

## **Blaenhonddan Community Council**

### **Terms of Reference of the Committees of Council**

Council has the following Standing Committees -

- Resources Committee
- Staffing Committee
- Appeals Committee
- Festivals Committee
- Environment Committee

The Terms of Reference of the Council's Committees have all been considered at relevant meetings of Council and are reviewed at the Annual Meeting of Council each year. At the first meeting of a Committee in each civic year, these are revisited to ensure that Committee Members are specifically aware of their brief.

The respective Terms of Reference are detailed below. References to adoption or approval dates and minutes will have been amended if necessary, following consideration at each Annual Meeting.

#### **Terms of Reference of the Resources Committee, Blaenhonddan Community Council.**

- The Committee will conduct itself in accordance with the Standing Orders and Financial Regulations of the Council, as approved at Council on 23 May 2022 (Minute 4998 refers), and which should be read in conjunction with these terms of reference.
- The Committee will meet on a quarterly basis and will comprise Members of Council nominated at the Annual Meeting as voting Members, although all other Members of Council will be able to attend as observers
- The Committee will consider financial monitoring matters where detailed consideration is required culminating in a recommendation being made to Council.
- The Committee will annually consider and make recommendations to Council on its budget and precept.
- The Committee will annually consider and make recommendations to Council on the schedule of hire charges relating to its property.
- The Committee will periodically consider potential capital projects and present a draft programme for consideration by Council

- The Committee will consider any staffing matter which does not fall within the remit of the Staffing Committee, where detailed consideration is required culminating in a recommendation being made to Council.
- The Committee may consider any other financial or staffing matter which has not directly been considered at Council.

**Terms of Reference of the Staffing Committee, Blaenhonddan Community Council.**

- The Committee will conduct itself in accordance with the Standing Orders and Financial Regulations of the Council, as approved at Council on 23 May 2022 (Minute 4998 refers), and which should be read in conjunction with these terms of reference.
- The Committee will meet on an ad-hoc basis to address the operational needs of the Council and will comprise Members of Council nominated at the Annual Meeting.
- The Committee will consider specific staffing matters indicated in these Terms of Reference where detailed consideration is required, culminating in a recommendation being made to Council.
- The Committee will deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure currently in force and/or in accordance with appropriate HR advice.
- The Committee will deal with any staff grievance in accordance with the Council's Grievance Procedure currently in force and/or in accordance with appropriate HR advice.
- The Committee will deal with any staff absence in accordance with the Council's Sickness and Absence Policy currently in force and/or in accordance with appropriate HR advice.

**Terms of Reference of the Appeals Committee, Blaenhonddan Community Council.**

- The Committee will conduct itself in accordance with the Standing Orders and Financial Regulations of the Council, as approved at Council on 23 May 2022 (Minute 4998 refers), and which should be read in conjunction with these terms of reference.
- The Committee will meet on an ad-hoc basis to address matters which have arisen following consideration by the Council's Staffing Committee and will comprise Members of Council nominated at the Annual Meeting.

- The Committee will consider specific staffing matters indicated in these Terms of Reference where detailed consideration is required, culminating in a recommendation being made to Council.
- The Committee will deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure currently in force and/or in accordance with appropriate HR advice.
- The Committee will deal with any staff grievance in accordance with the Council's Grievance Procedure currently in force and/or in accordance with appropriate HR advice.
- The Committee will deal with any staff absence in accordance with the Council's Sickness and Absence Policy currently in force and/or in accordance with appropriate HR advice.

**Terms of Reference of the Festivals Committee, Blaenhonddan Community Council.**

- The Committee will conduct itself in accordance with the Standing Orders and Financial Regulations of the Council, as approved at Council on 23 May 2022 (Minute 4998 refers), and which should be read in conjunction with these terms of reference.
- The Committee will meet on an ad-hoc basis and will comprise Members of Council nominated at the Annual Meeting as voting Members, although all other Members of Council will be able to attend as observers.
- The Committee will consider and make recommendations to Council on a programme of Council organised fun days, similar activities and/or events that promote community participation.
- The Committee will consider funding and other financial implications of Council organised fun days, similar activities and/or events in the context of the budget set by Council, and operate with delegated authority in respect of necessary arrangements within such budgetary parameters.
- The Committee will submit an annual report to Council at the end of each financial year outlining the output from its deliberations and arrangements, to include a full financial report and reconciliation of its budget.

**Terms of Reference of the Environment Committee, Blaenhonddan Community Council.**

- The Committee will conduct itself in accordance with the Standing Orders and Financial Regulations of the Council, as approved at Council on 23 May 2022 (Minute 4998 refers), and which should be read in conjunction with these terms of reference.

- The Committee will meet on an occasional basis and will comprise Members of Council (normally) nominated at the Annual Meeting as voting Members, although all other Members of Council will be able to attend as observers.
- The Committee will consider environmental and biodiversity matters consistent with the Council's duty under Section 6 of the Environment (Wales) Act 2016 Part 1.
- The Committee will be responsible for preparing and keeping under review the Council's Biodiversity Action Plan and Report, submitting drafts and making recommendations thereon to the Council, to facilitate its publication on a three-year cycle as required by legislation, and for the preparation of the Council's Annual Report.
- The Committee will work with partners to formulate proposals for and deliver actions from the Biodiversity Action Plan and Report
- The Committee will consider funding and other financial implications of activities organised by the Council and/or its partners in the context of the budget set by Council, and operate with delegated authority in respect of necessary arrangements within such budgetary parameters.
- At the end of each financial year, the Committee will report to Council on the output from its deliberations and arrangements, to include a full financial report and reconciliation of its budget, to facilitate a contribution to the Council's Annual Report.