



Broomfield Parish Council

Committee structure and Terms of Reference

Introduction

Committees are concerned with the longer-term policy and budgets issues; the committee's role is to define what the Council is going to achieve, the standards it will set, and to make corrections if the goals or standards are not being met.

To achieve this, the committee has delegated powers defined in its terms of reference. These are agreed by the council and renewed annually; they set the limits of spending and authority so there is no need for the committee's decisions to be challenged or debated in council. Provided the decision is within the council's policy and within the committee's remit and budget it cannot be challenged.

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. Meetings will be minuted by the Clerk to the Council or a delegated member of staff or a member of the committee.
- 1.2. 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 or the Finance Committee during the course of the financial year.
- 1.3. Minutes will be circulated to all council members and will be presented at full council for information and to acknowledge that the decisions have been reached within the powers delegated to that committee. For decisions taken within those powers, further approval is not needed.
- 1.4. Councillors shall indicate their preferences for Committee Membership in advance of the Annual 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 Meeting each year, subject to the proviso that the chairman and vice-chairman of the Parish Council shall, in any event, be ex officio members with voting rights. The committee shall be subject to a quorum of half of its members or three whichever is the greater.
- 1.5. The chairman and vice chairman of the committee will be elected at the first committee meeting following the Annual Parish Council meeting. Until a new chairman is elected, the chairman from the previous year retains that office.
- 1.6. Parish Councillors not on a committee may attend meetings but not vote. Non-Councillors may join Committees but have no voting rights.
- 1.7. 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.
- 1.8. Committees may create working groups to deliver a specific objective. These groups will work within an agreed brief and will refer decisions back to a parent

committee or council. Working groups will be wound-up at the completion of their task. Working groups have no power of spend or decision making.

- 1.9. Committees may create sub-committees. These may consist of councillors and non-councillors. Non-councillors will not have voting rights. Advertising the time and place of the sub-committee will follow the standard procedure required for full council and committee meetings. Sub-committees may make such decisions as have been delegated to them, but these decisions will be reported to the responsible committee.
- 1.10. The meeting calendar will be based on a monthly cycle with meetings on the first, second, third and fourth Wednesdays each month. Full Council, Planning and Local Development and Environment will meet monthly. Finance and Personnel will meet for a minimum of four times per year with additional meetings called as required. The Parish Council website should be referred to for confirmation of any specific meeting.
- 1.11. Unless otherwise advertised, meetings will be held at the Village Hall, 158 Main Road, Broomfield CM1 7AH
- 1.12. Committee meeting dates:

Planning	7.30 pm	1 st Wednesday	Monthly
Full Council	7.30 pm	2 nd Wednesday	Monthly
Environment	8.00 pm	3 rd Wednesday	Monthly
Finance/Personnel	2.00 pm	4 th Wednesday	Minimum of four per year

Planning and Local Development Committee.

The Planning and Local Development committee shall consist of up to six members and will be empowered to:

- a) Respond to the relevant planning authorities on specific planning applications and, in particular to:
 - a. Support or object to planning applications on the Parish Council's behalf as appropriate.
 - b. Submit comments and recommendations regarding planning applications to the City Council on the Parish Council's behalf
- b) Promote the planning policies, statements and positions agreed by the Council from time to time, for instance the Neighbourhood Plan, through liaison with the planning authorities and raising awareness amongst residents of the Parish.
- c) 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, to exchange views and consider details proposals whenever necessary.
- d) To provide effective input to the City Council's Local Plan. To liaise with neighbouring Parish Councils and to work with residents, stakeholders and developers to provide a sustainable development programme.

Environment Committee.

The Environment Committee shall consist of up to six members and be empowered to advise on the long-term management of open spaces owned or managed by the council. Due consideration must be given to encouraging biodiversity in the parish.

- a) Oversee and manage the Broomfield Parish Council's policy for the maintenance and development of all recreational and open spaces managed by the Council.

- b) To prepare an annual budget for submission to the Finance Committee and monitor expenditure within that budget.
- c) To maintain control of the allotment gardens in accordance with legislation and tenancy agreements.
- d) Manage the provision and maintenance of street furniture, bus shelters and public notice boards.
- e) Ensure that the spaces are managed in compliance with all relevant codes and legislation.
- f) Retain, maintain, develop and promote the Broomfield Parish footpaths network.
- g) Review the Risk Assessments for individual property, open spaces and working practices in relation to the property portfolio.
- h) Manage the provision and maintenance of public floral displays.

Finance and Personnel Committee.

The Finance Committee will comprise of up six members to include the Parish Council Chairman, Vice Chairman and the chairmen of the Village Hall, Environment and Planning Committees. Other members will be elected by the Parish Council who will also elect the Chairman of the Finance Committee. The Chairman of the Finance and Personnel Committee shall be empowered to advise the Council on all matters relating to finance, and performance.

- a) Advise the Responsible Financial Officer of financial requirements.
- b) Ensure that adequate and comprehensive financial controls are in place and implemented in line with Financial Regulations.
- c) Contribute to and review financial planning as part of the strategic and business planning process.
- d) Consider and recommend annual estimates of income and expenditure to the Council.
- e) Monitor income and expenditure against the estimates referred to above.
- f) Recommend the annual accounts to the Council.
- g) Develop and recommend an annual precept to the Council.
- h) Advise on the appointment of the Auditors and on matters arising from the audit;
- i) Request and receive reports from other Committees on any matter having a financial implication;
- j) Have oversight of the assessment of risk and actions taken to minimise risk;
- k) Ensure that the ICT and document management requirements of the business are safeguarded;
- l) Monitor other aspects of activities including internal targets, health and safety.
- m) Make representation to Full Council on employment-related matters including contracts, salary reviews, roles and responsibilities.
- n) Review personnel policies covering sickness absence, grievance, equalities, discipline, health and safety.
- o) Oversee and manage Broomfield Parish Council personnel matters relating disciplinary or grievance matters arising and report to full Parish Council action taken
- p) Oversee the training programme for Officers and Members of the council.
- q) Review the job descriptions, appraisals, roles & responsibilities, and contracts of Parish Council personnel.
- r) To recruit new members of staff. Establishing the appropriate job description and where necessary, agreeing the job evaluation, grading, salary and working hours. Conducting interviews and making the final recommendation to full council.

Complaints, Grievance and Appeals Panel. The panel shall consist of three members who are not on the Finance and Personnel Committee and who are not involved in the original decision. The appeals committee exists to provide a review mechanism for council decisions, staffing matters and initial review of formal complaints.