



CATSHILL AND NORTH MARLBROOK PARISH COUNCIL

Environment and Highways Committee - Terms of Reference

These Terms of Reference comply with the Parish Council's Standing Orders as adopted November 2013

Committee Membership:

The committee will comprise at least six voting members with, where possible, at least one representative from each of the three parish wards and including the Chairman of the Council and the Parish Paths Warden (PPW). If the PPW is not a parish councillor, then he/she will be a non-voting member of the Committee. The quorum is three voting members.

The Committee will make recommendations to the Parish Council as follows:

- To request an annual budget allocation based on specific planned projects
- To identify sites for planting and environmental improvements
- To consider ways of improving the highway network within the parish including traffic calming schemes
- To consider how to improve the safety of pedestrians and other road users
- To propose any environmental and/or highways improvement scheme it has considered to be in the best interests of the parish

The Committee has delegated responsibilities as follows:

- To act within the annually agreed budget and expenditure guidelines
- To regularly monitor and triennially review the contract for the maintenance of the Ivy Gardens, the War Memorial, the Diamond Jubilee Garden, the Barley Mow/A38 Garden and the garden at the Dock (Catshill Baptist Church)
- To assist the PPW in preparing a programme of work for maintaining and keeping clear Public Rights of Way within the parish
- To monitor street cleansing, public waste-bins and litter
- To monitor and annually review the litter-picker's contract (schedule of work)
- To monitor and annually review the Parish Lengthsman scheme
- To consult the public and monitor public opinion on environmental and highways matters
- To consider and respond to consultation documents relating to environmental and highways issues
- To identify potholes and other outstanding maintenance to the highway network within the parish and refer to the Highways Authority
- To monitor the progress of matters referred to the Highways Authority
- To monitor the state of grass verges within the parish and refer action to preserve them if necessary to the County Council as the Highways Authority

All decisions and comments made under this delegation will be reported to and minuted at the next meeting of the Parish Council.

Review dated May 2017
Date of next review May 2018

Planning Committee - Terms of Reference

These Terms of Reference will comply with the Parish Council's Standing Orders as adopted November 2013

1. The Planning Committee shall consist of at least six members of the Parish Council to represent all three wards, + Parish Council Chairman. The quorum shall be three members.
2. The Committee shall meet once a month, according to notification by the Local Planning Authority (LPA) and subject to the committee's Scheme of Delegation (below).
3. The Committee shall consider, comment on and respond to via the Proper Officer:
 - a) Planning applications as notified by the LPA and others;
 - b) Development Plans (Local Development Framework, Spatial Strategy etc) as notified by the LPA and/or other bodies;
 - c) Structure Plans (Core Strategies etc) as notified by Worcestershire County Council;
 - d) Appeal notifications;
 - e) Review of procedure as required from time to time;
 - f) The identification of any possible planning breaches or other matters of a similar nature that would affect the community.

Scheme of Delegation

- 1) The Proper Officer shall, as soon as it is received, enter in a book, database or spreadsheet kept for the purpose the following particulars of every planning application notified to the Council:
 - a) the LPA reference number and the Parish Council's unique sequential log number;
 - b) the date on which it was received;
 - c) the place to which it relates;
 - d) the details of the proposed development.
- 2) The Proper Officer shall, within 48 hours of receipt of notification from the LPA, refer every planning application via e-mail to those members of the Parish Council who receive e-mail and via paper copy to those members of the Planning Committee who do not receive e-mail. Following which pdf. copies of the plans will be sent to each planning committee member by e-mail as soon as they are available. (Members of the Parish Council who are not members of the Planning Committee and who do not receive e-mail will be notified of the planning application only via Parish Council notice boards and the ensuing report at the next Parish Council meeting).
- 3) Authority is delegated to the Proper Officer:
 - a) to call a meeting of the Planning Committee to consider planning applications notified to the Council and make comments and/or recommendations to the LPA thereon;
 - b) in consultation with members of the Planning Committee, where no meeting in public takes place due to time constraints or some other reason, to make comments and/or recommendations to the LPA on notified planning applications;
 - c) in consultation with the Chairman of the Planning Committee and the Chairman of the Parish Council to call an Extraordinary Meeting of the Council and/or a Parish Meeting, whichever is appropriate.
- 4) All decisions and comments made under this delegation will be reported to and minuted at the next meeting of the Parish Council.



