# Billinge Chapel End Parish Council – Terms of Reference

## 1. Introduction

These Terms of Reference set out the structure, responsibilities, and powers delegated by Billinge Chapel End Parish Council to its committees. The Council may amend these Terms of Reference by resolution at a full Council meeting.

## 2. Estimates Committee

### 2.1 Purpose

The Estimates Committee is established to review and propose the annual budget and precept for Billinge Chapel End Parish Council, ensuring alignment with Council priorities and available resources.

### 2.2 Membership

- The Committee shall consist of a minimum of 3 members.
- Members shall be appointed by the full Council.
- The Committee may co-opt additional members (non-voting) with specialist knowledge if approved by the full Council.

### 2.3 Chairperson and Vice-Chairperson

- The full Council may elect the Chairperson and Vice-Chairperson at the time of appointment.
- Alternatively, the Council may delegate the election of these roles to the committee at its first meeting.

### 2.4 Meetings

- The Committee shall meet at least once annually, or more frequently as required.
- Meetings shall be convened in accordance with the Council’s standing orders.

### 2.5 Responsibilities

- To receive and approve the Terms of Reference – Estimates Committee.
- To review budget proposals and make recommendations to the full Council on the precept and financial planning.
- To review and assess budgetary performance and suggest corrective measures, if required.
- To monitor the Council’s financial policies and suggest amendments as appropriate.

## 3. Personnel Committee

### 3.1 Purpose

The Personnel Committee is responsible for all staffing matters, including recruitment, performance management, training, and welfare of Parish Council employees.

### 3.2 Membership

- The Committee shall consist of a minimum of 3 members.
- Members shall be appointed by the full Council.
- Members of this Committee shall not include any employee of the Council.

### 3.3 Chairperson and Vice-Chairperson

- The full Council may elect the Chairperson and Vice-Chairperson at the time of appointment.
- Alternatively, the Council may delegate the election of these roles to the committee at its first meeting.

### 3.4 Meetings

- The Committee shall meet at least twice annually or as necessary to fulfill its responsibilities.
- Meetings shall be convened in accordance with the Council’s standing orders and may exclude the press and public for confidential matters.

### 3.5 Responsibilities

- To receive and approve the Terms of Reference – Personnel Committee.
- To oversee staff recruitment, appointment, and terms of employment.
- To manage performance reviews, grievances, and disciplinary actions in accordance with relevant policies and procedures.
- To oversee staff development and training programmes.
- To ensure the Council meets its legal obligations as an employer.

## 4. Review of Terms of Reference

These Terms of Reference shall be reviewed annually at the Annual Meeting of the Parish Council or as required.