COUNCIL TERMS OF REFERENCE

Approved by Council: 15th May 2023

Planned for review: May 2026

Members of the Authority	Quorum
19	7

Annual Parish Council meeting is held in May, and then Council will meet every third Monday of the month in accordance with the Annual calendar of meetings.

The Parish Council has full authority for all functions, duties and responsibility, but may delegate certain decisions to a committee, or to an officer. It cannot legally delegate such decisions to an individual Councillor. Certain decisions are reserved to Council either by legislation or the choice of the Council.

	Function	Delegation
General Governance		
1.	Adoption and amendment of any strategies and policies.	None generally, but to receive advice from Finance and Governance Committee as appropriate. • Personnel policies and Pensions Discretion policies delegated to Personnel Committee
2.	Comments on Newcastle-under-Lyme Borough Council's Strategic Plans or strategies.	Planning Committee has delegated authority for response to consultations (see terms of reference for that Committee and 64 below). Planning Committee can refer consultations to Council for ratification of further consideration.
3.	Comments on the strategic plans or strategies of other public sector bodies.	To individual committees if within their Terms of Reference.
4.	Liaising with the Police and other outside bodies on matters pertaining to the Parish.	In the first instance to Ward Councillors and/or Parish Clerk. To individual committees as set out in their delegation, otherwise reserved for Council.
5.	Approval of any Neighbourhood Plan for Article 14 consultation or Article 15 submission to Newcastle-under-Lyme Borough Council.	None, but drafts delegated to Planning and Environment Committee.
6.	Adopting and changing the Standing Orders or Financial Regulations.	None
7.	Approving of annual budget and	None

	Precept.	
8.	Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules.	None
9.	Election of Chair and Vice Chair of Council.	None
10.	Appointment of Chairs and Vice Chairs of Committees established by Council.	Council, or may delegate to individual Committees.
11.	Agreeing and/or amending the Terms of Reference for Committees, deciding on their composition and making appointments to them.	None
12.	Appointment of Members or Officers to outside bodies.	None
13.	Adopting an allowance scheme for Chair or other members.	None
14.	Changing the name of the Parish Council.	None
15.	Deciding on honorary titles or awards.	None
16.	Making, amending, revoking, re-enacting or adopting Bylaws.	None
17.	To represent the view of the local community on matters of significance.	None generally, but may be delegated to individual committees, through their terms of reference.
18.	Power to make payments or provide other benefits in cases of fault or maladministration.	Appeals Committee up to the value of £500 Parish Clerk up to £200
19.	Appeals against any decision made on behalf of the Authority.	Appeals Committee
20.	Data Protection, Access to information, Freedom of Information and Human Rights.	Policy and Publication Scheme reserved to Council. Strategic overview to Finance and General Purposes Committee.
21.	To monitor and control the Council's Ethical Framework.	Strategic overview and monitoring to Finance and Governance Committee Proper Officer to obtain declarations, give up- date reminder annually and to act as necessary for Monitoring Officer. Mayor may obtain declarations in the absence of the Proper Officer. Granting of a Dispensation is reserved to Council and only delegated to the Proper Officer where a decision is required in advance of a committee meeting when no Council meeting is to take place.
22.	To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.	None generally In cases of urgency, the Parish Clerk in consultation with two of Chair of Council, Vice Chair of Council, Chair of Committee or Committee Vice Chair.
23.	1. All powers of the Council (except	The Parish Clerk in consultation with two of:

		those reserved to Council by legislation) in the case of a civil emergency (including health related emergency), limited to £500 expenditure in accordance with Financial Regulations.	Chair of Council, Vice Chair of Council, Chair of Committee or Committee Vice Chair subject to reporting to next Council.
	2.	All powers of the Council (except those reserved to Council by legislation) in the case of utmost urgency, limited to £500 expenditure in accordance with Financial Regulations.	The Parish Clerk in consultation with two of: Chair of Council, Vice Chair of Council, Chair of Committee or Committee Vice Chair subject to reporting to next Council.
	3.	In cases where a civil emergency is over an extended period and which hinders the holding of normal meetings, non-urgent decisions will be taken in consultation with all members of committee or Council.	The Parish Clerk in consultation with all members of Council or of the relevant committee subject to ratification at the next Council meeting.
24.	Election issues and filling of vacancies.		None to Committee Proper Officer to undertake all statutory notification and action to advise members as necessary.
25.	Power to direct as to the Custody of Parish documents.		None
26.	All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations including issue of notifications and signing documents.		Parish Clerk
27.	All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations including issue of notifications and signing documents.		Parish Clerk or other officer designated by resolution of Council.
28.	Nomination for attendance at Conferences.		None Parish Clerk for Member training in accordance with policy.
29.	To do anything calculated to facilitate or conducive or incidental to the discharge of any function.		Council, unless specifically delegated.
30.	Adoption of General Power of Competence.		None.
Personnel Issues			
31.	To direct which post holders will be designated Proper Officer to the Council, Responsible Financial Officer and Data Protection Officer.		None, but may be on recommendation of Personnel Committee.
32.	To determine the overall Staffing structure and approval of additional posts.		None, but may be on recommendation of Personnel Committee.

