

## Terms of Reference Role of the Full Council

A Committee or Sub Committees remit, and delegated powers are agreed by Council and renewed annually. Council sets the limits of spending and authority so it can be comfortable with the decisions a delegated group makes. Having each Committees' minutes as an approved item on the agenda allows Council to check the Committee does not act outside its remit. If it does, the decision can be challenged.

- 1.1. Receive the minutes from the Committees and ensure they are compliant
- 1.2. Receive and consider the planning matters as presented by the planning subcommittee approve or refuse the recommendations.
- 1.3. Review and agree the Strategic Vision and develop the plan for its implementation. This will require input from Committees. It may be beneficial for an appointed advisory group to be set up to deliver recommendation on the vision is it still applicable? are there any changes additions amendments? Does it have implications on the rolling fund? Full Council should retain ownership for the long term plan of the Council.
- 1.4. Focus on long-term aspirations and plans and consider the priorities of these, if required and with reference from the Finance & Governance Asset Committee determine the longer-term financial commitments.
- 1.5. Approve the end of year accounts
- 1.6. Review the auditor's recommendations
- 1.7. Consider general power of competence requirements of the council, if applicable
- 1.8. Determine the effectiveness of Cllrs and the adopted code of conduct
- 1.9. Review the Council performance against its stated aims and objectives
- 1.10. Review the workbook, progress of activities and projects.
- 1.11. Receive presentation of any new initiatives/projects, consider the documented project brief, agree the aims objectives, expenditure required and resource requirements, thus activating this activity as work in progress.
- 1.12. Review community issues such as crime statistics, community feedback from partners and other statutory groups
- 1.13. Carry out the Annual Parish Council agenda, agree the Committee or Sub Committee terms of reference
- 1.14. Agree the proposed data and format of the Annual Parish Meeting run for and behalf of residents
- 1.15. Receive the annual budget and precept proposal from Finance Governance and Asset committee and agree the next year's budget and 5 year forecast.

## 2. Terms of Reference common to all committees.

- 2.1. All meetings of Parish Council committees will be convened in accordance with the Parish Council's Standing Orders.
- 2.2. Committee agendas and minutes will be structured and formalised by the Clerk/Officer in discussions with the Committee Chair and meetings will be minuted by a delegated officer of the council.
- 2.3. The rules of a committee are supplementary to and do not override the Parish Councils Standing orders or financial regulations
- 2.4. Cllrs can be members of one or more committees and the Council's Chair and Vice Chair are ex-officio members with voting rights.
- 2.5. Committees may authorise expenditure or amend fees provided the decision is consistent with the responsibilities of the committee and within the budget set for that activity or within any additional budget for work authorised by full council during the financial year.
- 2.6. Minutes will be circulated to all council members and will be presented at full council for agreement. Agreement is given to acknowledge that the decisions have been reached within the powers delegated to that committee
- 2.7. In a normal year Councillors shall indicate their preferences for Committee Membership in advance of the Annual Parish Council Meeting, and the list of potential members will be circulated with the agenda of that meeting. Membership of all the committees will be as decided at the Annual Parish Council Meeting each year. The committee shall be subject to a quorum of half of its members or three whichever is the greater. If a committee or subcommittee is created outside of this period, membership will be authorised by full council. Any Cllr joining Council after this will be considered for a committee by Full Council.
- 2.8. A substitute member maybe nominated and appointed to a committee or subcommittee if an ordinary member cannot attend and the meeting maybe inquorate without that substitute.
- 2.9. The chairman and vice chair of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting or agreed at a subsequent full council meeting. Until a new chairman is elected, the chairman from the previous year retains that office.
- 2.10. Parish Councillors not on a committee may attend meetings but cannot vote, they assume the same standing as a member of the public. If they have points, they wish to include they are encouraged to email the Chair and Clerk directly 48 hours before the meeting
- 2.11. The press and public may be excluded from committee meetings if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion shall be by a resolution which shall give reasons for that exclusion.
- 2.12. Committees may create advisory groups or working groups to deliver a specific objective. These groups will work within an agreed brief. These groups will be wound-up at the completion of their task.
- 2.13. Committees may create sub-committees. These may consist of councillors and non-councillors with equal voting rights. Advertising the time and place of the sub-committee will be at the discretion of the members but is not required as the public do not have an automatic right to attend. Sub-committees may make such decisions as have been delegated to them, but these decisions will be reported to the responsible committee.
- 2.14. The meeting calendar will be agreed annually.

