

Arborfield & Newland Parish Council

Executive Committee Terms of Reference

General

The Executive Committee terms of reference have been produced to clarify the role in which the Committee and members therein are to consider issues and operate as a Standing Committee of Arborfield & Newland Parish Council.

Membership

The Arborfield & Newland Parish Council Executive Committee comprises the Parish Chair, the Parish Vice-Chair and the Chairs of the Planning, F&GP and Parks Committees some of whom may be the same individual. The quorum of the Committee is three members. The Committee Chair is the Parish Chair and the Committee Vice Chair is the Parish Vice Chair.

Meetings

The Executive Committee will meet at least annually to review the Council's Risk Management, Personnel and Standards responsibilities. Otherwise meetings will be convened as and when necessary. Every meeting of the Committee shall be minuted and the minutes formally agreed by Full Council at its next meeting.

Delegated Powers

For convenience in cases where an urgent response is required to areas delegated to this Committee, the Chair of the Committee together with one other person serving on the Committee and the Clerk may prepare and submit a representation on behalf of the Parish Council without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.

Note that delegation of powers to the Executive Committee can only be undertaken by majority agreement of the full council and the Executive Committee remains bound by the policies of the full council when exercising delegated powers.

Principal Functions

Principal functions and Delegated Powers of the Executive Committee are:

Staffing Responsibilities

- reviewing staffing structures and levels and make recommendations to the Council.
- agreeing and reviewing annually contracts of employment, job descriptions and person specifications for staff.
- reviewing staff salaries and terms of conditions for recommendation to Council.
- appointing from its membership a recruitment panel when necessary and recommending appointments to Council. Recruitment panels will normally include three members in the case of appointment to the Parish Clerk or RFO posts; and one member of the Committee plus the Clerk for all other posts.
- appointing from its membership a disciplinary or grievance panel in line with the Council's policies.
- reviewing health and safety at work for all Council employees.
- reviewing all Council policies that relate to staff employment
- ensuring the Council complies with all legislative requirements relating to the employment of staff.

Risk Responsibilities

- reviewing at least annually all risks highlighted by Full Council, the other Standing Committees or the Clerk and reporting back to Full Council its findings/recommendations.
- reviewing at least annually all Risk and H&S documents held by the Council and recommend any changes to Council.

Standards Responsibilities

- reviewing and recommending for adoption at Full Council the Code of Conduct
- reviewing and recommending for adoptions policies and procedures for handling complaints against the Parish Council and/or the conduct of any Parish Councillor.
- reviewing the training status of and making recommendations for the training of all Parish Councillors and staff to assure familiarity with correct practice
- preparing an annual report of the Committee's activities to the Parish Council

Project responsibilities

- to over see the Councils 5 year plan
- to oversee the running of strategic projects and investments

Review

This document is to be reviewed annually.