



TERMS OF REFERENCE
COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

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I. TERMS OF REFERENCE FOR THE FINANCE AND COMMUNITY RESOURCES COMMITTEE

1. Objective

To manage the Council's financial resources and to debate and recommend strategy and action on policy and operational matters concerned with the Council's finances, financial controls, management of budgets, contracts, and investments.

2. Membership

The committee shall comprise 9 members in total.

- 7 members to be elected at the Annual Meeting of the Town Council.
- 2 ex-officio members: the Mayor and Deputy Mayor

3. Chair

3.1. To be elected annually at the Annual Meeting of the Town Council.

3.2. In the event of the Chair resigning mid-term, an interim Chair will be elected at the next meeting of Finance Committee and shall hold office until their resignation or until the next Annual Meeting of the Town.

4. Vice Chair

To be elected annually at the first committee meeting following the Annual meeting of the Town Council or at the first meeting following the resignation of the Vice-Chair.

5. Quorum

The quorum of the committee shall be 4 Town Council members.

6. In attendance

The RFO and/or a delegated member of staff may be requested to attend any meeting.

7. Meetings

Meetings will usually be held on a bi-monthly basis, with a schedule of dates to be agreed by Full Council. (Meeting dates will normally be a Tuesday but may differ.)

8. Public participation

Meetings are normally open to the public in accordance with the Council's standing orders.

9. Minutes

- Minutes of all meetings will be recorded by an Officer and circulated to all members of the committee and to all Full Council members.
- All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

10. Accountability and Scope

The Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Full Council.

11. Delegated Authority

- To approve contracts, within budget, relating to any works required under the Facilities Management Plans, Corporate Plans, Marina Business Plan or a decision previously agreed at Full Council up to the value of £75,000.
- The Committee is delegated with the power to agree new items of expenditure up to a financial limit of £10,000 in association with the Proper Officer.
- The Committee shall maintain the register of Council assets and should receive an annual report on the register from the internal auditor.
- The Committee shall ensure that the internal audit is carried out in accordance with Financial Regulations.
- To review and agree the Council's banking and investment arrangements.
- The Committee shall ensure that contracts are administered correctly and efficiently by the named officer (Tenders for Council work, goods or services shall be approved by Council resolution. Tenders for Agency Services, to be undertaken by Council, are to be approved by Council resolution).
- To prepare budgets and recommend precepts to Full Council for approval in line with the Council's standing orders.
- To consider and approve virements up to the value of £10,000 and recommend virements in excess of £10,000 to Full Council.
- To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of asset register.
- To review and recommend amendments to the Council's Financial Regulations annually and to ensure that the Council is observing the regulations.

- To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations, and statutes.
- To monitor and where appropriate recommend purchase of all capital items not previously agreed within other committees' budgets.
- To make provision for future agreed capital projects.
- To monitor the Council's financial risk assessments and recommend changes where necessary.
- To establish and recommend a clear policy for The Council's grant administration.
- To establish a Grants Sub-committee
- To approve grant awards over £5,000 referred to the committee from the grants sub-committee up to the value of £10,000.
- To have over-sight of the Town marketing Sub-Committee and have approval of any expenditure recommended by the sub-committee in excess of £5,000.

12. Delegated Authority to the Assets and Facilities Sub Committee

- Monitoring, reviewing and approving policy and all matters concerned with the obligations of the Council under Health and Safety legislation.
- Monitoring and reviewing any risk assessments undertaken by the Town Council if required
- Monitoring, reviewing, and approving the Town Council's Facilities Management Plans.
- Monitoring and reviewing the delivery of Town Council services, including public conveniences, beach cleaning, decorative lighting, beach safety, planting, and watering, as required.
- Oversight of the management and operation of the Town Council's 5 allotment sites
- Management of Ryde in Bloom and the power to co-opt community representatives to assist with this project.
- To lead on any Public Consultation regarding any Town Council Facility or Asset.

13. Delegation to Officers

- The Clerk and/or RFO have delegated authority to settle any invoice due by the Council. Before payment of accounts is made the Council's Officer responsible must be satisfied that the goods have been received or works undertaken, are in accordance with the specification, that the account is correctly made out and that the relevant expenditure has been properly incurred. A list of all payments made will be presented at the next Finance Committee meeting for noting.
- The Clerk has the authority to purchase routine goods and services for the running of the Council to the sum of £25,000.
- The RFO (or authorised assistant) shall make arrangements to pay salaries and wages to all employees of the Council.
- Following an annual risk assessment, the RFO shall affect all insurances and negotiate all claims on the Council's insurers. The RFO shall report any loss liability or damage, or any event likely to lead to a claim to the Council or the appropriate Committee at the next available meeting.
- All appropriate members and employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated committee.
- The RFO shall prepare risk management policy statements in respect of all activities of the Council. When considering any new activity, the Council shall consider, and if thought appropriate adopt, a draft risk management policy for that activity.
- The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

The Finance Committee's Terms of Reference are to be reviewed annually at the Council's Annual General Meeting.



