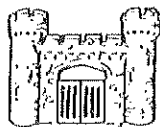


HAWARDEN
COMMUNITY
COUNCIL



CYNGOR
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PENARLAG

Item 5

STAFF AND GENERAL PURPOSES COMMITTEE

TERMS OF REFERENCE

1.	The Staff and General Purposes Committee is constituted as a Standing Committee of Hawarden Community Council and is therefore subject to the Council's Standing Orders and Code of Conduct (which shall be renewed on an annual basis at the Council's Annual General Meeting (AGM) in May).
2.	The Staff and General Purposes Committee has delegated powers to authorise expenditure and consider proposals that fall within its remit.
3.	The Staff and General Purposes Committee has delegated powers to act on and resolve any issues that arise from its remit.
4.	The Staff and General Purposes Committee shall consist of all 20 members of the Community Council as voting members, with at least seven members of the committee constituting a quorum.
5.	The Chairman of the Committee will be elected during the first ordinary meeting of the council in June of the municipal year (following the AGM in May).
6.	There will be no vice-chairman; if the Chairman of the Committee is unable to attend any meeting, the Chairman of the Council shall automatically take the Chair. If he/she is not available, then the first item of business shall be to appoint a Chair.
7.	The Staff and General Purposes Committee shall meet 11 times a year with August as a Recess month.
8.	The Staff and General Purposes Committee shall be administered and managed in accordance with these Terms of Reference.
9.	The Staff and General Purposes Committee's remit shall extend to the following areas: <ul style="list-style-type: none">• General Highway Issues• School Safety measures• Police matters and community safety issues• Changes to national policy legislation that does not fall under the jurisdiction of the Council or its Standing Committees• Consultation responses• Any informative 'Clerk's Report' items that do not require formal approval or a council decision, unless they have been formally listed on the agenda for the meeting• Members information items that fall under the remit of this Committee• Community Youth Representative issues, reports and updates• Any other matters that do not fall under the jurisdiction of the Council's other Standing Committees.

10. STAFFING MATTERS:

This committee will consider and authorise any actions approved or recommended by the Personnel Sub-Committee unless such matters require Council approval, as outlined in the Personnel Sub-Committee Terms of Reference.

The Staff and General Purposes Committee will undertake all necessary responsibilities as outlined within the Council's employment policies, unless this responsibility is required by full Council.

9TH September 2019