



Studley Parish Council Terms of Reference

Paragraphs 1 to 5 are generally the same for all committees.

1. Legal Standing

Unless a statutory prohibition applies, the performance of the statutory powers and functions and related work of a local council can be delegated to a committee. This committee is appointed in accordance with the Local Government Act 1972, s 101:1(a)

These Terms of Reference are to be read alongside the Parish Council's Standing Orders and Financial Regulations. All powers shall be exercised in accordance with the parish council's Standing Orders, Financial Regulations and adopted policies.

2. Membership

The committee shall comprise six members of the Parish Council plus its Chairman and vice-Chairman as *ex officio* members with voting rights. Only parish councillors may be appointed to the Finance committee.

- a) Committee members will usually be appointed at the Annual Parish Council meeting.
- b) In the event of a vacancy or vacancies occurring on this committee for whatever reason during the year, the Parish Council may appoint further members at the council meeting following the notice of vacancy to maintain the committee's membership at six.
- c) The committee quorum is three members.

3. Chairman

- a) The committee chairman will be decided by the Parish Council at the Annual Parish Council meeting or the appointing meeting.
- b) The committee vice-chairman will be decided by the committee at its first meeting following election / appointment.
- c) In the event of a vacancy in the role of the committee chairman the Parish Council will decide on the replacement at the council meeting following the notice of vacancy.
- d) In the event of a vacancy in the role of the committee vice-chairman the committee will decide on the replacement at the meeting following the notice of vacancy.

4. Timetable of Meetings

- a) Standing meetings of this committee will be held every two months or as required for time-restricted decisions.
- b) Notice and agenda for each meeting will be issued by the Clerk/ RFO.
- c) Extraordinary meetings, to discuss any unusual or urgent matter that cannot wait until either the next meeting of this committee or the next meeting of the Council, may be called by the Chairman of the Committee or by any two members of the committee if, after a consideration period of five days, the Committee Chairman refuses a request to call an Extraordinary meeting.

5. Conduct of Meetings

- a) All meetings of the committee will be convened in accordance with the parish council's Standing Orders and with which the meetings will comply.
- b) Agendas will be prepared, and minutes of all meetings will be taken, by the Clerk/RFO or any member of staff seconded to do so.
- c) Any decisions and recommendations discussed at these committee meetings will be reported to the following Council meeting either for noting or approval.
- d) Items for the committee meetings' agenda may be requested by any councillor either at a meeting or via the clerk's office.
- e) As defined in standing orders, this committee may form working parties and sub-committees that will not be 'clerked'. All such working parties and sub-committees shall have membership open to all councillors.

A. Finance and Staffing Committee:

Delegated responsibilities:

1. Finance

To work with the Clerk/RFO in the management of the Council's financial resources and to consider and recommend strategy and action on policy and operational matters concerned with Council's finances, property and resources.

Specific duties and delegated authority working with the Clerk/RFO:

- a) to maintain the council's internal controls to include:
 - i. use, maintenance and protection of the council's finances and assets,
 - ii. Ensuring appropriate insurance cover and maintenance of the asset register.
 - iii. Annual review of Financial Regulations, Standing Orders and policies identified on the review calendar.
 - iv. Annual assessment of risks and effective management.
 - v. Checking that all expenditure is in keeping with the approved budget.
- b) Consideration of applications to spend outside the council's approved budget with the authority to commit/spend up to £2,000 of any un-budgeted expenditure, including the identification of the source of the reserve fund from which it is drawn.
- c) Annually prepare a detailed budget for the following financial year for recommendation to the council with a proposal for the annual precept.
- d) Receive, consider and recommend the annual accounts for council approval.
- e) Monitor progress of actual income and expenditure compared to the budget at least quarterly and report thereon to the council.
- f) Monitor the investment of funds and recommend to the council any transfer into and out of the capital fund.
- g) To maintain the council's Action Plan and ensure the adequacy of earmarked reserves for the replacement of equipment, buildings and specific items of expenditure required in the future in order to lessen the precept burden in any one year.
- h) To undertake an annual review of all fees, charges and allowances.
- i) To be aware of and seek external funding, grant aid and appropriate support when required in order to adequately fulfil the Council's strategies for parish improvement.
- j) To regularly review all contracts (service provision and maintenance) to ensure the council obtains best value.
- k) To oversee the preparation of tender documents and ensure all procurement procedures comply with the council's Financial Regulations and Standing Orders and legal requirement.
- l) To ensure compliance with the Local Government Transparency Code 2015.
- m) To annually review all Lease Agreements and Service Agreements.
- n) To at least annually review monies received from Section 106 Agreements and the Community Infrastructure Levy (CIL) and identify how they will be spent.
- o) To consider the financial implications for all new projects and undertakings.

