

**TERMS OF REFERENCE AND GOVERNANCE FOR QUORN PARISH COUNCIL
NEIGHBOURHOOD PLAN ADVISORY COMMITTEE**

1) Name

- a) The name of the Committee shall be the Quorn Neighbourhood Plan (NP) Advisory Committee.

2) Role

- a) The role of the NP Advisory Committee is to carry out the following NP tasks on behalf of the Parish Council:
 - i) Undertake the preparation of an NP for the designated area of the Parish of Quorn
 - ii) Secure external funding for the approval of the Parish Council and take responsibility for planning, budgeting and monitoring expenditure, providing regular feedback to Parish Council meetings for scrutiny and ratification.
 - iii) Liaise with relevant authorities, organisations and identified Stakeholders to ensure the NP is comprehensive and inclusive.
 - iv) Identify and implement a wide variety of ways to engage the whole community throughout the process.
 - v) Appoint Theme Groups as necessary to undertake specific areas of work on behalf of the overall NP Committee, involving additional persons with specific expertise as required.
 - vi) Be responsible for the analysis arising during the NP process and the production and distribution of the final report.
 - vii) To work closely with Charnwood Borough Council throughout the process.
 - viii) To submit the draft NP for consultation with the Parish Council, local residents and Charnwood Borough Council
 - ix) To secure the endorsement of the Parish Council for the final NP document.
 - x) To prepare the NP for submission to Charnwood Borough Council
 - xi) To ensure the NP is in general conformity with Charnwood Borough Council's existing Core Strategy.
 - xii) To ensure the NP meets the requirements of the Neighbourhood Planning (General) Regulations 2012, the Localism Act 2011 and other relevant legislation, including European obligations.

3) Membership

- a) The NP Advisory Committee shall have a minimum of 8 members, including at least two members from the Parish Council.
- b) The NP Advisory Committee may co-opt additional members at its discretion
- c) The membership and appointments are to be approved by the Parish Council and membership information included on the Parish Council website.

4) Meetings

- a) The NP Advisory Committee shall hold a full meeting at least every two months or more frequently as may be required.
- b) Meeting dates shall be confirmed at least ten days in advance.
- c) The meeting agenda shall be passed to all members, with the details of all supporting documentation, at least 3 clear days prior to each meeting. Members will be expected to have read the papers in advance of the meeting.
- d) Declarations of Interest for Agenda items shall be a standard agenda item at the beginning of each meeting.
- e) The minutes of the meeting shall be produced and circulated to all members within 10 days at most following the meeting, for approval at the following meeting.
- f) Resolutions shall be decided by a majority of votes, with the Chair having a casting vote if required.
- g) A minimum quorum of members for the transaction of business is greater than 50% of members, including the Chair.
- h) Meetings will normally be open to all members of the public. If a member of the public wishes to speak on a particular subject, the Chair shall invite him/her to speak when the subject is discussed, for no more than 5 minutes.
- i) The agendas, supporting papers and meeting minutes are to be posted on the Parish Council website to provide the maximum opportunity for community participation. The agenda and meeting minutes will also be posted on the Village notice board, with a contact address for those wishing to view the supporting papers.
- j) The NP Advisory Committee can exclude the public and hold a closed session in exceptional circumstances for matters that are sensitive.

5) Theme Groups

- a) The NP Advisory Committee may appoint specific Theme Groups to carry out agreed work on its behalf, with a nominated Leader for each Theme Group. **The work of the Theme Groups does not need to be open to the public and meetings are not required to follow the procedures referenced above.**
- b) Each Theme Group will comprise at least one member of the NP Advisory Committee
- c) The Leader may co-opt additional members to further the work of the Theme Group.
- d) The Theme Group may make recommendations, but decisions will be taken by the full NP Advisory Committee, for ratification by the Parish Council.

6) Finance

- a) The Secretary shall maintain a record of all income and expenditure and follow the same financial procedures in accordance with the Parish Council practice.
- b) A current financial statement will be available as necessary, and a financial report will be available for each Parish Council meeting as required.

7) General Conduct of NP Advisory Committee Members.

- a) Members are expected to conduct themselves when working on the NP in a manner consistent with the standards of conduct required for those in public life, i.e. selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- b) Members are required to read and sign the Parish Council Register of Interests and Code of Conduct. The Secretary will hold the signed forms in a central place.
- c) Members, including co-opted members, should declare an interest at the beginning of a meeting if the member has a disclosable pecuniary or non-pecuniary interest relating to an agenda item to be discussed.

8) Public Access to Information

- a) Members of the public, under the Freedom of Information Act 2000, have the right of access to all meetings of the NP Advisory Committee, unless specific reasons have been announced in advance when confidential material may be discussed which might be prejudicial to the public interest. It is envisaged that this would rarely, if ever, be implemented.
- b) Members of the public should declare an interest, if applicable, in respect of any agenda item to be discussed at the meeting.
- c) The agendas, relevant papers and subsequent minutes of all NP Advisory Committee meetings will be published on the Parish Council website and available for all members of the public to access.

Quorn NP Advisory Committee

May 2017