TERMS OF REFERENCE

WORKING GROUP TO REVIEW COMMUNICATION PROCEDURES

OCTOBER 2015

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Reference:

A. Transparency code for smaller authorities [Transparency\_Code\_for\_Smaller\_Authorities](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/388541/Transparency_Code_for_Smaller_Authorities.pdf)

B. NALC LTN 38

# PURPOSE / ROLE

* 1. The purpose of the Working Group is to review all NLPC public facing and internal communication processes with a view to improving the good efficiancy of the Parish Council, to ensure that it meets all statutory requirements with the minimum administration overhead, and provides the best quality service to the Parish.
  2. The activities of this Working Group will be ongoing, and regular reviews of Parish Council working practices will be undertaken and recommendations for change made as and when necessary
  3. The Working Group was established by NLPC and its membership was endorsed at the PC Meeting held on Mon 20th Jul 15.

# PROJECT OBJECTIVES

* 1. Review and map the current working and communication processes for the Parish Council and make recommendations for change.
  2. Identify statutory requrements for Parish Council records
  3. Review publication mechanisms of PC documentation to ensure that the new ‘transparancy’ regulations and Data Protection legislation are being met and make recommendations for change as necessary.

# MEMBERSHIP

* 1. Membership of the Working Group will be:
* Cllr Pete Burrows (Chair)
* Cllr Tim Smith
* Cllr Steve Marson
* Ian Ferguson (Parish Clerk)
* Wayne Smith – Co-opted

The Group may co-opt other members as necessary. The Working Group will consult widely to establish best practice.

# METHODOLOGY

* 1. The Working Group will review the current processes and mechanisms for the communication of Parish Council business. In particular the following tasks will be undertaken:
* Collate an inventory of formal and informal external communication entities for the Parish Council
* Map who receives and sends communications within the Parish Council, both formal and informal
* Determine the formats of communications Identify the current processes, both formal and informal, used to communicate information within the Parish Council membership and externally
* Identify any relevant differences in the hardware and software available to councillors and the clerk and assess any practical issues arising from these
* Determine statutory requirements for Parish Council records and communications
* Review Best Practice mechanisms for small organization communications
* Work closely with the Governance Review Working Group to ensure that governance requirements are encapsulated within the Communications workstream
* Carry out a review of
  + Management and functions of the Parish web site
  + Parish Council methods for electronic & physical communication
  + Parish Council method for document storage / archiving / security
* 4.2. The Working Group will take account of the guidance contained in References A& B & make recommendations to the Parish Council on improvements to existing communication and business processes and the mechanism for their delivery

# 5. REPORTING REQUIREMENTS AND SHARING OF INFORMATION

The Working Group should aim to produce a draft report on the initial findings and recommendations for circulation to members by 1st Feb 2016. A progress report should be circulated to PC members for consideration at the PC meeting scheduled for 30 Nov 15 & 18 Jan 16

**6. WORK PLAN**

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

|  |  |  |
| --- | --- | --- |
| **Start Date** | **Finish Date** | **Activity** |
| 08 Oct 15 | 14 Oct 15 | Circulate draft ToR to PC members for Review |
| 19 Oct 15 |  | Terms of Reference to be formally endorsed by PC |
| 20 Oct 15 |  | Working Group Commences Activities |
| 30 Nov 15 |  | Progress report to PC |
| 18 Jan 16 |  | Progress report to PC |
| 01 Feb 16 | 14 Feb 16 | Draft report circulated to PC members for comment |
| 14 Feb 16 | 01 Mar 16 | Review and incorporate comments received |
| 01 Mar 16 |  | Revised report circulated to PC members and posted on line |
| 14 Mar 16 |  | Report considered by PC |
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