



# **BOGNOR REGIS TOWN COUNCIL**

## **COUNCIL**

### **TERMS OF REFERENCE**

**Adopted by the Council at its Meeting held on 12<sup>th</sup> May 2025**

**BOGNOR REGIS TOWN COUNCIL**  
**TERMS OF REFERENCE: COUNCIL**

16 Members of the Authority

Quorum = Minimum of one third of the total Council membership but no less than 3

**Introduction to Powers and Duties of Standing Committees**

Subject to the matters to be reserved to Council, a majority of the Council's powers and duties are delegated to standing committees as set out in their respective terms of reference, subject to the acts and proceedings of a committee:

- a. where delegated to committee, so far as is legally permissible, be deemed the acts and proceedings of the Council;
- b. where not delegated, recommendations from committee, will be subject to confirmation by Council and when confirmed will be deemed the acts and proceedings of the Council;
- c. in all respects be subject to the provisions of the Council's Standing Orders, Standing Orders for Contracts and Financial Regulations except as otherwise determined by Council.

No Committee, or officer is authorised to make decisions which breach a Council policy or a budget allocation, however in exceptional circumstances a recommendation can be made for determination by Council.

Where acting under delegated authority, a committee may decide to refer the decision to full Council and shall make recommendations as appropriate.

Standing Orders make provision for a public question time at all standing committee meetings as well as at Council. In addition, all committees may take representations from the public on an agenda item if it is notified to them prior to the meeting, subject to agreement of the whole committee.

Committees must submit an annual proposed budget to Policy & Resources Committee within the annual budget programme.

Function of Council Column 1		Delegation of Functions Column 2
<b>1.</b>	<b>Powers of all Standing Committees</b>	
1.1	To arrange extra meetings	<ul style="list-style-type: none"> <li>Town Clerk in consultation with Chair or Vice Chair</li> </ul>
1.2	To cancel or postpone a meeting owing to lack of business or in an emergency	<ul style="list-style-type: none"> <li>Town Clerk in consultation with Chair or Vice Chair</li> </ul>
1.3	To monitor implementation of actions on minutes of the committee	<ul style="list-style-type: none"> <li>Committee</li> </ul>
1.4	To manage services for which they are responsible within an approved budget & policy	<ul style="list-style-type: none"> <li>Committee</li> </ul>
1.5	To make recommendations to Council on efficiency and effectiveness measures.	<ul style="list-style-type: none"> <li>Committee</li> </ul>
1.6	To authorise spending/ issue works orders within budgets delegated to committee, & in accordance with Financial Regulations.	<ul style="list-style-type: none"> <li>Committee</li> </ul>
1.7	To establish sub-committees and working groups on a task and finish basis, relevant to the work of the committee	<ul style="list-style-type: none"> <li>Committee, subject to terms of reference of sub-committees not exceeding powers of committee.</li> <li>Council to ratify permanent sub-committees and working groups</li> </ul>
1.8	Appointment of Chair of committees, sub-committees and working groups.	<ul style="list-style-type: none"> <li>Committee Chair reserved to Council</li> <li>Council may delegate appointment of Vice Chair to Committee</li> </ul>