33.	Confirming the appointment of the Parish Clerk.	None, but appointment, set out in Terms of Reference for Personnel Committee.
34.	Other personnel matters.	As set out in Terms of Reference for Personnel Committee.
35.	Health and Safety Policy – General Statement and Organisation.	None. Arrangements to Personnel Committee.
Quality and Integrated Management		
36.	Matters relating to Quality Systems and Local Council Award accreditation.	Finance and General Purposes Committee recommend and make decisions on process. Resolutions regarding Local Council Awards reserved to Council.
37.	Administration of the Complaints Procedure.	As set out in Complaints Procedure.
Finance and Audit		
38.	Authorisation of Payment of accounts	Council/Finance and General Purposes Committee Parish Clerk/RFO in accordance with Financial Regulations
39.	Approval of Annual Return, Statement of Accounts and Governance Statement	None
40.	Approval of Banking Arrangements and choosing insurance providers.	None, but on advice of Finance and General Purposes Committee
41.	Approval of Orders for work, goods or services and acceptance of tenders	In accordance with Finance and General Purposes Committee ToR
42.	Audit Arrangements Appointment of internal auditor and determining method of external auditor appointment. Consideration of internal and external audit reports and response recommended by Committee or Sub-Committee.	In accordance with Finance and General Purposes Committee ToR None None
43.	Power to accept gifts, Local Government Act 1972, S139	None
44.	Power to participate in schemes of collective investment, Trustees Investments Act 1962 s11.	None
45.	Power to borrow, Local Government Act 1972 S111 and Sch. 13	None
46.	Writing off bad debts	None
47.	Proceedings or other steps to recover debt owing to the Council	RFO for routine action Finance and General Purposes Committee to consider reports on aged

		debt and action.
48.	Annual review of Fees and Chargers	None
49.	Approval of virements between committee budgets	None
Powers of All Committees		
50.	To undertake all functions delegated to them by Council. They may choose, because of uncertainty as to whether a function is delegated, or because of the sensitivity, controversy or seriousness of a matter, decide not to use the delegated power	Committee Parish Clerk as set out in delegation
51.	To make spending and income recommendations to Finance and General Purposes Committee and to Council during the Budget process	Committee
52.	To arrange extra meetings or alter time/date of meetings	Committee or Parish Clerk in consultation with Chair and/or Vice Chair
53.	To monitor actions on minutes of the Committee	Committee
54.	To manage services for which they are responsible within an approved budget and policy.	Committee as delegated Parish Clerk as delegated
55.	To authorise spending/ issue works orders within budgets delegated to a committee	Committee / Parish Clerk in accordance with Finance Regulations and Standing Orders for Contracts For capital projects, an application is made to Council to access a rolling Capital Fund.
56.	To appoint sub-committees or working groups on a task and finish basis, in accordance with Standing Orders, and appointment of their Chair and Vice Chair	None
Land		
57.	Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972 s124, 126,127	None
58.	Power to accept gifts of land, Local Government Act 1972 s139.	None
59.	Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 and10	None
60.	To decide arrangements for the closure of the Council offices in the Christmas/New Year period in consultation with Chair and Vice Chair of the Council	Parish Clerk
Delegated Services		

61.	To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 and 112 or Localism Act (2011)	None
62.	To undertake services for another local authority or public body	None
Planning and Development Control		
63.	To make observations on major or controversial planning applications referred to it by Planning Committee.	None
64.	To make observations on Planning consultation documents from the Principal Council or other bodies.	None, for Local Plan or HS2 Project, but to receive recommendations from Planning Committee.
65.	All other Planning and Building Control matters	Planning and Environment Committee
Housing		
66.	Policy	None
67.	All other planning matters	Planning and Environment Committee
Emergency Planning		
68.	To prepare an Emergency Plan for the Parish which supports that of Newcastle-under-Lyme Borough Council and the Newcastle Resilience Forum	Approval by Council Overview by Finance and General Purposes Committee [see also Emergency Powers, 23 above]

NB. Any actions delegated to the Parish Clerk / Proper Officer may in his/her absence be undertaken by deputy or deputies, if the matter cannot wait until the Parish Clerk's return.

