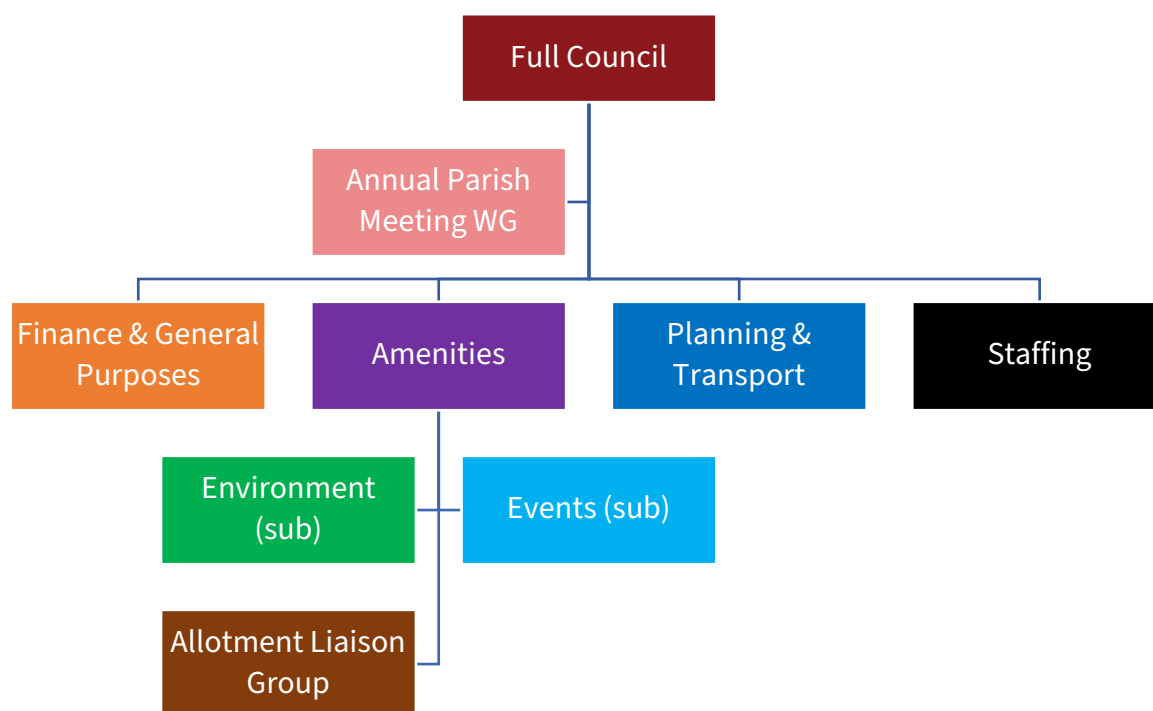


# Terms of Reference

For committees, sub-committees and working groups

## Committee Structure

The parish council has the following committee structure:



This document contains the terms of reference for committees, sub committees and working groups have been established by the council and on delegations.

1. Finance & General Purposes Committee
2. Planning & Transport Committee
3. Staffing Committee
4. Amenities Committee
5. Environment Sub-Committee
6. Events Sub-Committee
7. Allotment Liaison Group
8. Annual Parish Meeting Working Group

## **Glossary:**

Committee – these are set up by the council to have a clear purpose and take decisions on behalf of the council.

Sub-committee – these are appointed by a committee to look at specific topics or areas and make recommendations to their committee. They may be granted decision making powers.

Working Group – these are set up to undertake a specific task on behalf of a council or a committee. They are not subject to the some of the rules that apply to meetings, such as publishing minutes or being held in public. A working group cannot take decisions, but can explore options and make recommendations to the council or committee it reports to.

Committees may exercise delegated functions on behalf of the council under the following terms of reference, subject to:

- a. The council's approved budget and financial regulations
- b. Any previously minuted decision by the council
- c. Any matters reserved to the full council by law.

The full council agrees terms of reference and membership of committees. Sub-committees and working groups terms of reference and membership are agreed by the appointing committee.

### **1. Finance & General Purposes Committee**

<b>Membership:</b>	Seven members of the council
<b>Quorum:</b>	Three
<b>Reports to:</b>	Full council

**Role of the committee:** The Finance & General Purposes Committee is the principal policy making committee of the council and considers and reviews the finances of the council.

1. To ensure that the council's finances and resources are managed in a responsible and prudent manner in accordance with the adopted Financial Regulations and advising the council on all aspects of finance and financial policy, including the management of banking and any investments.

2. To assess and control financial, contractual, and organisational risk.
3. To assess the impact of longer term parish growth and development on the parish council's revenue needs, reserves and on any other financial, legal or operational matter.
4. To identify the need for new services and facilities.
5. To consider the financial estimates of the Council and recommend the precept to be levied.
6. To be responsible for the collection of all revenue, the raising and renewal of loans and insurance.
7. To be responsible for the banking, financial and accounting methods adopted by the Council.
8. To examine the reports of internal and external auditors, ensuring that any recommendations are complied with and that any shortcomings highlighted in the reports are addressed and reported to council.
9. To respond to consultative documents from Government and other bodies other than those specifically allocated to other Committees or Sub-Committees.
10. To consider the delegation of appropriate services to the parish council from other authorities.
11. Ensure that the parish council's standing orders, financial regulations and policies are reviewed as per the required schedule, submitting any amendments to council for approval.
12. To oversee the grant awarding process and to make recommendations to full council.
13. To manage health and safety policy and issues.
14. To deal with matters not normally dealt with or specifically referred to other committees or sub-committees.

