



**Kingsbrook Parish Council**

**Terms of Reference – Committees & Workings Groups**

**March 2022**

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## **Committees**

### **Full Council**

#### **Background:**

Members of the parish council meet once a month, to which members of the public are welcome to attend, to discuss all aspects of the parish and agree financial, planning and governance aspects of the Council. Meetings are run in accordance with the Parish Council's Standing Orders.

#### **Terms of the Committee:**

The following matters shall be reserved for decision by Full Council, but the appropriate Committee(s) may make recommendation for the Council's consideration:

1. Setting the Budget & Precept.
2. Borrowing money.
3. Making, amending or revoking Standing Orders, Financial Regulations, Duties and Powers of Proper Officer provisions or the scheme of delegation.
4. Making, amending or revoking By-laws.
5. Making of Orders under Statutory Powers.
6. Matters of principle or policy.
7. Nomination or appointment of representatives of the Parish Council on an authority, organisation or body (except approved conferences or meetings).
8. Authorising the incurring of expenditure not provided within the approved budget.
9. Nomination of members of all standing committees.
10. New powers or duties.
11. Nomination or appointment of representatives of the Parish Council to any enquiry on matters affecting the parish, excluding those matters specific to a committee.
12. To receive and adopt the Annual Governance and Accountability Return.
13. To receive and sign off the Annual External Audit and Return.
14. To receive reports and recommendations referred to Full Council from the various committees.
15. To set up direct reporting working groups as necessary.
16. To receive reports and recommendations and consider recommendations from all direct reporting committees and working groups set up by Full Council or indirect groups where considered appropriate by the Parish Clerk or Committee Chairs.
17. To authorise the sealing of various documents with signatures of two parish councillors.
18. To appoint representatives on outside bodies or joint bodies.
19. To confirm the schedule of meetings of Full Council and the standing committees for the ensuing year.
20. To receive petitions and deputations from members of the public or any organisations.
21. Any proposed new undertakings (e.g. community/youth facilities)
22. Prosecution or defence in a court of law.
23. Consideration of eligibility to use the Power of Well Being or the Power of General Competence as appropriate.
24. Confirming the appointment of the Parish Clerk.

25. Any other matters not delegated to a standing committee or referred to Full Council by standing committees.

## **Finance and Strategy Committee**

### **Background:**

There are four recognized elements of financial management: (1) planning, (2) organising and directing including risk management (3) decision making and (4) regulating.

The last two of these can and should be managed by the full Parish Council – the Strategy and Finance committee can support this by taking responsibility for the first two elements

An organisation needs to have both a strategic plan and a budget. The strategic plan lays out the direction and goals of the organisation and guidelines for actions to achieve those goals, while the budget looks at the money needed to support achieving those goals. A Parish Council has limited ability to gain income above the set precept and must act within its budget. Undertaking all the activities that may be desired by residents will not be possible; therefore, residents will need to be given information to understand the cost consequences, obligations, limitations and benefits of budget expenditure.

### **Terms of the Committee:**

Shall consist of at least 3 standing committee members, to include the Chair of the Environmental and Amenities Committee in addition to the Parish Chair and the Vice Chair (if the Chairman and Vice Chairman of the Council are represented on this committee in another capacity then a maximum of two other Members of the Council shall be elected) with a quorum of 3 and be delegated to make decisions on behalf of the Council in the following matters:

1. To work within the Council's financial regulations at all times.
2. To work with the Council's responsible financial officer (the clerk) to ensure that the Committee is fully informed of the Council's financial resources and expenditure obligations.
3. Be responsible for making recommendations to the Council on budget requirements, including recommendations for the precept level to ensure the Council manages its finances to meet its short and long term goals by:
  - a) Advising the Council of the potential cost of new services
  - b) Taking into account the estimates of services identified by other committees (e.g. the environmental committee)
  - c) Considering forward planning and necessary earmarked reserves for the replacement of equipment, vehicles, buildings and specific items of expenditure required in the future in order to lessen the precept burden in any one year
  - d) Ensure that the budget is directly linked to the tasks identified in a 3 year strategy and the management of the Council's assets and responsibilities
4. To develop a strategy to manage the Council's business that is fully informed by residents of Kingsbrook by consultation, open meetings and actions managed by the communications workgroup. The Communications workgroup is not a Parish Council committee but will provide information to the Finance and Strategy committee.

