

Part 2

Articles of the Constitution

Article 6 – Policy and Resources Committee (revised)

6.01 Introduction

The Policy Development and Review functions are undertaken by the Policy and Resources Committee.

6.02 Terms of Reference

Policy and Resources Committee

- (i) To set and co-ordinate all policy for itself and the service and other committees which have been delegated by the Council:-
- (ii) To review and scrutinise the policies made or proposed to be made by the Council and to recommend appropriately to the Council:
 - (a) whether any new policies are required;
 - (b) whether any existing policies are no longer required;
 - (c) whether any changes are required to any existing policies;
 - (d) whether any action is required to make the policies more effective.
- (iii) To consider any matters which affect the Council's administrative area or the inhabitants of that area and to make recommendations or reports to the Council.
- (iv) To allocate resources to the other Committees to enable the Council functions to take place.
- (v) To be responsible for the following areas of concern and to review performance against the previous year's plans of the services within its remit:
 - Audit and Fraud including Audit Recommendations
 - Commercial Estate management
 - Committee/Member support
 - Customer Services Centre
 - Electoral registration and elections
 - Land and Property (PFM) and Office Services including Rivertech
 - Legal
 - Policy/Corporate support
 - Purchasing/procurement
 - Rent Account
 - Services provided jointly with other Local Authorities:
 - (Accountancy, Treasury, Income and Payments)

- Benefits – Housing Benefit, Council Tax Benefit, discretionary NNDR relief
- Collection of Council Tax, National Non-Domestic Rate
- To undertake an annual review of the Council Tax Support Scheme and make recommendations to Council
- Information and Communications Technology
- Human Resources and Training
- Themes / Strands allocated from the Council's Strategic Plan
- Resources and Finance including the development of Budget recommendations to Council
- Asset Management
- Major Projects
- Local Plan
- **I**to authorise the purchase of property for investment.
- [Requests for implementation of Public Spaces Protection Orders under the Anti-Social Behaviour, Crime and Policing Act 2014](#)

Service Committees	Services Included
<p>Infrastructure, Housing and Economic Development Committee</p>	<p>Themes / Strands allocated from the Council's Strategic Plan Reporting on allocated service plans</p> <p>Lead Member for Economic Development Beat The Killer Cold? Economic Development <u>Rivertech (as this is property to be included under the Lead Member for Resources and Shared Services under P&R Committee)</u> Sustainability – promoting energy efficiency and 'green' matters Supporting better buses, public transport and cycling Transport Car Parking (provision, fines, permits, parking machines and contract with Hertsmeare Council), Highways</p> <p>Lead Member for Infrastructure and Planning Policy Infrastructure Schemes Development Management Heritage Listed buildings Land Charges Land Drainage Conservation areas, neighbourhood forums, local listing Tree Protection Community Infrastructure Levy Local Plan <u>Neighbourhood Planning</u> <u>Right to Build Register</u> <u>Brownfield Register</u> Building Control</p> <p>Lead Member for Housing Residential Environmental Health <u>(to include Noise Pollution)</u> Council House Allocations and Lettings (transfers and Choice Based Lettings bids) Homelessness and Housing Advice Housing grants for improvement and adaptation Private Housing condition and Houses in Multiple Occupation (including stock condition surveys) To purchase any property for use as temporary accommodation. Travellers (incursions and management of traveller sites) Right to Build Register</p>

<p>Leisure, Environment and Community Committee</p>	<p>Themes / Strands allocated from the Council’s Strategic Plan Reporting on allocated service plans</p> <p>Lead Member for Leisure Arts development Outdoor (woodlands, tree management, open spaces/grounds maintenance, play areas) Leisure Grants Play Development, Schemes and Rangers Sport (pools, gyms, pitches, golf courses) and sports development Leisure Contract Services for Young and Old People Indoor (community centres, theatre)</p> <p>Lead Member for Environmental Services Cemeteries/Crematorium Air Pollution Refuse collection and recycling Street Cleaning and litter bin emptying Noise Pollution (as part of Residential Environmental Health to be moved to be included as part of the Lead Member for Housing remit) Animal and Pest control</p> <p>Lead Member for Community Safety and Partnerships Public Health Strategy Health and social care provision and access Grant aid, including the voluntary sector and meals on wheels Leisure and Community Grants Communications Food Inspection and disease control Health and Safety (for Health and Safety Executive and Council staff/contractors) Licensing activities covered by the Licensing Acts Licensing and Regulatory activities outside the Licensing Acts Requests for implementation of Public Spaces Protection Orders under the Anti-Social Behaviour, Crime and Policing Act 2014 Services provided jointly with other Local Authorities: Development of Commercial Partnerships Community Toilets Scheme Community Safety, including the following functions:–</p> <ul style="list-style-type: none"> • To review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions (it is the Crime and Disorder Committee for the purposes of the Police and Justices Act 2006); • To make reports or recommendations to the Council with respect to the discharge of those functions; • The Committee will be able to co-opt members from the Responsible Authorities (the Community Safety Partnership) should it wish to when reviewing certain projects/decisions.
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Revised Remit for the Lead Member for Resources and Shared Services

	<p>Lead Member Resources and Shared Services Audit and Fraud including Audit Recommendations Commercial Estate management Committee/Member support Customer Services Centre Electoral registration and elections Land and Property (PFM) and Office Services to include Rivertech Legal Policy/Corporate support Purchasing/procurement Rent Account Accountancy, Treasury, Income and Payments Benefits – Housing Benefit, Council Tax Benefit, discretionary NNDR relief Collection of Council Tax, National Non-Domestic Rate To undertake an annual review of the Council Tax Support Scheme and make recommendations to Council Information and Communications Technology Human Resources and Training Themes / Strands allocated from the Council’s Strategic Plan Resources and Finance including the development of Budget recommendations to Council Asset Management Major Projects To authorise the purchase of property for investment.</p>
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