- 2.15. Committee budgets will be derived through the agreed annual budget for the business as usual elements .
- 2.16. Delegated powers will be defined with a scheme of delegation to be confirmed at the Annual Parish Council meeting .

### 3. Community Services Committee Terms of Reference

- 3.1. Purpose This committee will deal with the Community programme event, community engagement, community environment and the Communications required to carry out GLPC Community Services effectively
- 3.2. Distinct areas of responsibility
  - 3.2.1. Community services - activities and events run by the parish council or with partners or by partners
  - 3.2.2. Environment improvement and management – GLPC owned and to a degree public owned.
  - 3.2.3. Communication and marketing of everything the parish council does or is involved with.
- 3.3. Membership
  - 3.3.1. The minimum number of members is 50% of the filled seats.
  - 3.3.2. A Cllr maybe nominated to take the lead on an area or topic.
- 3.4. How it operates
  - 3.4.1. Meetings are bimonthly
  - 3.4.2. Chair and PM or designated Officer agree the agenda
- 3.5. Function – community service
  - 3.5.1. Manage the marketing and publicity of the events and services GLPC engages with
  - 3.5.2. work in partnership with other councils, agencies, and groups to help facilitate, encourage, and secure an improved level of community engagement.
  - 3.5.3. Develop initiatives which support and reflect the requirements of the residents and meet the GLPC strategic vision.
  - 3.5.4. Commission services and facilitate partnerships that will benefit the community liaising with third party service groups, volunteers, and local businesses.
  - 3.5.5. Work to increase the community engagement where viable by having a visible presence in the community and support community champions, thus working towards our GLPC aim to be an inclusive council committed to all our community.
  - 3.5.6. Oversee the management of an approved annual programme of community events.
  - 3.5.7. Prepare and submit to Finance and Governance Committee budget requirements for future years and performance against budget through the financial year.
- 3.6. Function - Environment
  - 3.6.1. Nurture the environment by creating pride and ownership in our local area, through education and leading by example.

- 3.6.2. Engage with partners or groups within the parish to actively encourage participation with residents and if possible, encourage them to lead projects and GLPC to facilitate or mediate.
- 3.6.3. Encouraging the community to reuse, reduce, repair, and recycle by working with recycling partners to promote this type of activity throughout the community.
- 3.6.4. Educate the community through activities and communication events.
- 3.6.5. Communicate through NBNE, Enewsletters, Website and surveys.
- 3.6.6. Review the GLPC facilities and land and identify how we can improve our own environmental management.
- 3.6.7. Develop wildlife- friendly areas in our facilities.
- 3.6.8. Promote food and urban growing e.g., Non floral areas.
- 3.6.9. Promote environmental art and creative ideas.

**3.7. Function - Communications**

- 3.7.1. Produce a sound and effective communication process supported by a clear communication policy coordinating the various communication channels that GLPC uses.
- 3.7.2. Produce the Parish Newsletter - editorial content, printing, distribution, and advertising.
- 3.7.3. Manage the parish Web site – design, construction, content and links to other local web sites and its update and maintenance.
- 3.7.4. Review new technologies to ensure that GLPC uses the most effective and efficient communication tools.
- 3.7.5. Where appropriate provide quick response to PR through local papers, Facebook blogs etc., using safe social network sites and more traditional paper based medium.
- 3.7.6. Managing the website protocol.
- 3.7.7. Supporting and contribute to the monthly production of the e-newsletter.
- 3.7.8. Ensure legislative compliance and best practice.

