

### **Committees**

There are two 'standing' committees that have powers to determine most matters within their remit, subject to any policies and budget set by the Council.

The functions of the standing committees can be summarised as:-

PERSONNEL COMMITTEE	"all 'Human Resources' issues of the Council "
OCCUPATION AND FEES COMMITTEE	"all matters relating to the use of the Community Centre"

The details of the terms of reference and delegation the Personnel Committee were agreed by the Parish Council on 1<sup>st</sup> August 2023 (Minute ref 2739).

The details of the terms of reference and delegation the Occupation and Fees Committee were agreed by the Parish Council on 6<sup>th</sup> February (Minute ref 2835).

Copies of the terms of reference are attached to this document.

Council Meetings of the full Parish Council continue to receive committee reports as to action already implemented under the delegation.

There will be agenda items for reports from Parish Councillors and Parish Council representatives on outside bodies.

Reports from County and District Councillors will continue to be a feature of monthly Parish Council meetings.

The Parish Council and Clerk's Correspondence will continue to be delivered as regular verbal / written updates from the Parish Clerk. (Some correspondence will continue to be reported to Council where there is a requirement to formally record).

Matters for general notation or inclusion in next agenda may be made until the issue of the Agenda, however it is best practice for Councillors to forward items for future agenda's 10 clear days before the publication of agenda documents to the clerk; however these must be relevant to the Parish council functions and within the legal remit of the authority.

### **Officer Delegation**

The Council approved scheme of delegation for the Parish Clerk will continue.

## TERMS OF REFERENCE

### PERSONNEL COMMITTEE

**“To deal with all matters relating to the Human Resources (staffing, volunteers, elected Members conduct) of the Council”.**

Delegated authority to Committee:

- To establish and review the staffing structures in consultation with full Council.
- To monitor, draft and recommend any changes to staffing policies
- To undertake annual staffing reviews (including salary pay scales) for all staff members with any adjustments to be ratified by full Council.
- To oversee the recruitment and appointment of staff (to be ratified by Full Council).
- To establish and review performance management (including annual appraisals) and staff training programmes.
- To oversee any process leading to dismissal of staff (including redundancy).
- To keep under review staff working conditions, and health and safety procedures.
- To monitor and address any regular or sustained staff absence.
- To make any recommendations on staffing-related expenditure to Full Council.
- To consider any appeal against a decision in respect of pay.
- To consider grievance or disciplinary matter (and subsequent appeal) in line with the Parish Council’s adopted disciplinary and grievance policies.
- To delegate to the Chairman of the Personnel Committee, the day to day liaison of the Parish Clerk & RFO (Parish Clerk’s immediate point of contact) authorisation of annual leave and lieu requests.
- To delegate powers to the Clerk in respect of line management duties relating to other members of staff.
- To delegate authority to the Parish Clerk & RFO to seek HR Advice directly from the approved HR Advisors when any matter concerning employment.
- To delegate authority to the Parish Clerk in respect of the execution of new employment contracts and any changes to contracts.
- To nominate Councillor(s) (of the Personnel Committee) to seek HR Advice directly from the HR Advisors when any matter concerns the employment of the Parish Clerk & RFO.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.

## **OCCUPATION AND FEES COMMITTEE**

“To develop a framework addressing all matters relating to the use of the Community Centre and the fees charged for that use”.

Delegated authority to Committee:

- To research potential usages for the Community Centre and examine methods to encourage greater usage
- To develop a framework of arrangements (to be ratified by Full Council).
- Within that framework, to arrive at equitable charges for the use of the Community Centre on a repayment basis (to be ratified by Full Council).
- To identify use of the Community Centre that is not thought to be in the best interests of the Council and report the issue, and suggestions for resolution, to the full Council
- To identify potential conflicts of use.
- Where potential conflicts of use are identified, to advise on resolution.
- Where amicable resolution of actual, or potential, conflicts of use cannot be achieved, report the matter, with recommendations, for determination by the full council.
- To advise the Clerk on Occupation and Fees issues.