



## **COMMITTEE TERMS OF REFERENCE** **(As referred to on pages 6 to 11 of Shaping the Future)**

### **Selection of committee membership**

1. All committees will be subordinate to the Full Council and will act within clear terms of reference and delegated authority and budgets set by council and incorporated into the council's standing orders.
2. The democratic scrutiny and overall responsibility rests with the Full Council notwithstanding the legal obligations of the Clerk & Responsible Financial Officer.
3. Committees will be elected at the Annual Council meeting at which time chairs and, if necessary, deputies will be elected.
4. No councillor should be chair of more than one committee.

### **Desired Outcomes**

- To ensure that every Councillor serves on at least one committee.
- To ensure that Councillors elected to be chair or deputy chair receive appropriate training

### **Committees**

#### **Policy & Finance Committee**

The Policy & Finance Committee is charged with the task proposing to the Full Council strategies, policies and procedures for the Parish Council to follow and empowering the other committees and the Clerk to manage and spend the budgets while ensuring proper control and accountability. The Clerk, as the Council's Responsible Finance Officer will be charged with developing adequate controls and overseeing expenditure on a day to day basis in line with the Council's policies. In addition it has the responsibility for the Youth Council and associated grant applications.

#### **Aim**

To draft, consider and propose policies and procedures for the Council and to ensure that the organisation and finances of the Parish Council are efficient, effective, open and transparent and accountable to the council and the wider public.

Its priority tasks will be to;

- Develop good communication channels for the council.
- Develop and recommend policies and procedures
- Seek ways of developing councillors' skills and knowledge
- Ensure that the financial regulations are adhered to and implemented correctly and stay within the legal framework in which the Council is required to operate.

### **Objectives**

- Develop the budget and propose the annual budget and precept to the Full Council
- Set the policy framework for the committee's work across all areas.
- Review standing orders and financial regulations and make recommendations to Full Council
- Manage budgetary and financial affairs, including reserves and assets
- Allocate spending authority to the council's committees and its officers and agents.
- Develop and recommend procedures and protocols for the smooth running of the council
- Act as the body to resolve grievance and disciplinary matters of staff
- Resolve disputes between councillors and complaints about conduct of council affairs.
- Maximise funding from elsewhere for the Council's projects, by obtaining match funding or income from other sources.
- Develop and support appropriate projects
- Manage, maintain and enhance opportunities that facilitate continued use of the Council Offices as a community venue

### **Personnel Sub-Committee**

The Personnel Sub-Committee meets as and when required and is charged with the task of taking responsibility for all aspects of the staff structure and the recruitment, employment & pay of staff. In addition the Sub-Committee is required to consider matters arising from the application of the council's Disciplinary or Grievance Procedures and take all necessary action including the appointment of any required appeals panel. When necessary seeking any professional legal advice in cases where serious implications for staff or members may ensue.

**Aim:** To provide an employment environment that is in keeping with all current legislation and has at its heart the protection of staff.

### **Objectives:**

- Ensure that the employment law and practise is followed and is to the highest standard possible
- Provides encouragement to staff

- Maintains health & safety in keeping with existing legislation
- Provides employment meeting all equality and diversity requirements

### **Amenities & Leisure Committee**

The Amenities & Leisure Committee is charged with the management, maintenance, upkeep and improvement of all assets such as play equipment, notices boards, street furniture and premises used by the Parish Council.

**Aim:** To ensure that the facilities provided by the Parish Council fully meet the needs of the parishioners, are to the highest standard possible, meet all health & policy requirements, the promotion of a clean litter free environment is in place, the youth of the Parish are encouraged to be involved in the community and to maintain the current high standard of community services and facilities which are crucial to the resident's well-being and the future of the Parish are maintained and to introduce improvements where possible.

#### **Objectives:**

- Provide a high standard of cleanliness throughout the Parish
- Identify and procure or adopt new land/locations for Leisure/Allotments purposes
- Achieve and exceed where possible the legislative requirements for access to all leisure facilities on all equality and diversity grounds
- Identify the needs of the community and provide suitable services and facilities to meet those needs where possible
- Encourage a consistent take-up of the allotment provision, instilling a strong sense of ownership and pride in allotment holders
- Maintain and implement improvements to all leisure and horticultural facilities
- Maintain and improve existing partnership working with external organisations and be open to new ventures
- Review all charges and fees for the use of all outdoor facilities
- Ensure all health & safety requirements for the areas under the remit of the Committee are met
- To create a new access to Tadpole Field with the creation of allotments and the introduction of allotment markers for all allotment sites
- Investigate ways of increasing recycling opportunities within its parks and open spaces

### **Planning & Highways Committee**

The Committee meets monthly and undertakes the consultation responsibility of the Parish Council for all planning applications and highway matters arising from the Borough Council.

#### **Aim:**

To ensure that planning matters are exercised in accordance with the legislative and policy requirements of the council with due regard for the individuals and communities affected, the economic effects, sustainable and environmental impacts. To actively respond and

participate in matters of consultation regarding planning and highways issues. To work with Swindon Borough Council and other authorities and agencies in considering planning policies and applications within the provisions of the Local Plan.

### **Objectives**

- Identify development opportunities
- Develop a 'statement' to protect the identity of Haydon Wick Parish and its community
- Develop policies and practical applications to 'green' both existing and proposed developments
- Organise planning training for council members
- Be aware when land is developed the effects of run off which would normally have been absorbed taking into account the potential effects of climate change
- Give due consideration to the importance of any archaeology finds in sensitive areas
- Review highway and parking issues and make representations to the relevant principal authorities
- To play an active part in considering and proposing appropriate names for new roads
- To give consideration to installing bus stop hard standings within the Parish where no provision has been made

### **Community Engagement Group**

The Group is responsible for Council's community engagement responsibilities by developing community engagement with residents, voluntary bodies and organisations working in the area.

**Aim:** To advise the Council on all aspects of communication engagement and to promote projects encouraging community involvement in all parts of the Parish.

### **Objectives:**

- Encourage the creation of projects aimed at improving the area
- Ensure that the Council maintains engagement with the residents by the promotion of community involvement
- To assist the Editor of the Haydon Living Magazine with the collation, editing, publication and delivery of the Parish Council Newsletter
- Develop community engagement events and to hold events to encourage residents to gain a greater understanding of the council and to become involved in services
- Promote where appropriate cultural and civic events within Haydon Wick and to help co-ordinate public entertainment as directed by the Council
- Ensure that the website and other community engagement tools are maintained and use appropriate features to ensure that all opportunities of informing, engaging and updating residents are taken

Version Control

Haydon Wick Parish Council Committee Terms of Reference	Georgina Morgan-Denn Clerk	Adopted 18 June 2019 at Full Council Ref: FC36.8
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