1.9	Agreeing and/or amending the Terms of Reference for Committees, sub-committees deciding on their composition and making appointments to them.	<ul style="list-style-type: none"> <li>Committee may appointment Chair &amp; Vice Chair of sub-committee or working group which they establish</li> </ul> <p>None for committee, but on advice from committee</p>
1.10	In addition to authority under Financial Regulations, any committee other than Policy & Resources shall refer proposals which would incur non-budgeted expenditure or would reduce by more than £500 budgeted income to Policy & Resources Committee, which shall make recommendations to Council on the matter.	<ul style="list-style-type: none"> <li>Committee</li> </ul>
1.11	A committee may vire monies within its approved budget between heads provided that any virement which would exceed 5% of the committee's budget would be referred to Policy & Resources Committee for consideration of any purely financial implications.	<ul style="list-style-type: none"> <li>Committee</li> </ul>
<b>2.</b>	<b>General Governance</b>	
2.1	Adoption and amendment of the Council's Corporate Strategy.	None, but to receive advice from Policy & Resources Committee
2.2	Comments on the Strategic Plans or strategies of principal councils	None, but to receive advice from relevant committee
2.3	Approval and amendment of all policies not delegated to a particular committee <ul style="list-style-type: none"> <li>Pensions Discretions Policy</li> <li>Personnel Policies and Employee Handbook</li> </ul>	<p>None except</p> <ul style="list-style-type: none"> <li>Policy &amp; Resources Committee</li> <li>Policy &amp; Resources Committee</li> </ul>
2.4	Endorsement of Town Centre Plans etc	None
2.5	Approval of Neighbourhood Plan	None
2.6	Adopting and changing the Constitution, Standing Orders, Standing Orders for Contracts or Financial Regulations	None, but on advice of Policy & Resources Committee
2.7	Approving annual budget, Precept, and Medium-Term Financial Strategy	None, but on advice of Policy & Resources Committee
2.8	Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None
2.9	Election of the Mayor, appointment of Deputy Mayor	None
2.10	Appointment of Members or Officers to outside bodies	None
2.11	Adopting an allowance scheme for Mayor or other members	None, but for members to be on the advice of Arun District Council panel
2.12	Changing the name of the Town Council	None
2.13	Deciding on honorary titles or awards	None
2.14	Making, amending, revoking, re-enacting or adopting Bylaws	None
2.15	To represent the view of the local community on matters of significance	None, unless specifically delegated to committee or officer
2.16	Power to make payments or provide other benefits in cases of fault or maladministration	<ul style="list-style-type: none"> <li>Policy &amp; Resources Committee up to £1000</li> </ul>
2.17	Appeals against any decision made on behalf of the Authority	<ul style="list-style-type: none"> <li>As set out in Personnel Policies and the Complaints Procedure</li> </ul>
2.18	Co-option of a member of Council	None
2.19	Co-option of a non-councillor as a member of a committee	None
2.20	To approve the Annual Calendar of Meetings	None
2.21	Decisions on issues relating to Data Protection, Access to Information, Freedom of Information & Human Rights	

2.22	To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision	<ul style="list-style-type: none"> <li>Strategic overview to Policy &amp; Resources Committee &amp; decisions to refuse or limit information requests within legislation</li> <li>Town Clerk to renew Data Protection Registration and make amendments if necessary and respond to routine requests for information</li> <li>None generally</li> <li>In cases of urgency, the Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy &amp; Resources Chair</li> </ul>
2.23	<p>a. All powers of the Council in the case of a civil emergency</p> <p>b. All powers of the Council in the case of urgency</p>	<ul style="list-style-type: none"> <li>The Town Clerk in consultation with three of: The Mayor, Deputy Mayor, Policy &amp; Resources Chair</li> <li>The Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy &amp; Resources Chair, subject to reporting justification to the next Council meeting</li> </ul>
2.24	Election issues and filling of vacancies	
2.25	Power to direct as to the Custody of town documents	None
2.26	All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	None
2.27	All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> <li>Town Clerk</li> <li>Town Clerk</li> </ul>
2.28	Attendance at conference	
2.29	To adopt general power of competence, Local Government Act 2011	None
None		
<b>3.</b>	<b>Personnel Issues</b>	
3.1	To direct which post holders will be designated Proper Officer to the Council and Responsible Financial Officer	None
3.2	To determine the overall Staffing structure and approval of additional posts	<ul style="list-style-type: none"> <li>Policy &amp; Resources Committee</li> </ul>
3.3	Confirming the appointment of the Town Clerk	<ul style="list-style-type: none"> <li>Interviewing for, subject to confirmation by Council is delegated to Policy &amp; Resources Committee &amp; Mayor</li> </ul>
3.4	Dismissal of Town Clerk	None
3.5	Other Personnel matters	<ul style="list-style-type: none"> <li>As set out in Terms of Reference for Policy &amp; Resources Committee</li> </ul>
3.6	Health & Safety Policy - General Statement & Organisation	<p>None</p> <ul style="list-style-type: none"> <li>Arrangements to Policy &amp; Resources Committee</li> </ul>
<b>4.</b>	<b>Quality &amp; Integrated Management</b>	
4.1	Matters relating to Quality and Integrated Management and Local Council Award Scheme	<ul style="list-style-type: none"> <li>Policy &amp; Resources Committee</li> </ul>
4.2	Administration of the Complaints Procedure	<ul style="list-style-type: none"> <li>As set out in Complaints Procedure</li> </ul>

