

## Bayston Hill Parish Council Committee Terms of Reference:

**Staffing & Policies Committee (Advisory Committee)** - The Council will, following the Annual Meeting establish a Staffing & Policies Committee comprising of the Chair of all Standing Committees (Vice-Chair in their absence), the Chair and Vice Chair of Council to:

- Facilitate the recruitment, interview, and appointment process for new employees. (Any new employee appointment shall be approved by Full Council prior to the recruitment process starting.)
- Ensure that an appraisal process is completed annually for all employees.
- Confirm that performance targets have been met.
- Recommend any financial award to Full Council.
- Draw up and review job description annually.
- Establish a training program for all staff and review annually.
- Ensure that all new staff are adequately supervised and supported during their probationary period.
- Establish a training program for Councillors and review annually.
- Ensure compliance with the Disciplinary & Grievance Policy
- To ensure that all policies and procedures for the Parish are reviewed at least once in a three-year cycle.
- To delegate the review of a policy to another more appropriate committee if required.
- Appoint sub-committees and working parties if appropriate undertake its duties.

**Finance Committee (Advisory Committee)** - The Council will, following the Annual Meeting establish a Finance Committee to carry out the following tasks:

- Monitoring of the Council's budget and expenditure as presented by the Clerk.
- Ensuring that the budget detail provided to all committees is accurate and suitable for that committee to base decisions on.
- To advise Full Council of any significant deviations to the budget.
- To ensure that the Council achieves the best possible return on its money with regards to Bank Accounts and Financial Services.
- To ensure that the Council gets best value for money in the procuring of services and contracts.
- Ensuring that a Budget is prepared for Full Council to consider
- Ensuring that all end of year Financial Reports are prepared and approved before going back to Full Council.
- Ensure that the Internal and External Audits are completed, and any recommendations actioned appropriately for approval by Full Council.
- To undertake spot checks of the financial procedures/systems of the council and compliance with the Council's Financial Regulations.
- To manage any debtor up to a value of £5,000 and report back to Full Council for approval.
- appoint sub-committees and working parties if appropriate complete its duties.

**Planning Committee (Delegated Committee)** – The Council will, following the Annual Meeting establish a Planning Committee to carry out the following tasks:

- To determine the Council's views on Town and Country Planning Development Control Issues.
- To prepare and keep under review a policy for future development and planning in the Parish.
- To undertake as required consultation with the County Planning Departments
- To nominate a delegate who would be authorised to speak on a particular planning application to the authorities concerned.
- To consider all applications and appeals within or in areas adjacent to the Parish and to make appropriate comments if required to the relevant authorities.
- To undertake all work in connection with planning and other public enquiries in which the Council wishes to be involved.
- To advise Full Council on all aspects of planning in the Parish
- To appoint sub-committees and working parties if appropriate complete its duties.
- With regard to complex Planning Applications on the advice of the Clerk to make specific recommendations to Full Council.

**Services Committee (Delegated Committee)** – The Council will, following the Annual Meeting establish a Services Committee to carry out the following tasks:

- To agree and monitor the standards required for all the Parish amenities and services and the most effective way of organising this provision.
  - Lythwood Sports Area (Playing Fields, Pavilion, Outdoor Gym, Astro Turf Pitch, Tennis Court, BMX track, bowling green)
  - Street Lighting (under the control of the Parish)
  - Bus Shelters
  - Benches
  - Footpaths
  - Litter bins (managed by the Parish).
  - Youth & Community Building
  - Parish Office
  - Library
  - Allotments
  - Sensory Garden
  - Floral Displays at the Crossroads and Parade and other suitable sites in the village
  - Encouraging, facilitating and supporting community cultural and sporting activities
  - Planning for increased services and provision as required in the future.
- To ensure that all Statutory, Health & Safety and Environmental inspections are completed.
- To ensure that all actions arising from all reports/inspections completed for the Parish are adequately addressed and closed out in a timely manner.

**Services Committee (Delegated Committee) continued**

- To establish a program of actions to enable the Parish to be Carbon Zero by 2035
- To progress the development of a Sports Hall Facility for the Parish
- To appoint sub-committees and working parties if appropriate to complete its duties.
- To appoint outside experts as required to move forward projects.

## Membership of Committees as at May 2021:

**Staffing Committee**

**The Chairs of all the Standing Committees (Finance, Planning and Services) plus the Chairman and Vice Chairman of Council**

**Finance Committee**

**7 members (includes Chairman and Vice Chairman as ex officio)**

**Planning Committee**

**7 members (includes Chairman and Vice Chairman as ex officio)**

**Services Committee**

**Membership available to all of Full Council (minimum 8 members)**

N.B. The Chair and Vice Chair of Council are automatically (ex officio) members of all committees.

**While most of the committees are advisory, Full Council should trust in the membership of these committees to act in the best interest of the Full Council**

Committee Terms of Reference are reviewed annually at the Annual Council Meeting in May.