CATSHILL AND NORTH MARLBROOK PARISH COUNCIL

Finance and Staffing Committee - Terms of Reference

These Terms of Reference comply with the Parish Council's Standing Orders as adopted November 2013

Committee Membership

The committee will comprise of five members of the Parish Council, including the Council Chairman. The quorum is three members.

The Aims and Objectives of the Committee regarding finance are:

- To monitor and review policy regarding financial procedures including banking arrangements and make recommendations to the Council when necessary
- To review from time to time banking arrangements and make recommendations to the Council when necessary
- To monitor quarterly actual payments and receipts against budgeted payments and receipts
- To review the Council's Financial Regulations at least biennially and make recommendations to the Council when necessary
- To carry out risk assessment annually and make recommendations to the Council when necessary
- To review the Register of Assets annually
- To review the Council's insurance policy annually
- To review the Annual Return and make recommendations to the Council on approval of the Statement of Assurance
- To prepare a draft annual budget for approval by the Council

With regards to staffing members of the committee are to be mindful of:

- the legal framework for, and good practice in, employment matters
- the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
- the nationally negotiated model contract and terms and conditions for the employment of the Proper Officer
- the locally produced model Member-Officer Protocol
- the situation regarding staff management. The Proper Officer's Line Manager is the Parish Council Chairman who, with one other member of the Finance and Staffing Committee, will together carry out the Proper Officer's annual appraisal; the Proper Officer is the Line Manager for all other staff.

Delegated responsibilities of the Finance and Staffing Committee are:

- To authorise payments within the approved budget
- To appoint the independent internal auditor
- To be responsible for staff recruitment
- To confirm individual Contracts of Employment and all terms and conditions
- To make arrangements for the regular objective review of the Proper Officer's performance by the Chairman of the Council and one other member as agreed with the Proper Officer, and take necessary action thereon

- To consider other staff reviews undertaken by the Proper Officer and take necessary action thereon
- To decide upon annual salary awards
- To consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon
- As and when required under the Council's Disciplinary and Grievance Procedures, to appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting
- To consider recommendations from the Appeal Panel and take necessary actions thereon
- To refer all policy issues relating to staff to the Council.

Review dated May 2017
Date of next review May 2018



CATSHILL AND NORTH MARLBROOK PARISH COUNCIL

Internal Audit Working Party Terms of Reference

These Terms of Reference will comply with the Parish Council's Standing Orders as adopted November 2013

Membership

The Internal Audit Working Party will comprise of 2 members from the Finance and Staffing Committee; in compliance with the Parish Council's Finance Regulations they will not be authorised to sign cheques or otherwise effect payments.

Aim

To check the Parish Council's accounts on a quarterly basis to ensure they are kept in good order. This will involve:

- Ensuring there is a clear audit trail from order through payment
- Ensuring each payment voucher is clearly initialled by both signatories to the payment
- Ensuring each cheque stub or online payment authority is initialled by both signatories
- Ensuring the correct information has been recorded in the accounts day-book with ledger entries appropriately listed under the correct heading
- Ensuring the bank statements tally with the information recorded in the accounts day-book
- Ensuring a monthly bank reconciliation is carried out by the Responsible Financial Officer and checking its validity

Delegated authority working with the Proper Officer

Members of this working party have no authority other than to expect the Proper Officer's or the Responsible Finance Officer's co-operation. Members are expected to report to the Finance and Staffing Committee following each check and their visit will be recorded in the minutes of the following full parish council meeting.

In the event of serious concerns about the council's day-to-day financial arrangements members will report in the first instance to the Parish Council Chairman.

Review dated May 2017
Date of next review May 2018



CATSHILL AND NORTH MARLBROOK PARISH COUNCIL

Grievance/Complaints Committee - Terms of Reference

These Terms of Reference will comply with the Parish Council's Standing Orders as adopted November 2013 particularly with reference to Standing Order 14 'Code of Conduct Complaints'

Committee Membership

The Committee shall comprise of five parish councillors, not including the Parish Council Chairman, to be drawn from the whole council. Membership of the committee will be decided by the Parish Council Chairman unless the reason for convening the meeting is due to an allegation against the Chairman, in which case the Proper Officer will confer with the Vice-Chairman. In the case of both the Chairman and Vice-Chairman being ruled out of involvement with the Committee, then the Proper Officer will confer with the remaining members of the Council as appropriate.