## 4. Finance, Governance & Asset Committee Terms of Reference

### 4.1. Purpose

- 4.1.1. To collate the financial information required by Council to determine the five-year plan and the medium-term financial forecast.
- 4.1.2. To collate the financial information to determine the annual budget and precept
- 4.1.3. To review, amend and adopt policies and procedures ensuring that they are fit for good council governance.
- 4.1.4. Act as the council's audit, investment and asset maintenance group advising council of any decisions that it needs to adopt.
- 4.1.5. Review and actively consider the management of the assets of GLPC

### 4.2. Members

- 4.2.1. A minimum of 50% of the filled council seats.
- 4.2.2. Training about "local government" finances is essential for this group and all members should attend the relevant local government finance training courses
- 4.2.3. Members should ideally have the appropriate skills and /or experience to carry out this role
- 1.1.1. Quorum will be half of its members or 3 whichever is the greater.

### 1.2. How the committee operates

- 1.2.1. Meetings will be held bimonthly
- 1.2.2. Agenda will be determined by the RFO/designated Officer and the Chair and reflect the annual outcomes required of this committee.
- 1.2.3. The committee will primarily use the publication "Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide" as a reference for their work.

### 1.3. Functions of the committee

- 1.3.1. Exercise collective responsibility for financial matters concerning the council
- 1.3.2. Collate other committee financial budget requirements, determine the medium-term forecast, review impact on reserves and report the complete financial position to council for the annual budget review.
- 1.3.3. Review the performance against budget quarterly and report to council with recommendations if required
- 1.3.4. Act as the parish council's corporate governance committee as defined within the Practitioner's guide. Assess the council's performance against the annual statement and report the outcome and any recommendations to council.
- 1.3.5. Provided a report on the end of year accounts and annual governance statement for adoption by council
- 1.3.6. Analyse the councils risk management, internal control, and internal & external audit matters. From the analysis ensure adequate and comprehensive financial controls are in place and implement as per Finance Regulations
- 1.3.7. Have an oversight for the risk assessment and actions taken to mitigate risk, report concerns to full council

- 1.3.8. Review Standing orders and Financial Regulations – report recommendations to council for adoption.
  - 1.3.9. Determine the financial implications of proposals for areas of major new strategic development on behalf of the Council and make recommendations to the Council in respect of their suitability, the threats, and opportunities.
  - 1.3.10. Review and regulate the parish councils’ policies and procedures relating to, but not confined to finance governance and resources recommend changes to Council. Changes to code of conduct are to be recommended to council and only approved by council.
  - 1.3.11. Provide the council with information pertinent to the development or enhancement of its Strategic Visions
  - 1.3.12. Scrutinize the functions of the parish council and its committees to ensure they are fit for purpose. Full Council should scrutinize annually the FGA committee
  - 1.3.13. Asset maintenance – the short and long-term requirements of the asset maintenance program will be managed by the FGA. New requirements will be recommended to council within the budget process.
  - 1.3.14. Request and receive reports from other committees / subcommittees or working groups on any matter having a financial or risk implication.
  - 1.3.15. Consider the long-term viability of the asset and make recommendations for any changes to council.
  - 1.3.16. Review the usability and value for money of the sporting and community facilities and other assets, liaising with users to determine best practice.
  - 1.3.17. Challenge the existing services and facilities in relation to value for money and resident demand. Where applicable liaise with the community services committee to ensure areas of improvement or recommendations are put into action if agreed.
  - 1.3.18. Review and ensure good facility management on behalf of the user groups including but not exclusively the health and safety compliance etc. Liaise with Community Services Committee for input to this aspect as well as any other relevant stakeholder or third party.
- 1.4. Reporting to the Council
- 1.4.1. FGA will report to council after its committee meeting on the decisions it has made and provide the information and recommendations that it requires Council to consider and decide upon.
  - 1.4.2. FGA will collate and report the financial position of all other committees directly to council.

