

MANAGING OUR 'POWERS AND DUTIES' – COMMITTEE STRUCTURE

Statutory Committees

Sub Committees

Task & Finish Groups

FULL COUNCIL

POPLARS SPORTS GROUND COMMITTEE

- (i) Health & Safety – including site property, premises, personnel and visitors
- (ii) Annual review of bar charges
- (iii) Policies and procedures relating to the building and sports ground and the use thereof
- (iv) General staffing requirements, maintenance and upkeep of sites
- (v) Plans for future development
- (vi) Adequacy of existing facilities
- (vii) Annual budget in relation to this area and spending in relation to this budget
- (viii) Policies and procedures in relation to these areas
- (ix) Security of the site and those using it
- (x) Fireworks display
- (xi) 3G Steering Group
- (xii) Any other business which falls within the remit of this Committee

For the Committee to have delegated authority as follows:

To determine, implement and review any promotional charges for the 3G pitch reservations outside of the block booking allocation and to advise Full Council at the next scheduled meeting. For the Parish Clerk, Grounds & Amenities Manager and 2 members of the Poplars Committee to determine fees for ad-hoc bookings and booking fee appeals and to advise Full Council at the next scheduled meeting.

CASUAL PLAY AREA WORKING GROUP

3G STEERING GROUP

PLANNING COMMITTEE

To receive and consider any correspondence in relation to Planning issues and to consider, make recommendations to the Parish Council and to monitor progress of:

- (i) Any proposals for development within or outside of the Parish which affect the growth, prosperity and wellbeing of the Parish and to consult on any action considered necessary
- (ii) Any other business which falls within the remit of the Committee

The Planning Committee will have the Council's delegated power to:

- (a) Make comment on any non-contentious proposals and/or applications received
- (b) Respond to consultative documents received by the Council and falling within the remit of the Committee

AMENITIES COMMITTEE

- Allotments
- Cemetery
- The Grove
- Roberts Recreation Ground
- Village Environment – including floral displays
- War Memorial
- Millennium Sundial
- Old School Building Maintenance

Its roles and functions will be to receive and consider any correspondence on the above issues, prior to making recommendations (where necessary) to Full Council. To consider and make recommendations to the Parish Council and monitor progress of:

- Health and safety issues in respect of the sites mentioned
- Plans for future development
- Adequacy of existing facilities
- General staffing requirements, maintenance and upkeep of sites
- Annual budget in relation to these areas and spending in relation to this budget
- Policies and procedures in relation to these areas
- Any other business which falls within the remit of this Committee

For the committee to have delegated authority as follows:

Allotments

1. Resolve boundary and allotment area issues
2. Authorise or refuse repayment of deposits to tenants on relinquishment of plots based on condition of allotment at the end of their rental period
3. Conduct regular allotment inspections and authorise termination of allotment agreements if terms of agreement area breached, subject to formal review of decision by Full Council of requested

Cemetery

1. Approve and authorise works required to maintain headstone safety
2. Request removal of inappropriate memorial materials in accordance with the Parish Council's Cemetery Regulations

Chair and Vice-Chair of Amenities Committee to have delegated authority to approve or refuse applications for sheds, poly-tunnels or other structures.

FINANCE & GENERAL PURPOSE COMMITTEE

- Finance
- Communications
- Audit
- Insurances
- Property – including buildings, machinery and other capital goods
- General Administration
- Grants
- Policy
- CIL expenditure
- Fee setting for all facilities

Its roles and functions will be to receive and consider any correspondence on the above issues, prior to making recommendations (where necessary) to Full Council. To consider, make recommendations to the Parish Council and monitor progress of:

- I. Members' Code of Conduct, Standing Orders and Financial Regulations
- II. The Council's financial affairs to ensure they are conducted in accordance with the approved financial regulations
- III. The Council's annual budget and spending against that budget
- IV. The Annual Precept
- V. Strategic and annual audit plans from the internal and external audit service and the implementation of any recommendations
- VI. Council's policies and procedures
- VII. Application for Grants
- VIII. Adequacy and appropriation of insurances
- IX. Communication, partnership and involvement
- X. Any other business which falls within the remit of this Committee

COMMUNITY ENGAGEMENT COMMITTEE

- Christmas Fayre and other events arrangements
- Highways and Transport Issues
- Liaison with Burton Joyce Primary School
- Mineral Extraction
- Village Societies
- Village Litter Picking
- Emergency Plan
- Parking Issues
- Budget Considerations for Financial Year
- Voluntary groups
- Any other business relevant to this committee

OLD SCHOOL BUILDING PHASE II COMMITTEE

All issues relating to the expansion and future use of the land surrounding the Old School Building

STRATEGY WORKING GROUP

COMMUNICATION AND WEBSITE WORKING GROUP

OLD SCHOOL TRUST WORKING GROUP

HR PANEL

Confidentiality:
The members of the Panel should have regard to confidentiality for all matters pertaining to the business of the panel and these must be minuted accordingly with confidential items excluded from the notes. HR Panel notes to be made available to all Councillors.

Delegated Powers:
The Panel will have delegated powers to act on behalf of the Council to deal with all personnel, employment and recruitment issues, except for financial matters, which must be referred to the Finance & General Purpose Committee for approval. Significant issues will be referred to Full Council for discussion / ratification.

Powers and Responsibilities:

1. To ensure the Council complies with all legislative requirements relating to the employment of staff
2. To oversee the appointment and recruitment of Council employees.
3. To oversee the production and periodic review of the staff and Councillors' handbooks including all employment policies and procedures.
4. To recommend to the Finance & General Purpose Committee the staffing levels necessary to efficiently discharge the work required by the Council and to approve job descriptions and periodically review workloads.
5. To be responsible for the preparation and submission of budget proposals to the Finance & General Purpose Committee in respect to staff pay and training budget.
6. To deal with any staff disciplinary matter in accordance with the Council's disciplinary procedure.
7. To deal with any staff grievance in accordance with the Council's grievance procedure
8. To ensure employees are appointed in accordance with the Council's recruitment procedure, quality and diversity statement and guidelines on employment practice.

Role of the Clerk
The Clerk, as the Council's Senior Officer to have delegated power to manage staff attendance, appraisal short-term sickness absence, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, carer's leave, compassionate leave, flexible leave requirements, training and staff inductions in line with the agreed council policies. S/he will be included on all staff interview panels.

RISK ASSESSMENT PANEL