II. TERMS OF REFERENCE FOR THE PLACE NEIGHBOURHOOD & PLANNING COMMITTEE

1. Objective:

The committee will lead on and manage all planning and neighbourhood activities (including regeneration and environment matters). Including, but not limited to, responding to planning and licensing applications as a statutory consultee, leading on planning and infrastructure related policies on behalf of the Council.

2. Membership

The committee shall comprise a maximum of nine (9) members, including seven (7) members elected at the Annual Meeting of the Town Council, the Mayor and the Deputy Mayor (as ex officio). It is preferable but not essential that all wards be represented in the membership.

3. Chair/Vice Chair

The Chair shall be elected at the Annual Meeting of the Town Council. The Vice-Chair shall be elected annually at the first committee meeting following the Annual Meeting of the Town Council.

4. Quorum

The quorum of the committee shall be 4 Town Council members.

5. In attendance

The Place, Neighbourhood and Planning Officer (or appointed deputy) and another delegated member of staff should attend any meeting.

6. Meetings

Meetings shall normally be held every three (3) weeks, in accordance with a schedule to be agreed at the Annual Meeting of the Town Council. Additional meeting can be called to consider major planning applications.

The Place, Neighbourhood and Planning Officer shall 'call' the meeting and summon members to attend in accordance with the Council's Standing Orders no later than three (3) clear working days prior to the scheduled date of the meeting. The three (3) clear days should not include the day of publishing the papers or the day of the meeting.

7. Public Participation

Meetings are normally open to the public in accordance with the Council's Standing Orders although the exclusion of public and press can be agreed should it be deemed to be in the Town Councils best interest.

8. Minutes

Minutes of all meetings will be recorded by an Officer and circulated to all members of the committee and to Full Council members.

All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

9. Accountability and Scope

The Committee has delegated authority to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside of the committee's terms of reference shall be made to Full Council.

10. Delegated Authority

- The Committee will act to consider and comment upon all planning applications and planning issues that may affect the town and make recommendations to the Local Planning authority.
- Monitoring and reviewing the delivery of Assets and Facilities related contracts, including the management of poor performance and cancellation of contracts if necessary.
- The Committee will act to consider and comment upon licensing and highways matters that may affect the town and make recommendations to the relevant authority.
- The Committee will act to consider and comment upon regeneration projects that may affect the town and make recommendations to the IWC's regeneration directorate.

- The committee will advise, implement and review development plans for the town, including the Ryde Place Plan and the Position Statement.
- The committee will develop and implement all infrastructure related policies and plans.
- The committee will comment on any Highways or infrastructure proposals referred to it by the IW Council or other appointed authority or body.
- The committee will consider, comment on and, where appropriate, assist in the implementation of any actual or proposed projects affecting the town that may be initiated or proposed by the Isle of Wight Council's Regeneration Directorate or the Ryde Regeneration Working Group.
- The committee will consider and comment on any other relevant plans or project proposals initiated or proposed by the Isle of Wight Council or other relevant authorities.
- The committee will consider and evaluate requests for funding from the Public Realm Budget, to approve requests of a value under £20,000 and to refer requests over £20,000 for approval by Full Council.
- The Committee may establish additional sub-committees and working groups in accordance with the Council's Standing Orders.
- To approve contracts, within budget, relating to any works required under the Facilities Management Plans, Corporate Plans, Marina Business Plans, or a decision previously agreed at Full Council up to the value of £75,000.
- In consultation with the RFO agree any expenditure for remedial works to any Council facility or asset up to the value of £10,000.
- Consideration of any procurement matters delegated to the Committee by Full Council.

12. Delegated Authority Officers:

- The Committee may delegate powers to make decisions on non-controversial planning applications to the Place, Neighbourhoods and Planning Officer in consultation with the Chair and Vice-Chair.
- The Committee may delegate powers to the Place, Neighbourhood and Planning Officer in consultation with the Chair and Vice-Chair to make decisions on any matter in times of emergency or when it is not possible for the Committee to meet in the normal way to evaluate planning matters.