## 2. Planning and Local Development Sub Committee Terms of Reference

- 2.1. Purpose a sub committee to review and respond , as consultee organisation, on all individual planning matters with delegated powers on this topic.
- 2.2. For large scale planning applications , planning amendments to planning rules / law the subcommittee make recommendations for Council agreement.
- 2.3. Will use Plan: MK and GLPC Neighbourhood Plan (or the appropriate equivalent as names may change).

### 2.4. Membership and meeting timings

- 2.4.1. Membership must be 3 or more and the quorate is 3 . Substitutes will be allowed if a quorate is not met .
- 2.4.2. Parish Cllrs who have planning applications active in their area are encouraged to be advisory members of this group.
- 2.4.3. For individual planning applications at least 3 Cllrs which will meet to agree the recommendations.
- 2.4.4. Sub Committee will have delegated responsibility to report agreement to MKC directly. Their report will be provided at the next Full Council meeting.
- 2.4.5. Meetings will be held to allow public engagement schedule of meetings will be determined to ensure the 28 day timeframe for comments is adhered to.
- 2.4.6. Training will be provided as and when available

### 2.5. Functions

- 2.5.1. Review and comment on all planning applications within the parish boundary or where they significantly impact on the parish infrastructure or environment, reviewing them against Plan: MK; SPD and GLPC Neighbourhood Plan, policies.
- 2.5.2. Prepare a report and recommendations to either support or object to a planning application, send the minuted decision to MKC directly, or after reporting to Full Council, depending on the timing of the planning application.
- 2.5.3. Prepare responses for and nominate attendees at MKC Development Control Committee or Panel or Licensing meetings where GLPC has objected to an application.
- 2.5.4. Monitor refused planning applications to ensure enforcement action is taken where appropriate
- 2.5.5. Review the statutory planning documents policies and procedures adopted by MKC
- 2.5.6. Review the GLPC Neighbourhood Plan as necessary
- 2.5.7. Respond to MKC consultations where there are proposals that include planning issues
- 2.5.8. Respond on the Parish Council's behalf to consultations regarding planning issues or issues: including the infrastructure of the parish which may have an impact on planning.
- 2.5.9. Positively contribute to discussions, evaluations, and consultations in respect of major or contentious new development activity, including the establishment of formal meetings with professional planning staff/advisors, to exchange views and consider detailed proposals whenever necessary.

### 3. Personnel Committee Terms of Reference

- 3.1. Purpose - This committee should oversee the organisation, employment, management and terms and conditions of employment of the Council's employees, their training and management of Cllrs. Recommendations should be made to Full Council
  
- 3.2. Members
  - 3.2.1. The minimum number of members is three Cllrs.
  - 3.2.2. The Parish Manager is a non-voting member.
  - 3.2.3. Quorum is three plus the Parish Manager.
  
- 3.3. Operations
  - 3.3.1. Meetings are held as and when required but at least twice a year.
  - 3.3.2. Agendas and minutes are required but, due to the personal nature of this group do not have to be published if deemed confidential.
  - 3.3.3. Other Committees or project groups may feed into this committee with suggestions, requests comments, concerns and representation.
  - 3.3.4. Grievance & disciplinary issues and appeals are dealt with by another committee
  
