

TERMS OF REFERENCE OF STANDING COMMITTEES

Development and Strategy

This committee is concerned with planning and development matters and with the Council's policies and strategic direction.

Terms of reference:

- To agree, monitor and report the Council's Values, Aims and Objectives.
- To agree, monitor and report the Council's strategic ambitions in the near and longer term.
- To agree, monitor and report on the Strategic Plan for the Council.
- To agree, monitor and report an action plan to implement the strategic ambitions of the Council.
- To review existing, and development of, policies that build on the strategic ambitions to guide the services and activities of the Council.
- To carry out discussions with developers and other third parties on behalf of the Council.
- To consider and respond to major consultations from other bodies and represent the Parish's interests to other bodies.
- To oversee the internal management of the Council's affairs.
- To receive reports from Planning, Strategy and Policy Groups as necessary.
- To consider and monitor District, County, and other developmental plans, proposed listed buildings, conservation areas, tree preservation orders and building preservation orders which impact upon Kidlington or its vicinity, and the making of all appropriate representations.
- To make representations to consultations that affect the village from other organisations and authorities as appropriate.
- To make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with relevant legislation and in emergencies. Final decisions are made by Cherwell District Council Officers under delegation or, if placed before them, the District Council Planning Committee.
- To make representations in respect of appeals against the granting/permission or refusal of planning permission.
- To undertake street naming under powers delegated by Cherwell District Council and to make representations regarding house naming and street numbering.
- To consider and comment on all environmental matters and work in partnership with other Councils, agencies, and groups to secure improvements in the physical environment.
- To liaise with Oxfordshire Police, Fire Service, and other statutory and voluntary services in relation to emergencies.
- To consider and review the Kidlington Masterplan as required.
- To undertake a Neighbourhood planning process as necessary.
- To consider and comment on all Highways matters and contribute towards improving the local transport infrastructure. To make recommendations representing the interests of the Kidlington Community as a whole to Cherwell District Council on planning applications received.

Finance and Assets Committee

This committee is concerned with the Council's finances, budgets, financial management and management of assets in the ownership or control of the council.

Terms of reference:

- To monitor and assess financial risk to the Council.
- To monitor and review the risk register.

- To carry out ongoing review of the budget.
- To recommend the annual budget and precept to Full Council.
- To monitor the financial affairs of the Council.
- To monitor and review of all Council assets.
- To monitor the management and maintenance of Council buildings and open spaces.
- To receive auditors' reports and to make recommendations regarding any matters arising from such reports.
- To provide an overview and make recommendations in respect of the general financial administration of the Council.

Community Committee

This committee is concerned with the services and facilities provided by the Council for the community.

Terms of reference:

- To investigate, deliver and implement community-based projects bought forward through the action plan.
- To encourage community involvement through promotion of activities and special projects.
- To agree S137 Grants for parish based organisations and projects.
- To monitor budgets within remit.
- To co-ordinate and review the Council's community events programme.

Personnel Committee

The Personnel Committee shall be delegated to make decisions on behalf of the Council in the following matters

- Hearings for grievance, disciplinary and capability matters relating to the Clerk in accordance with the Council's policies.
- Appraisal of the Clerk
- Consideration of staffing reviews if required.
- To review, monitor and revise policies for staff.
- To keep under review all matters pertaining to the performance, terms and conditions of service, and superannuation of the Council's staff.
- To oversee appointment of the Clerk and the Responsible Finance Officer.
- Receiving staff reports from the Clerk.
- To represent the Council in discussions with the Clerk on the refilling, suspension, modification and creation of staff posts.

All Standing Committees are responsible for monitoring expenditure against any budgets allocated to them, subject to the overall financial supervision of the Finance Committee.