

PART B - THE ROLE AND REMIT OF SUBSIDIARY GROUPS (COMMITTEES, SUB COMMITTEES AND WORKING GROUPS)

**Latest update October 2025
REVIEWED June 2026**

The task of each subsidiary group is to discuss issues within its remit (as set out in Standing Order 4), and to bring recommendations forward to the full Council. Subsidiary groups have no power to take decisions on behalf of the Council, nor to bind the Council to any contract or course of action, except those specifically delegated below.

The Clerk is responsible for convening meetings, arranging for members to have copies of the relevant papers, and for inviting planning applicants to meetings of the Planning Committee. The Chairman is responsible for reporting recommendations to the full Council.

NEWLAND PARISH COUNCIL

CLIMATE ACTION WORKING GROUP (CAWG) – TERMS OF REFERENCE

APPROVED BY FULL COUNCIL 24 SEPTEMBER 2024

Status

A working group of the Parish Council with no delegated authority; the group will bring initiatives to the Parish Council for discussion and for a decision on whether or not to adopt them.

Membership

Any Newland Parish Councillor wishing to be a member. Any number of non-Councillors resident in the parish. Names of those on the Working Group, and that of the Chairman, to be advised to the Clerk. Total membership to not exceed 15 for administration purposes.

Meetings

The frequency, venue (including virtual), date and time of meetings to be decided within the group and advised to the Clerk. Meeting notes (including a record of decision and actions log) to be taken by a member of the Working Group and forwarded to the Clerk. Meetings to be held monthly no later than 12 days prior to each Parish Council meeting.

Objectives

To adhere to the resolution passed by Newland Parish Council on 25 February 2020 “that Newland Parish Council seeks to identify ways in which affirmative action may be taken at a Parish and Community level to combat the effects of climate change.”

Therefore, the core objective of the CAWG is to research and identify possible initiatives within the Parish and its surrounding communities to combat the effects of climate change. This may include liaison with other council bodies and organisations.

A second objective for the group is to research and advise the council on potential risks arising from scientifically predicted climate instability e.g. severe flooding, extended heatwaves etc. and again identify and suggest possible initiatives that could be taken.

Possible initiatives will be considered in the following areas:

1. Direct control. These are the kind of things over which we have our own control in the course of our council activities – e.g. those things related to energy consumption, recycling and reducing waste.

2. Procurement and Commissioning. These are in connection with choices we make when obtaining goods and services, i.e. hiring companies and individuals who are on board with net 'zero' targets.
3. Place shaping. This is to do with using any powers we have to design and apply policies which would result in 'net zero' outcomes. E.g. deciding where practical we would always try to get something repaired rather than buying new.
4. Engaging/communicating. This is using the council's influence and leadership to raise awareness and encourage shifts in behaviour e.g. Explaining to groups and individual parishioners why it is important to invest in renewable energy rather than continue with the use of fossil fuels.
5. Convening. This is seeing opportunities to bring people together to encourage 'net zero' initiatives to be taken in local communities.
6. Showcasing. This encourages positive action to be taken by setting a good example ourselves and promoting and rewarding others to adopt 'good' (i.e. towards zero carbon) practices.
7. Lobbying. This is encouraging positive action to be taken by other government bodies and organisations by representing the interests and needs of parishioners and local communities for policy changes and climate action initiatives e.g. electric charging points being installed locally.

The CAWG will propose and update a Climate Action Policy for consideration by Newland Parish Council for adoption.

These TORs may be reviewed as required and at least annually by the CAWG, for agreement by Newland Parish Council.

NEWLAND PARISH COUNCIL

STAFFING COMMITTEE - TERMS OF REFERENCE

APPROVED BY FULL COUNCIL 30 SEPTEMBER 2025

Membership

- 1.1 The membership of the committee will be agreed by full Council at the Annual Parish Council in May of each year.
- 1.2 Membership of the committee shall be a minimum of three Councillors to include the Chairman of the Council.
- 1.3 If the Chairman is unable to attend a meeting of the committee, the Vice Chairman of the Council will attend in his/her stead
- 1.4 Any member of the Council may substitute for any member of the Staffing Committee (except in the case in 1.3 above) who is unable to attend a meeting of the committee.
- 1.5 Initial membership: Cllrs Davies, Evans, Purvis, Wheeler and Pennington.

Meetings

- 1.6 A quorum shall be 3 members
- 1.7 In the event of a tied vote the Chairman may use their casting vote
- 1.8 All meeting shall be closed to the public and press due to the confidential nature of business to be transacted and confirmed by resolution at each meeting.
- 1.9 All regulations relating to interests, agendas and minutes which apply to full Council meetings shall apply to this committee.
- 2.1 The committee will be mindful:
 - 2.1a of the legal framework for, and good practices in, employment matters

2.1b of the confidential nature of employer-employee matters

2.1.c of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of staff

2.1.d of relevant Council protocols and policies

Matters for recommendations to the Council

The committee will receive reports from the Clerk and make recommendations to Council regarding:

3.1 staffing and office requirements including budget allocations

3.2 all policy issues relating to staff

3.3 these Terms of Reference may be amended by full council should the need arise.

