



NORTHILL PARISH COUNCIL

Northill Parish Council Terms of Reference – Council Committees

The Chairman & Vice Chairman of the Council are ex- officio members of all Committees. If vacancies exist, members can join at any time during the Council year by resolution of the Council.

Under exceptional circumstances the Council and its Committees may hold meetings and make decisions remotely subject to government authorisation.

1) Full Council

Introduction: The main body corporate, with perpetual succession, overseeing Council business. Its role is to represent the parish to other agencies and bodies to express the local community's views through consultation, and to deliver local services to the parish of Northill in partnership with the principal council (CBC).

Composition: 12 Elected or Co-opted Councillors

Purpose: Is to:

- a) Instruct, debate and oversee Council business, by the powers and duties of Parish Councils which are determined by legislation.
- b) Receive and act upon reports and resolutions from Parish Council committees.
- c) Advise Clerk to undertake Council business on the Councils behalf.
- d) Ensure proper management of all council operations including, land and building ownership, management and maintenance, finance, employment, policy, risk assessment, audit and best practice.
- e) To discuss consultation documents by external agencies

2) Finance and General Purposes Committee

Introduction: Main responsibilities relating to financial management, and financial policy. To discuss staffing issues in detail in order to formalise and standardise the parish council's employment policies and procedures. To review and make recommendations/ amendments of Councils policies and procedures.

Composition: 5 Councillors

Purpose: Is to:

- a) Review the budget, authorize expenditure within budgeted amounts, consider grant and loan requests, review Councils financial status with regard to the Councils Financial Regulations and make recommendations to Full Council.



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- b) Consider the precept level for recommendation to Full Council
- c) Receive reports from councillors with regard to regular inspections of the parish – highways and open spaces and cemetery and churchyards. Order works if necessary. Review risk assessment and other policies and general operations of the Council and make recommendations and decisions as necessary.
- d) Advise Clerk to undertake business on the Councils behalf
- e) Deal with any matters of urgent business between Council meetings.

Staffing matters: The committee can make decisions/ recommendations for resolution by full council. Specific issues include-

- i) Conduct an initial, then annual review of employee contracts and pay scales to ensure they comply with latest local authority terms and conditions with regard to hours/holidays/sick and maternity pay and pension provision.
- ii) Decide on annual pay increments Report any variations in pay, advertising or other staffing costs in order that initial precept calculations can be made for the next financial year.
- iii) Formulate Annual leave policy – confirm when leave year begins/ends and whether untaken leave should be carried forward/paid in lieu/lost.
- iv) Review opening hours of office to the public/ contact procedure for councillors
- v) Arrange annual staff appraisal for clerks/other employees.
- vi) Approve advertisements/review applicants and interview candidates for any vacancies.
- vii) Be responsible for all complaints, disciplinary and grievance procedures.

3) Planning Committee

Introduction: Committee to deal with consultation on Planning Applications

Composition: 5 Councillors

Purpose: Is to

- a) Provide resolutions to consultations on planning applications.
- c) Provide comments on proposed works to listed buildings and proposed works to tree preservation orders.
- d) Advise Clerk/s to undertake business on the Councils behalf

4) Grievance committee

Membership

The Grievance Committee will comprise of 5 members as determined by the Council at its annual meeting plus the Chairman and Vice –Chairman ex officio.



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Purpose: Is to

Hear cases and make determinations in accordance with the Council's Grievance, Disciplinary and Complaints procedures.

MATTERS RESERVED FOR DECISION BY THE COUNCIL:

The under-mentioned matters shall be reserved for decision by the Council itself:

- (a) All matters for which the approval of the Council itself is required by statute.
- (b) The appointment of Standing or Special Committees and of other ad hoc bodies, excluding Sub-Committees, which shall be a matter for decision by the Standing Committees themselves.
- (c) The promotion of or opposition to legislation including byelaws.
- (d) The making, alteration or revocation of Standing Orders and the waiver or modification thereof.
- (e) The giving of evidence before Commissions, Inquiries and similar bodies and the formal expression of views on the reports of such bodies.
- (f) The appointment or dismissal of the Clerk to the Council.
- (g) All major policy matters.

POWERS DELEGATED TO ALL COMMITTEES:

All Committees may take decisions in the Council's name, provided that:

- (a) Such decisions are within the Council's powers and are not matters specifically reserved for the Council itself.
- (b) Such decisions are within their terms of reference, and do not fall within the terms of reference of any other Council body, are in accordance with Standing Orders and do not conflict with the overall policy direction of the Council.
- (c) Expenditure incurred is provided for in the approved estimates or is wholly reimbursable.
- (d) There is no conflict with a decision of another Council body. In cases where there is conflict, the matter shall be referred for consideration by the Council for determination.
- (e) All Standing Committees shall elect, annually, a Chairman and a Vice-Chairman



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POWERS DELEGATED TO THE CLERK OF THE COUNCIL:

(a) In consultation with the Chair and Vice Chair, the Council or a committee, delegate authority to the clerk to ensure the continuation of the council's operation. This action would be taken in extreme situations, for example a pandemic or state emergency where no physical meetings can take place.

(b) In consultation with the Chair and Vice Chair of the Planning Committee, authority is delegated to the clerk to respond to planning applications and planning consultations if the deadline for a response to CBC would be breached.

POWERS DELEGATED TO THE CHAIRMEN AND VICE-CHAIRMEN OF ALL COMMITTEES:

Chairmen and Vice-Chairmen of all Standing Committees of the Council may, on report from the Clerk, take decisions:

To approve the terms of any press release on matters within the terms of reference of their Committee.