

Copythorne Parish Council – Tuesday December 10th 2019

Item 15 – To receive and approve the Terms of Reference for the Personnel & Governance Advisory Committee and the Media & Publicity Advisory Committee

The two Advisory Committees named above have – following discussions with myself – each produced a set of proposed Terms of Reference to be added to the Council's "Advisory Committees: Term of Reference" document.

Proposal

The proposed Terms of Reference for the Personnel & Governance Advisory Committee and the Media & Publicity Advisory Committee be adopted and added to the Council's previously adopted "Advisory Committee: Terms of Reference".

**David Rigby
Parish Clerk**

TERMS OF REFERENCE : Advisory Committees

D. Personnel and Governance Advisory Committee

Aim:

The aim of the Personnel and Governance Advisory Committee is to advise, oversee and make recommendations to the Council on all staffing matters and all policies (other than those related to financial matters) that the Council consider necessary for its proper governance.

Responsible for - Personnel:-

1. Reviewing Parish Council staffing structures and make recommendations as appropriate to the Council.
2. Establishing and review annually contracts of employment, job descriptions and person specifications for all staff and make recommendations as appropriate to the Council.
3. Establishing and review annually staff salaries (and where used, pay scales) and terms of conditions and make recommendations as appropriate to Council.
4. Recruitment panels will normally include four members of the Personnel and Governance Advisory Committee in the case of appointment to the Parish Clerk; and two members of the Personnel and Governance Advisory Committee plus the Clerk for all other posts; recommending appointments to the Council for approval.
5. Arranging and executing of new employment contracts and changes to contracts once approved by the Council.
6. Establishing and reviewing performance management (including probationary and annual appraisals) processes and reporting on the outcome of them to the Council.
7. Recommending and managing staff and councillor training programmes to the Council as appropriate.
8. Keeping under review staff working conditions and staff health & safety matters.
9. Monitoring and addressing regular or sustained staff absence.
10. To make recommendations on staffing related expenditure.
11. Considering any appeal against a decision in respect of pay and make recommendations as appropriate to the Council.
12. Considering grievance or disciplinary matters (and any appeals) and make recommendations as appropriate to the Council.
13. Overseeing any process leading to dismissal of Parish Council staff including redundancy.
14. To ensure the Council complies with all legislative requirements relating to the employment of staff.
15. To review all Council policies that relate to staff employment on an annual basis and make recommendations to the Council on any changes felt appropriate.

Responsible for – Governance:-

1. Identifying policies where the Parish Council is mandated to take action or may take action on the basis of best practice.
2. Define and develop policies in areas required by the Parish Council
3. Recommend policies to the Parish Council for adoption
4. Review policies in light of legal changes and best practice.

Members

- Voting Membership of the Personnel and Governance Advisory Committee shall comprise four Councillors elected at the Annual Parish Council Meeting each May.
- The voting members of the Personnel and Governance Advisory Committee will elect a Chairman annually.
- Membership of the Personnel and Governance Advisory Committee may be changed at any Council meeting.
- Councillors may be co-opted to join during year if authorised by Council.
- Due to the nature of items to be discussed, non-councillors may not be invited to join the Personnel and Governance Advisory Committee.
- Three voting members shall constitute a quorum for meetings.

Meetings

- Are to be held in such locations that are legal and practical for members to attend and that result in minimal financial burden on the Council.
- The Personnel and Governance Advisory Committee will meet on a half yearly basis and additionally as required to deal with matters within its remit or when requested to do by the Council.
- As an Advisory Committee public notice of meetings or public admission to the Personnel and Governance Advisory Committee meetings is not required.
- Agendas are to be distributed by the Chair of the Personnel and Governance Advisory Committee at least five working days prior to any meeting to all its members and to the Clerk of the Council. The Clerk is to distribute a copy at least three working days prior to the meeting to all Councillors who are not members.
- As an Advisory Committee full minutes of meetings are not required. The Chair of the Personnel and Governance Advisory Committee is however required to forward to the Clerk of the Council notes of its meetings within five working days of any meeting. These will then be distributed to all Councillors for their information within seven working days of the meeting.