## 2. Planning & Transport Committee

<b>Membership:</b>	Seven members of the council
<b>Quorum:</b>	Three
<b>Reports to:</b>	Full council

**Role of the committee:** The Planning & Transport Committee is the body responsible for the consideration of planning, transport and licence matters and for responding to planning and transport related consultations.

1. To respond as a consultee to any planning or tree application received for the parish.
2. To respond as a consultee on any consultation process relating to planning.
3. To consider and monitor the Warfield Neighbourhood Plan, the Bracknell Forest Local Plan, and associated documents.
4. To deal with all matters relating to transport, highways, rights of way inc. footpaths, cycleways and bridleways, vehicle parking, traffic management and planning enforcement.
5. To engage external consultants or advisors on planning matters as appropriate.

### **3. Staffing Committee**

<b>Membership:</b>	Five members of the council*
<b>Quorum:</b>	Three
<b>Reports to:</b>	Full council

\*The Chairman of the Council and Chairman of the Finance & General Purposes Committee shall be ex-officio members of the Staffing Committee. Refer to Standing Orders for further information.

**Role of the committee:** The Staffing Committee oversee staffing arrangements including recruitment, retention, and employment related matters.

1. To review staffing structures and levels and make recommendations to the council.
2. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance.
3. To review staff salaries and terms of conditions and make recommendations to council.
4. To appoint a recruitment panel when necessary and recommend appointments to council. Recruitment panels will normally include at least two members plus the Clerk unless the recruitment is for a new Clerk.

5. To appoint, members to act as a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action.
6. To appoint members to hear any formal grievance.
7. To review health and safety at work for all Council employees.
8. To oversee the annual appraisal process, including overall objective setting and oversee performance management matters and report to council accordingly.

#### 4. Amenities Committee

<b>Membership:</b>	Seven members of the council
<b>Quorum:</b>	Three
<b>Reports to:</b>	Full council

**Role of the committee:** This committee monitors the operation of the council's facilities and land ensuring a high standard of provision. It considers the further development of these and future facilities. The committee will oversee the council's events and environmental policy and activity.

1. To provide a range of facilities, capable of giving benefit to people of all ages across the parish.
2. To oversee and review the management of the Brownlow Hall, Whitegrove Community Centre, Frost Folly Car Park, Quelm Allotments, and the councils play areas.
3. To ensure amenities are maintained and that the necessary checks and inspections are carried out.
4. To ensure that steps are taken to remedy any shortcomings, defects or ongoing issues.
5. To set develop and set policy and to confirm compliance.
6. To consider proposals for asset transfers to the council and make recommendations.
7. To have oversight of the greenspaces in the parish, to maintain trees and vegetation on council land.
8. To monitor, protect and promote the footpaths and rights of way within the parish.

9. To promote environmental sustainability in the parish and oversee the councils environmental policies and action plans.
10. To review contracts and tenders.
11. To organise and promote events and activities.

## 5. Environment Sub-Committee

<b>Membership:</b>	Five members of the council
<b>Quorum:</b>	Three
<b>Reports to:</b>	Amenities Committee

**Role of the sub-committee:** This sub-committee is delegated the function of the Amenities Committee to promote and monitor environmental policy and activity in the parish.

1. To review the councils Environmental Policy and make recommendations for any changes required.
2. To develop and monitor the council's environmental action plans and activity.
3. To monitor green and blue infrastructure within the parish to identify concerns and recommend action where this takes in parish owned land.
4. To promote environmental sustainability across the council and the parish.

## 6. Events Sub-Committee

<b>Membership:</b>	Five members of the council
<b>Quorum:</b>	Three
<b>Reports to:</b>	Amenities Committee

**Role of the sub-committee:** This sub-committee is delegated the functions of the Amenities Committee to oversee events arranged or supported by the council.

1. To prepare the events programme and budget for the forthcoming year.
2. To review event planning and outcomes.

## 7. Allotment Liaison Group

<b>Membership:</b>	Three members of the council* and three allotment representatives.
<b>Quorum:</b>	Three
<b>Reports to:</b>	Amenities Committee

\*The chairman of the Amenities Committee will be one member of the group. The Clerk is an ex-officio member of the group.

**Role of the group:** To provide a forum to enable a mutual exchange of information and views about current and potential allotment issues between allotment stakeholders: Council members, allotment holders and Council staff.

## 8. Annual Parish Meeting Working Group

<b>Membership:</b>	Five members of the council*
<b>Quorum:</b>	Three
<b>Reports to:</b>	Full council

\* The Chairman of the Council will be a member of this working group as the legal convenor of the parish meeting.

**Role of the group:** To consider the arrangements and content of the Annual Parish Meeting and will make recommendations to council on recipients of annual awards.

1. To identify the business and content of the annual parish meeting.
2. To recommend to council recipients of any annual awards that may be given.

## Version control

- 1.0 New document created to split from Scheme of Delegation Feb 2023