



MIDDLETON CHENEY Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
Banbury
OX17 2LR

Category: Policy	Status: Adopted
Responsible: Council - Clerk/RFO	Adoption minute ref: 24/106
Applicable to: Groups	Adoption date: 07/05/2024
Version: 1.3	Next review: 05/2025

Middleton Cheney Parish Council Terms of Reference Committees & Working Groups

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COMMITTEES

FULL COUNCIL

Background: Members of the Middleton Cheney Parish Council (MCPC) 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. The Precept.
2. Borrowing money.
3. Making, amending or revoking Standing Orders, Financial Regulations, Duties and Powers of Proper Officer provisions.
4. Making, amending or revoking by-laws.
5. Making of Orders under Statutory Powers.
6. Matters of principle or policy.
7. Addressing recommendations in any report from the Internal and External Auditors.
8. Nomination or appointment of representatives of the Parish Council on an authority, organisation or body (except approved conferences or meetings).
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.
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 task & finish 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 other matters not delegated to a standing committee or referred to Full Council by standing committees.

HUMAN RESOURCES COMMITTEE

Background: The Committee shall be called the Human Resources Committee (hereafter the HR Committee or HRC). The purpose of the HRC is to act in a fair and transparent manner on behalf of Middleton Cheney Parish Council in matters concerning human resources, including but not limited to: employment and staffing, health and safety, and training of staff and members.

Members are appointed by MCPC. Members are appointed until the next Annual Meeting of the Council. If necessary MCPC will from time to time appoint additional or substitute members to the committee. The committee shall elect a chairman annually at the first meeting of the committee after the formation of the committee or after the Annual Parish Council meeting, unless MCPC has already elected a chair at the Annual Parish Council Meeting. The committee may choose to elect a vice-chairman as required.

Terms of the Committee:

1. To include the Parish Council Chair and Clerk/RFO as ex officio members and be quorate only if at least three members are present. Clerk/RFO is a member present for discussion but not a voting member.
2. To agree and manage relevant expenditure of amounts up to the budget agreed for such matters, up to a maximum of £1,000.
3. To approve staff overtime and holidays (unless otherwise delegated by MCPC).
4. To determine employment policies and procedures including:
 - Employment contracts
 - Job descriptions
 - Dignity at Work Policy
 - Disciplinary Policy
 - Equality Policy
 - Grievance Policy
 - Health and Safety Policy
 - Safeguarding Policy
5. To agree and manage training of staff and council members.
6. Management of any other specific matters as shall be decided by MCPC.
7. To establish and keep under review the staffing structure in consultation with the Parish Council.
8. To establish and review staff salary pay scales for all categories of staff and be responsible for their administration and review.
9. To oversee the recruitment and appointment of staff.
10. To arrange execution of new employment contracts and changes to contracts.
11. 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.
12. To keep under review the Clerk's Job description and ensure it reflects the requirement of the role.

13. To establish and review performance management (including annual appraisals) and staff training programmes.
14. To keep under review staff working conditions and Health and Safety matters.
15. To monitor and address regular or sustained staff absence (as per Absence Management Policy).
16. To make recommendations on staffing related expenditure to full Council.
17. To consider any appeal against a decision in respect of pay.
18. To oversee any process leading to dismissal of staff (including redundancy).
19. The Committee is authorised to establish sub-committees and working groups as and when necessary to assist in its work.
20. To manage, supervise and appraise the Clerk.
21. To agree and monitor achievement against annual objectives; administer leave requests; record, monitor and manage absences from work.
22. To review and monitor the Clerk's timesheets and agree 'Time off in lieu' allowances.
23. To consider grievance or disciplinary matters (and any appeal) in accordance with Middleton Cheney Parish Council's Grievance or Disciplinary procedures.

The terms of reference of the HRC are to be reviewed annually by the full Middleton Cheney Parish Council (MCPC).

Meetings will be held as deemed necessary by the members of the HRC or by MCPC, subject to MCPC's Standing Orders. They will be advertised as required by law and will be open to press and public, unless the confidential nature of the business to be transacted precludes this.

The chairman of the committee or other designated representative will take and distribute minutes within seven days of the meeting. If the Clerk is not present for a particular item a member of the committee shall take the minutes and pass them to the Clerk within seven days for distribution. Minutes will be approved at the next meeting of the HRC or submitted to MCPC for approval if no meeting of the HRC shall be scheduled within 9 weeks of the meeting to which the minutes refer. If not already approved and published, draft minutes shall be published within 1 month¹ of the meeting to which they refer.

The chairman of the committee or other designated representative shall report proceedings to the next MCPC meeting as required. Minutes from the HR Committee are to be noted by the Full Council for information, including decisions on creation of new roles and recruitment to all roles will be made by the full council.

