



## Terms of Reference – Services Committee

Name - Services Committee

Type –

Standing Committee governed by Council's Standing Orders, regulations, policies and legislative requirements.

Purpose

To oversee the work and management of the Council's provision of services and open space assets.

Scope

- Garden of Rest
- Allotment Gardens
- Playgrounds
- Open Spaces
- Urban Devolved Services

Authority

- The committee may expend up to £1,000 per meeting.
- The committee may make recommendations to Full Council.
- The committee may establish subcommittees and working groups which report to the committee.

Membership

- The committee shall consist of a maximum of eight members.
- The quorum shall be three members.

Meeting Arrangements

The Committee shall meet a minimum of 4 times per year.

Reporting

To report to Full Council.

Deliverables

- To monitor budgets and report possible over/under spends to Full Council.
- To prepare a draft budget to be submitted to the Finance & Policy Committee (between October & November).
- To oversee and review Health & Safety policy and risk assessments and to ensure safe practices are followed. To ensure that agreed service levels are being met by contractors.
- To ensure that contractors working in public spaces have appropriate insurance and have undertaken risk assessments and health and safety checks.
- To provide specifications and contract conditions for all contracted services and projects.
- To ensure that equipment is inspected as required by the Council's insurance policy.
- To monitor burial and allotment usage.



- To ensure that burial and allotment records are maintained to an agreed standard and stored securely.
- To promote the use of services and liaise with stake holders through the subcommittees and working groups. To ensure that Council provides a consistent and high quality service to all users.

#### Review

To review annually in February the policies and Terms of Reference of the committee its subcommittees and working groups.

Reviewed by Full Council – by 2 October 2020

To Be Resolved by Full Council – 13 October 2020

*M Woof*

9/9/2020

Date of policy: 2 October 2020

Approving committee: Full Council

Date of committee meeting: October 13, 2020

Policy version reference: V1.0

Supersedes:

Policy effective from: 13 October 2020

Date for next review: May 2022