5. The Finance and Strategy Committee is expected to meet at least two times per year; 1. to coordinate the outcomes of consultation, analyse feasibility, create a strategy that considers risk and benefits and identifies the budget implications and 2. to review the progress midway through the financial year.
6. To arrange extraordinary meetings if new legislation or external impacts are considered to have financial consequences that require recommendations to full Council to significantly change the strategic plan. Extraordinary meetings will only be arranged at the request of a full Parish Council meeting or may be called by the clerk, as responsible finance officer, if she considers that matters of risk or financial security require such a meeting and should be for matters that are deemed inappropriate to be considered in an ordinary Parish Council meeting.
7. In relation to risk management, the Finance and Strategy Committee will develop a strategy and budget for the Parish Council in compliance with the Council's Risk Management Policy and its stated role contained therein.
8. To make recommendations as to any professional and/or legal advice deemed necessary by the Committee to ensure that strategic development is maximised.
9. To designate committee members with key responsibilities for consultation and liaison with the Communications working group, for research, for budget presentation and for identifying legal obligations.
10. Receiving & considering the reports of the Internal & External Auditor and monitoring the implementation of approved action plans.
11. Maintaining a continuous internal audit system.
12. Prepare the Council's Annual Financial Plan for the purpose of a Precept being agreed by Full Council.
13. Consider the Corporate Governance of the Council e.g.
  - a. Risk Management
  - b. Insurance
  - c. Health & Safety
  - d. Emergency Planning
14. Consider and determine the Council's obligations with regard to Government initiatives e.g, Quality Status, Power of Well Being, General Power of Competence, Freedom of Information, Data Protection etc
15. Consider and determine all aspects of wayleaves across Council land
16. Consideration and approval of any grant applications received
17. Authorise any discretionary expenditure within the meaning of s137 Local Government Act 1972 as amended by s36 Local Government & Housing Act 1989
18. Liaison with specialist consultants, advisors, professional bodies or associations as required to enable the Council to discharge its functions
19. Undertaking any Reviews in relation to the Council's Code of Practice for handling Complaints and Freedom of Information Refusals
20. Any other matters which may be delegated to it by the Council from time to time. The Committee may refer specific matters to the Council for a final decision if it so wishes.

## **Environmental and Amenities Committee**

### **Background:**

To oversee the ongoing provision, maintenance and future development of all assets and green areas either leased or managed by the Parish Council for the benefit of the Parish.

### **Terms of the Committee:**

1. To comply with the Parish Council's Standing Orders on the governance and membership of committees.
2. To implement relevant policies of the Parish Council relating to the parish's amenities and green spaces and, where appropriate, recommend amendments and new policies to the Parish Council.
3. To work in partnership with the developer, Barratts, other key partners and the Parish Council to deliver the facilities and infrastructure needed with a focus on sustainability.
4. To exercise the delegated powers and duties of the Parish Council with respect to the provision, care, maintenance and development of:
  1. All buildings, open spaces, playgrounds, village greens, allotment and horticultural areas whether owned, leased or managed by the Parish Council;
  2. Sporting, cultural and recreational facilities provided by the Parish Council and to review the local provision of such facilities.
5. To submit proposals to the Parish Council for new and improved services.
6. To formulate a budget for revenue/capital expenditure for the next financial year and to recommend it to the November meeting of the Parish Council.
7. To control the expenditure and income of the approved budgets (Revenue and Capital) for the Committee and to report to the Parish Council any possible variations.
8. To propose, budget and obtain quotes for revenue/capital expenditure subject to the permission of the Parish Council.
9. To set rents and fees for persons or groups using the facilities provided by the Parish Council.
10. Organise and promote sporting, recreational and leisure activities whether on behalf of the Council or in liaison with other bodies for the benefit of the inhabitants of the Parish.
11. To be responsible for dealing with items of correspondence, consultations and projects relating the identified responsibilities of the Environmental and Amenities committee.
12. To assess and discuss issues relating to the condition and maintenance of footpaths in the parish and correspond with the relevant bodies.
13. Promote and encourage action against all forms of crime and disorder e.g. Community Safety including CCTV
14. Any other matter which may be delegated to it by the Council from time to time. The Committee to delegate the day to day running of these assets in the interests of the Council to the Clerk. In the event of any situation out of the ordinary, a decision on

action to be taken, or the calling of an extra-ordinary meeting, to be taken after consultation with any two of the following and in line with Standing Orders:

1. The Chairman of the Council
2. The Vice Chairman of the Council
3. The Chairman of the Committee.

15. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.



## **Planning Committee**

### **Background:**

The Committee is appointed to consider all aspects of new housing development and planning applications within the Parish.