- In consultation with the Planning and Neighbourhoods Committee and RFO to agree any expenditure with regard to urgent repairs or to rectify any Health and Safety issues up to the value of £10,000, or continued provision of service.
- To approve contracts for minor works up to the value of £5,000.
- Day to day management of the allotment site, including the issuing and termination of tenancy agreements.
- Day to day management of the Skatepark, including revising opening and closing times, security arrangements and closures on the grounds of health and safety.
- To take any immediate action required to ensure Health and Safety of staff, contractors, or members of the public at any of the Council's facilities.

The Place, Neighbourhood and Planning Committee's Terms of Reference are to be reviewed annually at the Council's Annual General Meeting.



III. RYDE TOWN COUNCIL TERMS OF REFERENCE PERSONNEL PANEL

1. Overview

The Personnel Panel is entrusted by Ryde Town Council and has delegated authority (subject to section 7a) to take actions, as and when appropriate, to ensure compliance with the employment rights of its employees and to deal with **all** matters related to the Council's Human Resources.

1.1 Function and Purpose of the Personnel Panel

- To effectively manage and resolve any issues that occur involving the Council's employees and their ability to effectively carry out their duties.
- To review the staffing needs and levels required by the Council.
- To annually review staff salaries and make recommendations to the Finance Committee to inform the budget setting process.
- To appoint the Town Clerk, as prescribed in paragraph 2.a
- To oversee the appointment of other permanent staff, as prescribed in 2.b
- To approve in an emergency the appointment of temporary/ locum/agency staff where appropriate.
- To oversee and approve the Council's training plan.
- To ensure employees have appropriate appraisals.
- To ensure that every employee has a concise job description.
- To handle disciplinary and grievance issues related to the Town Clerk, subject to the provisions in section 3 below.
- To ensure that disciplinary and grievance issues related to other employees are handled properly, subject to the provisions in paragraph 3b below.
- To review and monitor the Council's HR support and to make recommendations to Full Council regarding the procurement of any HR service.

2. Recruitment

In the case of the recruitment of the Town Clerk, the Personnel Panel shall:

- Draw up a job description and terms and conditions of employment,
- Make arrangements for the advertising of the post.
- Select criteria for short listing applicants
- Select candidates to be invited for interview
- Collect references.
- Set up interview dates and the composition of the Interview panel
- Make an appointment if the interviewing panel reach agreement on the suitability of a candidate for the advertised post
- In the case of the recruitment of other employees, the Town Clerk shall consult the Personnel Panel in all the above activities.
- Interview panels for all posts shall comprise of the Chair of the relevant committee and other appointees.

3. Disciplinary and Grievance Procedures

The Personnel Panel shall ensure that the Council:

- Has a Disciplinary and Grievance Policy;
- That this policy is in line with the ACAS Code of Conduct and the NJC Green Book;
- That this policy is made available to all employees;
- That this policy is followed in all disciplinary and grievance cases.

4. Composition of the Panel

- The Personnel Panel shall be composed of the Mayor, the Deputy Mayor, and the Chairs of Finance and Community Resources Committee, Place and Neighbourhood Committee and the Chair of the Network Ryde sub-committee.
- The Chair and Vice Chair of the Personnel Panel will be the Mayor and the Deputy Mayor.

5. Personnel Panel Meetings

- The Panel shall meet prior to the Annual Budgetary Meeting and on at least two other occasions per year.
- Meetings shall be held in private and minutes of the meetings shall be confidential.

Issues may arise whereby the panel have to meet to take actions in the best interests of an employee and/or RTC without recourse to the Full Town Council.

6. Reporting to Full Council

- The Personnel Panel is responsible to the Full Council.
- Any decision made using the Panel's delegated authority should be reported to the next Full Council meeting following the decision.
- Such reports shall be in compliance with, and subject to the conditions imposed by the Council's Disciplinary and Grievance Policy and relevant employment legislation.
- The Press and Public shall be excluded from the meeting when a report made by the Panel is presented.

7. Limitations

- That all decisions made by the personnel panel that raise any expenditure not already budgeted for must be made with the agreement of, and in consultation with, the RFO.



IV. TERMS OF REFERENCE FOR THE ASSETS AND FACILITIES SUB COMMITTEE

1. Objective

To oversee the Town Council's Assets and Facilities, ensuring the Town Council responsibilities regarding maintenance, health and safety and contract management are properly delivered with any recommendations reported to the Finance and Community Resources Committee.

2. Membership

5 members not including the Mayor and Deputy Mayor (Ex-Officio).

3. Chair

- i. To be elected annually at the first meeting of the Sub-Committee.
- ii. In the event of a mid-term vacancy of the Chair position, an interim Chair will be elected at the next meeting of the Assets and Facilities Committee and shall hold office until their resignation or until the next Annual Meeting of the Town Council.

