



ALVECHURCH PARISH COUNCIL

REMIT OF COUNCIL, COMMITTEES & SUB-COMMITTEES

I. THE PARISH COUNCIL

The following matters shall be reserved for decision by the Council itself.

- 1.1 To appoint those Officers as deemed necessary in line with legal statute: Clerk/Proper Officer and by law, the Responsible Financial Officer of the Council. (These duties may be fulfilled by one individual – the Clerk)
- 1.2 Agreeing and setting the Council's Budget and the Precept.
- 1.3 Borrowing money.
- 1.4 Making, amending or revoking Standing Orders including Financial Regulations/Committee Remit Document.
- 1.5 Making, amending or revoking Bye Laws.
- 1.6 Making of orders under any statutory powers.
- 1.7 Important matters of principle or policy which have been referred directly by Committees or Officers.
- 1.8 Prosecution or defence in a court of law (*excluding Personnel Matters – see Personnel Committee Remit*).
- 1.9 The approval of a Lottery Scheme.
- 1.10 Nomination or appointment of representatives of the Council on another authority, organisation or body.
- 1.11 New undertakings.
- 1.12 Nominations or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those specific to a committee.
- 1.13 **Any other business not assigned to that of a committee**

2. COMMITTEES AND SUB-COMMITTEES

Subject to further provisions of these Powers and Duties, Committees shall be empowered to exercise and perform on behalf of, and in the name of and without further reference to the Council, all powers and duties of the Council in relation to:-

- 2.1 The matters specified, for Committees in their respective powers and duties, or for Sub-Committees, in their respective minute of appointment or other minute defining their powers.
- 2.2 Those matters which naturally fall within their jurisdiction as indicated by their respective titles and which are not contained in the duties and powers of any other Committee nor reserved for the Council.
- 2.3 Any other matter which may be delegated to it by the Council from time to time.
- 2.4 The acts of Committees and Sub-Committees shall be in accordance with the Standing Orders (including the Financial Regulations) and where applicable other rules, regulations, schemes, statutes, Byelaws or orders made and with any directions given by the Council from time to time.

Whilst not exhaustive, the attached Schedules give examples of the matters delegated to the Committees of the Council, in accordance with the above.

3. REMIT OF THE PLANNING COMMITTEE

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 3.1 Make observations, to the Planning Authorities on all planning applications received.
- 3.2 Liaise with the Planning Authorities with regard to possible infringements of planning regulations.
- 3.3 Respond to consultations on the Regional Spatial and Economic Strategies, the Local Development Framework, County Minerals and Waste Plan, Local Transport Plan and other elements of the Local Development Framework and to take responsibility for general Housing with emphasis on low cost and affordable housing and to liaise with housing authorities to ensure this comes about.

The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees. The Committee is empowered to incur expenditure where it has an allocated budget provision. Provision is also made for decisions to be taken under S101 Delegated Powers to the Clerk in conjunction with the Planning Chairman and one other Committee Member when it is apparent that time constraints have been imposed or when a decision is required from the Parish Council prior to the next Planning Committee Meeting taking place.

4. REMIT OF THE HIGHWAYS COMMITTEE

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 4.1 Liaising with the Highway Authorities on all matters relating to the highway, including reporting of potholes, traffic signage faults, dropped kerbs, footway repairs and other maintenance issues (including the provision of Grit Bins).
- 4.2 Promotion of additional highway safety measures such as traffic calming and speed limits.
- 4.3 Liaison with Worcestershire County Council and Natural England with regard to public rights of way, National Trails and Access Land proposals.
- 4.4 To liaise with Bromsgrove District Council regarding its Strategic Transport Assessment for North Worcestershire.
- 4.5 Liaising with the County Councils and service providers with regard to the provision of public transport services including buses, rail services and community transport.
- 4.6 The maintenance of trees bordering the public highway which are sited on council owned land.
- 4.7 The provision of footway lighting and the promotion of footway lighting schemes in conjunction with the highway authority.
- 4.8 The maintenance of any Parish Council owned CCTV System and any future installation plans
- 4.9 The provision and maintenance of bus shelters,

The Committee may bring forward proposals for the on-going development of these services.