### **Terms of the Committee:**

The Planning Committee shall consist of three Members of the Council with a Quorum of three, meeting when required, and shall be delegated to make decisions on behalf of the Council in the following matters:

1. To comply with the Parish Council's Standing Orders on the governance and membership of committees.
2. To make recommendations on all matters relating to new housing developments to be built within the parish.
3. To work in partnership with the developer, Barratts, other key parties and the Parish Council to deliver the design, affordable housing, facilities and infrastructure needed with a focus on the maintaining and enhancing Kingsbrook's unique and pioneering approach to wildlife-friendly housing development.
4. Consider and formulate responses to any of the following
  - a. Applications made to the Planning Authority for planning permission relating to land and property within the Parish e.g. Full, Outline, Reserved Matters, Listed Buildings, Regulation 4, Conservation Area, Advertising Consent and street naming. All applications of a strategic nature shall be referred to Council
  - b. Applications made to the Planning Authority for permission of an environmental nature relating to land and property within the parish e.g. tree felling, tree maintenance, Tree Preservation Orders
  - c. Development Plans and Revisions and all Statutory and Non-Statutory Plans at national, regional and local level, deemed to have impact on the parish
  - d. Street Naming
  - e. Any Local Authority proposals with respect to the stopping up, diversion, maintenance or creation of public rights of way within the Parish
  - f. Local Authority Planning Enforcement with respect to breaches in planning control/policy
  - g. Any Highway Authority proposals with respect to highways and traffic regulation orders.
  - h. Responses to the Government's Planning Inspectorate and other appropriate bodies either in support of or against planning and enforcement appeals made by the owners and developers of land and property and if considered appropriate authorise the attendance of members and officers and the engagement of professional representation at Local Inquiries and Hearings into such appeals

i. Licensing Matters

5. Simple Plans: Comments to the local planning authority on simple plans with no objections from neighbouring residents can be made by the Clerk under delegated powers without calling a Planning Committee meeting. Such delegation to be exercised after consultation with the Chairman of the Planning Committee.
6. Development street names: The list of proposed development street names received from the planning authority will be distributed to all Councillors and the Clerk, after consultation with the Councillors, will have the delegated authority to respond.
7. To co-opt any person or persons it deems appropriate to the Committee.
8. The Committee is authorised to establish subcommittees and working groups as and when necessary to assist in its work.
9. Any other matter which may be delegated to it by the Council from time to time. The Committee may refer specific matters to the Council for a final decision if it so wishes.

## **Communication and Events Committee**

### **Background:**

The Committee is appointed to consider all aspects of managing the Council's communications whether that be by newsletter publication, electronic via website, notice boards, social media or the press. The Committee will also consider events to be facilitated or managed by the Parish Council.

### **Terms of the Committee:**

The Communications and Event Committee shall consist of at least three Councillors a Quorum of three, meeting when required but as a minimum three times a year, and be delegated to make decisions on behalf of the Committee in the following matters:

1. To comply with the Parish Council's Standing Orders on the governance and membership of committees.
2. Be responsible for ensuring compliance with data protection and GDPR regulations.
3. To provide a newsletter at regular intervals, as considered appropriate by the Committee, and to ensure that the content is appropriate and does not contain anything that could be considered slanderous, political, racist or inciting hatred.
4. To provide a modern, efficient website ensuring that the content meets all necessary statutory requirements. The day-to-day management of the website is delegated to the Clerk, a yearly review on the statutory requirements is to be provided to the Committee.
5. To ensure any statement to the press are unanimously agreed by the Parish Council prior to consent to publish.
6. To set and manage the social media content planner, with the day-to-day management of the social media platforms to be delegated to the Clerk in line with the content plan set.
7. To consider events for the community which will be facilitated, organised and/or run the Parish Council on an annual basis for the benefit of all aspects/areas of community residents, paying particular attention to the Parish Council's vision.
8. To engage with the community on the organisation and running of such events.
9. To formulate a budget for expenditure for the next financial year and to recommend it to the November meeting of the Parish Council.
10. To control the expenditure and income of the approved budgets (Revenue and Capital) for the Committee and to report to the Parish Council any possible variations.
11. To co-opt any person or persons it deems appropriate to the Committee.
12. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.

## **Staffing Committee**

### **Background:**

This Committee is appointed to make decisions on all staffing matters subject to budget and expenditure limits decided by Kingsbrook Parish Council.

### **Terms of the Committee:**

The Staffing Committee shall consist of three Councillors a Quorum of two, meeting when required but as a minimum twice a year, and be delegated to make decisions on behalf of the Committee in the following matters:

1. To establish and keep under review the staffing structure in consultation with the Parish Council.
2. To draft, implement, review, monitor and revise policies for staff.
3. To establish and review staff salary pay scales for all categories of staff and be responsible for their administration and review.
4. To oversee the recruitment and appointment of staff.
5. To arrange execution of new employment contracts and changes to contracts.
6. To review and revise employment contracts in consultation with staff and in compliance with legislation and, as appropriate, to recommend any changes to the Parish Council.
7. To keep under review the Clerk's Job description and ensure it reflects the requirement of the role.
8. To establish and review performance management (including annual appraisals) and staff training programmes.
9. To keep under review staff working conditions and Health and Safety matters.
10. To monitor and address regular or sustained staff absence (as per Absence Management Policy).
11. To make recommendations on staffing related expenditure to Kingsbrook Parish Council.
12. To consider any appeal against a decision in respect of pay.
13. To consider a grievance or disciplinary matter (and any appeal).
14. To oversee the management of the Clerk by the Staffing Sub-Committee.
15. To oversee any process leading to dismissal of staff (including redundancy).
16. The Committee is authorised to establish sub-committees and working groups as and when necessary, to assist in its work.

