

Committees – Membership and Remit 2011 – 2012

Discipline & Grievance Committee

The Committee is made up of a pool of members including the Chairman and Vice Chairman who will be available to sit on the Disciplinary/Grievance and Appeal Sub-Committees (3 on each). The Vice Chairman will chair the first sub-committee meeting and the Chairman will chair any appeal meeting. Other members of the committees will be selected in alphabetical order of the last letter of the surname. All members are required to undertake training in discipline and grievance issues, unless already qualified. The committees will have delegated authority on a case by case basis.

Membership: Cllr Dunford (Chairman), Cllr Burton (Vice Chairman), Cllrs Beresford, Brook, Cooper, Cunnington, Dunn, Hirst, Paxton, Sykes, Wightman and Whittingham.

Environment Committee

The Committee deals with environmental projects and awards environment grants. Membership is open to all Councillors who wish to be involved. The Committee has delegated decision-making powers with the exception of those decisions, which would affect Council policy, have the potential of extending its liabilities or responsibilities and financial commitments. It elects its Chairman at the first meeting of the municipal year.

Membership: Cllr Munro (Chairman), Cllr Cooper (Vice Chairman) and Cllrs Armer, R Barraclough, Beresford, Brook, Burton, Cunnington, Dunford, Dunn, Hardcastle, Hirst, Paxton, Pitts, Sykes, White, Whittingham and Wightman.

The Committee also has co-opted members who are: Tim Scott representing Kirkburton & Highburton Community Association and Neil Windett, Kirklees Countryside Manager. Although these members take an active role in the Committee, they are legally unable to cast a vote.

Grants & Community Projects

The Committee considers the annual small grant applications, and makes recommendations on community project applications submitted to the Council.

Membership: Cllr Dunford (Chairman), Cllr Burton (Vice Chairman), Cllrs Armer, Beresford, Cooper, Pitts, Shaw, Triggs, White and Wightman.

Kirkheaton

The Committee has the remit of overseeing all the maintenance required in the closed churchyard. It meets periodically with the Vicar and other representatives of the PCC to discuss any issues of mutual interest arising from the Parish Council's responsibility towards the maintenance of the closed churchyard.

Membership: Cllr Dunford (Chairman), Cllr Burton (Vice Chairman), Cllrs Armer, Brook, Munro, R Barraclough, Sykes and Wightman.

Management & Finance

The Committee deals with all issues connected with the running of the Council and matters with financial implications. It also manages & prioritises the various projects with which the Council is involved and has delegated authority to take decisions related to additional staff hours required for specific projects.

Membership: Cllr Dunford (Chairman), Cllr Burton (Vice Chairman), Cllr R Barraclough (Line Manager), Cllrs Atkinson, Berry, Cooper, Dunn, Hirst, Munro, Paxton, R Barraclough, Sykes and Whittingham.

Risk Management

The Committee oversees the risks associated with all responsibilities and activities of the Parish Council and financial internal controls. It reviews the schedule of risks and all inspection reports submitted by the contractor covering areas where the Parish Council has responsibility, and makes risk assessment inspections when required.

Membership: Cllr Dunford (Chairman), Cllr Burton (Vice Chairman), Cllrs Paxton and Whittingham.

Shelley Village Hall

The Committee meets periodically with the Shelley Community Association's Shelley Village Hall Committee to discuss any issues of concern, with particular reference to the village hall, and it also aims to maintain good communication links between the two organisations.

Membership: Cllr Dunford (Chairman), Cllr Burton (Vice Chairman), Cllrs R Barraclough, Atkinson, Berry, H Barraclough, R Barraclough, Hirst, Munro, Parsley, Paxton, Triggs and Whittingham.

Staffing

The Staffing Committee shall deal with Human Resource issues and other contractual matters and act as a 2-way forum between the Council and the staff. It has delegated authority to make all decisions relating to staff and their employment, excepting recruitment, termination, resignation and decisions in excess of core hours.

Membership: Cllr Dunford (Chairman), Cllr Burton (Vice Chairman), Cllr R Barraclough (Line Manager), Cllrs Hirst and Paxton.

Committee Meetings are arranged as and when they are required. A link on the Minutes page will take you to the latest Schedule of Meeting Dates. Alternatively, you may request a copy from the Clerk.