FINANCE AND GENERAL PURPOSES COMMITTEE TERMS OF REFERENCE

Approved by Council: 15th May 2023

Planned for review: May 2026

Members of the Authority	Quorum
13	5

To take a strategic overview of Council operations and ensure that strategy is coordinated across all Committees in line with the strategic agenda set by Members.

To oversee the general operations of the Council in areas such as finance, policy review, budget management, audit and risk management.

To build relations with the business community, and promote relationships with local businesses.

To oversee the delivery and commissioning of events in the Parish and to lead on the promotion and marketing of Loggerheads as an attractive destination for tourism, business, retail and leisure.

To oversee, deliver and support the delivery of improvements to the social lives of those who live, work or visit the parish.

Meetings: Second Monday of every month.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.

	Function	Delegation
Governance		
1.	To advise Council on Financial Regulations, Standing Orders and Standing Orders for Contracts	Committee
2.	To advise Council on the Constitution and all Policy documents not specifically allocated to other standing Committees	Committee
3.	To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review dates"	Parish Clerk
4.	Observations on policy or strategy documents by any public body at local, sub regional, regional or national level	Committee, except from Newcastle-under-Lyme Borough Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another Committee

Resources		
5.	To oversee and direct the use of financial and technological resources of the Council	Committee for strategic overview Parish Clerk for operational management in accordance with Financial Regulations
Finance		
6.	To be responsible for the overall management and control of the finances of the Council and banking arrangements	Council to approve banking arrangements Committee for strategic overview Parish Clerk and RFO in accordance with Financial Regulations and for operational management
7.	To monitor the Council's Capital and Revenue budgets	Committee/Parish Clerk and RFO in accordance with Financial Regulations
8.	Approval of variation, overspend and virement in accordance with Financial Regulations	Committee/Parish Clerk and RFO in accordance with Financial Regulations
9.	To authorise payments in accordance with Financial Regulations	Committee/Parish Clerk and RFO in accordance with Financial Regulations
10.	Approval of Orders for work, goods or services and acceptance of tenders	Council/ Committee/Parish Clerk and RFO in accordance with Financial Regulations and Standing Orders for Contracts Parish Clerk to approve or vary list of approved contractors subject to Financial Regulations or Standing Orders
11.	To make recommendations to the Council on Budget and Precept requirements	Committee Parish Clerk and RFO to prepare draft budget and Budget Report with accountancy support as necessary
12.	To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue	Committee
13.	To advise Council on borrowing policy, investment and treasury management	Committee
14.	To regularly monitor the performance of all funds invested	Committee/Parish Clerk and RFO
15.	To supervise the Council's insurance arrangements	Parish Clerk for renewal and operational matters Committee for overview, tendering and changes of cover
16.	To supervise the Council's banking arrangements	Parish Clerk and RFO Authorised signatories to authorise mandate and payments in accordance with Financial Regulations
17.	To be responsible for all matters related to the full range of financial and	Committee for strategic review

	accountancy functions	Parish Clerk and RFO for operational management
18.	Approval of all fees and charges annually	Committee to recommend with ratification from Council
19.	To consider reports on outstanding debts due to the Council and to undertake recovery or write-off	Committee for aged debt in accordance with Financial Regulations RFO for routine actions to recover
20.	Authorisation of investments and debt repayment in accordance with Council's policy	Committee
21.	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	Committee/Parish Clerk in accordance with Financial Regulations
Procurement		
22.	To coordinate and oversee the Council's Corporate Procurement and advise on its policy	Committee for strategic overview Parish Clerk for operational management in accordance with Financial Regulations, Standing Orders and Standing Orders for Contracts
Information Technology Services		
23.	To oversee the use of information and other technology in support of the Council's business and service commitments	Parish Clerk for operational management Committee for strategic overview and contracts within approved budgets
24.	Amendments and updates to layout of website	Parish Clerk for layout Committee for new websites and contracts within budget
25.	To approve all security arrangements of the Council in respect of computers and financial issues	Committee/Parish Clerk and RFO in accordance with Financial Regulations
Performance and Business Management		
26.	Management of all business aspects of the establishment	Committee for overview Parish Clerk for operational management
27.	Monitor the progress of the capital programme	Committee
28.	Approval of Corporate Business Plan	Committee Parish Clerk to determine underlying action and project plans
29.	Approval of Operating Procedures	Committee for initial Financial Procedures Parish Clerk for other Procedures and updating Financial Procedures
Asset Management		
30.	To have oversight of assets and the transfer of assets	Committee