4. Vice Chair

To be elected annually at the first meeting following the Annual Meeting of the Town Council, or at the first meeting of the Assets and Facilities Sub-Committee.

5. Quorum

The quorum of the committee shall be 3 Town Council members.

6. Meetings

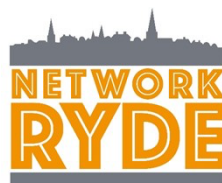
The Assets and Facilities Sub Committee shall meet quarterly, with additional meetings if required. A schedule of dates to be agreed by Full Council.

7. Accountability and Scope

The Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be referred to Finance and Community Resources Committee or Full Council for a decision.

8. Delegated Powers

- i. Monitoring, reviewing and approving policy and all matters concerned with the obligations of the Council under Health and Safety legislation.
- ii. Monitoring and reviewing any risk assessments undertaken by the Town Council if required
- iii. Monitoring, reviewing, and approving the Town Council's Facilities Management Plans.
- iv. Monitoring and reviewing the delivery of Town Council services, including public conveniences, beach cleaning, decorative lighting, beach safety, planting, and watering, as required.
- v. Oversight of the management and operation of the Town Council's 5 allotment sites
- vi. To lead on any Public Consultation regarding any Town Council Facility or Asset.



V. TERMS OF REFERENCE FOR THE NETWORK RYDE SUB- COMMITTEE

1. Objective

- To provide guidance and support to Network Ryde in all aspects of the service reporting to the Assets and Facilities Committee.

2. Membership of Committee

- 8 members to make up the Committee - 3 RTC Councillors, 2 young people and 3 representatives from External Agencies who have an interest in the wellbeing of young people and the development of Network Ryde.
- Mayor and Deputy Ex-Officio
- Chair to be elected at the first committee meeting and then at the first meeting following the Annual Meeting of the Council thereafter.

3. Meeting Frequency

- To meet quarterly with additional meetings if required

4. Accountability and Scope

The Sub-Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Sub-Committee's terms of reference shall be made to the Personnel Panel or Full Council (whichever is appropriate).

5. Delegated Authority

- Monitoring, reviewing, and approving all policies relating to Network Ryde
- Monitoring, reviewing and approving Network Ryde's 5 year Strategy Plan
- Monitoring and reviewing Network Ryde's Services
- To consult with young people and listen to their ideas and views
- Be committed to the future of Network Ryde by sharing professional support and networks
- To be a critical friend to Network Ryde
- To develop a policy regarding the use of Former Ryde Youth Centre monies and monitor expenditure of this fund.

6. Delegated Authority to Officers Youth Work Manager

- Day to day management of Network Ryde, curriculum development, provision of service and staff and working with other agencies.
- Management of Network Ryde's budget in consultation with RFO and in line with strategic management plan and procurement practices.
- Provide management committee with reports covering all agreed aspects
- To manage the recruitment of staff in line with approved strategy plan
- To represent Network Ryde at networking events
- Identify and pursue grant funding for development of Network Ryde
- To develop and manage a training plan for Network Ryde staff team
- To ensure Network Ryde policies are up to date and reflective of any changes in Government Legislation and good practice.
- Delegation of tasks to other members of the Youth Work Team where appropriate.
- Former Youth Centre Funds – to have delegated authority to approve expenditure of up to £250 if the need is considered urgent.
- In accordance with the stipulations outlined in the letter from the former Ryde Youth Action Group dated 10th May 2018.

The Network Ryde Sub Committee Terms of Reference are to be reviewed annually by the Personnel Panel.



IV. TERMS OF REFERENCE FOR THE GRANTS SUB COMMITTEE

1. Objectives

- i. To determine in an already agreed budget, marketing and community grants to a maximum of £5,000 for any one organisation in any financial year. To recommend grant awards in excess of £5,000 to Finance Committee for approval.
- ii. To receive and consider evaluation/impact reports from organisations who have received grant funding and to recommend to Finance if further funding should be awarded and to feed this into the budget discussions for the following financial year.
- iii. To manage any Grant applications made by the Town Council to external funders if not under the remit of an existing committee.
- iv. To agree Ward Allocations up to the value of £250.

2. Membership:

The committee shall comprise 5 members in total.

- 3 members to be elected at the at the Annual Full Council Meeting.
- 2 ex-officio members: the Mayor and Deputy Mayor

3. Chair

- i. To be elected annually by the Finance Committee.
- ii. In the event of the Chair resigning mid-term, an interim Chair will be elected at the next meeting of Finance Committee. If the Chairman is unavailable to attend a meeting then the Sub-Committee will elect a chair for that meeting only.

