



MABLETHORPE & SUTTON TOWN COUNCIL

COMMITTEE STRUCTURE & PROCEDURES 2025 2026

Committees

There are three 'standing' committees that have powers to determine most matters within their remit, subject to any policies and budget set by the Council. The functions of the standing committees can be summarised as: -

ADMINISTRATION COMMITTEE	all 'internal & external' functions of the Council
PERSONNEL COMMITTEE	all 'Human Resources' issues of the Council
PLANNING COMMITTEE	planning and highway matters

The details of the terms of reference and delegation were agreed by the Town Council on 3rd May 2016 (minute ref 124). Copies of the terms of reference are attached to this document.

Subgroups

The Council has agreed that the Administration Committee will have the authority to form subgroups / sub committees / working parties. These will be informal groups to consider specific issues referred by the Committee and will report and make recommendations to the relevant Committee.

Public Participation

The arrangements for Public Participation at meetings were determined at the meeting of the Administration Committee (22.10.2012) and will continue at ordinary meetings of the Town Council and standing committees. In addition, a procedure for public speaking at the Planning Committee meetings has been agreed.

Council

Meetings of the full Town Council continue to receive committee minutes as the decisions will already have been implemented under the delegation.

There will be agenda items for reports from Town Councillors and Town Council representatives on outside bodies.

Reports from County and District Councillors will now form part of the Public Participation (as detailed above)

Committee Agendas

The Town Council and Clerk's Correspondence will continue to be delivered as regular verbal / written updates from the Town Clerk. (Some correspondence will continue to be reported to Council where there is a requirement to formally record).

Matters for general notation or inclusion in next agenda will continue to be made at the end of each meeting, however it is best practice for Councillors to forward items for future agenda's 10 clear days before the publication of agenda documents to the clerk; however, these must be relevant to the town council functions and within the legal remit of the authority.

Officer Delegation

The Council approved scheme of delegation for the Town Clerk / Deputy Clerk will continue.



MABLETHORPE & SUTTON TOWN COUNCIL

ADMINISTRATION COMMITTEE

TERMS OF REFERENCE, REMIT AND DELEGATION OF POWERS

Status

The Administration Committee shall be a Substantive Committee of Mablethorpe & Sutton Town Council appointed at the Annual Council Meeting and its decisions and recommendations require ratification by Council. This committee is subject to the rules of conduct in relation to meetings as set out in the Councils adopted Standing Orders.

The Administration Committee will deal with all matters relating to the internal arrangements of the Council including the agreement and final approval of the overall budget (for consideration / approval by full Council), office and administration.

“To advise the Council on policy, strategy and the Council’s structure and procedural arrangements”.

Membership

In accordance with Standing Order 45(e) the Administration Committee shall consist of 12 elected Members of Mablethorpe & Sutton Town Council and its quorum shall be 7.

The Mayor and Deputy Mayor, ex officio, shall be voting members of the committee when in attendance.

Co-option / Deputation

The Committee shall have no powers of co-option or Deputation.

Standing Order 45(g): *During their term of office, the Member appointed as the Vice-Chairman of the Council (at the first annual meeting of the Council) shall be the Chairman of one of the substantive committees (i.e., Administration, Personnel or Planning) indicating their preference between the AGM and the first meeting of the substantive committee and by informing the Town Clerk or Deputy Clerk.*

GENERAL

- To review all Administration procedures and matters and advise full council accordingly on such matters, and act on its instructions when called upon.
- To undertake specific tasks as delegated by full council under Standing Orders.
- To establish and keep under review policies in consultation with full Council.
- The Administration Committee is appointed by full Council to deal with all general administration matters, subject to budget, expenditure and contractual limits decided by full Council, and to report back to full Council as required.
- The Administration Committee shall appoint its Chairman* annually as the first item of business at its first meeting following the Annual Meeting of the Council in May.