The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.

The Committee is empowered to incur expenditure where it has allocated budget provision.

(Note: The Planning Committee shall also be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to Highway matters. As Planning & Highways is a 'joint' committee; Membership is therefore the same for both)

5. REMIT OF THE YOUTH, SPORT & RECREATION COMMITTEE (YSR)

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 5.1 To scope the Parish assets and to examine the development potential for sport and recreation across the Parish.
- 5.2 The care and maintenance of land owned and associated buildings by or under the responsibility of the Parish Council.
- 5.3 Grass cutting on land owned by the Parish Council & Parish Council Floral Displays/Tenders/Contracts
- 5.4 Litter collection in conjunction with the Principal Authority in specified areas and the provision of litter bins.
- 5.5 The provision of dog bins and service to maintain and empty them.
- 5.6 The provision of allotments (*as applicable*) in conjunction with any association the Parish Council may choose to set up to assist with the maintenance thereof.
- 5.7 The provision and maintenance of children's play equipment on land owned/maintained by the Parish Council (*as applicable*).
- 5.8 The provision and maintenance of any football pitch/cricket pitches (*as may be applicable*).
- 5.9 The maintenance/cataloguing of trees situated on Parish Council owned land.
- 5.10 The provision and maintenance of public seating including those on the highway.
- 5.11 The provision of Christmas/festive lighting (including Contract/Tender negotiations & 'Switch on' event)
- 5.12 The provision of street furniture (*to be addressed in line with the Parish Council's approved 'style'*)

The Committee also have the authority for (unless stated elsewhere) the following aspects of the Parish Council's functions (*for which they may resolve to set up Working Party which will report back to the Committee*):

Annual

- to arrange and co-ordinate the Parish Council's annual events and any other such events as agreed from time to time, including, for example:
 - arranging road closure orders
 - organising and co-ordinating the Council's Christmas Lights display
 - establishment and review of support contracts
- arranging the purchase of hanging baskets and similar floral arrangements, tubs and planters (*in conjunction with Alvechurch In Bloom (AIB)*)

Promotion

- to promote the Parish through appropriate media and via the Website
- to work with the Parish Traders
- to support any other Council events in the Parish

Markets

- the running of any future Street, Flea, Farmers and Specialist Markets
(the day to day running and operation of such the Committee is empowered to further delegate to that of an Officer as Market Co-ordinator).

The Committee may bring forward proposals for the on-going development of these services. The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees. The Committee is empowered to incur expenditure where it has allocated budget provision.

6. REMIT OF THE COMMUNITY DEVELOPMENT COMMITTEE

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive but which have been identified as being the following Community Action topics.

- 6.1 To liaise with specialists to facilitate work on an augmented Parish Heritage List - CA3
- 6.2 To liaise with local school and nursery provision leaders to gain a baseline of current provision and clarify what are the future pupil numbers/ growth possibilities in the existing buildings- CA2
- 6.3 To discuss with health professionals, the current/potential additional health care provision required within or located close to the Parish - CA4
- 6.4 To explore options for Alvechurch village centre development before extending the discussion to county and district officers - CA6
- 6.5 To support the identification of development sites for small scale affordable housing to meet proven local need- CA1

It is proposed that the initial membership of this new committee will be comprise the Parish Cllrs who served on the former CA8 working group that covers the future development/growth of the Parish. These are: Cllrs A Humphries, M Worrall, P Freeman, A Helmore and J Cypher (suggested as Chair). District Cllrs as available will be particularly invited to join this new committee as will parish residents with special expertise.

The community action topics identified will be explored in turn to establish a base line position upon which further work, especially growth need/potential for CA2 and CA3, can be progressed. As indicated the Committee will arrange to meet relevant officers from public bodies and other experts to assist its topic work. Presentation of the work it has undertaken could be given from time to time at specially convened parish meetings.

