

SALISBURY CITY COUNCIL

Report

Subject : Standing Orders Annex A
Committee : Full Council
Date : 12 May 2025
Author : Asa Thorpe, Chief Executive

Agenda Item: 11

1. Report Summary:

- 1.1. Annex A of Standing Orders can be amended without amending the substantive part Standing orders.
- 1.2. Previous committee names and Terms of Reference did not link wholly to one specific Council Service team (eg Community Grants formed part of Events, Markets & Grants sub-committee, rather than Community Services committee).
- 1.3. It is recommended that future committee names and Terms of Reference are directly linked to Council Service Teams and include items for regular reporting.
- 1.4. It is recommended that each Head of Service owns and leads reporting to the committee responsible for their Service area.
- 1.5. It should be noted that additional Committees, Sub-committees and Working Groups can be set up by Full Council, with Terms of Reference set by Full Council, as and when required and if necessary.
- 1.6. Meeting schedules for each committee are included within the Committee Calendar Paper – noting that there are some amendments to previous schedules.

2. Detail

- 2.1. The detail of the recommended Committees and Terms of Reference are detailed in the attached Appendix A.

3. Recommendations

- 3.1. It is recommended that Full Council agree the Annex A of Standing Orders with committee titles of:
 - Finance (previously Finance & Governance)
 - Planning
 - Environment (previously Environmental Services & Climate)
 - Community (previously Community Services)
 - Business (previously Events, Markets & Grants)
 - Governance, Policy & Personnel (previously Personnel)

3.2. It is recommended that Full Council agree the Terms of Reference for these Committees.

4. Wards Affected: All

5. Background Papers: Appendix A – New Annex A
Appendix B – Old Annex A

6. Implications:

6.1. **Financial:** Nil in relation to this report.

6.2. **Personnel:** Nil in relation to this report.

6.3. **Environmental Impact:** Nil in relation to this report.

6.4. **Equalities Impact Statement:** Nil in relation to this report.

Appendix A: New Standing Orders, Annex A

Appendix B: Old Standing Orders, Annex A

ANNEX A: COMMITTEE TERMS OF REFERENCE & SCHEME OF DELEGATION

Councillors are requested to note that this Annex forms part of the overall Standing Orders.

1 COMMITTEES OF THE COUNCIL

- a The Council may determine the number and type of any or all Standing committees without the need to amend Standing Orders. The council will currently appoint the following Standing Committees, which includes:
 - i) The Finance Committee
 - ii) The Communities Committee
 - iii) The Environment Committee
 - iv) The Governance, Policy & Personnel Committee
 - v) The Planning Committee
 - vi) The Business Committee
 - vi) Any others deemed appropriate, whether temporary or permanent committees
- b Any member of the City Council may attend meetings of any committee of which they are not a member. They must declare that they are not a member, may speak on any matter only with the permission of the Chair and shall not vote.
- c The allocation of members to each committee is in proportion to the Full Council make-up after elections and intermittent by-election results, and through the individual 'groups', and equates to 2 committees per Councillor (plus Full Council) – ie 48 committee places with 24 councillors.

2 FULL COUNCIL

Matters Reserved for Full Council

- a Setting the precept and approval of the Council's budget
- b Approval of the Annual Accounts
- c Completion of the Annual Return including the Governance Statement
- d The making, amending or revoking of Standing Orders, Financial Regulations and the Scheme of Delegation
- e Review of delegation arrangements to committees, sub-committees, staff and other local authorities
- f Review of the terms of reference for committees
- g Appointment of any new committees in accordance with standing orders
- h Appointment of members to committees
- i Fixing the dates of routine meetings of the Council and its Committees
- j Adoption or revision of the Council's Code of Conduct
- k Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence
- l Consider important matters of policy, principle or procedures which have been referred directly by committees or officers
- m Review of the Council's policies, procedures and practices in respect of its obligations under data protection legislation
- n Review of the Council's complaints and freedom of information policies and procedures

- o Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings)
- p Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Council, excluding those matters specific to a committee
- q The making, amending or revoking of bye-laws
- r Authorisation as to terms and purpose for any application for Borrowing Approval
- s Approval of purchase, acquisition by other means, lease, sale or disposal of land and property
- t Consideration of the recommendations made by a committee
- u Dismissal of Proper Officer / Chief Executive Officer
- v Dismissal of the RFO / Head of Finance
- w Consideration of other matters that the council may from time to time determine necessary and that fall within its statutory functions, powers and obligations