4. Quorum

The quorum of the committee shall be 3 Town Council members.

5. In attendance

A member of staff will be requested to attend any meeting.

6. Meetings

Meetings will be held 3 times a year to consider grant applications usually in March, June and October but may hold additional meetings if deemed necessary and in consultation with the Chairman.

7. Public participation

Meetings are normally open to the public in accordance with the Council's standing orders.

8. Minutes

- Minutes of all meetings will be recorded by an Officer and circulated to all members of the committee and to all Full Council members.
- All resolutions and recommendations made to Finance shall be recorded in the minutes of the appropriate meeting.

9. Accountability and Scope

The Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Finance.

10. Delegated Authority

- To award marketing and community grants to a maximum of £5,000 for any one organisation in any financial year.
- To delegate to an officer in consultation with the Chairman of the Grants Sub-Committee smaller grants of up to and including £500 and this would be reported to the Committee at its next meeting
- To consider and scrutinise completion/evaluation reports from organisations following a community or marketing grant being awarded.
- To consider from time to time anything else in relation to the grants process delegated to it by the Finance Committee.
- To manage Grant applications made by the Town Council to external funders if they are not managed by another committee.

11. Delegated Authority to Officers

- To apply for and submit grant applications to external funders for grants that fully fund Council projects or fund objectives outlined in the Council's Corporate plan.
- In consultation with the Chair of the Grants Sub-Committee to submit grant applications that require an element of match funding not exceeding £2,500 from the Town Council.

Applications made by Officers under delegated authority shall be reported at the next Grants Subcommittee meeting.

The Grant Sub-Committee's Terms of Reference are to be reviewed annually by the Finance and Community Resources Committee.



VII. TERMS OF REFERENCE FOR THE TOWN MARKETING SUB COMMITTEE

1. Objective

To have a general overview of the Town Council's marketing projects and deliver projects as outlined in the Towns Council's Marketing Strategy in accordance with the agreed budget.

Oversight of Ryde in Bloom and the power to co-opt community representatives to assist with this project.

2. Membership:

The committee shall comprise 5 members in total.

- 3 members to be elected at the Annual Full Council Meeting
- 2 ex-officio members: the Mayor and Deputy Mayor

3. Chair

- To be elected annually by the Annual Full Council Meeting.
- In the event of the Chair resigning mid-term, an interim Chair will be elected at the next meeting of Full Council. If the Chairman is unavailable to attend a meeting then the Sub-Committee will elect a chair for that meeting only.

4. Quorum

The quorum of the committee shall be 3 Town Council members.

5. In attendance

A member of staff will be requested to attend any meeting.

6. Meetings

Meetings will be quarterly but may hold additional meetings if deemed necessary and in consultation with the Chairman.

7. Minutes

- Minutes of all meetings will be recorded by an Officer and circulated to all members of the committee and to all Full Council members.
- All resolutions and recommendations made to Finance and Community Resources Committee or Full Council shall be recorded in the minutes of the appropriate meeting.

8. Accountability and Scope

The Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Full Council.

9. Delegated powers

- The Sub-Committee has delegated authority to decide on and implement the Town Council's marketing projects and will also consider any other marketing related referrals made to it from the Finance and Community Resources Committee, the Clerk or Full Council.
- To develop the Town's marketing Strategy in line with the objectives outlined within the Town Council's Corporate Plan.
- To deliver projects inline with the Towns Council's Marketing Strategy in accordance with the agreed budget.
- To report and make recommendations to the Finance and Community Resources Committee or Full Council for consideration.

The Town Marketing Sub-Committee's Terms of Reference are to be reviewed at the Annual Full Council Meeting.



VIII. TERMS OF REFERENCE FOR THE HONOURS WORKING GROUP

1. Objectives

- i. Develop a policy on the awarding of all types of honours by the Town Council and that this Policy be recommended to a future meeting of the Full Council for approval.
- ii. The Policy make use of good practice developed by other parish and town councils in the awarding of all types of honours.
- iii. The Working Group appoint a Chairman at its first meeting.

2. Membership

- i. 3 members not including the Mayor and Deputy mayor (Ex- Officio).
- ii. Chair: To be elected at the first meeting following the Annual Meeting of the Council.

3. Delegated Authority

- i. To agree awards in line with the Town Council's policy
- ii. To arrange awards ceremonies and events in line with the Council's policy and sub-committee's budget.



