



STANTONBURY  
PARISH  
COUNCIL

# Devolved Services Committee

## Terms of Reference

DRAFT

**Version 6**

Signature:..... Date:.....  
Chair - Devolved Services Committee

### Version Control

V1	Created by the Chairman of the Full Committee	19/02/2021
V2	Revised by Cllrs Davison, Morgan & Millen.	19/02/2021
V3	Adopted and Signed off at the Main Meeting	03/03/2021
V4	Reviewed for recommendation by committee	18/06/2021
V5	Reviewed for recommendation by committee	20/08/2021
V6	Reviewed and adopted at Devolved Services Meeting	01/06/2022

## **Devolved Services Committee Terms of Reference**

The Devolved Services Committee is a standing committee of the Parish Council. The Devolved Services Committee will comprise of 4 members.

The quorum of the committee shall be 3 members. A Councillor could act as a back-up with voting rights on behalf of another councillor if the quoracy of the meeting was threatened.

The Devolved Services Committee shall meet a minimum of 3 times in every year.

The primary objective of the committee is to: -

- Assist the Parish Council in overseeing the scope and range of services offered through the devolved services concept.

To fulfil this objective the committee shall undertake the following roles:

1. To set the annual budget for Devolved Services Work (September).
2. To review expenditure against budget figures.
3. To liaise with the finance committee with respect to budget planning and expenditure.
4. To recommend expenditure of over £1,000 in accordance with the Financial Regulations.
5. To review the annual plant and equipment maintenance plan.
6. To review the quarterly work schedules of the Devolved Services Staff.
7. To recommend staff levels and roles.
8. To review and recommend ongoing training.
9. To review the participation in public exercises (Parish Guardians).
10. To liaise with partners performing joint landscaping and maintenance works.
11. To review insurances, training certification, user licences, health and safety requirements are in place and up to date.
12. To report items of risk to the Council.
13. To report quarterly to the Council.