



Chichester City Council

Terms of Reference Business Plan Sub-Committee

1. The Business Plan Sub-Committee is constituted as a Sub-Committee of the Finance Committee of Chichester City Council.
2. The Sub-Committee composition shall be a minimum of three and no more than eight Councillors as voting members with a third of members and not less than three members of the group constituting a quorum.
3. There are no ex-officio members of this Sub-Committee.
4. Membership of the Sub-Committee shall be ratified at the first meeting of the Finance Committee following the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Sub-Committee
6. The Business Plan Sub-Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Business Plan Sub-Committee shall meet at least four times a year.
8. The Business Plan Sub-Committee is responsible for regular reporting on delivery of the Business Plan, review and updating of the Business Plan and performing due diligence on new project proposals not currently within the Business Plan.
9. The Business Plan Sub-Committee shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
 - a. Preparation of regular reports for Council on Business Plan progress
 - b. Regular review of the current Business Plan
 - c. Update and development of future Business Plans
10. The recommendations and decisions made at the Business Plan Sub Committee shall give due and proactive regard to actions which:
 - a. Address or support Chichester City Council's response to the climate emergency (declared in 2019)
 - b. Support, improve and nurture the inclusivity of Chichester for all residents and visitors, and address inequalities
 - c. Support the delivery of the vision and activities outlined in the Chichester City Council Business Plan
11. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
12. The Business Plan Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. Development of new projects not already included in the adopted Business Plan that have a financial or other resource implication for the City Council.
13. All correspondence shall be conducted through the Town Clerk wherever possible.

14. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Adopted: 28 February 2024

Updated: 11 June 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)

Updated minute ref: 5 (Meeting of Finance Committee – 11 June 2024)



Chichester City Council

Terms of Reference Community Affairs Committee

1. The Community Affairs Committee is constituted as a Standing Committee of Chichester City Council.
2. The Committee composition shall be a minimum of three and no more than six Councillors as voting members not less than three members of the group constituting a quorum.
3. The Mayor shall be ex-officio members of the Community Affairs Committee.
4. Membership of the Committee shall be ratified at the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Committee.
6. The Community Affairs Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Community Affairs Committee shall meet at least four times per year and the dates shall be included in the Schedule of Meetings.
8. The Community Affairs Committee shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. Emergency planning.
 - b. Local rights and traditions and civic and ceremonial matters.
 - c. Community events.
 - d. Approval of expenditure items within the existing annual budget for the delivery of events and community services and award of grant allocations.
 - e. Issues related to amenities and facilities provided for the City by other authorities and organisations.
 - f. Recipients of Annual Civic Awards.
 - g. All matters concerning tourism development and promotion within the City and adjacent to it or likely to have an impact upon the City.
 - h. Allocation and monitoring of grants from the annual Grant Budget.
 - i. Annual review of effectiveness of all services delivered by the Council to the local community.
 - j. Annual review of all relevant health and safety matters, risk assessments and safeguarding policies and ensuring legislative compliance for all services delivered by the Council to the local community.
 - k. To appoint such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
 - l. Monitoring of new project and initiatives put forward by this committee.
9. The recommendations and decisions made at the Community Affairs Committee shall give due and proactive regard to actions which:
 - a. Address or support Chichester City Council's response to the climate emergency (declared in 2019)

- b. Support, improve and nurture the inclusivity of Chichester for all residents and visitors, and address inequalities
 - c. Support the delivery of the vision and activities outlined in the Chichester City Council Business Plan
10. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
11. The Community Affairs Committee shall be delegated to make recommendations to the Council in the following matters:
- a. Representation on outside bodies
 - b. Development of new services for the local community
 - c. Development of new facilities for the local community
 - d. Grant funding award criteria
 - e. Recommendation of the Committee's budget to the Finance Committee each financial year
12. All correspondence shall be conducted through the Town Clerk wherever possible.
13. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)



