



Kington Town Council

Email: clerk@kingtontowncouncil.gov.uk

Web site: www.kingtontowncouncil.gov.uk

Members of the Scrutiny Committee of Kington Town Council
you are hereby summoned to attend a meeting of

Scrutiny Committee

On **Monday 23rd January 2023 at 5.00pm**

At The Old Police Station, Market Hall Street, Kington, HR5 3DP
for the purpose of transacting the following business

Committee Members:

Cllrs. E. Banks, R. Banks, F. Hawkins, D. Redmayne, R. Warne, R.
Widdowson

Agenda

1. To elect a Chair until May 2023
2. To elect a Vice Chair until May 2023
3. To receive apologies for absence, declarations of interest and requests for dispensation
4. To review Terms of Reference for the Committee
5. To consider an overview of recommended policies and procedures for the town council with a view to identifying those requiring amendment and/or confirmation, to include but not limited to: Standing Orders, Financial Regulations, Equality and Diversity policy, Co-option Policy, Discipline and Grievance Policy, Data Protection Policy, Health & safety Policy, Communications Policy, Complaints Procedure, Environmental Policy, Councillor Training Strategy and such other policies and procedures as the Committee feels appropriate and to agree a schedule to complete any amendments required
6. To consider items for the next agenda
7. Date of next meeting

Issued on 17.1.2023
by

Liz Kelso

Clerk, Kington Town Council

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Members of the public are welcome to attend meetings of the Scrutiny Committee and may, at the discretion of the Chairman, speak on some agenda items. Items for inclusion on the next Scrutiny Committee agenda should be submitted to the clerk no later than eight days prior to the meeting.



KINGTON TOWN COUNCIL

Scrutiny Committee Terms of Reference

Approved by Full Council 7.10.2019

The Scrutiny Committee is a committee of Kington Town Council and shall operate within the terms of reference set by Full Council unless resolved otherwise.

Membership

1. Membership of the Committee shall be 7 (seven) Councillors, including ex officio the Mayor and Deputy Mayors with 4 (four) other members to be appointed annually
2. The quorum for the Committee to be 4 (four)
3. The Chair will be elected at the first meeting of the Committee after Kington Town Council's annual meeting.
4. All Councillors may attend and contribute to the meeting but only those members appointed to the committee by the Council may vote on resolutions.

Operations

5. The Scrutiny Committee will act in accordance with the policies and procedures of the Town Council including Standing Orders and Financial Regulations adopted by the Town Council
6. The Scrutiny Committee will meet as required.
7. The Clerk will undertake any correspondence required
8. The agenda will be published no later than 3 clear working days in advance of the meeting.
9. Minutes will be taken and distributed with Kington Town Council papers and agreed at the next Committee meeting.

10. All meetings of the Committee shall be open to the public except that the Committee may resolve to exclude the press and public to deal with confidential items as permitted by legislation and Standing Orders.

Delegated Powers and Responsibilities

11. The primary delegated responsibility of the Scrutiny Committee is to oversee the functions and procedures of Kington Town Council and to ensure that these abide by statutory requirements and best practice guidance. To this end the Scrutiny Committee will:
 - a) Periodically review the operation and evaluate the performance of Council Committees and such other operational groups as the Council may from time to time set up and recommend changes in operational procedures where necessary
 - b) Periodically review Council strategies, policies and procedures and recommend such changes as may be necessary to full Council
 - c) To recommend such changes to Committee operations, Council strategies, policies and procedures as appropriate to full Council for decision
 - d) Investigate any function or activity of the Council as requested by Full Council or by one of the Council's Committees, with its delegated powers and responsibilities and report on such investigations to Full Council
 - e) Request any member or officer to attend such meetings as may be called to investigate an issue as noted in (c) above.
13. The Scrutiny Committee will provide reports from its work, with recommendations, to the Full Council for decision or to an appropriate Committee for further discussion and recommendations to Full Council.