

1. Terms of Reference common to all committees.

- 1.1. All meetings of Parish Council committees will be convened in accordance with the Parish Council's Standing Orders.
- 1.2. 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.
- 1.3. The rules of a committee are supplementary to and do not override the Parish Council's Standing orders or financial regulations
- 1.4. Cllrs can be members of one or more committees and the Council's Chair and Vice Chair are ex-officio members with voting rights.
- 1.5. 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.
- 1.6. 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
- 1.7. 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.
- 1.8. A substitute member may be nominated and appointed to a committee or subcommittee if an ordinary member cannot attend and the meeting may be inquorate without that substitute.
- 1.9. 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.
- 1.10. 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
- 1.11. 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.
- 1.12. 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.
- 1.13. 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.
- 1.14. The meeting calendar will be agreed annually.
- 1.15. Committee budgets will be derived through the agreed annual budget for the business as usual elements .
- 1.16. Delegated powers will be defined with a scheme of delegation to be confirmed at the Annual Parish Council meeting .

2. Grievance and Disciplinary committee Terms of Reference

- 2.1. Purpose - As and when required to review the grievance and disciplinary issues of a staff member .
Due to the confidential nature of this committee it is unlike to be in a public meeting forum
- 2.2. Membership –
 - 2.2.1. Three Cllrs are required to form this committee and cannot be involved in the Appeals Committee.
 - 2.2.2. A non-voting advisory member maybe appointed if HR advice is required.
- 2.3. How it operates– as and when required
- 2.4. Functions
 - 2.4.1. Follow the grievance and disciplinary process as determined by the policy
 - 2.4.2. 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.
 - 2.4.3. 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.
 - 2.4.4. 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.