31.	Maintenance of Asset Register	Parish Clerk to update annually
32.	Corporate landlord management, repair and maintenance. Leasing and licensing of Council land and buildings	Council for acquisition and disposal Committee for strategic overview Parish Clerk for operational management
Public Buildings		
33.	Power to provide and encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings and halls, Local Government Act 1972, S215 Power to provide and equip community buildings, Local Government Act 1972, S133	Committee for strategic review Parish Clerk for operational management
34.	Power to provide and equip Community Centres for use of Clubs having athletic, social and recreational objectives, Local Government (Miscellaneous Provisions) Act 1976, S19	Committee for strategic overview Parish Clerk for operational management
Audit		
35.	To maintain and have oversight of Member Audits	Committee Parish Clerk to support with Operating Procedures
36.	To undertake any actions recommended following the Member Audits and to have oversight of risk management	Committee (Council if change of policy required) Council to receive External Audit Report Parish Clerk and RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns
37.	Final Internal and External Audit Reports	Committee to advise Council on response
Information and Data Protection		
38.	Policy on Data Protection, Access to Information, Freedom of Information and Human Rights	Advice to Council
39.	Decisions on issues relating to Data Protection and Human Rights	Committee for strategic review and monitoring Parish Clerk to renew Data Protection Registration, make amendments as necessary, respond to routine requests for information and matters raised by the

		Information Commissioner or Data Protection Officer Parish Clerk to update Privacy Notices of all categories
40.	Decisions on issues relating to Access to Information and Freedom of Information	Committee for strategic overview Parish Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation and policy and respond to matters raised by the Information Commissioner
Ethical Framework		
41.	To monitor and control Council's Ethical Framework, Code of Conduct and related Protocols	Committee for strategic overview and monitoring For Officer delegation see Council Terms of Reference
Economic Wellbeing and Tourism		
42.	To promote the economic wellbeing of the parish through partnerships with businesses, the community and voluntary sector as well as the Borough and District Councils	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
43.	To promote tourism with the parish and power to encourage visitors	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
44.	To promote regeneration in the parish and coordinate/support the work of partner organisations	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
45.	To lobby for sufficient high quality employment sites in the parish and support initiatives promoting inward investment	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
46.	To support skills and training for local businesses	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
47.	To lead on the coordination of infrastructure projects with partners in the parish.	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
48.	To oversee and coordinate parish activities and maintain effective	Committee to have strategic overview and approve acceptance within policy and

	relationships with retail businesses	budget Parish Clerk for operational management
49	To lead on building support to create an effective improvement district	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
Markets		
50.	If made available to lead on the coordination of infrastructure improvement with Markets	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
51.	If made available to oversee the power to protect Markets under the Food Act 1984,S50-61	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
Community Safety		
52.	To contribute to the maintenance of CCTV (Local Government and Rating Act 1997, S31) or install and maintain	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
53.	To support initiatives of the Community Safety Partnership and liaise with Multi Agency Action Groups	Committee/Parish Clerk with Council direction
54.	To lobby for road safety improvement schemes	Committee Parish Clerk in accordance with policy
55.	To liaise with the Police to reduce crime and promote crime reduction initiatives	Committee to respond to consultations
56.	To support the maintenance of PCSOs in the Parish	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
57.	To support Home Safety initiatives in the parish and work with Staffordshire Fire and Rescue on fire safety initiatives	Committee Parish Clerk in accordance with policy
Emergency Planning		
58.	To support Newcastle-under-Lyme Borough Council and, if needed, lead on preparing and implementing the Emergency Plan for the Parish	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
Public Relations and Promotion of the Parish Council		
59.	To coordinate and promote access to	Committee to have strategic overview