## **Staffing Sub Committee**

### **Background:**

This sub-committee is appointed to manage the Clerk and to consider grievance and disciplinary matters (not including any appeal therefrom) referred from the Staffing Committee.

### **Terms of the Committee:**

The Staffing Sub Committee shall consist of three Councillors a Quorum of two, meeting when required but as a minimum once a year for the Clerk's appraisal, and be delegated to make decisions on behalf of the Committee in the following matters:

1. To manage, supervise and appraise the Clerk.
2. To agree and monitor achievement against annual objectives; administer leave requests; record, monitor and manage absences from work.
3. To review and monitor the Clerk's timesheets and agree 'Time off in lieu' allowances.
4. To authorise overtime, where appropriate.
5. To consider grievance or disciplinary matters in accordance with Kingsbrook Parish Council's Grievance or Disciplinary procedures

## **Workings Groups**

### **Communication Working Group**

#### **Background:**

The role of this working group is to maximise the effectiveness of communication to all residents within the parish, taking into consideration a range of communication channels to reach as wide a range as possible. Communications should be clear, concise and timely.

#### **Terms of Group:**

1. To comply with the Parish Council's Standing Orders on the governance;
2. To implement relevant policies of the Parish Council relating to communication in the Parish and, where appropriate, recommend amendments and new policies to the Parish Council.
3. To seek views from residents of the Parish regarding their wishes for communication from the Parish Council.
4. To assess feasibility of expressed views and to submit proposals to the Parish Council for new or improved methods of communication.
5. To accurately convey relevant information to residents of the Parish regarding the key decisions, proposals and actions of the Parish Council, the sub committees and, where appropriate, working groups;
6. To ensure that communications proposed through this group enable all residents, whether users of technology or not, have access to key elements of information conveyed.
7. To be responsible for dealing with items of correspondence, consultations and projects relating to communication in the Parish where this is the responsibility of the working group. This does not include communication from individual residents directed to the clerk of the Parish or communications that fall directly within the role of the clerk of the Parish;
8. The Working Group is authorised to appoint advisers as and when necessary to assist in its work and to increase membership of the working group from interested members of the public to a maximum of 5.

## **Social Events Working Group**

### **Background:**

The role of this working group, and any specific event working group, is to coordinate the planning and/or running of events within the Parish which the Parish Council are facilitating or organising.

### **Terms of Group:**

1. To comply with the Parish Council's Standing Orders on the governance.
2. To seek views from residents of the Parish regarding their wishes for events from the Parish Council.
3. To assess feasibility of expressed views and to submit proposals to the Parish Council for a series of annual or one-off events.
4. To ensure that all health and safety matters relating to events have been appropriately signed off by the Proper Officer.
5. The Working Group is authorised to appoint advisers as and when necessary to assist in its work and to increase membership of the working group from interested members of the public to a maximum of 5.

## **Aylesbury Garden Town Working Group**

### **Background:**

To work with members of the Aylesbury Garden Town to support the implementation of sustainable green initiatives within the Parish that will benefit the residents.

### **Terms of Group:**

1. To comply with the Parish Council's Standing Orders on the governance.
2. To seek views from residents of the Parish regarding their wishes for green initiatives from the Parish Council.
3. To liaise with Aylesbury Garden Town on initiatives that could benefit the Parish and support the Parish Councils vision of a unique, pioneering wildlife friendly development.
4. To consider and undertake projects which will benefit the Parish and increase the use of sustainable transport.
5. To assess feasibility of expressed views and to submit proposals to the Parish Council.
6. To ensure that all health and safety matters relating to projects have been appropriately signed off by the Proper Officer.
7. The Working Group is authorised to appoint advisers as and when necessary to assist in its work and to increase membership of the working group from interested members of the public to a maximum of 5.



## **E-Scooter Working Group**

### **Background:**

To work with third parties to support the implementation of E-Scooters within the Parish.

### **Terms of Group:**

1. To comply with the Parish Council's Standing Orders on the governance.
2. To seek views from residents of the Parish regarding their wishes for E-Scooters within the Parish.
3. To liaise with the Zip mobility, Barratts and Buckinghamshire County Council for the installation of operation of E-Scooters within the Parish.
4. To assess areas where E-Scooters parks would be off benefit to the Parish.
5. To assess the appropriate speed limits for the E-Scooters around the Parish.
6. The Working Group is authorised to appoint advisers as and when necessary to assist in its work and to increase membership of the working group from interested members of the public to a maximum of 5.