2. Staffing

To work with the Clerk/RFO in the management of staff and more specifically:

- a) Progress staff recruitment when required and upon receipt of appropriate budget.
- b) Confirm individual contracts of employment and all terms and conditions.
- c) Arrange for the Clerk's annual appraisal by one member of the committee, or the Chairman of the Council as agreed with the Clerk.
- d) Consider other staff reviews undertaken by the Clerk.
- e) Decide upon annual salary awards.
- f) Prepare a job re-evaluation if requested by a staff member but not more than once a year.

- g) Consider any matters arising in response to the application of the council's Grievance and Disciplinary Procedures, and act accordingly including the appointment of a sub-committee and Appeal Panel and its Chairman, when required.
- h) Membership of the Appeal Panel will include the council's vice-Chairman and two other members of the council who are not members of the Staffing Committee. If a grievance has been raised against a council member, that member will be excluded for the time being from membership of both the Staffing Committee and the Appeal Panel.
- i) Clarify the Terms of Reference for the Appeal Panel, which will include the requirement that all recommendations are directed in the first instance to the Staffing Committee.
- j) Consider recommendations from the Appeal Panel and act accordingly.
- k) Alter these Terms of Reference if there is insufficient number of 'untainted' members to form an Appeal Panel to allow for timely resolution of complaints.
- l) Review all policy issues relating to staff on a biennial basis.
- m) Staffing Committee members are reminded of:
 - i) The legal framework that exists for good practice in employment matters.
 - ii) The confidential nature of employer / employee matters and that items for consideration may require the committee to resolve to exclude the press and public from the meeting.
 - iii) The nationally negotiated (NALC and ALCC) model contracts and terms and conditions for the employment of the staff.
 - iv) The Member-Officer Protocol, available as a policy document; and other related staffing policies.
 - v) Staff management is facilitated by the understanding that the corporate body is the clerk's 'line manager' by way of the Staffing Committee and the clerk line-manages all other staff.

B. Planning Committee:

- a) To comment on planning applications and appeals pertinent to the parish upon receipt of consultation documents from the Planning Authority (Stratford District Council).
- b) To assess and comment on planning issues from other agencies and parishes that may have an impact on the parish of Studley.
- c) To receive and note Planning Authority decisions to parish-based planning applications.
- d) To report any matters of non-compliance to approved applications to the planning authority.
- e) To assist in the production of Studley Neighbourhood Development Plan (NP).
- f) To assist in the production of Studley Neighbourhood Development Order (NDO).
- g) To assist parish council projects which may require planning applications.

Membership of the committees as at May 2022:

- Ward representation is shown in brackets.
- The chairman and vice-chairman will be ex-officio members, to include full voting rights when attending the committee in their ex-officio capacity.

Finance & Staffing	Planning
Jill Beard (North)	Chris Britt (South)
David Collett (South)	Andrew Clarke (North)
Penny Hunt (South)	Brian Dixon (North)
Phil Hunt (South)	Mike Osborne (South)
P Hencher-Serafin (North)	Andrew Rainbow (North)
Adrian Smith (North)	Colin Summers (South)