3 THE FINANCE COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **9 members of the Council who will meet as committee at least 4 times per year + January budget-setting meeting**
 - ii) Members to be appointed by Full Council each year
- b Matters for consideration and determination:
 - i) All matters relating to Finance, including the recommendation of the approval of the Year End Accounts & approval of the Annual Return (Statement of Accounts) to Full Council
 - ii) To receive, and consider, Budget Monitoring Reports at each meeting
 - iii) All matters relating to Internal Audit
 - iv) All matters relating to the external audit
 - v) Recommendations to Full Council on the proposed Capital and Revenue Budgets of all Council services and activities
 - vi) Review and approve appropriate Council Finance Policies and Procedures
 - vii) Approval of Leases and Licences
 - viii) Any other matter which may be delegated to it by the Full Council from time to time

The Head of Service for this Committee is the RFO

4 THE COMMUNITIES COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **7 members of the Council who will meet as committee at least 3 times per year**
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination - the strategic direction setting, for which there is a previously approved revenue budget, all matters relating to:
 - i) Community Services which includes Active Communities, Community Development and The Pantry
 - ii) Grants, including rent-reductions, to community groups within SCC's boundaries.
 - iii) Review and approve Safeguarding managements, policies and procedures
 - iv) Review and approve Council-Communities' Policies and Procedures
 - v) To receive, and consider, Budget Monitoring Reports at each meeting
 - vi) Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Finance Committee for final consideration and determination

- vii) Any other matter which may be delegated to it by the Full Council from time to time

The Head of Service for this Committee is the Head of Communities

5 THE ENVIRONMENT COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **9 members of the Council who will meet as committee at least 4 times per year**
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination - the strategic management of the following, for which there is a previously approved revenue budget, all matters relating to:
 - i) *Environmental Services* which includes – Facilities, Street Scene, Parks & Open Spaces, CCTV, Crematorium and Cemeteries
 - ii) Review and approve Health and Safety policies, including associated risk assessments, and receive incident reports
 - iii) Review and approve Council-Environmental and Facilities Policies and Procedures
 - iv) The committee shall receive Budget Monitoring reports at each meeting
 - v) Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Finance Committee for final consideration and determination
 - vi) Any other matter which may be delegated to it by the Full Council from time to time

The Head of Service for this Committee is the Head of Environment

6 THE GOVERNANCE, POLICY & PERSONNEL COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **7 members of the Council who will meet as committee at least 3 times per year**
 - ii) Members to be appointed by Full Council each year
- b Matters for consideration and determination:
 - i) Review and approve Council Policies and Procedures (not covered by other specialist committees), including HR, Corporate and Governance Policies in accordance with SCC's Policy Management policy and procedures
 - ii) Review Standing Orders, making appropriate recommendations to Full Council on any regulatory/legislative changes, or those pertaining purely to SCC
 - iii) Review Members Code of Conduct, Induction Handbook and other such guidance, making appropriate recommendations to Full Council on any regulatory/legislative changes, or those pertaining purely to SCC
 - iv) Forward updated Standing Orders and Members Code of Conduct, with Recommendations, to Full Council for approval and adoption
 - v) Corporate Governance and Risk Management
 - vi) Consider staff Conditions of service
 - vii) Review and approve employment policies
 - viii) Matters related to grievance, disciplinary and capability matters for the Proper Officer and senior managers, in accordance with the Council's Grievance Policy and the Council's Disciplinary & Appeals Policy
 - ix) Conduct annual appraisal of the Proper Officer/CEO (to be conducted by Committee Chair, Council Chair/Mayor and an Administration Leader)

- x) Consideration of appeal against dismissal by Heads of Service, in accordance with the Council's policies
- xi) Recommendation to Full Council concerning dismissal of Proper Officer/CEO
- xii) Recommendation to Full Council concerning the dismissal of the RFO
- xiii) The committee shall receive Budget Monitoring reports at each meeting
- xiv) Any matter may be referred by the Committee to the Full Council or other committee for information or final approval

The Heads of Service for this committee will be the Head of HR and Head of Corporate

7 THE PLANNING COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **9 members of the Council who will meet monthly as committee to provide an effective response to planning applications**
 - ii) Members to be appointed by Full Council each year
- b Matters for consideration and determination:
 - i) To comment on planning applications received from the local planning authority (ie Wiltshire Council)
 - ii) To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plan or Studies as considered appropriate, including routine transport issues
 - iii) To comment on Licensing matters received from the local licensing authority (ie Wiltshire Council)
 - iv) To comment on Highway Improvement and Traffic Survey requests as required
 - v) Street naming when requested
 - vi) To make recommendations regarding waiting restrictions within the City
 - vii) Consideration of the Community Area Transport Group recommendations
 - viii) Any other matter which may be delegated to it by the Full Council from time to time

The Head of Service for this committee will be the Head of Corporate supported by the Head of Environment