<b>5.</b>	<b>Finance</b>	
5.1	Authorisation of Payment of accounts.	<ul style="list-style-type: none"> <li>Council/ Policy &amp; Resources Committee/ Town Clerk in accordance with Financial Regulations</li> </ul>
5.2	Approval of Annual Return & Statement of Accounts	None
5.3	Approval of Banking Arrangements	None
5.4	Approval of Orders for work, goods or services	<ul style="list-style-type: none"> <li>Council/ Policy &amp; Resources Committee/ Town Clerk in accordance with Financial Regulations</li> </ul>
5.5	Audit arrangements	<ul style="list-style-type: none"> <li>Policy &amp; Resources Committee to appoint internal auditor</li> <li>Town Clerk/ RFO to manage in accordance with Financial Regulations</li> <li>Council to approve annual external audit report</li> <li>Policy &amp; Resources Committee to consider interim audit report, final internal audit report and agree any internal audit brief</li> </ul>
5.6	Power to accept gifts, Local Government Act 1972, S139 and to borrow money Local Government Act 1972 Sch. 13	None
5.7	Power to participate in schemes of collective investment, Trustees Investments Act 1962, S11	None
5.8	Authority for capital expenditure not specifically included Budget	None
<b>6.</b>	<b>Land</b>	
6.1	Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972, S124, 126,127	None
6.2	Power to accept gifts of land, Local Government Act 1972, S139	None
6.3	Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	None for acquisition
<b>7.</b>	<b>Delegated Services</b>	
7.1	To take on services from other local authorities or public bodies (LGA 1972, S101, 111 & 112 or Localism Act 2011) or General Power	None
7.2	To undertake services for another local authority or public body	None
<b>8.</b>	<b>Ethical Framework</b>	
8.1	To approve Member & Officer codes of conduct and protocols	None
8.2	To monitor and control the Council's Ethical Framework	<ul style="list-style-type: none"> <li>Proper Officer to obtain declarations, give reminder annually and to act as necessary for Monitoring Officer</li> <li>Mayor may obtain declarations of office in the absence of the Proper Officer</li> </ul>
8.3	To approve dispensations	None, except in a case of urgency, Town Clerk in consultation with two of: the Mayor, Deputy Mayor or Policy & Resources Chair, subject to reporting the justification to the next Council meeting

<b>9.</b>	<b>Community Engagement</b>	
9.1	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.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
9.2	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.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational Management to Town Clerk</li> </ul>
9.3	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.	<ul style="list-style-type: none"> <li>• Grants to Policy and Resources Committee</li> <li>• Management Overview to Council</li> <li>• Operational Management to Town Clerk</li> </ul>
9.4	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.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational Management to Town Clerk</li> </ul>
9.5	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.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational Management to Town Clerk</li> </ul>
9.6	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.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
9.7	To organise and facilitate the formation of Topic Teams with focus on specific issues identified through community engagement.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
9.8	To review the outcome from all engagement activities with reference to the Corporate Strategy.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
9.9	To regularly assess the delivery of engagement to identify strengths and weaknesses and required resources from within the Council to ensure effective engagement.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
<b>10.</b>	<b>Personal Health</b>	
10.1	To work with partner organisations to improve the health of people in the Town.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational Management to Town Clerk</li> </ul>
10.2	To improve access to services which can contribute to health.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
10.3	To promote healthy living.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
10.4	Contribute to the development of and co-ordination of NHS services.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
<b>11.</b>	<b>Heritage</b>	
11.1	To directly or indirectly, conserve the cultural heritage of the town.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
11.2	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"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>
<b>12.</b>	<b>Home Safety</b>	
12.1	To support home safety initiatives in the town.	<ul style="list-style-type: none"> <li>• Management Overview to Council</li> <li>• Operational management to Town Clerk</li> </ul>