

COLNEY HEATH PARISH COUNCIL

Highfield Park Visitor Centre

Hill End Lane

St Albans AL4 0RA

Tel: 01727 825314

Email: clerk@colneyheathparishcouncil.gov.uk



APM 19/05/2022 Item 7

CHPC Committees 2022/23

NAME OF MEETING	Frequency	Remit	Members and Quorum	Members
COUNCIL	Monthly	Full powers of Parish Council	9/3	All
ENVIRONMENT	4/5 meetings a year 6 meetings in 2021/22	To deal with environmental issues and maintenance on parish assets and locations A delegated budget for this Committee	5/3	
FINANCE & GOVERNANCE	3/4 meetings a year 3 meetings in 2021/22	Recommend annually to Council, the Precept and budgets, and to monitor expenditure, to review and deal with policy issues as necessary.	5/3	
HUMAN RESOURCES	2/3 meetings a year 2 meetings in 2021/22	To discuss staffing matters, all action to subsequently be ratified by Council.	3/3	
PLANNING	Approx. 3 weekly as necessary	To deal with consultations and representations in relation to Planning Applications.	9/3	

1. All above to report to Council.
2. All meetings are called by order of the Clerk: scheduled meetings may similarly be cancelled by the Clerk where there is insufficient business to warrant a meeting.

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Committee Membership and Outside Body Representation 2021/22

Name	Full Council	Member of Committees	Outside Body Representation
Kevin Barnes		Environment	Highfield Park Trust
Hilary Brazier		Environment Finance & Governance	
Tony Burns			
Peter Cook	Chairman	All as ex-officio	St Albans District & Local Councils
Jane Llewelin		Environment	
Judy Mulroney		Environment Human Resources	Police Priorities Forum
Graeme Shaw		Finance & Governance	
Kate Slaughter	Vice Chairman	Environment (Chairman) Finance & Governance	
Russell Solts		Finance & Governance (Chairman) Human Resources (Chairman)	
Hilary Brazier		Environment Finance & Governance	

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Advantages of a Committee structure

- Committees work for and on behalf of the council.
- Committees can save a council valuable time. The council should use them to focus on the consideration of one topic or issue in relation to the performance of a council's statutory functions and powers.
- Committees, with fully delegated powers, can make the council's decision-making process more efficient. Without them, the whole council must meet whenever it needs to make any decision about council business.
- Without committees very regular meetings of the whole council may burden councillors' time.
- Committees can include non-councillors, giving a wider perspective on matters.
- Committees that harness special interests, skills and knowledge of its members can be especially worthwhile

Disadvantages of a Committee structure

- If the council assumes responsibilities that it has delegated to a committee, which it is free to do, this duplicates efforts and undermines appointment of the committee
- If the council routinely challenges the decisions of a committee with delegated responsibilities, confidence in the council as a whole is likely to suffer.
- There may be an insufficient number of councillors available to appoint to committees
- Members of a committee may not possess the requisite knowledge or skills.
- A council may not have adequate staff resources to support the meetings of a committee.

There were 22 formal council or committee meetings in council year 2021/22. Each formal meeting takes approximately 18.5 hours from the work required for collating and preparing and issuing the agenda, setting up and attending the meeting, drafting the minutes and carrying out the instructed actions after the meeting.

Process

1. Amend, agree and adopt each Committee Terms of Reference
2. Resolve the members of each Committee in turn
3. Appoint a Chairman for each Committee
 - Environment Committee
 - Finance & Governance Committee
 - Human Resources Committee
 - Planning Committee or continue with delegation as detailed

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Terms of reference

Prior to populating each Committee, Councillors are asked to review the current terms of reference and adopt for the financial year 2022/23

Environment Committee Terms of Reference

1. Premise

The purpose of this Committee is to focus on the environmental issues of the Council as detailed in the list of functions. All matters from this Committee will be noted by Full Council.

The meetings are open to all members of Council but due to the delagted budget only named Committee members confirmed by a resolution of Council will have voting rights in this Committee.

2. Membership

For 2022/23 the members of this working party shall be Councillor to be confirmed after APM 19/05/2022.

The Chairman of the Committee was resolved to be Councillor to be confirmed after APM 19/05/2022.

These terms of reference were presented to Full Council on Thursday 19th May 2022 and subject to addition of an appendix to include the 2022/23 budget were agreed and adopted. to be confirmed after APM 19/05/2022.

3. Functions

The committee will be responsible for:

1. Council have given delegated authority of this Committee to oversee the expenditure of the Environment items of the Colney Heath Parish Council budget, full details can be found in the budget document.
2. Oversee the management of parks, open spaces, gardens and play areas under the control of the Council.
3. Exercise the Council's powers to acquire maintain, provide, contribute towards expenses of burial grounds, cemeteries, monuments and memorials.