- 3.4. Functions - The main functions are defined below; some are solely related to staff, but others will be related to Cllrs
  - 3.4.1. To review the terms and conditions on which employees hold office
  - 3.4.2. Review and agree the Employee Handbook – consider HR advice if necessary. Review at least every other year or as the need arises. These will contain the HR policies and procedures and act as a contract with the employee.
  - 3.4.3. Monitor changes in employment legislation, seeking advice from NALC and SLCC to ensure policies and procedures are adequate, current, and communicated to all GLPC members and staff. The objective being to ensure that the Council operates an inclusive, dignified, and productive place to work, ensuring the personal development and contribution of all in the GLPC team (members, staff, contractors and third parties).
  - 3.4.4. Ensure Cllrs are aware of their Employment obligations and the implications of the code of conduct.
  - 3.4.5. Carry out Job Evaluations for employees every five years, or as and when there is a change to an agreed Job Description.
  - 3.4.6. Review and recommend the HR strategy to support the Council's Strategic Vision, which will include
    - staffing levels and structure
    - job descriptions
    - staff recruitment and selection
    - staff retention
    - expenses
    - training
    - allowances
    - pensions



- 3.4.7. Review and agree the Training and Skills requirements for the whole council. Develop and communicate the training opportunities and associated costs.
- 3.4.8. Support the Manager in terms of carrying out staffing processes and management training
- 3.4.9. Provide one to- one- support, advice, and guidance when issues arise,
- 3.4.10. Operation and review of the health and safety policy and handbook.
- 3.4.11. Provide the F&G committee with expenditure requirements in time for the annual budget review.
- 3.4.12. To approve the appointment, conditions of service and salaries and benefits of all staff
- 3.4.13. To approve and consider the health and safety recommendations as proposed by the resource subcommittee.
- 3.4.14. To consider the feedback from the Parish Managers appraisal and development plan. This will be managed by the Chair and one other appropriate Cllrs
- 3.4.15. Consider all Staff appraisals so areas of development can be engaged and worked through with the Parish Manager to ensure support is given in ensuring the best most legally compliant team is in place. High Standards.
- 3.4.16. Support shall be given If Staff or Team members need a development or self-improvement plan. This will be enacted upon only with Clerks approval and recommendations
- 3.4.17. Confidentiality: The meetings, findings, recommendations, and anything pertaining to this subcommittee will be confidential and NOT open to or for dissemination to the public.

#### 4. Grievance and Disciplinary committee Terms of Reference

- 4.1. Purpose - As and when required to review the grievance and disciplinary issues of a staff member
- 4.2. Membership –
  - 4.2.1. Three Cllrs are required to form this committee and cannot be involved in the Appeals Committee.
  - 4.2.2. A non-voting advisory member maybe appointed if HR advice is required.
- 4.3. How it operates– as and when required
- 4.4. Functions
  - 4.4.1. Follow the grievance and disciplinary process as determined by the policy
  - 4.4.2. If a decision is made to the point of a potential dismissal, the Chair will require that this group be convened within 7 working days, wherever possible, subject also to the availability of the employee’s representative.
  - 4.4.3. Following the recognised agenda for such hearings, the Committee will hear the cases of both the Clerk of the Council (or Chair of the Council) and the employee.
  - 4.4.4. The Committee will decide “in camera” whether dismissal is justified and will communicate the decision to the parties concerned verbally after the close of the meeting if the parties so wish.

## 5. Appeals Committee Terms of Reference

- 5.1. Purpose - as and when required to review the appeal raised by a staff member after the disciplinary or grievance procedure has been followed
- 5.2. Membership –
  - 5.2.1. Three Cllrs are required to form this committee and they cannot have been involved in the process to date. Three is the quorate number for this committee.
- 5.3. It is advisable that a non voting advisor such as a HR consultant is involved in this process
- 5.4. Function
  - 5.4.1. After the Grievance and Disciplinary Committee have convened and decided and if an employee wishes to appeal against the decision, the staff member must do so in writing to the Chair of the Council within 21 working days of receipt of a decision notice from the Grievance and Disciplinary sub-committee.
  - 5.4.2. On receipt of such notice of appeal, the Chair of the Council will instruct the Parish Manager to convene a meeting of the Appeals Committee within 10 working days. The Committee will hear the case according to their procedures and will communicate their decision in writing to the parties concerned.
  - 5.4.3. The decision of the Appeals Committee is final.