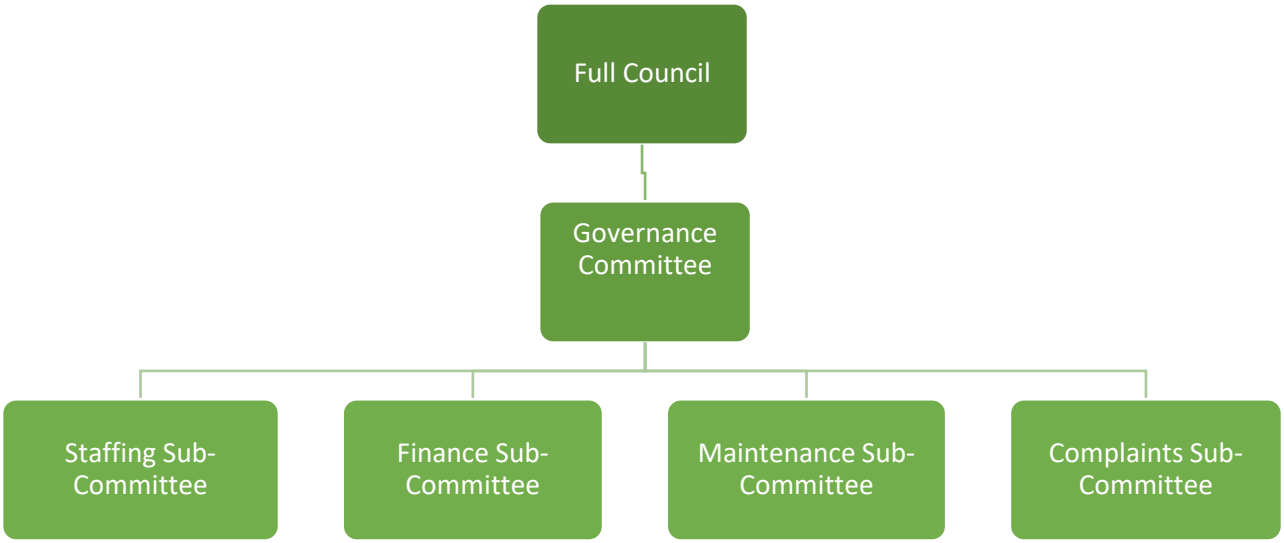
Council Structure 2023-24

Committees, Sub-Committees and Representatives



Council Members

Cllrs Stuart (Chair), Rees (Vice-Chair), Brown, Chown, Coldrick, Freeman, Hailstone, Lowe & Robinson.

Committees

Governance Committee: Cllrs Coldrick, Freeman & Stuart.

Sub-committees

Staffing Sub-committee: Cllrs Brown, Coldrick & Rees (substitute sub-committee member Cllr Lowe)

Finance Sub-committee: Cllrs Freeman, Lowe & Rees (substitute sub-committee member Cllr Robinson)

Maintenance Sub-committee: Cllrs Brown, Chown & Robinson (substitute sub-committee member Cllr Stuart)

Complaints Sub-committee: On a rotational basis (excluding Chair of the Parish Council Cllr Stuart)

Representatives

St Thomas' Dole Charity: Cllr Rees

North Warwickshire Special Management Zone Group: Cllrs Freeman & Robinson.

Water Orton
PARISH COUNCIL

Terms of Reference

Full Council

Members of the parish council meet once a month (excluding August & December) to which members of the public & press are welcome to observe. The Council discuss all aspects of Council business and make decisions on financial, planning and governance aspects of the Council. Meetings are run in accordance with the council's adopted Standing Orders.

The following matters are reserved for decision by Full Council, but the appropriate Committee / Sub-committee may make recommendations for the Council's consideration:

- The setting of the precept
- Borrowing money
- Making, amending, or revoking Standing Orders, Financial Regulations and the Scheme of delegated authority to the Clerk
- Making, amending, or revoking by-laws
- Making of Orders under Statutory Powers
- Matters of principle or policy
- Addressing recommendations in any report from the Internal and External Auditors
- Nomination or appointment of representatives of the Parish Council on an authority, organisation or body
- Nomination of members of all standing committees
- New powers or duties
- Nomination or appointment of representatives of the Parish Council to any enquiry on matters affecting the parish
- To receive and adopt the Annual Governance and Accountability Return
- To receive and sign off the Annual External Audit and Return
- To receive reports and recommendations referred to Full Council from the Governance Committee (or various sub-committees as appropriate)
- To set up direct reporting working groups as necessary
- To authorise the sealing of various documents with signatures of two parish councillors
- To appoint representatives on outside bodies or joint bodies
- To confirm the schedule of meetings of Full Council and the standing committees for the ensuing year
- To receive petitions and deputations from members of the public or any organisations
- Any other matters not delegated to a committee or officer or that has been referred to Full Council by a committee or officer.