The quorum for any committee meetings shall be three members.

Aim of the Grievance/Complaints Committee

- 1.1 The Committee shall meet upon notification to the Parish Council, either via the Proper Officer the Chairman or the Monitoring Officer, of an alleged breach of the Members' Code of Conduct.
- 1.2 Breaches of the Members' Code of Conduct are referred to the District Standards Committee for investigation therefore the Committee will seek to be kept informed of progress from that committee.
- 1.3 The Committee will arrange for the preparation and collation of evidence if required for investigation by the District Standards Committee.
- 1.4 Whilst maintaining confidentiality at all times the Committee will make known its findings at the next appropriate Parish Council meeting.
- 1.5 The Committee shall meet upon notification to the Parish Council from the Proper Officer to deal with staff grievances in accordance with their contract of employment.
- 1.6 The Committee shall meet if considered appropriate following notification to the Parish Council, either via the Proper Officer the Chairman or any member, of any complaint that cannot be dealt with by the usual complaints procedure.

Review dated May 2017
Date of next Review May 2018

Catshill and North Marlbrook Parish Council Terms of Reference - Working Party

These Terms of Reference were adopted by Catshill and North Marlbrook Parish Council at its meeting held on 30th October 2014

Full Council may form or disband a Working Party which will carry out tasks as defined by Full Council. Specific Terms of Reference, including if necessary delegated powers, will be prepared by the Clerk for ratification at the next Full Council Meeting following the Working Party being established.

The Role of any Working Party for Catshill and North Marlbrook Parish Council is to:

- To tackle issues as directed by the Council.
- To be task specific and time limited.
- To work with and liaise with experts and external support.
- To provide regular reports to Council.
- To explain the recommendations, reasons, options to Full Council by way of a written report.
- To answer questions from the Council.
- No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement.

Working Party relationship

- Full Council must direct the Working Party and set clear terms of reference for them regarding objectives, scope, budget and outcome.
- The Clerk, working with the Parish Council Chairman, who may or may not be a member of the Working Party, has delegated executive authority to act on the Working Party's decisions if within allocated budget.

Operations of the Working Party

- The budget for each Working Party task will be agreed by the full Council and spent via Delegated Authority to the Clerk; not all Working Parties will require a budget.
- The number of Councillors on a Working Party to be decided on at time of the Working Party appointment.
- The leader of the Working Party to be appointed by the Full Council at the time of the Working Party appointment.
- A Working Party must, where possible, consist of at least 3 Councillors who may co-opt associate members with specific knowledge or ability from outside the parish council to assist in specified role.
- Quorum: To be decided by the working party dependent on the amount of Councillors within the group.
- Work priorities and co-option of named experts to be approved by Full Council.
- Prepare notes of meetings for Full Council to report on any activity and progress.
- Even though the Working Party does not meet in public the Members' the Code of Conduct will continue to apply but Standing Orders may not apply in full.
- To complete the task as required by Full Council, which may be to examine options and make recommendations to Full Council or to manage an Event on behalf of Full Council.
- All Members of Council are to be informed of any meetings of any Working Party; and are able to attend and ask for any relevant Working Party documentation

Review dated May 2017
Date of next Review May 2018

Communications Committee or Working Party Terms of Reference

These Terms of Reference will comply with the Parish Council's Standing Orders as adopted November 2013

Membership

The Communications Committee / Working Party will comprise of sufficient members to complete the specific task; members to be identified at the Annual Meeting of the Parish Council.

Aim

To maintain good communication with and within the parish.

Delegated authority working with the Proper Officer

- To maintain the Parish Council's website and refer all changes to the Parish Council via update at each meeting
- To prepare, collate and present the Parish Council's termly / quarterly newsletter
- To prepare press releases
- To prepare posters for the notice boards for parish council events

Review dated May 2017
Date of next Review May 2018