



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

Adopted by the Council at its Meeting held on 22nd May 2023

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

9 Members of the Authority

Quorum = 3

Definitions

- “Management Overview”: To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions within budget and Financial Regulations/Standing Orders for contracts.
- “Operational Management” That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1	Delegation of Functions Column 2
<p>1. Community Engagement</p> <p>1.1 To lead and encourage effective local community engagement, ensuring that, embedded throughout the Council and its decision-making processes is a clear understanding of the need to engage with the local community about decisions which affect them. Such thinking to be reflected throughout the implementation of the terms of reference 1 to 8 detailed below.</p> <p>1.2 To champion and where possible enable the aspirations/comments/suggestions obtained from the community to have an impact on decision making and the way in which services are being delivered.</p> <p>1.3 To promote the social wellbeing of the Town and to facilitate and support local community and voluntary organisations within the framework of our Corporate Strategy</p> <p>1.4 To lead the drive for one Bognor Regis engaged community and to take responsibility for the reporting of Community Engagement to those living and working in the Town.</p> <p>1.5 To identify different community sectors of place or interest not already involved in the engagement process to ensure all parts of the community are reached.</p> <p>1.6 To organise, and facilitate the methods of community engagement for participation by all Members of the Council, tailored to the specifics of the target community sectors when applicable.</p> <p>1.7 To organise and facilitate the formation of Topic Teams with focus on specific issues identified through community engagement.</p> <p>1.8 To review the outcome from all engagement activities and make suitable recommendations to Council or committee with reference to the Corporate Strategy.</p> <p>1.9 To regularly assess the delivery of engagement to identify strengths and weaknesses and required resources from within the Council to ensure effective engagement</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Grants to Policy and Resources Committee • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational management to Town Clerk • Management Overview to Committee • Operational management to Town Clerk • Management Overview to Committee • Operational management to Town Clerk • Management Overview to Committee • Operational management to Town Clerk
<p>2. Environment</p> <p>2.1 To promote the environmental wellbeing of the Town</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk

2.2	Issues involving ancient monuments & areas of archaeological interest	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
2.3	To approve & action any Environmental Audits	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
2.4	To promote environmental awareness	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
2.5	To work in partnership on sustainability and transition for the Town	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
2.6	To lead the duty to consider the conservation of biodiversity when undertaking all Council functions. Natural Environment and Rural Communities Act 2006, S40	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
3.	Environmental & Public Health	
3.1	Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
3.2	Power to deal with ponds & ditches, Public Health 1936, S260	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
3.3	To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, animal welfare issue	<ul style="list-style-type: none"> • Petitions to Committee • Town Clerk in other cases
3.4	To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)	<ul style="list-style-type: none"> • Committee • Town Clerk in consultation with Chairman in cases of urgency
3.5	Waste & recycling	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
4.	Personal Health	
4.1	To work with partner organisations to improve the health of people in the Town	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
4.2	To improve access to services which can contribute to Health	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
4.3	To promote healthy living	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
4.4	Contribute to the development of and co-ordination of NHS services	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
5.	Children and Young People	
5.1	Support public and community services and facilities for the young	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
5.2	Co-ordinate the involvement of children and young people in decision making	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
5.3	Support to children and young people in their communities	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
6.	Public Realm & Public Facilities	
6.1	Provision of litter receptacles, Litter Act 1983, S5&6	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
6.2	Provision and maintenance of street furniture and directional signs in the public realm.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk • Management Overview to Committee • Operational management to Town Clerk
6.3	Matters relating to street cleaning, litter, fly posting, graffiti, including fixed penalty notices (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
6.4	Power to provide & maintain public conveniences, Public Health Act 1936, S87, including partnerships for community provision.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
6.5	To promote and support floral and planting Initiatives, Local Government Act 1972. S144	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk

7.	Clocks	
7.1	Power to provide & contribute to public clocks, Parish Councils Act 1957, S2.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
7.2	Liaison with private owners of publicly viewed clocks, to support and encourage high standards.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational management to Town Clerk
8.	Heritage	
8.1	To directly or indirectly, conserve the cultural heritage of the Town.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
8.2	To manage, preserve & promote the use of the Town's historic records, artefacts & treasures, Local Government (Records) Act 1962, ss1 and 4	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.	Home Safety	
9.1	To support home safety initiatives in the town	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk