

APPENDIX A

TERMS OF REFERENCE COMMITTEES, SUB COMMITTEES AND WORKING GROUPS

1. INTRODUCTION

These terms of reference compliment the legislation relating to the structure and operations of the Parish Council and the requirements within the adopted Standing Orders.

These are intended to guide the scope of work of each of the committees, sub committees and working groups and delegate responsibilities.

For the purposes of the Terms of Reference the Committees of The Ivers Parish Council will be classed as Standing Committees i.e. they have no set dates of existence.

2. MEMBERSHIP

- 2.1 Membership of all committees and working groups of the council will be agreed at the Annual Parish Council meeting held in May of each year .
- 2.2 Membership of sub committees and working groups of committees will be agreed at the first meeting of the committee following the Annual Parish Council Meeting
- 2.3 The Chair and Vice Chair of Council will be ex-officio members of all committees.
- 2.4 Changes to membership of committees and working groups of the council, and the formation of new committees and working groups of the council will be by decision of council.
- 2.5 Changes to membership of sub-committees and working groups related to the committee, and the formation of new sub-committees and working groups related to the committee will be by decision of the related committee.

3. QUORUM

To be quorate a committee and sub-committee is required to have a third of its members attending with a minimum of 3 (Standing Order 4dviii). This gives a minimum number of 9 members to be appointed to each committee. Working groups do not resolve matters and are thus not required to meet quorate requirements however a minimum number of three members present is preferable.

4. CHAIRS

Chairs and vice chairs will be elected at the first meeting of the committee or sub-committee following the Annual Parish Council Meeting except in the case of a newly formed sub-committee that will elect a Chair and Vice Chair at its first meeting. Working groups elect the chairs as appropriate.

5. CONDUCT AT MEETINGS.

All persons attending committee, subcommittee and working group meetings are bound by the Council's adopted code of conduct.

6. FACILITATION

All committees and sub committees will be called and minuted by the relevant Officer or Clerk who also acts as the minute taker unless an administrator is in attendance.

DELEGATIONS AND SPECIFIC RESPONSIBILITIES

7. PLANNING COMMITTEE

8.1 The specific delegated functions and powers of the Planning Committee are:

8.1.1 To consider and respond to all applications for planning permission and planning appeals referred by Buckinghamshire Council

7.1.1 To consider and comment on all matters relating to historic building consents, buildings of special architectural interest, historic buildings, and the conservation area.

7.1.2 To identify, comment upon and refer to the relevant authorities any matters considered to be in breach of planning permission.

7.1.3 To consider and comment on all planning matters relating to the Parish of Iver and advise the Parish Council, as necessary.

7.1.4 To comment upon and monitor Tree Preservation Orders and to seek adoption of TPOs if deemed necessary.

7.1.5 To respond to all relevant consultation documents relating to planning and associated matters.

7.1.6 To approve any planning application that the Parish Council is considering making.

7.1.7 To consider and respond to all Buckinghamshire Local Plan matters.

7.2 The maximum numbers of members of the Planning Committee to be Nine.

8. FACILITIES AND EVENTS COMMITTEE

8.1.1 The specific delegated functions and powers of the Facilities and Events Committee are:

8.1.2 To develop and agree an annual budget for approval by Council that once agreed can be spent by the committee. Any additional budgetary requirements must be requested from council.

8.1.3 To monitor the performance of its budget and provide updates to the Finance and Audit Committee

8.1.4 To manage the accrual of ear marked reserves to deliver the required capital replacement and improvement programmes of the assets listed below

8.1.5 To be responsible for the following assets of the council:

- 8.1.3.1 45B High Street
- 8.1.3.2 63 Chequers Orchard
- 8.1.3.3 The Jubilee Pavilion and car parks at Iver Recreation Ground
- 8.1.3.4 The workshop at Iver Recreation Ground
- 8.1.3.5 Iver Heath Pavilion and car park
- 8.1.3.6 Iver Heath Bowls Club
- 8.1.3.7 Iver Heath Tennis Club premises
- 8.1.3.8 The fenced play areas of Iver Rec, Iver Heath Rec, and Richings Park
- 8.1.4 To make all relevant decisions regarding policy and strategy regarding those assets.
- 8.1.5 To undertake necessary capital works on the assets listed in 8.1.3.
- 8.1.6 To set out a schedule of fees and charges for agreement of council at budget setting.
- 8.1.7 To submit to Council proposals for new and improved services.
- 8.1.8 To appoint advisors as and when necessary to assist in its work.
- 8.1.9 To develop and implement all events and seasonal activities of the council. This includes the facilitation of the Christmas Lights displays in the three centres of Iver, Iver Heath, and Richings Park.