- The Administration Committee shall have a set calendar of meetings; additional meetings (as necessary) and shall be convened by the calling of a meeting by the clerk as necessary, or by the Chairman or two members of the committee by written request to the Chairman at any time.
- To advise on Council policy, structure and procedural arrangements.
- To receive and monitor budget expenditure minimum of once a quarter.
- To receive input from Councillors and recommendations and legal advice from staff members.
- To consider Administration Committee budget requirements and recommend a precept for consideration at Full Council meeting in December each year.
- To fix charges for services within the Committees remit.
- To negotiate land transactions and leases on behalf of the Council.
- To be responsible for the annual review and update of all insurance matters.
- To consider any recommended changes in Standing Orders through Governmental amendments and/or Council members' requests and recommend, with advice from the Council's Proper Officer to full council.
- To consider changes to any committee structure and recommend to full Council.
- To deal with all matters relating to Council property and services provided by the Council – including public toilets, allotments, cemetery, bus shelters, war memorials, lighting, closed churchyards, and street furniture such as seats and signs, dog waste bins
- To be responsible for the management of the Council's market(s).
- To be responsible for closed churchyards.
- To be responsible for the management of St Mary's Conservation Area
- To be responsible for the management of Acre Gap Conservation Area
- To be responsible for the management of Railway Walk Conservation Area
- To be responsible for the management of Branch Line Walk Conservation Area
- To be responsible for Christmas illuminations.
- To liaise with organisations and other local authorities responsible for providing sport and recreation.
- To encourage an expansion of sport and leisure activities in the community.
- To encourage the promotion of arts in the area.
- To administer on behalf of the Council the Committee's annual budget.
- To liaise with "In Bloom" and other similar organisations.
- To liaise with statutory undertakers as necessary.
- To liaise with other local authorities on matters concerning their street furniture, signing, building structures and public seating.
- To assist other agencies with tourism in the town including summer illuminations and tourism related signs.

This Committee will also deal with property and service delivery matters not specified and as the result of future demands.

- To receive and approve grant applications and donation requests in respect of matters that fall outside the remit of adopted grant policies and the responsibility of the appointed grants working group.
- Christmas illuminations, floral displays and to liaise with Mablethorpe in Bloom for annual judging.
- To liaise with organisations and authorities responsible for: sport, recreation and encourage expansion and promotion of sport, recreation, and the arts in the area.
- To assist other organisations with tourism issues including events publications, promotion, illuminations and switch on.
- To administer the Committees approved budget and fix charges for services within the Committee's remit.
- To consider and compile annual budget requirements for recommendation to Town Council within timescale for precept consideration and approval.
- To deal with all matters relating to the services provided by the Council.

“To liaise with other statutory bodies on the services provided by those bodies within the Council's area”.



MABLETHORPE & SUTTON TOWN COUNCIL

PERSONNEL COMMITTEE

TERMS OF REFERENCE, REMIT AND DELEGATION OF POWERS

Status

The Personnel Committee shall be a Substantive Committee of Mablethorpe & Sutton Town Council appointed at the Annual Council Meeting. As such it is autonomous and the majority of its decisions and recommendations do not require ratification by Council unless a matter specifically referred or dictated by legislation. It is subject to the same general rules of conduct in relation to meetings as set out in the Council's Standing Orders.

Membership

In accordance with Standing Order 45(e) the Personnel Committee shall consist of 6 elected Members of Mablethorpe & Sutton Town Council and its quorum shall be 3.

The Mayor (ex officio) **shall not** be a voting member of the committee when in attendance.

***Standing Order 45(g):** *During their term of office, the Member appointed as the Vice-Chairman of the Council (at the first annual meeting of the Council) shall be the Chairman of one of the substantive committees (i.e., Administration, Personnel or Planning) indicating their preference between the AGM and the first meeting of the substantive committee and by informing the Town Clerk or Deputy Clerk.*

Standing Order 45(h): *Elected Members wishing to serve on the Planning Committee, or the Personnel Committee must attend relevant and regular training pertaining to the works and proceedings of such committees as listed within adopted respective terms of reference.*

Co-option / Deputation

The Committee shall have no powers of co-option or Deputation.