	Council services and public information and to advise Council on a Communications and Marketing Policy	Parish Clerk for operational management
60.	To promote the public face of the Council through the management of public and media relations	Committee to have strategic overview Parish Clerk for operational management
61.	To promote implementation of the Council's policies in respect of corporate marketing and communication	Committee to have strategic overview Parish Clerk for operational management
62.	To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on Communication	Committee to have strategic overview Parish Clerk for operational management
Promotion of the Parish and Strengthening Communities		
63.	To consider and make recommendations on the promotion of the parish and to determine the Parish Council's Events Programme for the coming year, or other timeframe as agreed by the Council	Committee to have strategic overview Parish Clerk for operational management
64.	To ensure and deliver an events programme that caters to a wide range of tastes and differing age ranges and appeals to both residents and visitors	Committee to have strategic overview and approval of programme Parish Clerk for operational management
65.	To organise, or partner others to organise events which promote the Parish, Council services or help strengthen communities	Committee to have strategic overview Parish Clerk for operational management
66.	To work in partnership with others to develop a Loggerheads brand and culture	Committee to have strategic overview Parish Clerk for operational management
67.	Promotion and protection of the Brand image including advertising campaigns	Committee to have strategic overview Parish Clerk for operational management
68.	To use the opportunities provided by the Events programme to raise the profile of the Parish	Committee to have strategic overview Parish Clerk for operational management
69.	Provision, directly or indirectly of Christmas Lights, Local Government Act 1972, S144	Committee to have strategic overview Parish Clerk for operational management
70.	Management of the Parish boundary signs, poster sites and Parish Map boards	Committee to have strategic overview Parish Clerk for operational management
71.	To seek and maximise the benefits of external funding	Committee to have strategic overview Parish Clerk for operational management
72.	To have oversight of Working Groups formed to support special events and promotional projects and to give support and advice	Committee to have strategic overview Parish Clerk for operational management
Arts, Culture and Education		
73.	Power to provide entertainment and	Committee within policy

	support for the arts, Local Government Act 1972, S145	Parish Clerk for operational management
74.	To encourage and facilitate any opportunities to develop further the cultural, educational and social life of the Parish's residents	Committee within policy Parish Clerk for operational management
Tourism		
75.	To support local tourism initiatives to promote the Parish of Loggerheads	Committee within policy Parish Clerk for operational management
Community Engagement		
76.	To facilitate and support statutory, voluntary, community and faith-based sector organisations to deliver their aspirations	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
77.	To have oversight of the Council's involvement with Outside Bodies which are relevant to the voluntary, community and faith sector	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
78.	To promote and support: - • Social inclusion within communities • Public and community services and facilities within the Parish • Local Area Partnerships • CAB for the Parish (Local Government Act 1972, S142) • Healthy Living • The development and coordination of NHS services • Public and community services for young people	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
79.	To seek and maximise the benefit of external funding directly or in partnership with others	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
80.	Compile and submit responses to pubic consultations through the promotion and liaison with external stakeholders which are relevant to the aspirations of the Council	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
81.	To have oversight of the Grants Advisory Group	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
82.	To administer the policies and procedures, and make recommendations relating to the	Committee to have strategic overview and approve acceptance within policy and budget

	Council's Grants and Donations	Parish Clerk for operational management
83.	To facilitate, promote and administer the Council's Grants and Donations	Committee to have strategic overview and approve acceptance within policy and budget Parish Clerk for operational management
84.	To have oversight of targeted or responsive grant funds	Committee to have strategic overview and approve acceptance within policy and budget Council to approve establishing grant funds which are over £10,000 Parish Clerk for operational management

NB. Any actions delegated to the Parish Clerk / Proper Officer may in his/her absence be undertaken by deputy or deputies, if the matter cannot wait until the Parish Clerk's return.

PLANNING AND ENVIRONMENT COMMITTEE TERMS OF REFERENCE

Approved by Council: 15th May 2023

Planned for review: May 2026

Members of the Authority	Quorum
15	5

To oversee all planning, environmental and regulatory matters, and to recommend policy to Council on these matters including housing and transportation.

To improve the quality of the built environment through the grounds maintenance service.

To maximise the heritage value of the parish.

To develop and enhance the parish's public spaces.

Meetings: First Monday of every month.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.

