

Woughton Community Council

Operations Committee

Terms of Reference and Delegated Powers

1. The Committee is a committee of the Full Council and shall operate within the terms of reference set by Woughton Community Council.
2. The Committee shall also be known by its shorter title of 'Operations Committee'
3. The quorum shall consist of 3 (three) members.
4. The Committee may co-opt any person who is not a member or officer of Woughton Community Council and shall have no voting rights. Each appointment will be reviewed at the annual meeting of Council in May.
5. That every member must attend any training session(s) that have been arranged that relates to the functions and or duties of the committee, up to six (6) months after appointment.
6. The Committee shall form dismissal level disciplinary panels and any subsequent appeals panels which will consist of 3 members.
7. The Committee shall receive updates on legislation changes that may affect HR and Health and Safety policies, alongside other legislative changes that may impact upon the council.
8. The Committee shall review pay and conditions of employment in line with JNC guidelines.
9. The Committee shall review the HR policy, procedures and priorities from time to time and shall make appropriate recommendations to the Council.
10. The Committee shall agree members' attendance at conferences, seminars and Training Events.
11. The Committee shall consider the training and development needs of both members and staff officers.
12. The Committee will consider Union Recognition agreements and ensure arrangements for a joint Negotiating and Consultation Committee with such recognised Trade Unions.
13. The Committee shall ensure arrangements are in place for an appraisal system of staff.

14. The Committee will consider and review arrangements and oversee policy creation and agreement for the following areas:

- a. Health and Safety,
- b. Safeguarding,
- c. Internal and External Communications,
- d. Payroll Services,
- e. Human Resources,
- f. other similar and related matters.

15. Working within the Financial Regulations of the Council, the Committee shall have powers to:

- To approve and determine expenditure within budgets controlled by the committee.
- To approve expenditure up to a maximum of £2,000 to any one body at any one time (any amounts larger than this may be recommended to Council for approval).

Last review date:	May 2020
Next review date:	May 2021
Lead:	Council Manager
Overseeing Committee:	Full Council
Approved:	
Review cycle:	Annually