IX. TERMS OF REFERENCE – INCLUSION WORKING GROUP

1. Objectives

- i. Ryde Town Council's Inclusion Working Group will seek to ensure that all the facilities, services and amenities throughout Ryde are accessible for everybody, regardless of impairment or disability
- ii. The Working Group will continue to seek realistic, affordable and achievable solutions for the sensory impaired and those with a disability to access Full Council meetings

The working Group will also continue to be mindful of the need to:

- i. Bring any recommendations to a future Full Council meeting for consideration.
- ii. Consider and assess the budgetary implications of all recommendations as part of the budget setting process.
- iii. Consider the Town Councils Contract Standing Orders in relation to procurement in any recommendations going forward.

2. Membership

3 members not including the mayor and Deputy mayor (Ex officio).

3. Chair

To be elected at the first meeting following the Annual Meeting of the Council.

4. Meeting frequency

As required.

X. TERMS OF REFERENCE FOR THE RYDE HIGH STREET HERITAGE ACTION ZONE STEERING GROUP

Purpose and responsibilities

The HSHAZ Steering Group exists to oversee the development, implementation and delivery of the High Street Heritage Action Zone HSHAZ programme and will have operational oversight of all schemes within the HSHAZ programme over four years, monitoring and ensuring project delivery on timescales, quality and cost.

Responsibilities

- The group will be responsible for the following:
- Ensuring the creation of priorities and actions and making sure that schemes delivered are as specified in the HSHAZ programme
- The completion of project documentation
- Maintaining relationships with partners and stakeholders in order to enable and facilitate their ability to support the partnership aspirations for the objectives of the HSHAZ programme.

Decisions

The group will make decisions on the operational running of the project management of the HSHAZ according to the programme plan and escalate any areas of the plan which need to be changed or amended due to changing priorities.

Formal decisions required of RTC will be referred through their governance structure via the Clerk.

Decisions and action will be required on:

- procurement activity
- procurement expenditure
- programme finances, grants and returns to Historic England.
- programme risk and mitigation proposals
- programme communications and public engagement.

Membership and chairing

Directorate/Organisation Position

Ryde Town Council Town Clerk	IWC Member Representative
Ryde Town Council Planning Clerk	Contributor in Kind RBA Chair
Ryde Town Council Councillor RTC	Contributor in Kind Ryde Arts Chair
Ryde Town Council Councillor RTC	IW Council Regeneration Director
Ryde Town Council Admin Support	IW Council Officer
IWC/RTC Project Manager	Historic England Representative
	Historic England Representative

The chair will be agreed by the steering group at their first full meeting and will represent the group at events and other meetings.

The group will consult with additional partners and Isle of Wight Council services to ensure that the programme delivers the schemes effectively.

Additional officers should be made available as required by agenda.

A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

Governance

The HSHAZ Steering Group will report to Ryde Town Council. The Project Manager will also provide reports to Isle of Wight Council Regeneration Officers Board, the Ryde Regeneration Working Group, the Stakeholder Group (formed within 6 months) and community wide stakeholders.

Procurement/ Finances

To ensure compliance with procurement practices RTC's procurement regulations should be followed.

In accordance with transparency and procurement regulations any Steering Group member wishing to bid for any contracts or services provided by the HSAZ should declare an interest and withdraw from the decision making process.

Decisions on HSAZ funding, expenditure and virements between budget headings are to be made by the principle funders only.

The Council must seek Historic England's prior written approval for revisions to the Programme Design, except where changes to the proposed works set out in the Programme Design are below a threshold of £50,000."

Meetings

Meetings will be monthly in the initial establishment phase of the project, moving to Bi-monthly as implementation progresses and/or as Steering Group require. In the interim communication will be via email and phone as required.

Quorum

For the meeting to quorate the following members of the board shall be in attendance:

- Chair or an agreed deputy
- At least three of the other members.

Financial Responsibility

Delegated powers to be awarded to the Steering Group for any single project with a total value of less than £25,000.

Delegated authority awarded to the Project Officer to award contracts outlined in the project plan up to the value of £5,000 in consultation with the Chair of the Steering Group. Any awards made under delegated authority should be reported to the next Steering Group meeting.

Review

It is recommended that these Terms of Reference be reviewed at least annually.



XI. TERMS OF REFERENCE RYDE MARINA MANAGEMENT GROUP

THE WORKING GROUP HAS THE REMIT TO:

1. OBJECTIVES

- Ryde Marina Working Group has delegated authority to have any necessary discussions with the Isle of Wight Council, local stakeholders and solicitors regarding the acquisition and takeover of Ryde Marina.
- To monitor and review the Ryde Marina Business Plan and make amendments if necessary.
- To liaise with the Ryde Marina User Group on behalf of the Council.

2. MEMBERSHIP

8 members not including the Mayor and Deputy mayor (Ex- Officio).

