



## Terms of reference for Standing Committees and Subcommittees February 2020

The Council may discharge its business through standing committees. The terms of reference of standing committees shall be:

To consider, make recommendations and reach decisions for implementation on the following functions / services for which the Parish Council has sole responsibility as follows:

### **POLICY AND RESOURCES COMMITTEE: 9 members**

The Committee has delegated powers to oversee

- Matters relating to finance, except approval of the annual return and year end accounts
- Partnership Working
- To make recommendations to Council on matters of its own budget.
- All matters relating to Staff, based on recommendations made by the Personnel subcommittee. This Committee may decide that it wishes to refer such matters to the Council for final decision, subject to the matters reserved for final decision for legal reasons.
- General Administration
- Review of the effectiveness of the Council's policies and strategies
- Civic Activities/Local Democracy
- Maintenance and repair of all the buildings owned by the Council
- Personnel Policies
- Any other matter which may be delegated to it by the Council from time to time.

The following matters are reserved to the Council for decision but the Committee may make recommendations:

- Corporate Management
- Financial management including the annual budget and setting the precept
- Making amending or revoking standing orders, financial regulations or scheme of delegation.
- Democratic representation
- Civic and ceremonial
- Health and Safety Policies and Procedures

The Policy and Resources standing committee will appoint the following subcommittees.

### **Personnel Subcommittee : 5 members**

The Personnel Subcommittee deals with the management of staff, including review of job descriptions and terms and conditions of work, recruitment, disciplinary and grievance matters and health and safety. Matters requiring a strategic overview are referred to the Policy and Resources Committee with a recommendation for action.

**Appeals Subcommittee: 4 members**

The function of the Appeals Subcommittee is to hear appeals against the decisions of the Personnel Subcommittee and make recommendations to the Policy and Resources Committee.

**Audit Subcommittee: 4 members**

The audit subcommittee is delegated to undertake checks on the effectiveness of internal financial and audit systems as required by financial regulations and standing orders. Any recommendations will be referred to the Policy and Resources Committee.

**COMMUNITY AND ENVIRONMENT COMMITTEE****8 members**

The Committee oversees the Council's services, as follows:

- Pensioners' gardening scheme,
- Parish Environmental services,( including provision and maintenance of bus shelters, St James Churchyard, footpaths and bridleways, highways and street furniture, litter collection and disposal)
- Community events and Activities
- Grants to local groups,
- Allotments,
- Community facilities (such as play areas)
- FunZone and other childrens' services
- Planning applications, licensing matters and street naming
- Neighbourhood Plan
- Commenting on behalf of the Council on Local Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
- Any other matter which may be delegated to it by the Council from time to time
- Make recommendations on its own budget

**EMERGENCY COMMITTEE: 4 members (Chair, Vice Chair, Chairs of Standing Committees and Personnel Sub Committee)**

To deal with urgent matters which fall outside the scope of authority delegated to officers, but where an urgent decision is required.

The Council may also appoint **Working Groups or Task and Finish Groups** for specific projects. The terms of reference of these groups shall be decided by the Council or Committee which sets them up. However it should be noted that these groups do not have decision making powers and recommendations for decisions must be made to either the appointing Committee or Full Council for approval. Generally speaking, it will be the role of each committee to undertake the delivery of the project for which it has been set up.

The General terms of reference for all committees shall be:

1. The Members of Standing Committees shall be appointed at the Annual Meeting of the Council.
2. No member of a committee shall be appointed so as to hold office later than the next Annual Meeting of the Council.
3. Committees and subcommittees shall elect a Chair and Vice Chair at their first meetings of the administrative year.
4. Members of subcommittees shall be by election at the first meeting of the appropriate standing committee following the Annual Meeting of the Council.
5. The Chairperson of the Council to be an ex-officio member of each committee with voting rights.
6. The Chairperson of each committee to have a second or casting vote.
7. A quorum shall consist of 3 members on all standing committees; at least two thirds on sub committees
8. The Council may decide to appoint substitutes to take the place of committee members who give prior notice that they will be unable to attend meetings.
9. Matters referred to Committees by Full Council shall stipulate whether the committee is empowered to act under delegated powers, or required to make recommendations.
10. Decisions on functions and matters discharged to a committee shall not require ratification by Full Council, but shall be reported in Committee Minutes.
11. Any member of Council shall be entitled to be present as a spectator at the meetings of any Committee of which they are not a member, and may speak in the public session at the start of the meeting. If a member has a Disclosable Pecuniary Interest (DPI) in a matter the procedures as identified in the Code of Conduct and Standing Orders will be observed.
12. Standing committees will submit a budget for consideration by the Council no later than 31<sup>st</sup> December each year.
13. Full Council may at any time dissolve or alter the membership of committees.

See also section 1 of Standing Orders

**Review February 2021**