

**POLICY STATEMENT
COMMITTEE, SUB AND ADVISORY COMMITTEES**

1: GENERAL TERMS OF REFERENCE

1. The Parish Council may arrange to delegate any of its functions through a committee or subcommittee.
2. The Parish Council may also appoint an advisory committee in respect of any matter relating to the delegation of any of its functions and there are no restrictions on membership of such an advisory committee.
3. Committees appointed annually by the Parish Council can appoint sub-committees and delegate any function to them and may include persons who are non-councillors, with the exception of the Finance committee.
4. Any member of a committee who at the time of appointment was a member of the Parish Council, upon ceasing to be a councillor, cease also to be a member of a committee or subcommittee.
5. The Parish Council may make, vary and revoke standing orders with respect to the quorum of committees.
6. The Chairman of the Parish Council will be an ex officio member of any committee.
7. The public and press having a legitimate interest in the deliberations and decisions of the Council must be admitted to committees with the exception of Staffing. In the case of sub-committees or advisory committees there is no obligation to admit the public.
8. The place and date of a meeting shall be such as the committee, subcommittee or advisory committee determine.
9. A chairman elected annually by members of a committee, subcommittee or advisory committee has a second casting vote.
10. Minutes of the proceedings of every committee must be recorded and submitted to the Parish Council requiring only the Council's approval in so far as they relate to the exercise of powers or functions of the committee.
11. Any accounts of a committee form part of the accounts of the Parish Council and are to be audited as part of those accounts.
12. The Clerk to the Council as proper officer will provide the administrative service for committees and subcommittees in the same way as for a council meeting.
13. The Clerk as a proper officer serves on a committee or subcommittee as an independent and objective advisor, providing advice and ensuring decisions are lawful and comply with the standards of ethical behaviour.

14. The clerk to be responsible for the Minutes of all committees as a legal document to ensure that decisions are accurately recorded.

2: FINANCE

1. The committee to consist of elected or co-opted members of the Parish Council and conform with the General Terms of reference as set out above.
2. Members of the Finance committee must be elected councillors or co-opted members of the Council and may not include persons who are not a member of the Parish Council.
3. The committee to observe the Financial Regulations governing the conduct of financial management, obligations and commitments with public money both generally and under Transparency Code requirements.
4. The committee to observe the Governance and Accountability Statement in conjunction with the Council's Standing Orders.
5. The aim of the committee is to prepare the Council's annual budget and preliminary Precept for the local council tax requirement from local electors to meet the Council's budget.
6. The committee to demonstrate restraint in considering increases in the precept, whilst balancing the need to raise sufficient funding to support the Council's commitments and responsibilities undertaken on behalf of the three parish communities it represents.
7. To review day to day needs and financial requirements of the Council: Budgeting - Reserves-Contingencies – Expenditure – Procurement – Grants – Risks - Insurances.
8. The committee to submit its recommendations to the Council for consideration and approval.

3. POLICIES AND DATA

1. The committee formed for the purpose of ensuring compliance with the legislative requirements of:
 - i. Data Protection Act 2018
 - ii. General Data Protection Regulations (GDPR) 2018
 - iii. Freedom of Information Act 2000
 - iv. Environmental Regulation 2004
 - v. Transparency Code for smaller councils 2015
2. Parish Councils are exempt from the requirement to appoint a Data Protection Officer.
3. The committee to consider management of Personal Data-Consent-Use-Rights-Protection-Document hardcopies-Electronic Data-Storage-Access - Publications – Mandatory documents – Audit requirements .

4. To review and consider amendments to existing policies and control documentation and develop new policies and control documentation where applicable.
5. Consider any other relevant legislation issues as and when necessary.
6. Monitor published documentation to ensure full compliance with the applicable legislation.
7. The committee to submit its recommendations to the Council for consideration and approval.

4. STAFFING

1. The committee will consist of at least three councillors appointed by the Council and will be mindful:
 - i. of the legal framework for good practice in employment matters.
 - ii. of 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 and approved by the Council.
 - iii. of the nationally negotiated model contract and terms and conditions for the employment of the Clerk to the Council.
 - iv. of the CALC model Member-Officer protocol.
 - v. the regulatory requirements of the General Data Protection Regulation respecting the protection and privacy of personal data.
2. Recommendations of the Staffing committee approved by the Council at its meeting 16th July 2018:
 - a. To exclude the public and press from all staffing committee meetings, on the grounds that, by reason of the confidential nature of the business of appraising the Clerk as an employee, required privacy and protection of personal data.
3. The line Manager is the Chairman of the Council and in the absence of the Chairman the Deputy Chair.
4. The elected Chairman of the committee will make arrangements for annual appraisal of the Clerk's performance.
4. The committee will be responsible for:
 - a. staff recruitment
 - b. confirm individual Contracts of Employment and all terms and conditions
 - c. decide upon annual salary awards
 - d. review every three years the legal requirement to consider provision of a work place pension scheme for an employee meeting the criteria.
 - d. The clerk being fully indemnified for both Employee and Public Liability.
5. Prior to the clerk being in attendance, the committee will undertake a performance appraisal.

6. With the clerk in attendance, the committee will review the performance appraisal and Receive and consider views expressed by the clerk.
7. The committee to make recommendations to the Council for approval and any necessary action.

5. VILLAGE HALL COMMITTEE REPRESENTATIVE

1. The Village hall of Salwarpe in the ownership of a Charitable Trust with an established Management committee consists of appointed members, representatives of local organisations and a member of the parish council.
2. The Parish Council appoints annually a representative to the Hall management committee. Any responsibilities or liabilities arising in the course of the representatives' membership falls on the Parish Council itself and not the individual appointed councillor.
3. The Council's representative is required to report regularly to the Council on any relevant events or decisions by the Management committee that may be of interest or impact on any functions of the Parish Council.
4. The Parish Council cannot provide financial support towards the cost of provision or maintenance of the village hall except by possible grants through the District and County Council authorities.

6. PLANNING COMMITTEE

1. The Council's approved planning consultation procedure set out in its adopted Standing Orders based on Parish Ward consultations, replaced the appointment of a committee.