GENERAL

- i. To review all personnel procedures, be the first contact for all employee/employer matters, advise full council accordingly on such matters, and act on its instructions when called upon.
- ii. To undertake specific tasks as delegated by full council under Standing Orders.
- iii. To establish and keep under review the staffing structure in consultation with full Council.
- iv. The personnel committee is appointed by full Council to deal with all staffing matters, subject to budget, expenditure and contractual limits decided by full Council, and to report back to full Council as required.
- v. The personnel Committee shall appoint its Chairman* annually as the first item of business at its first meeting following the Annual Meeting of the Council in May.
- vi. The personnel committee shall have no set calendar and shall be convened by the calling of a meeting by the clerk as directed, or by the Chairman or two members of the committee by written request to the Chairman at any time.

- vii. The personnel committee will be the focal point of all staffing issues.
- viii. In accordance with the Nolan Principles and best practice, no elected Member(s) will be considered for membership of the Personnel Committee where there have been any issues, difficulties, incidents or grievances (either formal or informal), in order to protect the Town Council, individual elected Members and staff members from claim or retribution (perceived or actual) for the four year administration period unless this would lead to operational issues (i.e., an inadequate number of elected Members (currently 6 plus the Mayor) to conduct necessary functions of the Committee).

Once properly convened and the appropriate resolution passed, all business of the committee shall be conducted in closed session and shall remain confidential, other than to other members of the Council on a strictly need to know basis, who will also respect the confidential nature of such information, and the representative of employees where appropriate.

Notes of meetings will be taken by an appointed person, and such notes shall be presented to full council in closed session, at the earliest opportunity, and formally approved at the next meeting of the Committee. ***It is essential that any recommendations are fully understood and agreed by all parties before the meeting closes.***

Specific Roles: -

To attend specific personnel training (via LALC, the Town Council's appointed HR adviser or other Town Council approved training facilitator).

1. To review, and update annually, **when necessary**, documents relating to all employees, in conjunction with the Clerk, and recommend any changes to full Council.
2. To provide a supporting role to all employees including initial liaison on all matters of difference and concern relating to employees.
3. To ensure the necessary policies and procedures are addressed in accordance with relevant legal requirements, and the outcome of any discussions on employment matters are fully reported to full council to consider appropriate action.
4. To ensure annual appraisals of staff are undertaken (by the Chairman of the Committee) and that recommendations are reported to full Council.
5. To establish and review performance management (including annual appraisals) and staff training programmes.
6. To establish (at the commencement of employment) and review salary pay scales for all staff in accordance with NJC pay scales, and to be responsible for their administration and review.
7. To oversee the recruitment and appointment of staff, subject to ratification of appointments by full Council. To have input on the recruitment and selection process for members of staff (subject to restrictions imposed by clause 1); all appointments **must be** formalised by full Council resolution.
8. To act as a group in respect of line-manager for the most senior member of staff – the Clerk
9. To ensure that the clerk has everything required for line-managing other staff on a day-to-day basis.

10. To keep up to date with developments in employment law as they arise.
11. To be aware of sources of expert advice on employment matters and to ensure that the council uses such sources when there is any doubt about good employment practice.
12. To report back to council as required, bearing in mind the requirements of Data Protection and GDPR in relation to management of the personal details of all staff members.
13. To arrange for the execution of new employment contracts, and changes to contracts in conjunction with the law.
14. To oversee any process leading to dismissal of staff (including redundancy).
15. To keep under review staff working conditions, and health and safety matters.
16. To consider any appeal against a decision in respect of pay.
17. To ensure any grievance or disciplinary matter (and any subsequent appeals), are made by the appropriate subgroup of this committee to ensure fairness and impartiality.
18. To ensure a system is in place to deal with day-to-day liaison matters with the clerk, and to be the point of call for sickness reporting and approval of such matters as annual holidays, mileage and travel allowances (usually the Mayor/Deputy Mayor).
19. To make recommendations on staffing related expenditure to full Council.
20. To manage any overtime budget and agree any additional hours to be worked within the financial constraints of that budget.
21. To undertake any additional personnel related tasks as directed by full Council from time to time.