8 THE BUSINESS COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **7 members of the Council who will meet as committee at least 3 times per year**
 - ii) Members to be appointed by Full Council each year
- b Matters for consideration and determination:
 - i) All matters related to the Charter Market and other speciality markets
 - ii) All matters related to council events
 - iii) All matters relating to the commercial use of the Guildhall
 - iv) All matters relating to the Information Centre and Shopmobility
 - v) All matters relating to Communications and Public Relations (internal and external including press, social media, website, advertising, etc)
 - vi) All matters relating to other SCC commercial opportunities (such as to foster partnership relationships with residents, commerce and other SCC organisations)
 - vii) Review and approve Council Business, Events and Markets Policies and Procedures including that for dealing with the press and media
 - viii) The committee shall receive Budget Monitoring reports at each meeting
 - ix) Any other matter which may be delegated to it by the Full Council from time to time

The Head of Service for this committee will be the Head of Business

9 OTHER COMMITTEE MATTERS

- a There are currently no other standing committees or sub-committees, but they may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the committee or sub-committee is formed by means of a minute detailing the terms of reference (including its membership, frequency of meetings, accountability & reporting, and areas of interest)
- b Any Committee may refer matters on which it has delegated authority to the Full Council or other committee for a final decision if it so wishes
- c Committees and sub-committees shall, at all times, act in accordance with the Council's Standing Orders and Financial Regulations, and where applicable, any other rules, regulations, schemes, statutes, bye-laws or orders made and with any directions given by the Council from time to time

10 WORKING OR STEERING GROUPS

- a Working Groups may be formed by resolution of Full Council or a committee at any time
- b The work of such a working or steering group will be decided upon at the time it is formed by means of a minute detailing the terms of reference which will consider the purpose of the working group, its membership, and frequency of meetings, accountability & reporting and areas of interest
- c Working or Steering Groups will report back with recommendations to Full Council, or the committee that formed it, from time to time and as appropriate
- d The Council and Standing Committees may appoint Working Parties without delegated powers comprising of Councillors with powers to co-opt non-Councillors on a non-voting basis. The Chairman has authority to invite other Councillors to attend the meeting. The quorum of any working party must be at least three Councillors
- e Working Parties shall be convened via a report from the Chief Executive to Council or a Standing Committee or a Councillor motion to Council
- f The Chairman of any Steering or Advisory Group shall be elected from within the councillor representation. The Chairman will be ratified by the parent committee or Full Council at the first opportunity

11 ANNUAL PARISH MEETING

The Council will hold a Parish Meeting annually, between 1st March and 31st May

This is an opportunity for Parish Residents to attend and ask questions, make observations and comments, of the City Council's Councillors

This is not a Committee of the Council

For Note:

Reference to Proper Officer – shall include that of Clerk / Chief Executive Officer / CEO

Reference to Responsible Financial Officer – shall include that of Head of Finance / RFO

STANDING ORDERS, ANNEX A

SCHEME OF DELEGATION at March 2024

Item 11, Appendix B

1 COMMITTEES OF THE COUNCIL

- a The council will appoint 6 Standing Committees:
 - i) The Finance and Governance Committee
 - ii) The Community Services Committee
 - iii) The Environment and Climate Committee
 - iv) The Personnel Committee
 - v) The Planning and Development Committee
 - vi) The Market, Events and Grants Sub-Committee
- b The Council may determine the number of any or all committees without the need to amend Standing Orders.
- c Any member of the City Council may attend meetings of any committee of which they are not a member. They must declare that they are not a member, may speak on any matter only with the permission of the Chairman and shall not vote.
- d Members shall be appointed to the Committees in a manner which as nearly as practicable reflects the membership of the political groups represented on the Council.

2 FULL COUNCIL

Matters Reserved For Full Council

- a Setting the precept and approval of the Council's budget
- b Approval of the Annual Accounts
- c Completion of the Annual Return including the Governance Statement
- d The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation
- e Adoption or revision of the Council's Code of Conduct.
- f Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence
- g Matters of principle or policy
- h Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings)
- i Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Council, excluding those matters specific to a committee
- j The making, amending or revoking of bye-laws
- k Authorisation as to terms and purpose for any application for Borrowing Approval
- l Approval of purchase, acquisition by other means, lease, sale or disposal of land and property
- m Dismissal of Proper Officer
- n Dismissal of the RFO

- o Salisbury Neighbourhood Development Plan Steering Group will report updates at Full Council as developments occur