Chichester City Council

Terms of Reference Finance Committee

1. The Finance Committee is constituted as a Standing Committee of Chichester City Council.
2. The Committee composition shall be a minimum of three and no more than six Councillors as voting members with at least one third of the number of members and not less than three members of the group constituting a quorum.
3. The Chairman of the Council shall be an ex-officio member of the Finance Committee.
4. Membership of the Committee shall be ratified at the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Committee.
6. The Finance Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Finance Committee shall meet at least six times a year and the dates shall be included in the Schedule of Meetings
8. The objective of the Finance Committee is to ensure the Council fulfils its duties under the Accounts and Audit Regulations (2015) and that it adequately plans for and controls expenditure of Council funds by effective budgeting and monitoring.
9. The Finance Committee shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. All financial matters including approval of all expenditure items within the existing annual budget except where the authority has been specifically delegated to a Standing Committee or Sub-Committee.
 - b. Monitoring of annual budgeted expenditure
 - c. Oversight and monitoring of the performance of Council financial investments and reserves.
 - d. Oversight and monitoring of Council governance procedures
 - e. All matters relating to buildings, structures and land in the ownership or control of the City Council, including agreement of hire charges for the Council House, agreement of Allotment rents, and recommendations on the Market House.
 - f. All matters relating to the other property of the City Council. Final authority for the disposal or loan of such property to remain with full Council.
 - g. All matters relating to staff, including remuneration packages, terms and conditions of employment and the observance of statutory requirements and NJC agreements.
 - h. To appoint such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
10. The following Sub-Committees report to this Committee :
 - a. Personnel Sub-Committee
 - b. Property Sub-Committee
 - c. Business Plan Sub-Committee

11. The recommendations and decisions made at the Finance Committee shall give due and proactive regard to actions which:
 - a. Address or support Chichester City Council's response to the climate emergency (declared in 2019)
 - b. Support, improve and nurture the inclusivity of Chichester for all residents and visitors, and address inequalities
 - c. Support the delivery of the vision and activities outlined in the Chichester City Council Business Plan
12. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Committee.
13. The following matters are reserved to the Council for decision but the Committee may make recommendations:
 - a. Approval of the Council's budget for each financial year.
 - b. Any funding required outside of the set budget in any given financial year
 - c. Adoption of new projects not already included in the adopted Business Plan that have a financial or resource implication for the City Council.
 - d. Any other matter which may be delegated to it by the Council from time to time.
14. All correspondence shall be conducted through the Town Clerk wherever possible.
15. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)



Chichester City Council

Terms of Reference Personnel Sub-Committee

1. The Personnel Sub-Committee is constituted as a Sub-Committee of the Finance Committee of Chichester City Council.
2. The Sub-Committee composition shall be a minimum of three and no more than four Councillors as voting members with not less than two members of the group constituting a quorum.
3. There are no ex-officio members of this Sub-Committee.
4. Membership of the Sub-Committee shall be ratified at the first meeting of the Finance Committee following the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Sub-Committee.
6. The Personnel Sub-Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Personnel Sub-Committee shall meet at least twice a year.
8. The Personnel Sub-Committee is responsible for the employment and welfare of all staff members.
9. The Personnel Sub-Committee shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
 - a. The Sub-Committee is responsible for the employment and welfare of all employees.
 - b. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Town Clerk's performance.
 - c. To appoint members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.
 - d. To appoint members to hear any formal grievance.
 - e. To review health and safety at work for all Council employees.
 - f. To review all Council policies that relate to staff employment on an annual basis.
 - g. To ensure the Council complies with all legislative requirements relating to the employment of staff.
 - h. To appoint a recruitment panel of Councillors when necessary and recommend appointments to Council.
 - i. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
10. The Personnel Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. To review staffing structures and levels and make recommendations to the Finance Committee.
 - b. To review staff salaries and terms and conditions and make recommendations to the Finance Committee.

- c. To recommend the procurement of specialist advice and services when required to ensure legal compliance with employment law and best practice to the Finance Committee.
11. It is vital that the Personnel Sub-Committee keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.
12. In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all members of the Personnel Sub-Committee must undertake training in these matters.
13. The recommendations and decisions made at the Personnel Sub Committee shall give due and proactive regard to actions which:
 - a. Address or support Chichester City Council's response to the climate emergency (declared in 2019)
 - b. Support, improve and nurture the inclusivity of Chichester for all residents and visitors, and address inequalities
 - c. Support the delivery of the vision and activities outlined in the Chichester City Council Business Plan
14. All correspondence shall be conducted through the Town Clerk wherever possible.
15. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)



