

# **Hughenden Parish Council**

## **Terms of Reference – Services Committee**

### **Name**

Services Committee

### **Type**

Standing Committee governed by Council's Standing Orders, regulations, policies and legislative requirements.

### **Purpose**

To oversee the work and management of the Council's provision of services and open space assets.

### **Scope**

Garden of Rest Allotment Gardens Playgrounds Open Spaces Urban Devolved Services

### **Authority**

The committee may expend up to £1,000 per meeting.

The committee may make recommendations to Full Council.

The committee may establish subcommittees and working groups which report to the committee.

### **Membership**

The committee shall consist of a maximum of eight members.

The quorum shall be three members.

### **Meeting Arrangements**

The Committee shall meet a minimum of 4 times per year.

### **Reporting**

To report to Full Council.

### **Deliverables**

To monitor services budgets and report possible over/under spends to Full Council.

To prepare a draft budget to be submitted to the Finance & Policy Committee (between October & November).

To oversee and review Health & Safety policy and risk assessments and to ensure safe practices are followed.

To verify that agreed service levels are being met by contractors.

To verify that contractors working in public spaces have appropriate insurance and have undertaken risk assessments and health and safety checks.

To provide specifications and contract conditions for all contracted services and projects.

To verify that equipment is inspected as required by the Council's insurance policy.

To monitor burial and allotment usage.

To verify that burial and allotment records are maintained to an agreed standard and stored securely.

To promote the use of services and liaise with stake holders through the subcommittees and working groups.

To verify that Council provides a consistent and high quality service to all users.

### **Review**

To review annually in February the policies and Terms of Reference of the committee its subcommittees and working groups.