

## Committee Structure 2023-24

### Introduction

The number of Committees, their terms of reference and the appointment of members to each Committee takes place at the Annual Parish Council meeting each May.

The Chairman of each committee is elected at the first committee meeting following the Annual Parish Council Meeting.

Committee Meetings are arranged as and when they are required. A schedule of upcoming meetings is provided on the Meetings and Agendas page.

Our internal auditor has recommended reducing the number of committees the Council has to ensure that there are adequate staffing resources to prepare agenda, attend meetings and take minutes. Alternatively, the Council may wish to consider increasing staffing resources to allow for additional committee meetings.

The committee structure for 2022-23 was:

- HR Committee
- Finance Committee
- Maintenance Committee
- Planning Committee
- Steerings Committee
- Complaints Committee

Only the HR Committee & Steerings Committee have any terms of reference, in addition to this the Complaints Committee remit is outlined within the complaint's procedure.

With a total of 9 members on the full council, 6 committees are considered excessive for the size of the council.

### Potential structure for 2023/24

#### Governance Committee

This committee deals with scrutinising the recommendations of its sub committees (advisory panels) and has delegated authority to make decisions relating to implementing policies and expenditure on items within the current budget. The Committee will be responsible for producing a Parish Council Action Plan and recommending how the Council prioritise their work and finances. The Committee oversees the risks associated with all responsibilities and activities of the Parish Council. It reviews the schedule of risks and all inspection reports submitted by the contractor covering areas where the Parish Council has responsibility and makes risk assessment inspections when required. The

Committee has delegated authority to make decisions relating to staff and their employment, including decisions related to staffing hours in excess of core hours. The Committee may make recommendations relating to recruitment, termination and resignations but decision-making for these matters remains with the Full Council. Items relating to budget setting and the precept demand cannot be delegated to a committee so recommendations / proposals for these matters must go to full council for decision.

This committee should meet quarterly or on an ad-hoc basis as required.

Members: 6?

### Sub-Committees (Advisory panels)

Sub-committees (often referred to as advisory committees or working groups) are not subject to the same legislation and standing orders regarding meetings.

Due to the sub-committee do not have any delegated authority and cannot make any decisions, they can only make recommendations to their appointing committee.

This has the benefit of allowing small groups to work together on a topic of interest to draw up recommendations and they are not subject to the legislation surrounding formal council or committee meeting, so groups could meet online and with a shorter notice period and do not require a Clerk.

It is good practice for an informal agenda to be drawn up and for meeting notes to be taken by a member of the group, including details of any agreed action points for members and agreed recommendations to propose to their appointing committee this ensures that groups remain focused on any tasks and aids transparency for residents and the subsequent committee.

### Staffing Sub-Committee

This Sub-Committee deals with staffing issues and HR matters acting as a two-way forum to encourage communication between staff and the Council on matters of administration. They can make recommendations relating to staff and their employment.

Membership: 3/4?

### Finance Sub-Committee

The Sub-Committee may discuss all issues connected with financial matters. It will make recommendations to the Governance Committee related to improving internal controls, necessary amendments to financial regulations, recommend future fees & charges, the budget & precept to the Governance Committee or Full Council as appropriate.

Membership: 3/4?

### Planning Sub-Committee

The Sub-Committee may discuss all Planning Applications which Water Orton Parish Council are notified of. They will scrutinise planning application documents provided by NWBC on the planning portal and may liaise with the case officer to ask questions regarding the application. The sub-

committee will make recommendations to the committee, council or a delegating officer of the authority (the Clerk) on whether to submit any comments to planning and if comments are required, to provide draft comments which relate to material considerations and are linked to the National Planning Policy Framework, the Local Plan and the Neighbourhood Plan as appropriate. They will also advise the committee, council or delegated officer if a plan is deemed to be contentious and a public meeting to discuss the application would be appropriate.

The group will also review and make recommendations for potential amendments to the Neighbourhood Plan to the committee / Council.

Member: 3/4 members.

#### Policy Sub-Committee

The Sub-Committee discusses recommendations to the appointing committee for amendments to existing policies and the formation and adoption of new policies.

Members: 4? (Councillors & Non-Councillors)

#### Maintenance Sub-Committee

This Sub-Committee discusses the risks associated with the responsibilities and activities of the Parish Council and makes recommendations to the appointing committee regarding all maintenance matters relating to Parish Council Assets and any required repairs and/or replacements.

Members: 3/4?

#### Complaints Sub-Committee

The Complaints Sub-Committee investigate formal complaints received by the Parish Council as outline in the complaints procedure and makes recommendations to the appointing committee.

Members: 3