3 THE FINANCE AND GOVERNANCE COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **9 members of the Council who will meet as committee at least 3 times per year**
 - ii) Members to be appointed by Full Council each year
- b Matters for consideration and determination:
 - i) All matters relating to Finance, including the recommendation of the approval of the Year End Accounts & approval of the Annual Return (Statement of Accounts) to Full Council
 - ii) All matters relating to grants and donations
 - iii) All matters relating to Internal Audit
 - iv) Recommendations to Full Council on the proposed Capital and Revenue Budgets of all Council services and activities
 - v) Health and Safety
 - vi) Corporate Governance and Risk Management
 - vii) Approval of Leases and Licences
 - viii) Democratic Representation
 - ix) Any other matter which may be delegated to it by the Full Council from time to time

4 THE COMMUNITY SERVICES COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **9 members of the Council who will meet as committee at least 3 times per year**
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination - the strategic management of the following for which there is a previously approved revenue budget, all matters relating to:
 - i) *Business Services* which includes the Guildhall, Communications, Customer Services and Shopmobility
 - ii) *Community Services* which includes Active Communities and Community Development,
 - iii) Any other matter which may be delegated to it by the Full Council from time to time
 - iv) Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Finance and Governance Committee for final consideration and determination

5 THE ENVIRONMENT AND CLIMATE COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **9 members of the Council who will meet as committee at least 3 times per year**
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination - the strategic management of the following for which there is a previously approved revenue budget, all matters relating to:
 - i) *Environmental Services* which includes– Facilities, Street Scene, Parks & Open Spaces, CCTV, Crematorium and Cemeteries
 - ii) *Environmental Action Plan and associated matters*– which includes the monitoring and delivery of the plan
 - iii) Any other matter which may be delegated to it by the Full Council from time to time
 - iv) Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Finance and Governance Committee for final consideration and determination

6 THE PERSONNEL COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **5 members of the Council who will meet as committee at least once per year or as required**
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination: - *provided they have no impact on approved budgets*
 - i) Recommendations to Full Council concerning dismissal of Proper Officer
 - ii) Recommendation to Full Council concerning the dismissal of the RFO
 - iii) Final decision on staff structures and consideration of staffing reviews
 - iv) Salaries & Conditions of service
 - v) Approval of employment policies, in accordance with SCC's Policy Management Policy
 - vi) Matters related to grievance, disciplinary and capability matters for the Proper Officer and senior managers, in accordance with the Council's Grievance Policy and the Council's Disciplinary & Appeals Policy
 - vii) Appraisal of the Proper Officer
 - viii) Consideration of appeal against dismissal by Senior Managers, in accordance with the Council's policies
 - ix) Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Finance and Governance committee for final consideration and determination
 - x) Any matter may be referred by the Committee to the Full Council or other committee for information or final approval

7 THE PLANNING AND DEVELOPMENT COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **9 members of the Council who will meet as committee often enough to provide an effective response to planning applications**
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination:
 - i) To comment on planning applications received from the local planning authority
 - ii) To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plan or Studies as considered appropriate, including routine transport issues
 - iii) To comment on Licensing matters received from the local licensing authority
 - iv) To comment on Highway Improvement and Traffic Survey requests as required
 - v) Street naming when requested
 - vi) To make recommendations regarding waiting restrictions within the City
 - vii) Consideration of the Community Area Transport Group recommendations
 - viii) Salisbury Neighbourhood Development Plan Steering Group will report updates at Full Council as developments occur.
 - ix) Any other matter which may be delegated to it by the Full Council from time to time

8 THE MARKETS, EVENTS AND GRANTS SUB COMMITTEE

- a Membership and Frequency of Meeting:
 - i) **7 members of the Council who will meet as committee often enough to provide an effective response to planning applications**
 - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination:
 - i) All matters related to the Charter Market and other speciality markets
 - ii) All matters related to council events
 - iii) The award of Community Grants in accordance with the Grants Policy

9 OTHER COMMITTEE MATTERS

- a There are no other standing committees or sub-committees but they may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the committee or sub-committee is formed by means of a minute detailing the terms of reference.
- b Any Committee may refer matters on which it has delegated authority to the Full Council or other committee for a final decision if it so wishes

10 WORKING OR STEERING GROUPS

- a A Working Groups may be formed by resolution of Full Council or a committee at any time.
- b The work of such a working or steering group will be decided upon at the time it is formed by means of a minute detailing the terms of reference which will consider the purpose of the working group, its membership, and frequency of meetings, accountability & reporting and areas of interest.
- c Working or Steering Groups will report back with recommendations to Full Council, or the committee that formed it, from time to time and as appropriate.

11 DELEGATION - LIMITATIONS

- a Committees and sub-committees shall, at all times, act in accordance with the Council's Standing Orders and Financial Regulations, and where applicable, any other rules, regulations, schemes, statutes, bye-laws or orders made and with any directions given by the Council from time to time.