

ICKLEFORD NEIGHBOURHOOD PLAN STEERING GROUP

Terms of Reference **(Adopted 6 September 2018)**

Name

The name of the organisation will be the Ickleford Neighbourhood Plan Steering Group, hereafter referred to as the 'Steering Group'.

Purpose

Ickleford Parish Council, hereafter referred to as the 'Parish Council' is the qualifying body for the preparation of a Neighbourhood Plan for Ickleford parish. The purpose of the Steering Group as an advisory committee to the Parish Council is to guide and agree the content of the Plan and all associated evidence and analysis up to and including publication of the consultation draft plan. This will be carried out through the following:

- Investigate and identify support for the Neighbourhood Plan.
- Identify sources of funding.
- Take responsibility for planning, budgeting and monitoring expenditure on the Neighbourhood Plan and report back to the Parish Council on these matters.
- Liaise with relevant authorities and organisations to make the Neighbourhood Plan as effective as possible.
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- Determine the types of survey and information gathering to be used.
- Be responsible for the analysis of the survey, as well as the production and the distribution of the final report.
- Identify priorities and timescales for local action in the Project Plan, including the lead organisations and potential sources of project funding.
- Regularly report back to the Parish Council on progress, issues arising and outcomes.

Membership

The Steering Group will be made up from volunteers from the community, including at least one parish councillor. The Steering Group may form Task Groups consisting of members of the community and possibly representatives from the Parish Council; there will be at least one member of the Steering Group in each Task Group. The Task Groups will follow these Terms of Reference and will report back to the Steering Group.

The Steering Group will elect a Chairperson and Vice-Chairperson (or Co-Chairs), Secretary and Treasurer. These persons shall remain in that position following their election until completion of the project.

Members of the Steering Group may be elected to other key roles as required during the project.

Steering Group membership shall be reviewed from time to time.

A person shall cease to be a member of the Steering Group having notified the Chairperson (or Co-Chairs) or Secretary in writing of their wish to resign.

Roles & Relationships

Parish Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but Steering Group members, in liaison with the Parish Clerk, need to ensure that terms of the insurance are not breached. The main covers required for the Steering Group are Employers' and Public Liability, Fidelity Guarantee and Officers' Liability.

The Chairperson, Vice-Chairperson (or Co-Chairs) and Secretary are responsible for reporting back to the Parish Council on a regular basis at the Parish Council's monthly meetings.

The Parish Council will recognise reports via its meeting agenda.

Task Groups will carry out duties specified by the full Steering Group, which may include, but is not limited to data gathering, consultations and making recommendations

The make-up and purpose of Task Groups will be regularly reviewed by the full Steering Group.

It is expected that all Steering Group and Task Group members abide by the principles and practice of the Steering Group's Code of Conduct; this includes declaring any conflicts of interest.

Data protection

All members of the Steering Group and any related Task Groups will adhere to the Parish Council's policies on Data Protection to ensure compliance with GDPR and the current Data Protection Act. The Parish Clerk will forward details of these policies, including any updated versions of these policies, to the Chairperson (or Co-Chairs) of the Steering Group. The Chairperson (or Co-Chairs) will ensure that all members of the Steering Group and Task Groups receive a copy of these policies.

Furthermore, all email correspondence from members of the Steering Group and any related Task Groups will include an email signature. This will be based on the Parish Council's approved template and modified by the Steering Group in conjunction with the Parish Clerk to meet their requirements. This email signature will include a link to the Parish Council's Privacy Policy.

Timing

The target date for a referendum will be agreed in due course between the Parish Council and the Steering Group.

Meetings

The Steering Group will normally meet monthly (but every two months as a minimum), or as may be required. All meetings will take place in Ickleford parish and will be open for members of the public to attend.

The quorum for a meeting is three committee members

At least three clear days' notice of meetings will be sent to members. The meeting notice will be displayed on the Village Green noticeboard to inform residents about the meeting and will also include the time and location.

In the absence of the Chairperson and Vice-Chairperson, or both Co-Chairs, at a meeting, a representative chairperson for that meeting will be elected from the members present.

Whenever possible, notices of meetings should detail the matters to be discussed.

The Secretary or Chairperson or Vice-Chairperson(s) or Co-Chairs or nominated member will keep a record of meetings, and circulate minutes to the Steering Group members in a timely fashion. Once approved, these minutes will be made available to members of the public via the website. Reports to the Parish Council shall be forwarded at least three clear days before the Parish Council's meeting. The latter will publicise these via their usual methods of communication.

Finance

All grants and funding will be applied for in conjunction with, and held by, the Parish Council, who will ring-fence the funds for Neighbourhood Plan purposes only.

Notification of all planned expenditure will be approved by the Steering Group and advised to the Parish Council before actual costs are incurred. This is to ensure expenditure remains within the Steering Group's available funds. Task Groups do not have the power to authorise expenditure; any expenditure requests should be agreed with the Steering Group in advance.

The Treasurer will keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the Parish Clerk.

The Parish Clerk will draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses.

Invoices will be made out in the name of the Parish Council and referenced Neighbourhood Plan.

Members of the community who are involved as volunteers with the Steering Group or any associated Task Groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Neighbourhood Plan. This includes, but is not limited to, postage, stationery, telephone calls and travel costs. Any such expenditure should be evidenced with receipts.

Submission of the final draft Neighbourhood Plan

Ickleford Parish Council will approve the final draft Neighbourhood Plan prior to submission to the local planning authority.

Dissolving the Steering Group

At the conclusion of the Neighbourhood Plan project, the Parish Council and Steering Group should discuss the future working of the Steering Group. If the Steering Group wishes to dissolve it must notify the Parish Council.

Upon dissolution of the Steering Group, the disposal of any remaining funds shall be agreed between the Steering Group and the Parish Council. No individual member of the Steering Group shall benefit from this process.

Changes to these Terms of Reference

Any proposed amendments to these Terms of Reference shall be discussed and approved at a monthly meeting of the Parish Council.