substitute Members could be appointed on a temporary basis, to sit on the Disciplinary Sub Committee or appeals subcommittee, due to a potential conflict of interest by appointed Members.

(Note: Membership P Fletcher, A Raines & S Trask)

1.3.6 Complaints Panel (Model Local Resolution) (4 Members)

Functions

- To hear and determine low-level complaints against Members in accordance with the Protocol adopted by Council on 1 December 2025.
- To report the outcome of any such hearing to the next available Council Meeting for information.

1.4 Council

It remains open to Full Council to determine any matter falling within the delegated powers of its Standing Committees

1.5 Powers Delegated to the Clerk & Executive Officer

All operational and management matters arising from the Terms of Reference of the Standing Committees, Sub-Committees and Complaints Panel, in addition to the statutory and non-statutory functions and responsibilities of the Council as a whole.

2. RECOMMENDATIONS

- 2.1 To determine whether meetings of the Standing Committees should continue to be given delegated powers.
- 2.2 In accordance with Standing Order 5(j)(v) and (vi), to consider whether any amendments should be made to the Terms of Reference of the Committees, Sub-Committees and Complaints Panel as set out in Section 1.3 of this report.
- 2.3 To amend the Council's Standing Orders to reflect any changes, as deemed appropriate