	Function	Delegation
Planning and Development Control		
1.	To make observations on all Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations.	Committee Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. Committee may decide that with a major or particularly controversial application, to make recommendations for determination by Council.
2.	Referring any Planning enforcement issue to the principal Council.	Parish Clerk
3.	To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.	Committee
4.	To comment on Tree Preservation applications or the making of Orders.	Committee Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
5.	To respond to consultations from	Committee

	adjoining authorities outside of Newcastle Borough.	Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
6.	To make observations on Planning consultation documents from Newcastle-under-Lyme Borough Council or other bodies.	Committee, except Local Plan or HS2 Project which are reserved for Council.
7.	To make observations at the time of planning appeals and to authorise witnesses on behalf of the Council.	Committee
8.	To make observations on Hazardous Substance applications.	Committee
9.	Making observations on applications for amendments to planning and other related consents previously granted by any authority or making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued.	Committee
10.	Making observations on applications and other actions in relation to hedge rows.	Committee Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
11.	Making observations and recommendations on Street naming or numbering.	Committee
12.	To liaise with the Borough council on any matter relating to building control.	Parish Clerk
13.	To monitor proposals from developers under Section 106 Agreements.	Committee
14.	To request a Newcastle-under-Lyme Borough Councillor to "call in" applications to be determined by the Planning Committee.	Committee
15.	To undertake the Council's role in the making, review or management of conservation areas.	Committee
Strategic Planning		
16.	Making observations on Local Plan, HS2 Project or Waste and Mineral Plans.	Council on the advice of Committee for Local Plan and HS2 Project. Committee for Waste and Mineral Plans.
17.	Making observations on supplementary planning documents or non-statutory plans.	Committee
18.	To oversee the Council's role in preparing, reviewing and monitoring the Neighbourhood Plan.	Committee Approval of Plan reserved to Council.

19.	Planning Guidance and Policy by the Parish Council.	Committee to oversee and recommend. Approval reserved to Council.
Clocks		
20.	If made available Power to provide and maintain public clocks, Parish Councils Act 1957, S2	Committee for strategic overview and management Parish Clerk for operational management
Street Lighting		
21.	(Should Council resolve to use these powers) If made available Power to light roads and public places. Maintenance and upgrading of streetlights. Parish Councils Act 1957, S3;Highways Act 1980, S301; Local Government Act 1972, Sch. 14 para 27	Committee for strategic overview and management Parish Clerk for operational management
Licensing		
21.	Making observations on any matter relating to gaming or gambling.	Committee
22.	Making observations on applications and other matters under the Licensing legislation.	Committee Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
Housing		
22.	Parish Council Policy or response to consultation on Newcastle-under-Lyme Policy.	None, but on advice from Committee
23.	To lobby for a suitable mix of housing and adequate affordable homes.	Committee
24.	To take a lead on other housing matters including landlord supervision and design guidance.	Committee
Environment and Sustainability		
25.	To promote the environmental wellbeing of the Parish.	Policy reserved by Council on recommendation of Committee. Committee under the direction of Council. Parish Clerk for operational matters.
26.	Conservation of the built and natural environment.	Strategic Operational management to Parish Clerk.
27.	To lead on the sustainability of the Council as an organisation and to approve and action environmental	Strategic overview to Committee within budget.

	audits.	Operational management to Parish Clerk.
28.	Issues involving ancient monuments and areas of archaeological interest.	Strategic overview to Committee. Parish Clerk for operational matters.
29.	To promote environmental awareness.	Strategic overview to Committee. Parish Clerk for operational matters.
30.	To lead the Parish to address climate change, sustainability and transition.	Strategic overview to Committee. Parish Clerk for operational matters.
Environmental and Public Health		
31.	Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125 and power to deal with ponds and ditches, Public Health 1936, S260.	Power and Strategic overview to Committee. Operational management to Parish Clerk.
32.	To liaise with the relevant authorities in cases of public health/environmental nuisance, drainage matters, pollution, or animal welfare issue.	Petitions to Committee. Parish Clerk in other cases.
33.	To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act).	Committee Parish Clerk in consultation with Chair in cases of urgency.
34.	Waste and recycling.	Strategic overview to Committee Operational management to Parish Clerk.
Public Realm and Public Facilities		
35.	To contribute to the improvement of the public realm, both directly and by supporting and coordinating the contribution of other partners	Committee for strategic management within budget Parish Clerk for operational management
36.	To manage the Grounds Maintenance Service to reduce problems from fly-tipping and waste management through advice and education	Committee for strategic overview and management Parish Clerk for operational management
37.	To manage the Grounds Maintenance Service to ensure a response resource which supports and enhances the general public realm services	Committee for strategic overview Parish Clerk for operational management
38.	Matters relating to street cleaning, litter, fly posting and graffiti	Committee for strategic overview Parish Clerk for operational management
39.	Provision of litter receptacles, Litter Act 1983, SS5 and 6	Committee for strategic overview Parish Clerk for operational management
40.	Provision and maintenance of street furniture and signs	Committee for strategic overview Parish Clerk for operational management
41.	If made available Power to provide and maintain public conveniences, Public Health Act 1936, S87	Committee for strategic overview Parish Clerk for operational management

