



CAM PARISH COUNCIL

COMMITTEE STRUCTURE AND TERMS OF REFERENCE

Approved by Full Council – May 2024, minute reference: FC.24.09

1) FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE

Meets quarterly (or when needed) to deal with specific items including those referred by Full Council

Field of Responsibility – Management and administration of financial affairs, risk assessment and insurance, employment issues, office premises, general administration and statutory requirements

Terms of Reference

- a) Committee to comprise Chairs and Vice Chairs of Council and other Committees plus others expressing an interest, with a minimum of 6 members
- b) Executive power to authorise expenditure in accordance with the budget allocated for the matters within its field of responsibility.
- c) All other decisions involving expenditure over and above the agreed budget to be referred to Full Council
- d) Power to authorise correspondence or other actions that will not, in themselves, result in Parish Council expenditure or bind the Council to any course of action not already agreed
- e) To appoint members to act as bank account signatories and authorisers of electronic payments
- f) To make recommendations on financial and administrative matters, including those laid down in Financial Regulations and Standing Orders, for ratification by Full Council
- g) To make other recommendations on administrative, legal, employment or premises related matters, for ratification by Full Council
- h) To appoint members to Staffing, Appeals and Complaints Committees
- i) To deal with any matters referred to it from time to time by Full Council.

2) RECREATION & LEISURE COMMITTEE

Meets quarterly (or when needed) to a schedule agreed by Full Council.

Field of Responsibility – Provision, management and administration of recreation and leisure facilities, to include playing fields, sports facilities, play areas and equipment, allotments, open spaces, public rights of way not including vehicular access, Community development activities and events

Terms of Reference

- a) Membership of Committee to be agreed at the Annual Meeting of the Council
- b) Executive power to authorise expenditure in accordance with the budget allocated for the matters within its field of responsibility.
- c) All other decisions involving expenditure over and above the agreed budget to be referred to Full Council
- d) Power to authorise correspondence or other actions that will not, in themselves, result in Parish Council expenditure or bind the Council to any course of action not already agreed
- e) To make other recommendations on other matters within its field of responsibility, for ratification by Full Council
- f) To deal with any matters referred to it from time to time by Full Council.

3) PLANNING & HIGHWAYS COMMITTEE

Meets monthly to a schedule agreed by Full Council

Field of Responsibility – Planning, highways, public transport, footpaths, bus shelters and street furniture

Terms of Reference

- a) Membership of Committee to be agreed at the Annual Meeting of the Council.
- b) Executive power to authorise expenditure in accordance with the budget allocated for the matters within its field of responsibility.
- c) All other decisions involving expenditure over and above the agreed budget to be referred to Full Council
- d) Power to authorise correspondence or other actions that will not, in themselves, result in Parish Council expenditure or bind the Council to any course of action not already agreed
- e) Executive powers to decide comments on planning applications and other minor planning issues
- f) To make recommendations and comment on major or strategic planning matters, for ratification by Full Council
- g) To make other recommendations on other matters within its field of responsibility, for ratification by Full Council
- h) To deal with any matters referred to it from time to time by Full Council.

STAFFING COMMITTEE
(Grievance Panel, Appeals Panel, Staffing Matters)

Meets as necessary

Field of responsibility – To discuss matters relating to staffing and employment and any matters raised under grievance procedures or disciplinary measures; to deal with complaints made against the council

Committee to consist of members of the Finance, Policy and General Purposes Committee

Quorate of 3 members.

All members must preserve confidentiality of all individual staffing matters

Meetings will be in private rather than public due to the confidentiality of business

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed which are not exhaustive:

1. The Chair and Vice Chair will be elected at the first Staff Committee meeting immediately following the Annual Council meeting
2. Where appropriate the Staff Committee will establish a sub-committee of three members to deal with any grievance or disciplinary matter.
3. The Staffing Committee will assist the Clerk in the appointment of Council staff and will consider all related Human Resources matters as raised by the Clerk.
4. To annually review staff conditions, salaries, and staff personal development reviews
5. To supervise and monitor Council's Employment Contracts, documents and policies
6. To implement and monitor employee Health and Safety at work (HSAW Act 1974)
7. To review training for staff and councillors

Each panel to comprise 3 members taken from the current membership of FPGP Committee at the time. In the case of an appeal, the appeals panel should comprise different members to the initial panel; each panel to be chaired by either the Chair or Vice-Chair of Council - if the Chair of Council chairs the initial panel meeting, the appeals panel should be chaired by the Vice-Chair.

Meetings of these Committees shall be held in private, with decisions to be made public only after confirmation by Full Council