The committee will maintain a close watch on the progress of the Review of the Bromsgrove District Plan, providing comment as needed in line with the existing Neighbourhood Plan policies, and signalling where action will be needed for the review of our Alvechurch Neighbourhood Plan circa 2023. Its members could become the core of the steering group to work on the formal revision of the Neighbourhood Plan

The Committee will meet adhoc and may bring forward proposals/recommendations for the on-going development/improvement of the Parish Centre and surrounding area in line with Alvechurch's Neighbourhood Development Plan, particularly its housing policies, and in response to the current review of the Bromsgrove District Plan.

7. REMIT OF THE FINANCE & SCRUTINY COMMITTEE

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

- 7.1 Financial management including; consideration of hire fees and charges and liaison with potential grounds/building hirers and the setting of allotment holder rates, the collation of committee budgets and recommendations to Full Council regarding its annual budget and precept.
- 7.2 Legal Services (Non-personnel).
- 7.3 Financial procedures, including Internal and External Audit as implemented by RFO.
- 7.4 Consideration/distribution of the Council's Grants (subject to the submission of the council's external grant application form).
- 7.5 Business Risk Assessment and Insurances (including the revision of policy documentation).

7.6 Emergency Procedure and Disaster Plan for the Council (**which may be referred to Full Council if considered appropriate**)

7.7 To approve any/all emergency payments not addressed under the Clerk's remit, up to the sum of £5k
The Committee may bring forward proposals for the on-going development of these services.
The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.
The Committee is empowered to incur expenditure where it has allocated budget provision.

8. REMIT OF THE H/R COMMITTEE (Note: Parish Clerk 'in attendance' as Line Manager).

The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which are not exhaustive.

8.1 The HR Committee will assist the Clerk in the appointment of Council staff and will consider all related Human Resource matters as raised by the Clerk in conjunction with Alvehurch Parish Council's Terms & Conditions of Employment which forms part of all employees Contract of Employment/Job Description/Personal Specification.

8.2 To monitor and assess staff performance levels of all staff regularly and conduct Annual Staff Appraisals/PDPs, and to award performance/project bonus incremental payments accordingly.

In APC as a long standing policy, the Council Chair is not a member of this ctte but may attend by invitation

8.3 The Committee have the power to engage legal advice/representation and employment advice from an independent source (as deemed appropriate by the Committee) in respect to any/all personnel related matters.

8.4 The provision of office services and supplies (including Computer Hardware & Software as deemed necessary by the Clerk and ordered by the Clerk), Establishment and Civic Budget determination.

8.5 Annual provision for training of Employees/Councillors.

8.6 The implementation/monitoring of employee HSAW at work (HSAW Act 1974)

The Committee may bring forward proposals for the on-going development of these services.

The Committee can appoint Sub-Committees and can delegate any of its powers to sub-committees.

The Committee is empowered to incur expenditure where it has allocated budget provision.

(Note: To be read in conjunction with the 'adopted' Scheme of Delegation Policy).

SUB COMMITTEES/WORKING PARTIES

Alvehurch Parish Council will address the need for Sub-Committees/Working Parties etc as is deemed necessary/appropriate.

Working Party Members have no voting powers that relate to the Parish Council's business, and as such, any agreed recommendations reached by such a party will require the sanction of either Full Council or the relevant Committee who have 'bestowed' delegated powers in such matters.

FOOT NOTE:

Members may attend any/all Committee/Sub Committee/Working Party meetings if they so choose (with the exception of the Personnel Committee), and if attending may be afforded the same opportunities as that of a member of the public by the Chairman.

- **Only those members 'elected' to a Committee/Sub-Committee have a voting right.**

Committee Quorum is stated in the Council's Standing Orders

The date of the Committee Meetings are as scheduled.

Adopted..... Date.....

Chairman.....

Proper Officer/RFO.....

This policy (which forms part of the Council's Governing Documentation) will be reviewed/amended in line with Standing Orders as/when considered necessary by Full Council resolution.