42.	If made available Power to maintain, repair, protect and alter War Memorials; War Memorials (Local Authorities Powers) Act 1923, S11 as extended by the Local Government Act 1948, S133	Committee for strategic overview Parish Clerk for operational management
43.	To promote and support floral and planting initiatives, Local Government Act 1972, S144	Committee for strategic overview Parish Clerk for operational management
44.	If made available Power to provide and maintain bus shelters, Local Government (Miscellaneous Provisions) Act 1953, S4	Committee for strategic overview Parish Clerk for operational management
Leisure and Recreation		
45.	To oversee the delivery of improvements to green areas in the Parish	Committee for strategic overview Parish Clerk for operational management
46.	If made available Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 and 10	Committee for strategic overview Parish Clerk for operational management
47.	If made available Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, and boating pools; Local Government Act 1972, Sch. 14; Public Health Acts Amendment Act 1890, S44; Local Government (Miscellaneous Provisions) Act S19; Public Health Act 1961, S54	Acquisition to Council Committee for strategic management and development within budget and policy Parish Clerk for operational management
Allotments		
48.	To provide Allotments where there is a proven need, improve land and let rights under S23, 26 and 42 of the Small Holding and Allotments Act 1908. To manage through Allotments Associations	Committee for strategic overview and development Parish Clerk for operational management
Burial Facilities		
49.	(should Council resolve to use these powers) If made available Powers and duty for maintenance of closed churchyards, Local Government Act 1972, S215 If made available Power to maintain Monuments and Memorials, Open Spaces Act 1906, S9 and 10; Local Government Act 1972, S214; Parish	

	Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, S1 If made available Power to contribute towards expenses of cemeteries, Local Government Act 1972, S214. Power to provide Mortuaries, Public Health Act 1936, S198	
Strategic Highway and Transportation		
48.	To take policy lead on the Local Transport Plan and general transportation issues including HS2 related activities.	Committee for strategic overview and to advise Council. Parish Clerk for operational matters.
49.	To respond to consultation on any temporary or permanent highways changes.	Committee Parish Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
50.	Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.	Committee Parish Clerk after consultation with Members, if consensus view.
51.	Consent for ending maintenance at public expense or stopping up or diversion of highway.	Committee
Non-Strategic Highways and Transportation		
52.	Power to maintain footpaths and bridleways	Committee within Council policy Parish Clerk for operational management
53.	Power to provide parking places for vehicles and cycles	Committee within Council policy Parish Clerk for operational management
54.	If made available improve off-street parking and on-street parking enforcement	Committee within Council policy and budget Parish Clerk for operational management
55.	Power to provide roadside seats and shelters	Committee within Council policy and budget Parish Clerk for operational management
56.	Power to enter into agreement as to dedication and widening of highways	Committee within Council policy and budget Parish Clerk for operational management
57.	If made available Power to contribute financially to traffic calming schemes; Highways Act 1980, S274A	Committee within Council policy and budget Parish Clerk for operational management
58.	If made available Power to provide traffic signs and other objects or devices warning of danger	Committee within Council policy and budget Parish Clerk for operational management
59.	Power to plant trees and lay grass verges and to maintain them	Committee within Council policy and budget Parish Clerk for operational management

60.	If made available Powers relating to car sharing schemes, taxi fare concessions and information about transport; Local Government and Rating Act 1997, S26, 28 and 29	Committee within Council policy and budget Parish Clerk for operational management
61.	If made available Power to erect flagpoles in highway land. Highways Act 1980, S144	Committee within Council policy and budget Parish Clerk for operational management
Challenging Planning Decisions of the Planning Authority		
62.	To progress to Judicial Review issues of concern relating to planning decisions made that require challenging.	Committee, within budget and financial regulations, through appointed representatives. To report to council at a point relevant to outcome. To provide recommendation to council if proceedings are of significant scale and in line with Financial Regulations.