The maximum numbers of members of the Facilities and Events Committee to be nine.

9. OPEN SPACE AND HIGHWAYS COMMITTEE

- 9.1 The specific delegated functions and powers of the Open Spaces and Highways Committee are:
 - 9.1.1 To develop and agree an annual budget for approval by council that once agreed can be spent by the committee. Any additional budgetary requirements must be requested from council.
 - 9.1.2 To monitor the performance of its budget and provide updates to the Finance and Audit Committee
 - 9.1.3 To manage the accrual of ear marked reserves to deliver the required capital replacement and improvement programmes of the assets listed below.
 - 9.1.4 To be responsible for the following open spaces looked after and/or owned by the council:
 - 9.1.4.1 Iver Allotments
 - 9.1.4.2 Iver Heath Allotments
 - 9.1.4.3 Swan Meadow Nature Reserve
 - 9.1.4.4 Hardings Row Nature Reserve
 - 9.1.4.5 Iver Recreation Ground
 - 9.1.4.6 Iver Heath Recreation Ground
 - 9.1.4.7 Cottage in the Woods Footpath
 - 9.1.4.8 Iver Heath Copse

- 9.1.4.9 The Mud Wharf
- 9.1.4.101 St Leonards Mound
- 9.1.4.11 Outside space at 45B High Street
- 9.1.5 To be responsible for the following assets owned and/or looked after by the council:
 - 9.1.5.1 Streetlights as per agreement (lanterns and columns)
 - 9.1.5.2 Benches
 - 9.1.5.3 Noticeboards
 - 9.1.5.4 Gates (decorative)
 - 9.1.5.5 All planters and summer and winter flowers and hanging baskets.
 - 9.1.5.6 Churchyards and Burial Ground
 - 9.1.5.7 Flagpole
 - 9.1.5.8 Clock (Iver Village)
 - 9.1.5.9 Traffic management and monitoring equipment and infrastructure
 - 9.1.5.10 Bus shelters
 - 9.1.5.11 Bins
- 9.1.6 To respond to all consultations regarding road safety and highways works e.g. HGV licences, road signs, road closures, village gates, pedestrian crossings, speed restrictions, parking restrictions, weight restrictions, traffic calming, and local transport, highway trees, cycleways, bus shelters, seats, bins, transport assessments.
- 9.1.7 To make all decisions regarding policy and strategic matters relating to all the above
- 9.1.8 To undertake necessary capital works on the assets listed in 9.1.4 and 9.1.5.
- 9.1.9 To set out a schedule of fees and charges for agreement of council at budget setting.
- 9.1.10 To submit to Council proposals for new and improved services.
- 9.1.11 To appoint advisors as and when necessary to assist in its work.
- 9.1.12 To undertake traffic safety observations in partnership with enforcement agencies
- 9.2 The maximum numbers of members of the Planning Committee to be Nine.

10. STAFFING COMMITTEE

The specific delegated functions and powers of the Staffing Committee are:

- 10.1.1 To develop and agree an annual workforce and training budget for approval by Council. To work with the Training Policy for the Ivers Parish Council.
- 10.1.2 To ensure that all training is in relation to the posts staff hold.
- 10.1.3 To identify any Councillor training.
- 10.1.4 To ensure that the Council complies with legislation in relation to employment of staff.

- 10.1.5 To recognise that the Clerk is head of paid services, including the recruitment of all other staff.
- 10.1.6 To ensure staff receive an annual appraisal by the Clerk and for the Clerk to receive an annual appraisal by the Chairman.
- 10.1.7 To ensure that the relevant policies and procedures are in place for Members of Staff.
- 10.1.8 To monitor the budget, spend and report to Council any concerns regarding overspends.

10.2 The maximum numbers of members of the Staffing Committee to be five.

11. STAFFING SUB COMMITTEE

- 11.1 The specific delegated functions and powers of the Staffing Sub Committee are:
 - 11.1.2 To be involved in the recruitment process for the position of the Clerk.
 - 11.1.3 At the Clerks discretion to be involved in the recruitment process for other members of staff.
 - 11.1.4 To be involved in the hearings and decisions of any Grievances made by staff.in accordance with the Grievance Procedure.