- Town Clerk
- Business Development Manager
- Place and Neighbourhoods Officer
- Chair or Vice Chair of the Finance and Community Resources Committee
- 3 Councillor members
- Beach Front Operations Manager

3. DELEGATED AUTHORITY

- i. To enlist expert advice and request specialist reports within the allocated budget from the Acquisitions Reports/Surveys budget line.
- ii. To have oversight for the Marina Business Plan and make any amendments that the Working Group deem necessary to ensure viability of the project. All amendments should be reported to the next meeting of Full Council.

4. QUORUM

The quorum of the working group is 3 working group members.

5. MEETINGS

Meetings will be held twice a year or when required to suit the needs of the business.



XII. TERMS OF REFERENCE RYDE TOWN HALL WORKING GROUP

THE WORKING GROUP HAS THE REMIT TO:

1. OBJECTIVES

The Town Council empowers the working group to negotiate terms on behalf of the Council who will report back appropriately and prior to contract exchange and completion. The agreed purchase price is £600,000.

- i. To enter into arrangements to agree terms for the acquisition and full ownership of Ryde Town Hall.
- ii. To negotiate with the current owners to a maximum purchase price of £600,000.
- iii. To explore possible uses for the theatre.
- iv. To investigate grant funding and crowd funding opportunities.
- v. The Working Group shall appoint a Chairman at its first meeting

2. MEMBERSHIP

- 8 members not including the Mayor and Deputy mayor (Ex- Officio).
- 3 Ryde Town Councillors
- Project Manager Ryde HSHAZ
- 4 others as appointed by the Working Group (Appointees to be reported to Full Council for noting)

3. DELEGATED AUTHORITY

- i. To enlist expert advice and request specialist reports up to the value of £2,500 to be taken within budget from the Acquisitions Reports/Surveys budget line. Any reports required over the cost of £2,500 will need approval from the Finance and Community resources Committee.
- ii. Any recommendations arising should be reported directly to the Finance and Community resources Committee and referred to Full Council for decision.



XIII. TERMS OF REFERENCE ST JOHNS' WOOD WORKING GROUP

THE WORKING GROUP HAS THE REMIT TO:

1. OBJECTIVES

- i. To enter into arrangements to agree terms for the acquisition and full ownership of St Johns Wood and report back appropriately to Full Council prior to contract exchange and completion.
- ii. To explore ongoing management options for the wood.
- iii. To investigate grant funding and crowd funding opportunities.
- iv. The Working Group shall appoint a Chairman at its first meeting.
- v. To ensure project is delivered within budget.

2. MEMBERSHIP

3 members not including the Mayor and Deputy mayor (Ex- Officio).

3. DELEGATED AUTHORITY

- i. To enlist expert advice and request specialist reports up to the value of £2500 to be taken within budget from the St Johns' Wood budget line. Any reports required over the cost of £2500 will need approval from the Finance and Community resources Committee.
- ii. Any recommendations arising should be reported directly to Full Council for decision.



XIV. TERMS OF REFERENCE GENERAL SERVICES WORKING GROUP

THE WORKING GROUP HAS THE REMIT TO:

1. OBJECTIVES

- i. To monitor and review contracts in relation to HR, Payroll Services, IT Support and Maintenance and Insurance.
- ii. To ensure contract are delivered within budget.
- iii. The Working Group shall appoint a Chairman at its first meeting.

2. MEMBERSHIP

3 members not including the Mayor and Deputy Mayor (Ex- Officio).

3. DELEGATED AUTHORITY

- i. Any recommendations arising should be reported directly to Finance for decision.

XV. ISLE OF WIGHT COUNCIL MANAGED GROUP

Ryde Regeneration Working Group – Terms of Reference - revisions September 2020

Purpose of group

The Ryde Regeneration Working Group is born out of a need to communicate and co-ordinate the efforts of the public, private and community sectors in Ryde to improve the economic, social and environmental condition of the town.

The launch of an Island regeneration programme with an emphasis on “area regeneration” , the formation of a new Island planning strategy, the publication of a town “ position statement” and the increased business and community engagement this has stimulated demands a forum within which priorities can be discussed and determined , collective skills and resources can mobilised and above all, agreed Methods of communication with the businesses and community of the town can be developed and serviced with common messaging agreed by members of the working group.

Membership

Membership will keep under collective review to ensure the group is representative of the interests of a cross section of the business and resident community and civil society in the town.