Chichester City Council

Terms of Reference Planning and Conservation Committee

1. The Planning and Conservation Committee is constituted as a Standing Committee of Chichester City Council.
2. The Committee composition shall be a minimum of three and no more than six Councillors as voting members with at least one third of the number of members and not less than three members of the group constituting a quorum.
3. The Chairman of the Council shall be an ex-officio member of the Planning and Conservation Committee.
4. Membership of the Committee shall be ratified at the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Committee.
6. The Planning and Conservation Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Planning and Conservation Committee shall meet monthly and the dates shall be included in the Schedule of Meetings
8. The Planning and Conservation Committee shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. To comment on planning applications received from the Planning Authority
 - b. Street Naming
 - c. Licencing Matters
 - d. To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
 - e. Neighbourhood planning
 - f. Traffic and transport matters.
 - g. Nature and biodiversity net gain improvements and environmental monitoring.
 - h. Meeting net zero targets and mitigating climate change impacts.
9. The following matters are reserved to the Council for decision but the Committee may make recommendations:
 - a. Recommendation of the Committee's budget to the Finance Committee each financial year.
10. The Planning Committee shall have an obligation to ensure that relevant parties are given an adequate hearing. Applicants, supporters, and objectors shall have the opportunity to speak at meetings in accordance with the City Council Standing Orders.
11. Any member of the Planning Committee can ask the Clerk to request an extension of time from Chichester District Council to adequately respond to an application.

12. Where a site visit is requested by an applicant or an objector the member of the Planning and Conservation Committee must ensure that they are accompanied by another member of the Committee. The Committee member shall then present findings to the Committee.
13. Where the Planning and Conservation Committee object to an application the Chair of the Committee is authorised to attend the relevant Chichester District Council Planning Committee and to speak on behalf of the City Council.
14. The recommendations and decisions made at the Planning and Conservation Committee shall give due and proactive regard to actions which:
 - a. Address or support Chichester City Council's response to the climate emergency (declared in 2019)
 - b. Support, improve and nurture the inclusivity of Chichester for all residents and visitors, and address inequalities
 - c. Support the delivery of the vision and activities outlined in the Chichester City Council Business Plan
15. All correspondence shall be conducted through the Town Clerk wherever possible.
16. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)



Chichester City Council

Terms of Reference Property Sub-Committee

1. The Property Sub-Committee is constituted as a Sub-Committee of the Finance Committee of Chichester City Council.
2. The Sub-Committee composition shall be a minimum of three and no more than six Councillors as voting members with a third of members and not less than two members of the group constituting a quorum.
3. There are no ex-officio members of this Sub-Committee.
4. Membership of the Sub-Committee shall be ratified at the first meeting of the Finance Committee following the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Sub-Committee
6. The Property Sub-Committee Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Property Sub-Committee shall meet at least four times a year.
8. The Property Sub-Committee is responsible for the provision, oversight and maintenance of buildings, structures, land and property in the ownership or control of Chichester City Council.
9. The Property Sub-Committee shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
 - a. All matters relating to the ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - b. Approval of expenditure items up to £25,000 within the existing budget for ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - c. To review annually all health and safety matters, risk assessments and inspections for buildings, structures and land in the ownership or control of the City Council.
 - d. To ensure the Council complies with all legislative requirements relating to public access to and use of buildings, structures and land in the ownership or control of the City Council.
 - e. Project monitoring of any works undertaken on the buildings, structures and land in the ownership or control of the City Council.
 - f. To appoint such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.
10. The Town Clerk shall be authorised to take the necessary action to implement approved decisions of the Sub-Committee.
11. The Property Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:

- a. Approval of expenditure items over £25,000 within the existing budget for ongoing maintenance and care of buildings, structures and land in the ownership or control of the City Council.
 - b. New projects and proposals to alter, improve or develop buildings, structures and land in the ownership of the City Council.
 - c. Annual review of hire charges for the Council House, agreement of Allotment rents, and recommendations on the Market House.
 - d. Matters relating to the other physical assets and property of the City Council. Final authority for the disposal or loan of such property to remain vested with full Council.
12. The recommendations and decisions made at the Property Sub Committee shall give due and proactive regard to actions which:
- a. Address or support Chichester City Council's response to the climate emergency (declared in 2019)
 - b. Support, improve and nurture the inclusivity of Chichester for all residents and visitors, and address inequalities
 - c. Support the delivery of the vision and activities outlined in the Chichester City Council Business Plan
13. All correspondence shall be conducted through the Town Clerk wherever possible.
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Adopted: 28 February 2024

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Agenda Item 14

Civic Ceremonial Working Group Draft Terms of Reference

Aim:

- The aim of the Civic Ceremonial Working Group is to review the current range of City Council Civic and Ceremonial events, assets and functions and assess their continuing purpose, relevance and value to the residents of the City.

