



Freshwater Parish Council

Committee Terms of Reference Policy

2023



Freshwater Parish Council

Working For The Community

Freshwater Parish Council

Committee Terms of Reference Policy

This Policy is designed to ensure that all Committees, Sub-Committees, Project Steering Groups or Working Parties within Freshwater Parish Council are in accordance with the Council's approved Standing Orders. A Terms of Reference must be ratified by the Full Parish Council following the first meeting of any committee and/or group where it is determined that they require a TOR to operate by the Full Council and then annually at the Full Council's Annual Meeting.

Objective:

To ensure that all committees and groups have a valid Terms of Reference (TOR) which is in alignment with the Council's approved Standing Orders. Each committee and/or group must have a clearly defined objective which must accord with the Council's approved Standing Orders.

Membership:

Must be clearly defined in the TOR including a total number of members. The Council's Chair and Vice Chair are able to attend any and all meetings 'ex officio'. They may also be elected as members to any committee, sub-committee, project steering group or working party in accordance with the Council's approved Standing Orders.

Chair:

It must be clear how the Chair is to be elected and what will happen if the Chair is not able to attend any meeting or resigns during their tenure. If the Chair is unable to attend any scheduled meeting, they must inform the Vice Chair and Clerk as soon as possible to ensure the Vice Chair has time to adequately prepare to manage the business of that meeting.

Vice Chair:

It must be clear how the Vice Chair is to be elected and what will happen if the Vice Chair is unable to meet their responsibilities or resigns during their tenure. If the Vice Chair is unable to stand in for the Chair a vote will be taken at the beginning of any meeting to elect an acting Chair to transact business for that meeting.

Quorum:

Each committee and/or group must have a quorum to meet and to transact business. A quorum is 3 or one third of the committee/group membership as defined in the Council's approved Standing Orders.

In Attendance:

The TOR must clearly state whether an officer will attend meetings and their role at such meetings. It should state whether the public will be permitted to attend meetings and whether they will be allowed to speak as a matter of course or only if allowed to speak under the Chair's discretion.

Meetings:

The number of meetings to be held each year must be clearly stated, the TOR must include when the meetings will be held with a schedule of dates and times to be agreed by the Full Council at the Full Council's Annual Meeting. The TOR could state whether additional meetings may be held when required.

Public Participation:

The TOR must state whether the meetings are to be opened to the public in accordance with the Council's approved Standing Orders. It must be clear how the public will be notified of any/all meetings where they are able to attend and how many days this information will be posted prior to each meeting. It must also state where any report/minutes generated from the meeting will be available for public viewing.

Minutes/Reports:

It must be clearly stated whether minutes will be recorded and who will be responsible for these minutes. Whether they will be recorded by an officer, a sound recording will be taken and to who and when these minutes will be circulated to. All minutes will need to be made available to the Clerk for submission to the next Full Council meeting. If a report is to be submitted in place of minutes it must state who will be responsible for writing this report and who this report will be circulated to. The report will need to be made available to the Clerk for submission to the next Full Council meeting.

Accountability and Scope:

The TOR must clearly define how the committee/group will act on behalf of the Council.

Delegated Authority:

The TOR will clearly define the delegated authority of the committee/group. This may be a complete list of delegated powers and/or state how additional delegated powers may be given to the committee/group.

Finance:

The TOR would state whether an annual budget is required and how that budget is agreed. The committee/group would need to make a proposal to the Finance Committee, which if agreed would be taken to the Full Council for recommendation that it is incorporated into the annual budget.