**TERMS OF REFERENCE**

**WORKING GROUP TO REVIEW NLPC GOVERNANCE PROCEDURES**

**AUGUST 2015**

Reference:

A. Local Council Administration – Charles Arnold-Baker (The Yellow Book) – 9th Edition

B. Governance and Accountability regulations

C. Charity Commission guidance publications (where PC is acting as trustee)

**1. PURPOSE / ROLE**

1.1. The rurpose of the Working Group is to review all NLPC governance procedures with a view to improving the good governance and efficacy of the Parish Council and to ensure that it meets all statutory requirements and provides the best quality service to the Parish.

1.2. The Working Group was established by NLPC and its membership was endorsed at the PC Meeting held on Mon 20th Jul 15.

**2. PROJECT OBJECTIVES**

2.1. Complete a review of current working practises and make recommendations for change.

2.2. Complete a comprehensive review of current documentation including Standing Orders; Code of Conduct; internal and external report formats; Agendas and Minutes.

2.3. Review publication of PC documentation to ensure that the new ‘transparancy’ regulations are being met and make recommendations for change.

**3. MEMBERSHIP**

3.1. Membership of the Working Group will be:

* Cllr Paul Cummings (Chair)
* Cllr Claudia Riordan,
* Ian Ferguson (Parish Clerk)

The Group may co-opt other members as necessary. The Working Group will consult widely to establish best practice. This will include attendance at RCC and other PC meetings, and at such appropriate training sessions as considered to be necessary.

**4. METHODOLOGY**

4.1 The Working Group will review the current methodology for the management of Parish Council business in particular:

* Frequency of meetings
* Development of Agenda.
* Format of supporting papers including financial implications.
* Publication and circulation of supporting papers in advance of meetings.
* Management of Parish Council meetings including the involvement of members of the Public.
* Separation of responsibilities in respect of routine PC business and Oval Recreation Ground and Field Gardens Trustee business.
* Review current financial reporting.
* Preparation and consideration of Draft minutes.
* Publication of Minutes in Draft and Final form.
* Consultation with the Public.
* Declarations of interest
* Management of land and investments held by PC as corporate trustee,
* Management of Asset register
* Constitution of Working Groups and sub-committees and management of their meetings and record keeping

4.2. The Working Group will take account of the guidance contained in References A,B and C and will review the following documents and make recommendations for change:

* North Luffenham Parish Council Standing Orders
* Code of Conduct for members

**5. REPORTING REQUIREMENTS AND SHARING OF INFORMATION**

The Working Group should aim to produce a draft report for circulation to members by 1 Dec 15. A progress report should be circulated to PC members for consideration at the PC meeting scheduled for 19 Oct 15.

**6. WORK PLAN**

6.1.Working Group meeting dates to be agreed and published by 15 Aug 15**.**

6.2. A draft timetable for this review is shown below:

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| **Start Date** | **Finish Date** | **Activity** |
| 1 Aug 15 | 14 Aug 15 | Review draft ToR |
| 15 Aug 15 |  | Circulate draft ToR to PC members |
| 14 Aug 15 | 7 Sep 15 | Working Group to review Standing Orders and Code of Conduct |
| 7 Sep 15 |  | Terms of Reference to be formally endorsed by PC |
| 7 Sep 15 |  | Progress report to PC |
| 19 Oct 15 |  | Progress report to PC |
| 7 Nov | 21 Nov | Draft report to be compiled |
| 22 Nov | 29 Nov | Draft report circulated to PC members for comment |
| 30 Nov  | 1 Dec | Review and incorporate comments received |
| 2 Dec |  | Revised report circulated to PC members and posted on line |
| 7 Dec |  | Report considered by PC  |