NB. Any actions delegated to the Parish Clerk / Proper Officer may in his/her absence be undertaken by deputy or deputies, if the matter cannot wait until the Parish Clerk's return.

PERSONNEL COMMITTEE TERMS OF REFERENCE

Approved by Council: 15th May 2023

Planned for review: May 2026

Members of the Authority	Quorum
10	4

Meetings: Meetings will take place at least bi-annually in September and March.

All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chair's discretion, but are unable to vote.

	Function	Delegation
1.	All delegated functions as set out in the Terms of Reference and Delegation of Council & Finance & Governance Committee	Committee
2.	To recommend to Council the overall Staffing structure and approval of additional posts.	None – Final approval remains with Council
3.	To agree the pay scales and conditions of staff	Parish Clerk reserved for Council All other staff to Sub-Committee including payment of honoraria providing within agreed budget.
4.	Approval of personnel policies and Employee Handbook	Committee to make recommendation to Council, including discretionary provisions of National Joint Agreement.
5.	Management and Appointment of Staff (Local Government Act 1972 s112-119)	Recommend appointment of new Parish Clerk to be endorsed by Council. Selection of long list by Parish Clerk with personnel assistance if appropriate. Selection of final short list – Committee Chair, Committee Vice Chair, Chair of Council and Vice Chair of Council. Final Interview – Committee and Council Chair. Appointment of other Staff Scale Point XX and above to Parish Clerk in consultation with 2 members of Committee. Appointment of Staff below Scale Point XX to Parish Clerk. Parish Clerk for casual staff and

		temporary appointments to approved positions below Scale Point XX. Decision on whether to fill vacant positions is delegated to Parish Clerk. Decision on recruitment of contract staff or interim contract staff to Committee. Management of staff in accordance with Council policy, procedures and budget to Parish Clerk.
6.	Disciplinary matters under the Council's Disciplinary Procedure.	Parish Clerk with appeal to Committee. Committee in the case of the Parish Clerk with appeal to Appeals Sub-Committee (only members of the Committee). Dismissal of Parish Clerk to be ratified by Council.
7.	Determination of individual grading issues and job evaluation.	Committee
8.	Issues relating to the NEST Pension Scheme as it affect individual employees and administration of retirement.	Committee (Council in case of Parish Clerk). Administration of retirement in cases of permanent ill health, after appropriate medical advice via NEST. Pensions Discretions Policies to Committee.
9.	Approval of Job Descriptions and Person Specifications.	Committee
10.	Absence issues under the Council's Attendance Management Guidelines.	Parish Clerk, except Committee in the case of Parish Clerk.
11.	Appeals Procedure	Appeals Sub-Committee
12.	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working.	Council
13.	Competence Procedure.	Parish Clerk, except Committee in the case of Parish Clerk.
14.	Issue of Contracts of Employment.	Parish Clerk, except Committee in the case of Parish Clerk. Model Contract approved by Committee.
15.	Redundancy and Redeployment.	Committee – recommending amended structure to Council.
16.	Monitoring Equalities Policy in relation to employment.	Committee
17.	Approval of Officer Codes of Conduct, supplements and Member – Officer Protocol.	Council
18.	Health and Safety.	Committee for approval of Policy other than General Statement and organisation which are reserved for Council. Committee to oversee responsibilities for

		Council within budget and policy. Parish Clerk for routine management.
19.	Grievance Procedure.	Parish Clerk, except Committee in the case of Parish Clerk.
20.	Administration of other Personnel Procedures.	Parish Clerk, except Committee in the case of Parish Clerk.
21.	Employee Development Review and assessment at end of Probationary Period.	Parish Clerk for all staff often delegated to direct manager. Chair of Council, Committee Chair and one other Member of the Committee for Parish Clerk.
22.	Training and Development Plan for Officers.	Parish Clerk
23.	To administer the Volunteers Policy.	Parish Clerk to administer. Committee to monitor and recommend to Council.
24.	To administer the Safeguarding Policy.	Parish Clerk to administer. Committee to monitor and recommend to Council.
25	To administer the Council's Equality Policy.	Parish Clerk to administer for employees, services, volunteers and democratic process. Committee to monitor and recommend to Council.

NB. Any actions delegated to the Parish Clerk / Proper Officer may in his/her absence be undertaken by deputy or deputies, if the matter cannot wait until the Parish Clerk's return.