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4. Provide and maintain notice boards, bus shelters, litter bins, street furniture, salt bins, dog waste bins, security bollards gates and stiles also signs, coal posts & the village pump.
5. Recommend and review all matters relating to leases, wayleaves and byelaws in the Council's parks and open spaces. To include marking, maintaining boundaries where appropriate.
6. Respond, on behalf of the Council, to consultation documents relevant to the activities of the Council.
7. To exercise recommendations to the management of health and safety issues in respect of all the services of this Committee.
8. To consider, determine and recommend any new contracts and any renewals of existing contracts under the jurisdiction of this Committee.
9. To consider and make recommendations to the Council estimates of income and expenditure for each financial year in respect of all the services of this Committee **no later than the end of the 2nd financial quarter (September) of each year.** Amended from 30th November and this is too late.
10. To recommend the level of charges for facilities in respect of all the services of this Committee and to control the collection of revenues thereof.
11. Annually review its inventory of land and assets.
12. To purchase (with Council's approval) and maintain such vehicles and equipment as may be required to carry out the Council's duties in connection with the facilities under the control of the Committee.
13. Review and promote community engagement and development and encourage volunteering.
14. Establish Sub-Committees to progress/deliver specific projects.
15. Keep under review the need for additional community facilities, events or services or develop plans accordingly.
16. To liaise with stakeholders e.g. CPRE, Natural England, HMWT, SADC, HCC.
17. Monitor and review Environment Work Plan/Task List.

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FINANCE & GOVERNANCE COMMITTEE TERMS OF REFERENCE

1. Premise

The purpose of this Standing Committee is to focus on the financial and governance issues of the Council as detailed in the list of functions. All matters from this Committee will be noted by Full Council.

The meetings are open to all members but only those resolved to be members of this committee will have voting rights. ~~The name of this Committee was changed to Finance & Governance Committee by resolution of Council at the Annual Parish Council meeting held on 14th May 2020.~~

2. Membership

This Committee will include at least one member of the HR Committee. This member will be decided and nominated and agreed at the first meeting of the HR Committee meeting annually.

For 2022/23 the members of this Committee shall be Councillor ~~Councillor to be confirmed after APM 19/05/2022.~~ The Chair of the Committee was decided at Full Council 19th May 2022 and for 2022/23 Councillor was elected to be Chair, the role of Vice-Chair will be filled by the Committee if this is deemed necessary.

Agreed at the Full Council meeting 19th May 2020 and these terms were also agreed and adopted at the same meeting.

3. Functions

The committee will be responsible for:

1. The Finance & Governance Committee is constituted to monitor all Colney Heath Parish Council income and expenditure.
2. The Finance & Governance Committee recommends the annual budget and parish precept to Colney Heath Parish Council for agreement.
3. The Finance & Governance Committee monitors the internal and external auditing of the Parish Council and all insurance matters.
4. The Financial Regulations of Colney Heath Parish Council govern the conduct of all financial transactions of the Council.
5. The Responsible Financial Officer (RFO) is responsible for the proper administration of the Parish Council's financial affairs.
6. Membership numbers are not limited but is subject to a minimum of three serving Parish Councillors. All serving Councillors may request to be appointed to the Committee.

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7. Membership of the Finance & Governance Committee is reviewed and voted on annually at the Annual Meeting of Colney Heath Parish Council. The Committee will be quorate (3 members) and meetings will be held at least twice yearly.
8. The Finance & Governance Committee allows members of the public to address the Committee meeting about items on the agenda. Members of the public may speak for 3 minutes in accordance with the Councils function. Members of the public may be excluded from the meeting if confidential business is to be transacted.
9. Items to be discussed at the meetings are limited to those that are included on the agenda for the meeting. The agenda shall be circulated by email at least three days in advance.
10. The RFO is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above.
11. These Terms of Reference for the Finance & Governance Committee shall be reviewed annually by Colney Heath Parish Council.

4. Powers and responsibilities

- To monitor the Council's financial position
- To propose amendments to the Council's budget as required
- To review the Council's internal controls
- To propose the budget and precept for the forthcoming year
- To consider the end of year accounts and the annual return
- To review and propose accounting practices and systems
- To review the Council's insurance
- To review the Council's reserves
- To review the Council's assets
- To review and agree all tenders including agreement of scope of works
- To annually assess the financial risks facing the Council
- To review the governance and policies of the Council

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CHPC HR Committee Terms of Reference

1. Membership

The HR Committee will consist of 3 Councillors and be responsible for all staffing matters. The quorum of this Committee shall be 3 Councillors.