Governance Committee

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 Governance Committee can support this by taking responsibility for the first element. 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.

Water Orton
PARISH COUNCIL

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:

- The Governance Committee is to consist of a minimum of three parish councillors, the Chair of the Parish Council should be an ex officio member.
- To develop a strategy to manage the Council's business that is fully informed by residents of Water Orton via consultations and open meetings.
- The Governance Committee is expected to meet to
    - coordinate the outcomes of consultation and analyse feasibility;
    - create a strategy that considers risk and benefits and identifies the budget implications;
    - review the strategies progress midway through the financial year;
    - consider if new legislation or external impacts are considered to have financial consequences that require recommendations to full council to significantly change the strategic plan if it is deemed inappropriate to discuss at a full council meeting.
    - In relation to risk management, the Committee will develop a strategy for the Parish Council in compliance with the Council's Risk Management Policy and its stated role contained therein;
    - make recommendations as to any professional and/or legal advice deemed necessary by the Committee to ensure that strategic development is maximised.
    - 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.
    - To designate committee members with key responsibilities for consultation and liaison with all other sub-committees for research, budget presentation and identifying legal obligations

Staffing Sub-committee

This Sub-committee is appointed to make recommendations on all staffing matters to the Governance Committee or Full Council where appropriate.

Role of the Sub-committee:

- To establish and keep under review the staffing structure in consultation with the Parish Council.
- To make recommendations to the Governance Committee / Council including drafting, implementing, reviewing, monitoring and recommended revisions to staffing policies.
- To make recommendations to the Governance Committee / Full Council regarding the establishment and review of staff salary pay scales for all categories of staff.
- To make recommendations to the Governance Committee / Council regarding the recruitment and appointment of staff.
- To make recommendations to the Governance Committee / Council regarding the execution of new employment contracts and changes to contracts.
- To review and make recommendations to the Governance Committee / Council on revisions to employment contracts in consultation with staff and in compliance with legislation.
- To keep under review the Clerk's Job description and ensure it reflects the requirement of the role.
- To make recommendations to the Governance Committee / Council regarding establishing and reviewing performance management (including annual appraisals) and staff training programmes.
- To keep under review staff working conditions and Health and Safety matters.

- To monitor and address regular or sustained staff absence (as per Absence Management Policy).
- To make recommendations on staffing related expenditure to the Governance Committee / Council.
- To consider any appeal against a decision in respect of pay referred from the Council or the Governance Committee and make recommendations to them.
- To consider a grievance or disciplinary matter referred from the Council or the Governance Committee in accordance with Water Orton Parish Council's Grievance or Disciplinary procedures and make recommendations to the Governance Committee. Any appeal against the decisions of the Governance Committee is to be reviewed by the Council.
- To provide some supervision / management of the Clerk including:
    - Conducting an annual appraisal of the Clerk and providing other opportunities for the Clerk to discuss staffing issues and workload.
    - To agree and monitor achievement against annual objectives.
    - To administer leave requests; record, monitor and manage absences from work for the Clerk.
    - To review and monitor the Clerk's timesheets and make recommendations to the Governance Committee or Full Council regarding 'Time off in lieu' allowances or the authorisation of overtime, where appropriate.
- To carry out any administrative processes on behalf of the Council which may lead to the dismissal of staff (including redundancy) if specifically delegated to do so by the Governance Committee and Council.

Terms of the sub-committee

- The Staffing Sub-Committee is to consist of three parish councillors as a minimum and the Chair of the Parish Council should not be a member of the sub-committee.
- A substitute sub-committee member will be appointed to help with meeting quoracy and any potential conflict of interest with another sub-committee member.
- Members of the staffing sub-committee are expected to familiarise themselves with the Good Councillors Guide to Employment (2023)

The Good Councillor's guide to ‹

- Staffing sub-committee members should attend the WALC training course: Being A Good Employer: The Essentials at the earliest opportunity.
- A confidential record of each meeting will be made and the findings and recommendations of the sub-committee made known at the next Governance Committee or Parish Council meeting as appropriate.
- Findings and Recommendations from the sub-committee should be made within a confidential report to the Governance Committee / Full Council and contain all relevant background information for a decision to be made at a Committee or Council meeting

Finance sub-committee

This sub-committee is appointed to provide recommendations to the Governance Committee and the Council as appropriate regarding budget monitoring and forecasting, budget setting (including recommendations for any in-year virements), internal controls and amendments to financial regulations and policies.

