

HR Committee

Terms of Reference

- Approved at Full Council Meeting held on 16/05/2018.
 - Reviewed at Full Council Meeting held on 15/5/2019.
 - Reviewed at Full Council Meeting held on 27/05/2020.
 - Reviewed at Full Council Meeting held on 12/05/2021.
 - Reviewed at Full Council Meeting held on 18/05/2022.
 - Reviewed at Full Council Meeting held on 17/05/2023.
 - Reviewed at Full Council Meeting held on 15/05/2024.
 - Reviewed & Approved at Annual Meeting held on 14/05/2025.
 - Revised and Approved at Full Council Meeting held on 13/10/2025.
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- Reviewed & Approved at Full Council Annual Meeting held on **TBC**.

Membership/Composition: Mayor & Deputy Mayor, plus up to a max of 4 additional Councillors.

Quorum: One third of members (min 3)

Meetings: At least once a year

Delegations are:

1. Determining and Making an appointment for the Town Clerk & Deputy Clerk positions.
2. Agreeing/Reviewing/Overseeing Employee Annual Appraisals & Performance Reviews & Objective Setting.
3. Reviewing and Agreeing Personnel Salaries and Role Evaluations in relation to Salaries, Grades, Conditions, Health & Safety issues and Pensions.
4. Monitoring staff data such as Sickness and TOIL.
5. Appointing Member Panels as required under the Council's Disciplinary and Grievance Policies and Procedures.
6. Agreeing the Induction pack and training programme for councillors & employees.
7. Managing and Overseeing Low Level Complaints against Members, as per the Local Resolution Protocol/Policy Process. In the event of there being a lack of co-operation shown by the member concerned and/or a breakdown occurring during the operation of the process, the default position will be to refer the complaint to the Public Ombudsman for Wales.

Towyn and Kinmel Bay Town Council

Terms of Reference of the Community Place Plan Committee

- **Approved at Full Council Meeting held on 03/03/2025.**
- **Reviewed & Approved at Full Council Annual Meeting held on 14/05/2025.**
- **Reviewed & Approved at Full Council Annual Meeting held on **TBC**.**

General note

This document sets out the powers and duties delegated to the Community Place Plan Committee by Towyn and Kinmel Bay Town Council. The functions and duties are supplementary to and do not override any practice or procedural matters imposed by the Councils Standing orders.

The Community Place Plan Committee can make decisions on matters contained in its terms of reference unless the matter is reserved for decision by the Full Council on the recommendation of the committee.

All meetings of the committee are open to the press and public unless 'exempt' or confidential information is being discussed.

Purpose

The Community Place Plan Committee is a multi-agency team consisting of Town Councillors, County Councillors, key stakeholders and representatives of the local community. The purpose of the Committee is to ensure that the objectives of the Community Place Plan are actively pursued and provides a structured way to involve residents/local business and stakeholders in shaping how the Community Place Plan evolves. The Committee will keep the Full Town Council and the public informed about developments, challenges and successes in delivering the Community Place Plan goals and will identify areas where the plan may need updating/refining based on changing community needs, funding opportunities or policy changes.

Membership/Composition

Voting Representatives

Nominated Councillor members approved by the full Council (minimum of 6 TKBTC Councillors (2 per ward) and minimum of 3 Conwy CBC Councillors that represent the Towyn and Kinmel Bay area (1 per ward).

Non-Voting Representatives from the Community approved by the Council

Co-Opted Non-Councillor members as per the Non-Councillor Co-Option Policy, which will be made up of local representatives from the Business, Community, Voluntary Sector and nominated Officers from Partner Organisations i.e. North Wales Police/Housing Associations.

Invited Officers

Conwy Borough Council Officers.

Towyn and Kinmel Bay Town Council Officers.

Each member of the Community Place Plan Committee shall ensure that there is complete clarity regarding their position, either as an individual or as a representative from an agency, association or community.

Members of the Committee must declare any personal/prejudicial interests they may have in respect of items under discussion. Demands on all members should be realistic and achievable.

Quorum

One third of voting members (Minimum 3).

Reporting to

Full Council quarterly.

Delegations Responsibilities

To authorise expenditure with the budget allocated by the Full Council to the Community Place Plan Committee.

Keep under review the Community Place Plan Committees income and expenditure.

Advise the Council on any major variations from approved programmes.

To ensure that financial procedures and controls of the Council are adhered to and to ensure that all audit procedures are observed.

To ensure that legislation relating to the powers that the Committee is able to rely upon is adhered to and liaise with the Town Clerk/Deputy Town Clerk to ensure that the Council does not act Ultra Vires.

To advise the Council with regard to Community Place Plan objectives and priorities, having regard to the needs of the community and overall resources of the Council.

To ensure that the voice of the Community is incorporated into the decisions approved by the Community Place Plan Committee in line with the Power of Wellbeing Principles and the Local Government Measure Act 2011.

Having regard to the Councils resources, to advise the Council on Community Place Plan objectives feeding into the Councils Annual Estimates for income and expenditure, including the priority of the work and projects required.

To undertake an annual assessment of risks, to include Financial, Administrative and Health and Safety to the Council relating to the Community Place Plan.

To consider other such matters, as delegated from time to time by the Full Council to the Community Place Plan Committee.

Review of Membership

It is acknowledged that due to time constraints, not all Town Councillors are able to join the Place Plan Committee. However, to ensure continued progress on the Community Place Plan, those Councillors who are available and willing to participate will form the committee. Membership of the committees is decided each year at the Councils Annual Meeting in May. Councillors who are not members of the committee may attend as members of the public but may not vote.

Termination of Membership

Members must act in a professional, courteous and constructive manner during the committee meetings and whilst undertaking their role as members of the team.

If any person does not subscribe to the aims and objectives or breaks the Terms of Reference, the Full Council has the discretion to terminate the membership. This will be done by majority vote.

Nominations and Elections

Election of the Chair and a Deputy Chair will take place at the first committee meeting of the year. The Chair and Deputy Chair position can only be filled with members who have voting rights.

Voting

When required, decisions will be made by a show of hands, with a simple majority needed for approval. Only Councillors will have voting rights, and the Chair will have a casting vote if necessary.

Meetings

Meetings will be held quarterly and documents will be circulated to members at least three clear working days before a meeting.

Records of the meetings will be kept, and the minutes will be made publicly available.

Dissolution

Should it be apparent that the Community Place Plan Committee is ceasing to function effectively or to meet the aims, objectives and conditions specified within this Term of Reference, a motion may be made by one or more Councillor to dissolve it. This will be referred to the Full Council for a decision on the most appropriate action to be taken.