It will meet at least twice a year, plus as and when required to ensure that Colney Heath Parish Council complies with the requirements and obligations of employment law and follows best practice in providing good working conditions for staff.

Membership of the HR Committee is reviewed and voted annually at the Annual Meeting of Colney Heath Parish Council. The Chairman was elected at the Annual Parish meeting held 19th May 2022 and was resolved to for 2022/23 to be Councillor

2. Functions

The Council recognises it has a duty of care to its employees and the HR Committee will be responsible in particular for the following:

- To establish and keep under review the staffing structure in consultation with the Full Council
- To agree relevant recruitment and selection procedures
- To establish and review salary pay scales for all categories of staff and be responsible for their administration and review
- To undertake the recruitment of the Parish Clerk, RFO and be involved as necessary in the recruitment of other staff as required
- To establish and review performance management including annual appraisals and staff development arrangements
- To review, monitor and revise staff contracts, grievance and disciplinary policies and procedures periodically and at least every two years
- To review staffing levels and accommodation requirements when necessary to manage employee rights relating to leave, time off, family rights, pay and illness
- To ensure that the Clerk is supported and has everything required for managing other staff
- To make appropriate staff training provision
- To keep under review staff working conditions and health and safety matters
- To keep up to date with developments in employment law

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- To ensure that suitable investigations are undertaken into any relevant grievance or disciplinary matters
- To appoint a sub-committee (3 members) to serve as the disciplinary or grievance panel to hear these matters as and when appropriate
- To agree the Members to sit on an appeals panel (3 members) to hear appeals against a grievance or disciplinary decision as and when appropriate
- To practice and promote fair and equal treatment of all employees of Colney Heath Parish Council throughout the performance of all Council activities and ensure that no discrimination, harassment, or bullying takes place against any member of staff.
- To monitor and address regular or sustained staff absence
- To appoint a staffing sub-committee, (3 members) to consider disciplinary or grievance matters
- To review the Clerk's annual appraisal conducted by an independent HR Consultant
- To review and monitor the process for annual appraisals for all employees of Colney Heath Parish Council
- To review and develop Council policies that relate to staff employment periodically and at least every two years

All meetings where the discussion of staffing matters will be reported or discussed by the HR Committee will exclude press and public, under Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted.

All staffing matters are to be confidential to members of the HR Committee or Appeals Panel, if appropriate.

Minutes from the HR Committee are to be noted by the Full Council for information, these will be redacted where necessary.

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CHPC PLANNING DELEGATION CRITERIA

Regular lists of planning application will still be prepared and circulated to all councillors. If a councillor has significant concerns about an application which has delegated authority, they may request that it's considered by the full council. If councillor has comments of minor nature on an application which has delegated authority the Clerk welcomes their comments.

Major Application	CHPC Objectives-Balance	Action
All		Council
Any application resident's objections.		Council
Certificate of Lawfulness		
Historically CHPC has not commented. Several recent applications have raised an issue with certificate of lawfulness leading to full planning applications e.g. Smallford Works where the decision could lead to a larger development		
Details		
Small-minor - with little or no risk on the site which could lead to re-development or change of use.		Delegated
Larger site or multi-applications which could re-development or change of use.	Protect and retain employment sites	Council
Significant number of residents comments – more than half a dozen	Represent residents view overall	Council
Minor Application		
Details		
Any application with more than half a dozen resident's objections.		Council
Minor change with no increase in developed area e.g. finishes, garage conversions	Maintain character of parish.	Delegated
Minor exterior building e.g. porch	Maintain character of parish.	Delegated
Rear extension	Maintain character of parish.	Delegated
Rear extension is visible from the streets	Maintain character of parish.	Delegated
Side extension	Maintain character of parish.	Delegated
Front extension	Maintain character of parish.	Delegated
Increase in high of accommodation via rooflights	Maintain character of parish.	Delegated
Increase in high of accommodation via new floor/s	Maintain the character of the parish and street scene	Delegated

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Discharge of conditions	CHPC Objectives-Balance	Action
Issues CHPC does not normally comment		
Details		
Standard application	No comment	Delegated
Significant number of residents comments – half a dozen		Council
Listed buildings.		
Details		
Minor changes	Support the officer's recommendation. Maintain the character of the parish.	Delegated
Major changes		Council
Any application with more than half a dozen resident's objections.		Council
Tree Preservation Orders		
Details		
Normal application	Support the officer's recommendation. Maintain the character of the parish.	Delegated
Any application with more than half a dozen resident's objections.		Council
Appeals		
Details		
The council did not comment on application		No action
The reasons for refusal hence the appeal is broadly in line with CHPC objection	To prepare and submit additional documents supporting CHPC objections.	Delegated
The reasons for refusal hence the appeal differ significantly from CHPC objection		Council