

COLNEY HEATH PARISH COUNCIL

- ✉ Postal Address: Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ Telephone: (01727) 825 314
- 💻 Website: <https://colneyheathparishcouncil.gov.uk>
- ✉ E-mail: clerk@colneyheathparishcouncil.gov.uk



CHPC Council Meeting Dates, Staffing Committee & Budget Committee 2024/25

A. Council Meeting Dates 2024/25

The Parish Council holds 11 Full Council meetings per year – monthly.

All meetings start at 7.30pm and are held in Colney Heath JMI School, High Street, Colney Heath AL4 0NP. The dates of the meetings booked for 2024/25 are as follows:

Date	Meeting Type
16 May 2024	Annual Parish Council Meeting
20 June 2024	Full Council
25 July 2024	Full Council
26 September 2024	Full Council
24 October 2024	Full Council
21 November 2024	Full Council
19 December 2024	Full Council
23 January 2025	Full Council
20 February 2025	Full Council
20 March 2025	Full Council
24 April 2025	Full Council
22 May 2025	Annual Parish Council Meeting
April/May 2025 TBC	Annual Parish Electorate Meeting

The Annual Parish Electorate Meeting (APEM), which is a public meeting, chaired by the Council Chair is held between 1st March and 31st May inclusive. This meeting provides the opportunity to the local government electors of the parish to ask questions of the Council and will be set with the Parish Council Chair the date published as soon as it has been agreed.

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B. Membership of Staffing Committee

TERMS OF REFERENCE REVIEW

1. Introduction

- 1.1. The aim of the Committee is to develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the Council where directed.
- 1.2. The Committee shall provide effective and professional staff management in all matters relating to the employees of the Council and to help ensure that the Council is exercising an adequate duty of care for all of its employees.
- 1.3. The Staffing Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside the Staffing Committee's terms of reference shall be made to the Full Council.
- 1.4. The Staffing Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

- 2.1 The Staffing Committee shall consist of three Parish Councillors to be elected every four years at the Annual Meeting of the Parish Council held immediately after an ordinary election. The Chairman shall not be elected as a member of this committee.
- 2.2 When making appointments to the Staffing Committee consideration shall be given as to a Member's previous experience or skills in relation to the scope of this Committee.
- 2.3 Three members of the Committee and the Clerk shall constitute a quorum.
- 2.4 Members of the Staffing Committee shall not be members of the Appeals Committee.
- 2.5 The Chair will be elected annually at the Annual Meeting of the Parish Council and shall hold office until the next Annual Council Meeting.
- 2.6 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Staffing Committee will be filled at the next meeting of the Full Council.
- 2.7 Substitutions are not permitted in the event of a Member's absence from a meeting of the Staffing Committee.

3. Meetings

- 3.1 The Parish Clerk will call Staffing Committee meetings as and when necessary.
- 3.2 Members will be summoned to attend meetings
- 3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

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- 3.4 The first item of business on the agenda of a Staffing Committee meeting will make provision for the resolution, as necessary, to exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960.

4. Documentation

- 4.1 Minutes of all meetings will be recorded by the Parish Clerk and circulated for approval at Full Council meetings, redacted as necessary.
- 4.2 Reports, documents and correspondence relating to this Committee may remain confidential within the Council.
- 4.3 All correspondence shall be conducted through the Parish Clerk.

5. Scope

- 5.1 The Staffing Committee to have full delegated powers to consider and take decisions on the Council's staffing levels and requirements.
- 5.2 The Staffing Committee to have full delegated powers for the recruitment and selection of all staff, with the exception of the post of Parish Clerk/RFO.
- 5.3 The Committee will follow the provisions of the council's recruitment policy.
- 5.4 Applicants will be short-listed by the Staffing Committee and Parish Clerk. Successful short-listed applicants to be interviewed by the Chair of the Staffing Committee and the Parish Clerk, who will submit a recommendation to the Staffing Committee to ratify the appointment of a new member of Staff.
- 5.5 The Staffing Committee will have delegated powers to recruit and short list applicants for the post of Parish Clerk/RFO. The successful short-listed applicants to be interviewed by the panel of members of the Staffing Committee. A recommendation from the Staffing Committee will be submitted to Full Council to ratify the appointment of a new Parish Clerk/RFO.
- 5.6 The Staffing Committee to have delegated powers to review job descriptions, person specifications, staff establishment (including promotion and re-grading) and to approve contracts of employment.
- 5.7 The Staffing Committee to have delegated powers to consider and implement pay awards, increments and payroll changes.
- 5.8 The Staffing Committee to have delegated powers to consider and implement any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
- 5.9 The Staffing Committee to have delegated powers to administer the first stages of the Council's Disciplinary and Grievance Procedures. Second stage Disciplinary and Grievance appeals will be heard by the Council's Appeals Committee.
- 5.10 The Staffing Committee reserves the right to refer any decision back to Full Council for consideration as and when necessary.

