

**MUDFORD PARISH COUNCIL  
GOVERNANCE AND RESOURCES COMMITTEE  
TERMS OF REFERENCE**

These Terms of Reference were adopted by the council at its meeting held on 28<sup>th</sup> May 2026.

**Constitution and purpose**

The Governance and Resources Committee is constituted as a Standing Committee of Mudford Parish Council and authorised by the council to manage any activity within its Terms of Reference.

The Governance and Resources Committee shall have responsibility for oversight of the council's governance framework, resources, staffing and policy compliance.

The committee shall operate within the legal framework set by statute, national guidance and council policy, and support the operational independence of the Parish Clerk.

**Membership and quorum**

1. The committee shall comprise of four members, including at least three councillors, one of whom shall be appointed as the chair of the committee by the full council.
2. A quorum shall consist of three committee members, all of whom must be councillors.
3. Non-councillors may be appointed as members of the committee but shall not have voting rights.
4. Members shall be appointed at the Annual Parish Council Meeting.
5. All members must observe Code of Conduct.

**Meetings**

1. The committee will meet as necessary and at least twice a year. The Standing Orders apply to all meetings.
2. All meetings will have an agenda and minutes will be taken and be presented for approval at the next committee meeting.
3. All meetings should be open to the public, although the public and press may be excluded when sensitive matters are under discussion.
4. The Parish Clerk should attend and prepare agenda and minutes for meetings.

## **Scope of Governance**

1. To promote understanding and observance of the council's Code of Conduct, with a view to ensuring that all interactions between members of the council, officers, employees, volunteers, contractors, members of the public and any other people with whom contact is made are conducted with respect and courtesy.
2. To ensure that the council has policies and procedures in place to meet its human resources and health and safety and all other statutory responsibilities.
3. To conduct an annual review of the council's Code of Conduct, human resources, health and safety, finance, cemetery and other policies and procedures and recommend amendments and additions to the full council in advance of the Annual Parish Council Meeting.
4. To oversee corporate governance arrangements, including internal controls, risk management and audit responses.
5. To respond to consultative document from Government and other bodies.
6. To ensure that health and safety, data protection legislation and best practice are adhered to across the council's function.

## **Scope of Resources**

1. To provide strategic oversight of the council's staffing structure, training programmes and human resource needs.
2. To support the Parish Clerk in ensuring the effective recruitment, retention, and development of staff to meet the council's objectives.
3. To receive reports and recommendations from the Parish Clerk on staffing matters, including regrading, pay levels and structural changes. Recruitment to all roles below the Parish Clerk, where no changes to the job description are proposed, will be undertaken by the Parish Clerk with members of the committee sitting on the interview panel.
4. To decide, with the Parish Clerk and any other staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures.
5. To monitor Parish Clerk's and councillor training programmes and their respective budgets.
6. To manage the recruitment of Parish Clerk and/or RFO, including the preparation of job descriptions, person specifications, job evaluations, remuneration levels and employee contracts, shortlisting and organising interviews, and making recommendations to the full council.
7. To conduct the Parish Clerk annual appraisal, set performance objectives, and support professional development.
8. To manage Parish Clerk's sickness absence and leave requests.
9. To oversee the dismissal process of Parish Clerk.

10. To make recommendations to the council concerning any changes to the salary, hours of work and pension arrangements of Parish Clerk.
11. To appraise the performance of the Parish Clerk. The appraisal of any additional Parish Council employees will be carried out by the Parish Clerk.
12. To comply with and have due regard to existing policies relating to staffing matters which include (but are not limited to): i. Standing Orders ii. Financial Regulations. iii. Job Descriptions and National Joint Council (NJC) contracts. iv. ACAS guidelines and procedures for grievances or disciplinary matters v. Implementing NJC changes as notified by SALC.
13. To act as point of contact for formal complaints made by or against the Parish Clerk. To follow up complaints relating to staff and undertake disciplinary and grievance procedures, as necessary, and report back to the full council.
14. The Governance and Resources Committee may appoint a sub-committee with its own Terms of Reference and membership, as agreed by the committee. The committee may delegate authority to the sub-committee to deal with specified matters. Meetings of the sub-committee will not be open to the public.

### **Reporting**

The Chair of the Committee shall report back to the full council with recommendations.

### **Review**

Annually at the Annual Meeting of the Parish Council.