

Terms of Reference for Rogiet Community Council Committees

These terms of reference should be read in conjunction with Rogiet Community Council Standing Orders, in particular Sections 4 and 6.

The following terms apply to Council committees:

1. The committee will work with the clerk to compile recommendations to Council - **all committees are advisory only***
2. Council may appoint a new chair or remove a member from the Committee at any time.
3. The committee shall hold no delegated powers on behalf of the Council unless expressly stated.
4. Anyone carrying out any duty as part of the Committee must make it clear to third parties i.e. anyone who is not a member of the Committee that they are acting for the Committee as opposed to the Council.
5. No member of the Committee shall publicly express an opinion as the Council's opinion unless that opinion has been minuted by the Council.
6. The minimum number of councillors shall be 3*.
7. The quorum shall be 3*.
8. The Chair will liaise with the clerk to ensure that minutes are produced for each committee meeting.

(*Excluding the Planning Committee and the Emergency Planning Committee)

In addition the following will apply to specific committees:

Policies and Contracts Committee:

1. To work with the clerk to compile policies and contracts deemed necessary by the Council, or by law.
2. To review policies and contracts regularly in order to ensure Council applies up-to-date legislation and practices.
3. The committee shall be made up of members only. No members of public to be part of the committee due to the confidential nature of discussions.

Human Resources Committee:

1. At the direction of Council, to form a panel of three members to address individual HR issues as and when they arise.
2. To report back to, and advise Council regarding point 1.
3. The committee shall be formed of members only. No members of public to be part of the committee due to the confidential nature of discussions.

Health and Safety Committee:

1. ***Under the Local Government Act 1972 s.101 Discharge of Functions plenary powers are hereby given to the Health and Safety Committee to inspect council land and property and make recommendations to Council***
2. To advise Council of findings of health and safety inspections.

3. To work with the clerk and Council to ensure that health and safety issues are addressed and remedied.
4. The committee shall have no delegated authority to instruct third parties to carry out remedial work.

Land and Building Committee:

1. Regular users of the land or building may be invited to appoint a representative to join the committee and will be bound by all relevant standing orders and terms of reference.

Finance Committee

1. To work with the clerk to review Council finances, including assessing financial risks, preparing a preliminary budget for review and approval by Council, advising on matters relating to major financial transactions and commitments, reviewing quarterly account and mid-year spending, source potential funding for projects.
2. The committee shall be made up of members only. No members of public to be part of the committee due to the confidential nature of discussions.

Community Engagement Committee

1. Interested members of public may be invited to join the committee and will be bound by all relevant standing orders and terms of reference.
2. The committee will ensure that relevant council policies are adhered to when engaging with the public, including but not limited to Social Media Policy and Equality and Diversity Policy.
3. To engage with the residents of Rogiet in order to understand their concerns and listen to their ideas via a variety of means including surveys, and feedback to Council.
4. To be responsible for compilation and production of the Windmill Post.
5. To contribute appropriate information for publication on the Council's Facebook account and website

Planning Committee

1. To comprise all councillors.
2. The 4th Wednesday of the month will be reserved for Planning Committee meetings in order to feedback to the Planning Authority within the 21 day time limit when this time limit would otherwise be breached by holding the application to the next Ordinary Meeting.

Emergency Planning Committee*

1. ***Under the Local Government Act 1972 s.101 Discharge of Functions plenary powers are hereby given to the Health and Safety Committee to assess planning applications presented to the Council during recesses and periods of no meetings, and to respond to the Planning Authority on the behalf of the Council***
2. Every effort will be made to contact the Chair or Vice Chair to be part of an Emergency Planning Committee meeting.
3. Contact will then be made to all other councillors via email from the clerk and once enough members confirm availability the meeting will be called.