Initial membership will be drawn from the following

- Ryde Business Association – 2 seats
- Ryde Town Council – 2 seats
- Isle of Wight Council – 2 seats
- Ryde Society – 2 seats

Objectives

The group's objectives relate to its main purpose to co-ordinate and communicate progress towards improving economic, social and environmental wellbeing in Ryde.

Visioning – development of shared vision for the town as a whole and specific areas within it contributing to the overall vision. This would involve a critique of any existing or previous vision documentation followed by a work strand to review and update if agreed that work was required.

Action plan – development of a shared action plan containing regeneration projects linked to the vision, addressing evidenced needs from qualitative and quantitative data and ideally attracting practical and/or financial support from the member organisations.

Project board- Acting as project board for Ryde regeneration projects where requested to do by project sponsors.

Funding bid development and support – provide advice and support to member organisations and local groups in developing bids for funding.

Communication plan and resourcing – develop and collectively resource a shared communications plan to ensure all registered stakeholders and the wider population are informed and have an opportunity to become involved in the Ryde regeneration action plan.

Review and monitoring - to provide a review and monitoring function for projects and the overall plan.

Governance

Main working group to meet bi monthly and consider regeneration project development, progress, proposals, resourcing – agreed projects attract group sponsorship and lead organisations commit to update the group in return for attracting support.

Draft minutes will be raised and circulated to the 8 committee members within 10 working days and returned with any amendments within 10 working days.

Individual members undertake to not to publish their own unauthorised minutes or promote their personal views of the issues or process via social media or other methods whilst the working group is active. The chair may seek removal of a member doing so. Notes to council and civic groups need to be authorised by the Chair and Chris Ashman before circulating.

Individual members undertake not to disclose to any third Group information discussed/shared during meetings when the group has been expressly requested not to.

No casual observers are allowed at the RRWG meetings and will be politely asked to leave.

Committee Members will reply to enquiries on related matters from fellow committee members with 10 working days.

Invited guest speakers to leave the meetings after presenting their agenda item - unless agreed by the meeting.

In the event a committee member is unable to attend a nominated representative from their organisation may attend. Each group to have at least one agreed deputy.

Continued absence by any member may result in a request for removal from the working group and a replacement nominated.

Members undertake to behave in a polite and seemly manner at all times during meetings, whether held face to face or remotely.

The meetings will be recorded and these recordings will form the basis of the Minutes and transcribed by the rotating secretariat. They will be an accurate representation of the meeting.

The Terms of Reference will be reviewed annually.

Members to update on individual organisations responses to requests for support and resources for project implementation.

Project groups with defined project management leads to be sponsored by the RRWG and receive bi monthly reports.

RRWG retain the right to withdraw sponsorship status should projects not maintain agreed timelines and direction.

Chair rotates between member organisations every 12 months and this group also provides the vice chair. The secretariat support alternates every 6 months between IOWC and Ryde Town council.

Members Responsibilities

Members should at all times have regard to the purpose of the working group.

Members should be kept fully updated by email between bi-monthly meetings of any significant meetings undertaken by committee members relating to projects on the watch list.

Any information provided by or to members that is commercially sensitive or for other good reason confidential will be treated as such by all members.

It will be taken as read that the 8 core committee members contributions to the working group fairly represent the views of their parent organisations, rather than their own personal views or interests.

Approved by RRWG Committee - 14th September 2020.

Amended 21st July 2021



XVI. RYDE PLACE PLAN WORKING GROUP TERMS OF REFERENCE

1. Function of Working Group:

The purpose of the Ryde Place Plan Working Group is, in partnership with Arc Consulting, to add specific detail by way of appendices to the Ryde Place Plan. Details to include, but not exclusively, the following:

- i. Identify areas/elements within the plan that would benefit from more detailed/targeted detail.
- ii. Rank these areas/elements in terms of their priority/importance with respect to delivery of the Place plan.
- iii. Prepare the required detail, in partnership with Arc Consulting and in line with the priorities list, for addition to the Place Plan as Appendices.
- iv. Review the existing Place Plan with regards to changes in planning legislation and other time affected factors.
- v. Identify the correct organisation / body responsible for each element outlined in the appendices.
- vi. Identify any funding streams which may be available to support the delivery of the plan.

2. Membership:

The Working Group membership is as follows:

- Chair of Place and Neighbourhood Committee
- Place and Neighbourhood Officer
- Committees and Place Plan Coordinator
- Place Plan Advisor
- 3 nominated PP and N Committee members
- Nominated member of the public.
- Community Development Officer

Other participants may be added, or invited to attend specific meetings, as and when necessary.

3. Meetings:

Meetings will be held as and when required. The date of the next meeting will be determined at the end of each meeting. The Chair will be elected at the first meeting of the Working Group.