Areas of Working Conditions to be addressed (as delegated by full Council):

- Compliance with Employment Legislation
- Recruitment and Selection Procedures
- Contracts of Employment
- Pay and Overtime
- Supervision of PAYE / National Insurance
- Health and Safety matters
- Risk Assessment
- Duty of care
- Avoiding Staff Stress
- Managing Workloads
- Breaches of Code of conduct behaviour by Councillors and members of the Public
(i.e. harassment and bullying)
- Absence Management

- Annual Appraisals and Development
- Grievance and Disciplinary Procedures
- Rights of Staff: Annual Leave and Unplanned Time Off / Absence
- Rights Relating to Illness / Disability
- Data Protection Issues
- Freedom of Information Issues

Grievance Panel

4 Members (of which 3 will form a panel from time to time and as necessary) – appointed at the annual meeting of the Town Council, independent from the Personnel Committee and the Disciplinary Panel / Appeals Panel - subject to point viii (General above).

Disciplinary Panel

4 Members (of which 3 will form a panel from time to time and as necessary) – appointed at the annual meeting of the Town Council, independent from the Personnel Committee and the Grievance Panel / Appeals Panel - subject to point viii (General above).

Appeals Panel

4 Members (of which 3 will form a panel from time to time and as necessary) – appointed at the annual meeting of the Town Council, independent from the Personnel Committee and the Grievance Panel / Disciplinary Panel - subject to point viii (General above).



MABLETHORPE & SUTTON TOWN COUNCIL PLANNING COMMITTEE

TERMS OF REFERENCE, REMIT AND DELEGATION OF POWERS

Status

The Planning Committee shall be a Standing Committee of Mablethorpe & Sutton Town Council appointed at the Annual Council Meeting. As such it is autonomous; its decisions and recommendations do not require ratification by Council unless a matter of specifically referred. It is subject to the same general rules of conduct in relation to meetings as set out in the Council's Standing Orders.

Membership

In accordance with Standing Order 45(e) the Planning Committee shall consist of 12 elected Members of Mablethorpe & Sutton Town Council and its quorum shall be 3. The Mayor and Deputy Mayor (ex officio) **shall be** voting members of the committee when in attendance.

***Standing Order 45(g):** *During their term of office, the Member appointed as the Vice-Chairman of the Council (at the first annual meeting of the Council) **shall be** the Chairman of one of the substantive committees (i.e., Administration, Personnel or Planning) indicating their preference between the AGM and the first meeting of the substantive committee and by informing the Town Clerk or Deputy Clerk.*

Standing Order 45(h): *Elected Members wishing to serve on the Planning Committee, or the Personnel Committee must attend relevant and regular training pertaining to the works and proceedings of such committees as listed within adopted respective terms of reference*

Co-option / Deputation

The Committee shall have no powers of co-option or Deputation.

GENERAL

- The Planning Committee shall appoint its Chairman* annually as the first item of business at its first meeting following the Annual Meeting of the Council in May.
- To receive and comment upon planning applications referred to it by the Planning Authority being East Lindsey District Council; or any other authority so empowered to do by legislation.
- To receive and comment upon matters relating to any other planning issue.
- To receive and comment upon consultative papers received from the District or County Councils relevant to the Local Planning Policy or National Planning Policy Framework (NPPF).
- To respond to requests for Street naming in accordance with any agency agreement with East Lindsey District Council.

Working Groups

In accordance with Standing Order 49 and legislation (LGA 1972 s.101 (2) & s.102 (4)(b) the Planning Committee has the power to establish/dissolve a sub-committee or working group (as and when appropriate) to further the tasks as identified. These groups shall report to the Planning Committee on a regular basis or as specifically instructed.

Budget

The Planning Committee shall not be responsible for any budget unless set or approved by the Town Council from time to time. Where a budget is set by the Town Council it shall be maintained in accordance with the adopted financial regulations. Any [additional] funds required by the Planning Committee to discharge its obligations shall be sought by application to the Town Council prior to any commitment or implied commitment to spending.

Meetings

Meetings of the Planning Committee shall usually take place every three to four weeks with the time, date and place of meetings determined by the Town Council at the Annual Council Meeting or before.

Extraordinary meetings may be called to deal with applications received between meetings where the comments or observations of the Planning Committee cannot be delayed by agreement of the planning authority.