



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

COMMUNITY ENGAGEMENT AND **ENVIRONMENT COMMITTEE**

Adopted by the Council at its Meeting held on 5th September 2022

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

9 Members of the Authority

Quorum = 3

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 with 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 as identified through community engagement.</p> <p>1.8 To review 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"> • Committee for strategic overview • Operational management to Town Clerk <ul style="list-style-type: none"> • Committee for strategic overview <ul style="list-style-type: none"> • Grants to Policy and Resources Committee • Promotion & other support to Committee/ Town Clerk in accordance with Policy <ul style="list-style-type: none"> • Committee for strategic overview <ul style="list-style-type: none"> • Committee for strategic overview <ul style="list-style-type: none"> • Committee for strategic overview • Operational management to Town Clerk <ul style="list-style-type: none"> • Committee for strategic overview • Operational management to Town Clerk <ul style="list-style-type: none"> • Committee for strategic overview • Operational management to Town Clerk <ul style="list-style-type: none"> • Committee for strategic overview • Operational management to Town Clerk
<p>2. Environment</p> <p>2.1 To promote the environmental wellbeing of the Town</p> <p>2.2 Issues involving ancient monuments & areas of archaeological interest</p> <p>2.3 To approve & action any Environmental Audits</p> <p>2.4 To promote environmental awareness</p> <p>2.5 To lead on sustainability and transition for the Town</p> <p>2.6 To lead the duty to consider the conservation of biodiversity</p>	<ul style="list-style-type: none"> • Committee under the direction of Council • Town Clerk for operational matters <ul style="list-style-type: none"> • Strategic overview to Committee • Operational management to Town Clerk <ul style="list-style-type: none"> • Committee within budget • Town Clerk to initiate audit <ul style="list-style-type: none"> • Committee to approve programme within budget <ul style="list-style-type: none"> • Committee within budget <ul style="list-style-type: none"> • Strategic overview to Committee

<p>when undertaking all Council functions. Natural Environment and Rural Communities Act 2006, s40</p>	<ul style="list-style-type: none"> Operational management to Town Clerk
<p>3. Environmental & Public Health</p> <p>3.1 Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125</p> <p>3.2 Power to deal with ponds & ditches, Public Health 1936, S260</p> <p>3.3 To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, animal welfare issue,</p> <p>3.4 To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)</p> <p>3.5 Waste & recycling</p>	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk Power to Committee Petitions to Committee Town Clerk in other cases Committee Town Clerk in consultation with Chairman in cases of urgency Strategic overview to Committee Operational management to Town Clerk
<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 services which can contribute to health</p> <p>4.3 To promote healthy living</p> <p>4.4 Contribute to the development of and co-ordination of NHS services</p>	<ul style="list-style-type: none"> Committee for strategic overview Town Clerk for operational management Committee for strategic overview Town Clerk for operational management Committee for strategic overview Town Clerk for operational management Committee for strategic overview Town Clerk for operational management
<p>5. Children and Young People</p> <p>5.1 Support public and community services and facilities for the young</p> <p>5.2 Co-ordinate the involvement of children and young people in decision making</p> <p>5.3 Support to children and young people in their communities</p>	<ul style="list-style-type: none"> Committee within Policy and Budget Committee within Policy and Budget Committee within Policy and Budget
<p>6. Public Realm & Public Facilities</p> <p>6.1 Provision of litter receptacles, Litter Act 1983, S5&6</p> <p>6.2 Provision and maintenance of street furniture and signs</p> <p>6.3 Matters relating to street cleaning, litter, fly posting, graffiti, including fixed penalty notices (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005</p> <p>6.4 Power to provide & maintain public conveniences, Public Health Act 1936, s87, including partnerships for community provision.</p> <p>6.5 Power to provide baths & washhouses under Secs 221, 222, 223 & 227 of Public Health Act 1936</p> <p>6.6 To promote and support floral and planting Initiatives, Local Government Act 1972. s 144</p>	<ul style="list-style-type: none"> Committee Strategic overview within budget to Committee Operational management to Town Clerk Strategic overview to Committee Operational management to Town Clerk Strategic overview to Committee within budget & policy Operational Management to Town Clerk Committee for strategic overview Town Clerk for operational management Committee under the direction of Council 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"> 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"> Strategic overview to Committee within budget & policy 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"> Strategic overview to Committee within budget & policy Operational Management to Town Clerk
9. To support home safety initiatives in the town	<ul style="list-style-type: none"> Committee under the direction of Council
10. Flexible Community Fund	
10.1 To administer the Council's Flexible Community Fund in accordance with Policy	<ul style="list-style-type: none"> Committee
10.2 To approve grants within the approved budget and Policy	<ul style="list-style-type: none"> Committee