Decisions and Delegated Powers

- The Personnel and Governance Advisory Committee is constituted to implement the decisions of the Council as specifically identified in its Terms of Reference and may only use resources as delegated by the Council. The Personnel and Governance Advisory Committee has no mandate to make decisions on behalf of the Council.

Reporting to Council

- The Chair of the Personnel and Governance Advisory Committee must submit to the Clerk of the Council any report arising from its meetings that includes recommendations to Council in accordance with Standing Order 9 ("Motions for a meeting that require written notice to be given to the Proper Officer").
- Clear and concise recommendations are required at all times to avoid ambiguity in the motions to the Council to ensure that the intention of the resolution is conveyed to the members for them to vote.

TERMS OF REFERENCE : Advisory Committees

E. Media and Publicity Advisory Committee

Aim:

The aim of the Media and Publicity Advisory Committee is to establish clear, easy to use, channels of communication in relation to members of the public, other agencies, fellow members, the press and Council staff. Together with supporting the Council's aims to provide information on important matters affecting the community and to encourage suggestions and feedback from interested individuals and groups.

Responsible for:-

1. Reviewing and recommending policies to the Council with regard to media and publicity activities
2. Responsible for promoting the activities of the Council with the general public and the media.
3. Regularly reviewing our existing methods of communication (currently Parish Newsletter; Stanley's Own newsletter; website) to include distribution sites for Parish Newsletter (additions, deletions) and making recommendations to Council.
4. Consider and make recommendations to Council regarding Council use of Social Media.
5. Consider and make recommendations to Council to increase range of methods for council getting its message across.
6. To keep all methods of communication under regular review.
7. Review the use of Parish Noticeboards, working in conjunction with the 5YPAC to present a recommendation for their siting.

Members

- Voting Membership of the Media and Publicity Advisory Committee shall comprise three Councillors elected at the Annual Parish Council Meeting each May.
- The voting members of the Media and Publicity Advisory Committee will elect a Chairman annually.
- Membership of the Media and Publicity Advisory Committee may be changed at any Council meeting.
- Councillors may be co-opted to join during year if authorised by Council.
- Non-Councillors may be invited to join the Committee. These persons do not have a right to vote or to move or second a motion.
- Two voting members shall constitute a quorum for meetings, with both in agreement for any proposal being put to Council.

Meetings

- Are to be held in such locations that are legal and practical for members to attend and that result in minimal financial burden on the Council.
- The Media & Publicity Advisory Committee will meet on a quarterly basis and additionally as required to deal with matters within its remit or when requested to do by the Council.
- As an Advisory Committee public notice of meetings or public admission to the Media and Publicity Advisory Committee meetings is not required.
- Agendas are to be distributed by the Chair of the Media and Publicity Advisory Committee at least five working days prior to any meeting to all its members and to the Clerk of the Council. The Clerk is to distribute a copy at least three working days prior to the meeting to all Councillors who are not members.
- As an Advisory Committee full minutes of meetings are not required. The Chair of the Media and Publicity Advisory Committee is however required to forward to the Clerk of the Council notes of its meetings within five working days of any meeting. These will then be distributed to all Councillors for their information within seven working days of the meeting.

Decisions and Delegated Powers

- The Media and Publicity Advisory Committee is constituted to implement the decisions of the Council as specifically identified in its Terms of Reference and may only use resources as delegated by the Council. The Media and Publicity Advisory Committee has no mandate to make decisions on behalf of the Council.

Reporting to Council

- The Chair of the Media and Publicity Advisory Committee must submit to the Clerk of the Council any report arising from its meetings that includes recommendations to Council in accordance with Standing Order 9 ("Motions for a meeting that require written notice to be given to the Proper Officer").
- Clear and concise recommendations are required at all times to avoid ambiguity in the motions to the Council to ensure that the intention of the resolution is conveyed to the members for them to vote.