The HR Committee delegates the responsibility to the Clerk to provide day-to-day oversight, direction, guidance, and support for the work of the Council staff. The Clerk is also responsible for managing annual leave, approved lieu time and monitoring sickness. It is the responsibility of the Clerk to bring serious matters of concern to the HR Committee, including unusual or extended sick leave patterns. Reports on staff appraisals, performance review and salary reviews will be prepared by line managers prior to agreement by the HR Committee.

FINANCE AND POLICY COMMITTEE

Background: The Finance and Policy Committee will take responsibility and support full council in management of all finance matters and policy management. Including, generation of the organisational needs and creation of both a strategic plan and a budget. The strategic plan will lay 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. The Parish Council has limited ability to gain income above the set precept and must act within its budget. Undertaking all the activities desired by residents may 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:

1. To include the Parish Council Chair and Clerk/RFO as ex officio members and be quorate only if at least three members are present. Clerk/RFO is a member present for discussion but not a voting member.

¹ Required by the Transparency Code 2014

2. To work within the Council's financial regulations at all times.
3. 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.
4. 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 HR Committee, Amenities committee and Planning & Highways Committee)
 - c. Considering forward planning and necessary 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
 - 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.
5. To develop a strategy to manage the Council's business that is fully informed by residents of Middleton Cheney by consultation and open meetings.
6. The Finance and Policy Committee is expected to meet at least quarterly, 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.
7. 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 clerk 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.
8. In relation to risk management, the Finance and Policy 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.
9. To make recommendations as to any professional and/or legal advice deemed necessary by the Committee to ensure that strategic development is maximised.
10. To co-opt any person or persons (up to a total of 3) it deems appropriate to the Committee. Such co-opted members will not have voting rights.
11. To designate committee members with key responsibilities for consultation and liaison, for research, for budget presentation and for identifying legal obligations.
12. To review and update council policies for annual approval and adoption by full council.
13. To maintain a standard format for all policies and procedures that include a version number, owner, date of adoption, document version history and approval history.
14. To maintain register of all approved policies.
15. To manage the review, change and approval of documents.
16. To schedule review of policy documents at full council meetings.
17. To collaborate with other councillors, committees, working groups, and council employees in the creation and review of new and existing policy.
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PLANNING AND HIGHWAYS COMMITTEE

Background: This Committee is appointed to consider all aspects of land development and any highways issues within the parish.

Terms of the Committee:

1. To make recommendations on all matters relating to new housing developments to be built within the parish.
2. To make recommendations on responses to parish planning applications.

3. To work in partnership with the developer, West Northamptonshire Council, other key parties and the Parish Council to deliver the design, affordable housing, facilities and infrastructure needed to provide a development which preserves and enhances the character of the parish.
4. To make recommendations on a detailed response to any planning application for a new development.
5. To identify and agree the key priorities for the parish as a response to new housing developments.
6. To engage with the developer, West Northamptonshire Council and other key parties at an early stage to ensure that an appropriate community contribution is secured.
7. To engage with the developer, West Northamptonshire Council and other key parties at an early stage to ensure the delivery of the agreed key priorities.
8. To make recommendations as to any professional and/or legal advice deemed necessary by the Committee to ensure that maximum benefit can be realised from any development. Provide budgetary estimates to the Parish Council for approval.
9. To consider any proposals for potential adoption of sports and recreational facilities, open spaces, or streetlights deriving from new development.
10. To review, secure evidence and advise on any changes required to the West Northamptonshire Core Strategy and Development Plan.
11. To co-opt any person or persons it deems appropriate to the Committee. Non-councillor members who form this committee may not vote on this committee.
12. Oversee any strategic parish development plan (e.g. parish plan, neighbourhood plan) as directed by the full council.
13. To create a biannual report for the full council, identifying desirable improvements to the village's traffic issues, including the needs of pedestrians, drivers and businesses throughout the village.
14. Monitor traffic management and speeding issues within the village; and report to the relevant authorities
15. Monitor transport issues including those related to parking, cyclists, bus service and shelter requests; and report to the relevant authorities
16. Co-ordinate with Unitary Council Highways department.
17. Make representation to the relevant authority in respect of highways management and maintenance e.g. roads, footpaths, pavements, cycle ways, bridleways, street furniture and lighting, gritting, bollards, and other observations
18. Formulate bids for schemes; noting these require budget approval by Finance and Policy Committee and/or Parish Council prior to submission
19. Monitor and report (quarterly) progress on all current traffic-related projects for which the Parish Council bears some or all the costs, including specifically any deviations from planned cost, functionality or timescale profiles
20. Review traffic-related aspects of possible and planned future developments and advise the Parish Council and other relevant authorities. The Committee is authorised to establish sub-committees and task & finish groups as and when necessary to assist in its work.

Document History

Version	Author	Date	Changes	Status	Minute ref
1.0	A Youel	17-10-2022		Adopted	22/1166
1.1	A Youel	09-05-2023	Ex-officio	Adopted	23/122
1.2	A Youel	10-03-2024	Remove WG	Draft	
1.3	P Davis	11-3-2024	Expand Highways. Remove Amenities	Draft	