Matters for delegation to the Staffing Committee

The committee will have delegated powers:

4.1 for staff recruitment

4.2 to confirm individual Contracts of Employment and all terms and conditions

4.3 to make arrangements for, and undertake, Annual Staff Appraisals and, if necessary, intermediate objective reviews of the Clerk's performance and take necessary action thereon

4.4 to decide on annual salary awards

4.5 to appoint a member of the committee to seek advice for the committee in the event of a dispute between the Clerk and the Council / member of the Council

4.6 to consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon

4.7 to, as and when required under the Council's Disciplinary and Grievance procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting.

4.8 to consider recommendations from the Appeals Panel and take necessary actions thereon.

NEWLAND PARISH COUNCIL BIODIVERSITY AND HERITAGE WORKING GROUP

TERMS OF REFERENCE

APPROVED BY FULL COUNCIL 25 NOVEMBER 2025

Status

A working group of the Parish Council with no delegated authority; the group will bring initiatives to the Parish Council for discussion and for a decision on whether to adopt them.

Membership

Any Newland Parish Councillor wishing to be a member. Any number of non-Councillors resident in the parish. Names of those on the Working Group, and that of the Chair, to be advised to the Clerk. Total membership to not exceed 15 for administration purposes.

Meetings

The frequency, venue (including virtual), date and time of meetings to be decided within the group and advised to the Clerk. Meeting notes (including a record of decision and actions log) to be taken by a member of the Working Group and forwarded to the Clerk. Meetings to be held as required and to be scheduled no later than 12 days prior to each Parish Council meeting.

The Working Group Chair shall be chosen annually by its members as the first item of business on the agenda at its first meeting, following the Annual Council Meeting. The Chair will be the main point of contact for the Working Group and will convene meetings in conjunction with the Clerk. The Working Group must notify the Council of its Chair.

The Working Group shall meet as required and working parties will be formed out of these meetings in the event specific community projects are identified.

Objectives

Biodiversity & Heritage

To conserve, enhance, and restore biodiversity and protect and enhance tangible and intangible heritage assets within the Parish of Newland.

To promote awareness, understanding, and appreciation of natural and cultural heritage among the local community.

Biodiversity

To further review and develop the Council Biodiversity action Plan following the resolution passed by Newland Parish Council 26/3/2024 ,minute 620 .In accordance with the duty imposed on Parish Councils by the Natural Environment and Rural Communities Act 2006, s.40, updated by the Environment Act 2021, s.102.Newland Parish Council (hereinafter referred to as the Council), which has any functions exercisable in relation to England must, from time to time, consider what action the Council can properly take, consistent with the proper exercise of its functions, to further the general biodiversity objective. This duty also means that councils may spend funds in conserving biodiversity

Heritage

The Group will develop a Heritage Policy and lead a community led heritage workstream, developing an Action Plan for the consideration by Newland Parish Council to further objectives identified in the Community-Led Plan adopted April 2025

Definition of Heritage

Cultural heritage includes tangible culture (such as buildings, monuments, landscapes, archive materials, books, works of art, and artifacts), intangible culture (such as folklore, traditions, language, and knowledge), and natural heritage (including culturally significant landscapes, and biodiversity)

Tangible heritage: Visiting historical sites, landmarks, and museums, such as ancient ruins, old buildings, or historic castles.

Intangible heritage: Experiencing cultural traditions, festivals, local customs, and practices, and exploring local arts, crafts, and cuisine.

Natural heritage: Exploring areas of natural beauty that are also culturally significant, like national parks or landscapes associated with historical events.

Preservation: It helps fund the preservation and restoration of historic sites and traditions, which can otherwise be lost to time.

Economic development: It contributes to building a sustainable and thriving local economy by creating jobs and supporting businesses, especially in areas that rely on their cultural or historical assets.

Cultural understanding: It provides residents and visitors with a deeper, more authentic understanding of a place's history, culture, and people.

These TORs may be reviewed as required and at least annually by the Biodiversity and Heritage Working Group, for agreement by Newland Parish Council.

NEWLAND PARISH COUNCIL COMMUNITY LED PLAN WORKING GROUP

TERMS OF REFERENCE

ADOPTED BY FULL COUNCIL 27 MAY 2025

Objective/Purpose

The Working Group (WG) will scrutinise the adopted Plan, identify elements within it, with direction from the Parish Council, and come forward with ideas and suggestions as to how the objective of the elements may be achieved. The Parish Council will guide the WG regarding prioritising the elements in the Plan.

Membership

A minimum of 3 Parish Councillors plus any number of resident volunteers. A quorum shall be 3 Parish Councillors.

Delegated authority

None. All decisions regarding the Plan will be made by the Parish Council on the recommendations of the WG.

Meetings

As and required and arranged by the WG, but ideally not less than 14 days prior to a full Council meeting so that it can be reported to full Council in a timely manner.