

Terms of Reference

Policy Administration Committee

This is a document that sets approved and agreed objectives and remit of the named Committee, Sub Committee or Work Party. Any deviation must be discussed with the originating author and authorised by Full Council.

| DOCUMENT NO: | PCD0034 | | |
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| Lead author(s): (enter job titles) | Mike Passfield - Councillor | | |
| Developed by: | Mike Passfield - Councillor | | |
| Approved by: | Full Member Council | | |
| Committee/Sub Committee of: | Full Member Council | | |
| Approval date: | 07.12.2015 | | |
| Review date: | 07.12.2016 | | |
| Version no: | 1 | | |
| Version Control And Revisions: | | | |
| 1 | First published | Enter date | |
| Version | Page/Para No. | Description of change | Date |
| | | | |

INTRODUCTION.

The Policy Administration Committee shall develop policy and provide expertise and advice on policy issues relevant to the Parish Councils statutory duties or powers, objectives and development plans.

Policy is defined as:

‘Plans, courses of action or guiding principles intended to influence or determine decisions or actions of relevance to the Parish Councils statutory duties or powers, objectives and the interests or concerns of its members’.

1. The following Terms of Reference are, as that name implies, an indication of the matters which stand referred to committees of the Council.
2. The Terms of Reference should also be read in conjunction with the Council Standing Orders.
3. In applying the Terms of Reference, it should be recognised that in carrying out its remit The Policy Administration Committee is empowered to consult, insofar as it might consider it necessary or desirable, with any other committee of the Council or with any other Council or outside body or person.

TERMS OF REFERENCE

Terms of Reference

- Creating and updating a consistent corporate identity to be used on Parish Council publications
- To examine on behalf of the Parish Council various policies, strategies and plans in draft relating to the subject area (whether provided directly by the Council, external organisations or partnerships) and reporting on these to the Full Council Committee.
- Promote the role of the Parish Council and its members in contributing to issues in accord with the statutory duties or powers, objectives and development plans.
- Contribute to the annual review of the development plan, informing the Full Council Committee of priority areas for the coming year
- Consider and respond to policy material passed to it from the Full Council Committee, other committees. Similarly, the Policy Administration Committee will raise issues of priority with these Groups. The Policy Administration Committee will prioritise any identified issues and apportion tasks accordingly

- Consult with any specific parish committees on technical aspects of policy development (for example, planning committee, burial and allotment committee)
- Coordinate and approve, any response to relevant consultation or other documents or statements on matters of **policy** issued by Government departments and other external bodies
- Initiate, coordinate production of, monitor and review the content of all Parish Council
- policy matters, including relevant policy documents or position statements.
- Approve the Parish Council standards for policy preparation and monitor position.
- Establish working groups, as appropriate, to coordinate policy activity, including receipt of reports and making recommendations to Full Council Committee.

DELEGATED AUTHORITY

The Policy Administration Committee will have the authority to develop and agree policies associated with statutory duties or powers, objectives and development plans and advise the Full Council Committee for adoption and implementation.

The Full Council Committee will ratify the membership of the Policy Administration Committee through the voting process.

CHAIR

The Full Council Committee will appoint a Chair and a Vice Chair.

MEMBERSHIP

The Committee will not exceed 5 members in total, including co-options.
The Parish Clerk may attend and participate in the meeting but will not vote

Cllr Mike Passfield (Chair)
Cllr Kathryn Locke
Cllr Shelley Underwood
Cllr Ron Chatten
Parish Clerk Carol Willingham

QUORUM

A meeting will be quorate when 2 members or more are present

SUB-GROUPS

Any sub group will include a member of the Policy Administration Committee. The Policy Administration Committee will establish the terms of reference for any groups formed and will monitor and review the progress of such groups at each of its meetings.

CO-OPTIONS

If required the Policy Administration Committee may make co-options to the Committee to take forward its work.

CORRESPONDING MEMBERS

The Committee may identify a number of corresponding members of people who take an interest in the work of the Committee and may, from time to time, contribute to particular pieces of work. These members will receive a copy of the minutes of each meeting. The Chair will review the corresponding members list on an annual basis.

ACCOUNTABILITY

The actions of the Committee are directly attributable to the Parish Council therefore all members of the Committee have a general duty to act in the best interests of the Parish Council and continue to ensure compliance with the principles of public life.

Selflessness

Committee members have a general duty to act in the best interests of the Parish Council as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or the organisation they come from or represent.

Integrity

Committee members should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role. They should avoid actual impropriety, and appearance of improper behaviour and avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

Objectivity

In carrying out their role, including making appointments, awarding contracts, recommending individuals for rewards and benefits or transacting other business, Institute committee members and trustees should ensure that decisions are made Solely on merit.

Accountability

Committee members have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in the Parish Council. They are accountable for their decisions and action to members, the public and funders. They must submit themselves to what scrutiny is appropriate to their role.

Openness

Committee members should ensure that confidential material, including material about individuals, is handled in accordance with due care. They should be as open as possible about their decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.

Honesty

Committee members should have duty to declare any interests relating to their role as a committee member and to take steps to resolve any conflicts that may arise. Where private interests of a committee member conflict with their duties, he/she must resolve this conflict in favour of the committee member role. They must make relevant declarations of interest in the different circumstances and roles they play both within and outside of the Parish Council.

Leadership

Committee members should promote and support the principles of leadership by example.