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6. Review

- 6.1 The Staffing Committee's Terms of Reference are to be reviewed annually at the Annual Meeting of Colney Heath Parish Council.

C. Budget Committee

BUDGET COMMITTEE TERMS OF REFERENCE

1 Purpose of the Committee

The purpose of this Standing Committee is to

- a. focus on the Council's Budget for the forthcoming year to see that the precept demand represents value for money,
- b. monitor and control income and expenditure against the budget for the current year to see that value for money is being delivered
- c. recommend improvements for income and expenditure for Full Council decision
- d. propose the Budget for the forthcoming year for Full Council review and approval.
- e. review the financial governance of the Council and recommend improvements as necessary for Full Council decision.

2 Constitution and conduct

- 2.1 The Committee will comprise of a minimum of three Councillors. Membership numbers are not limited. All serving Councillors may request to be appointed to the Committee subject to approval by Full Council.
- 2.2 The Committee will include at least one member of the Staffing Committee.
- 2.3 Minimum numbers for quorum will be three Councillors and the Clerk. The Clerk/Responsible Financial Officer (RFO) shall be a standing member of the Committee. The Clerk/RFO has no voting powers.
- 2.4 The Committee will select, by vote if necessary, the chairman of the Committee.

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- 2.5 If a committee member has an interest in any items on the agenda they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. If the Committee, or the Member who has declared an interest then considers the interest to be a conflict of interest in accordance with the Council's Code of Conduct, the member must withdraw from the room during consideration of the agenda item to which the interest relates and have no voting powers on such items unless the Chairman of the Committee otherwise agrees.
- 2.6 The Chairman of the Council may attend as ex-officio.
- 2.7 The meetings are open to all Councillors but only those resolved to be members of this committee will have voting rights. The Finance Officer will normally attend when invited.
- 2.8 Members of the public are entitled to attend the Committee meetings, and to address the meeting about items on the agenda for up to 3 minutes each and in total for no more than 15 minutes except as granted at the Chairman's discretion.
- 2.9 Members of the public may be excluded from the meeting if confidential business is to be transacted that would not be in the interest of the Parish Council to be open to the public.
- 2.10 The Clerk will agree the agenda for a meeting with the Chairman of the Committee. The agenda will be published 3 clear working days before the meeting.
- 2.11 The Clerk is responsible for the maintenance of any documents and records that are necessary for the effective fulfilment of the Committee's duties.
- 2.12 The Committee shall meet at least twice each financial year
- 2.13 The Membership and Terms of Reference of the Budget Committee shall be reviewed and voted on annually at the Annual Meeting of Full Council.

3 Powers and responsibilities

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The Committee will have the power and responsibility for the following :

- 3.1 To monitor and control the Council's income and expenditure
- 3.2 To propose amendments to the Council's budget as required
- 3.3 To review all contracts, prices and tenders including the scope of works and services supplied to the Council - award and amendment thereof shall be approved by Full Council.
- 3.4 On a quarterly basis to report to the full Parish Council on the progress of actual expenditure compared to the budget.
- 3.5 To co-ordinate the detailed budget of the Parish Council and recommend to the full Parish Council the budget and precept for the forthcoming year.
- 3.6 To make recommendations to the full Parish Council, with regards to the transfer of funds from and to a particular operating budget, including making project investments in the long and short term.

4 Reference to Full Council

Any member of the Council may require that any matter dealt with, or intended to be dealt with, by the Budget Committee may be referred up to the full Council without giving any reason.

5 Matters resting with Full Council will include to review and approve:

- a. end of year accounts and the annual return
- b. propose accounting practices and systems
- c. Council's internal controls
- d. Council's insurance
- e. Council's reserves
- f. Council's assets and asset register
- g. annual assessment of the financial risks facing the Council
- h. the procedure for making grants