Responsible for:

- Reviewing the roster of Civic events and their format.
- Reviewing the Ceremonial functions of the Council and their ongoing relevance.
- Reviewing the costs of delivering the Civic and Ceremonial functions of the City Council.
- Preparing a report outlining:
 - Recommendations for ongoing delivery of Civic events and their format.
 - Recommendations for ensuring the Council ceremonial functions remain relevant to residents.
 - Recommendations on ensuring Civic and Ceremonial activities demonstrate their value to the residents of the City.

Membership

- Voting Membership of the Civic Ceremonial Working Group shall comprise a maximum of five Councillors elected annually by the Community Affairs Committee at their first meeting after the Annual Council Meeting in May.
- The Clerk (in their role as Proper Officer), the Communication, Civic and Council Support Officer and the Communities Officer as non-voting members.
- There are no ex-officio members of the Working Group.
- The voting members of the Civic Ceremonial Working Group will elect a Chair annually.
- Membership of the Civic Ceremonial Working Group may be changed at any Community Affairs Committee meeting.
- Councillors may be co-opted to join during the Council year if authorised by the Community Affairs Committee.
- Non-Councillors may be invited to join the Civic Ceremonial Working Group.
- Two voting members shall constitute a quorum for meetings.

Meetings

- The Civic Ceremonial Working Group will meet at a minimum monthly to complete the work necessary to deliver their report.
- As a working group public notice of meetings or public admission to meetings is not required.
- Agendas are to be distributed by the Chair of the Civic Ceremonial Working Group to all its members at least three days prior to any meeting. A further copy is to be sent to the Clerk of the Council for distribution to any councillors who are not members.
- As a Working Group full minutes of meetings are not required. The Chair of the Civic Ceremonial Working Group is, however, required to forward to the Clerk of the Council a record of discussions at its meetings within seven days

of any meeting which will then be distributed to all councillors for their information only.

Decisions and Delegated Powers

- This Working Group has no delegated authority.

Reporting to Council

- The Chair of the Civic Ceremonial Working Group must submit to the Clerk of the Council any report arising from its meetings that includes recommendations to Community Affairs Committee in accordance with Standing Order 4 (“Motions for a meeting that require written notice to be given to the Proper Officer”).

Net Zero Working Group Draft Terms of Reference

Aim:

- The aim of the Net Zero Working Group is to monitor the Council's progress towards meeting its stated aim of achieving net zero carbon emissions in delivering its functions and services and managing its assets.

Responsible for:

- Ensuring that the Planning and Conservation Committee is fully briefed on progress towards achieving Net Zero
- Developing suggested action plans
- Monitoring progress of Council actions and projects towards Net Zero
- Ensuring that the Council adheres to best practice methods for tracking and auditing carbon emissions

Membership

- Voting Membership of the Net Zero Working Group shall comprise a maximum of eight Councillors elected annually by the Planning & Conservation Committee at their first meeting after the Annual Council Meeting in May.
- The Clerk (in their role as Proper Officer), the Council Services and Support Manager and the Property Maintenance Manager as non-voting members.
- There are no ex-officio members of the Working Group.
- The voting members of the Net Zero Working Group will elect a Chair annually.
- Membership of the Net Zero Working Group may be changed at any Planning and Conservation Committee meeting.
- Councillors may be co-opted to join during the Council year if authorised by the Planning & Conservation Committee.
- Non-Councillors may be invited to join the Net Zero Working Group.
- Three voting members shall constitute a quorum for meetings.

Meetings

- The Net Zero Working Group will meet at a minimum on a quarterly basis to monitor the action plan, combined with designated meetings to deliver aspects of the Plan's development - e.g., within the current cycle of consultation and drafting as needed.
- As a working group public notice of meetings or public admission to meetings is not required.
- Agendas are to be distributed by the Chair of the Net Zero Working Group to all its members at least three days prior to any meeting. A further copy is to be sent to the Clerk of the Council for distribution to any councillors who are not members.
- As a Working Group full minutes of meetings are not required. The Chair of the Net Zero Working Group is, however, required to forward to the Clerk of the Council a record of discussions at its meetings within seven days of any meeting which will then be distributed to all councillors for their information only.

Decisions and Delegated Powers

- This Working Group has no delegated authority.

Reporting to Council

- The Chair of the Net Zero Working Group must submit to the Clerk of the Council any report arising from its meetings that includes recommendations to Planning and Conservation Committee in accordance with Standing Order 4 (“Motions for a meeting that require written notice to be given to the Proper Officer”).