Terms of the sub-committee

- The sub-committee is to consist of a minimum of three parish councillors.
- The sub-committee will work within the Council's financial regulations.
- To consult with the Council's responsible financial officer (the clerk) to ensure that the sub-committee is fully informed of the Council's financial resources and expenditure obligations.
- Responsible for conducting an annual review of the effectiveness of internal controls and reporting any findings or recommendations to full council.
- To conduct quarterly budget monitoring and report any findings and recommendations to full council (financial information to be provided to the sub-committee by the Clerk as responsible financial officer)
- Responsible for making recommendations to 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:
    - Advising the Council of the potential cost of new services
    - Consider the estimates of services identified by other committees & sub-committees.
    - Consider forward planning and necessary earmarked reserves for the replacement of equipment, vehicles, buildings, and specific items of expenditure required in the future to lessen the precept burden in any one year.
    - 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.
    - In relation to risk management, the sub-committee will develop a recommended budget for the Parish Council in compliance with the Council's Risk Management Policy and its stated role contained therein.
    - Recommending revised rents and fees for persons or groups using the facilities provided by the Council.

Maintenance sub-committee

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

Terms of the sub-committee:

- To comply with the Parish Council's Standing Orders on the governance and membership of the Maintenance sub-committee.
- To implement relevant council policies relating to the parish's amenities and, where appropriate, recommend amendments and new policies to the Governance Committee / Council.
- To make findings and recommendations to the Governance Committee / Council with respect to the provision, care, maintenance, and development of:
    - The Playing Field, including the Pavilion, Green Room and Play Area
    - The Green, including its Play Area
    - The Bowling Club Pavilion
    - The Allotment Site on St Blaise Avenue
    - Any other open spaces or horticultural areas owned, leased or managed by the Parish Council
    - Sporting, cultural and recreational facilities provided by the council and to review the local provision of such facilities.
    - The management and use of the Playing Field Pavilion
    - To manage and maintain the provision of Parish Council Bus Shelters and Planters in the village
- To submit proposals to the Parish Council for new and improved services.

- To formulate a recommended budget for revenue/capital expenditure for the next financial year and to recommend it to the Governance Committee or Finance Sub-Committee by the end of October each year.
- To provide findings and recommendations to help control the expenditure and income of the approved maintenance budgets (Revenue and Capital)
- To propose, budget and obtain quotes for revenue/capital expenditure subject to the permission of the Parish Council.
- To consider and consult on how the Parish Councils assets within Water Orton can be improved taking due consideration of current budget constraints and investigating alternative funding sources to recommend to full Council.
- To be responsible for dealing with items of correspondence, consultations and projects relating to the identified responsibilities of the Maintenance sub-committee.
- To assess and discuss issues relating to the condition and maintenance of footpaths in the parish and correspond with the relevant bodies.

Complaints sub-committee

This Sub-committee is appointed to review formal complaints made against the Parish Council or its officers in accordance with Water Orton Parish Councils complaints procedure. Meetings will only be convened when a formal complaint has been made.

As per the complaint's procedure, any complaints against individual members of the Parish Council shall not be considered by this sub-committee, complaints of this nature must be made directly to North Warwickshire Borough Council's Monitoring Officer.

Terms of the sub-committee:

- The sub-committee will comprise of eight parish councillors (excluding the Chair of the Parish Council) and three members of the sub-committee will be chosen by the Clerk / or Council as appropriate on a rotational basis, based upon their availability and avoiding potential conflicts of interest depending on the complaint.
- The quorum for a meeting will be three members.
- Meetings will be convened as and when required to review a formal complaint.
- Notice to complainants shall be in accordance with the adopted Complaints Policy.
- Meetings shall be open to the public unless the sub-committee decides that the press and public should be excluded from the meeting on the grounds that the information to be discussed is of a confidential nature and the public interest would not be served in disclosing the information.
- A record of each meeting will be made, and the findings and recommendation of the sub-committee made known at the next appropriate Governance Committee or Parish Council meeting as appropriate.
- Findings and Recommendations from the sub-committee should be made within a report to the Governance Committee / Full Council and contain all relevant background information for a decision to be made at a committee or Council meeting.
- Where the nature of the complaint is confidential, the report to the Committee / Council should be marked as confidential.