



Clerk: Mr S R Baxter | Email: clerk@norththoresby.com | Tel: 0781 444 3058
Address: North Thoresby Village Hall, The Square, North Thoresby, DN36 5QL

GOVERNANCE AND POLICY COMMITTEE

Terms of Reference

November 2023

1. Purpose

1.1 The purpose of this Governance and Policy Standing Committee (the “Committee”) is to focus on the formal governance issues, policies and any formal confidential communication (to include formal complaints and 3rd party investigations) of North Thoresby, Grainsby and Waithe Parish Council (the “Council”) as detailed in the list of powers and responsibilities.

1.2 The general objectives of the Committee are in meeting its role shall be to produce and manage those documents that set the environment in which the Council is expected to discharge its duties and powers including policies, procedures and strategies. They constitute the internal rules, practical arrangements and processes which are essential to those who form and work for the Council.

1.3 The overall role of the Committee shall be to produce and annually review all aspects of the Council’s governance documents and policies and confidential complaints / investigations.

1.4 To the main recipient of any confidential complaints or third party investigations.

1.5 To review all policies of the Council.

1.6 All matters from this Committee will be presented as recommendations to the Full Council for resolution but may limit the specific detail and names if confidentiality is required.

1.7. The meetings will be for the committee members to attend and unless agreed by the Chair of the Committee will not be open to all council members.

1.8 Only members of the committee will have voting rights.

2. Membership

2.1 The membership of the committee will be the Chair of the Parish Council, Vice Chair, Chair of the Finance Committee and Chair of the HR & Facilities Committee. The Council may decide by a majority in specific or regular occasions to add any other Councillors or Chairs of Committees.

2.2 No members of the Council can insist on membership of this Committee unless they fall under the criteria of point 2.1.

2.3 The Chair of the Committee, who will not be the Chairman of the Council, will be decided at the inaugural meeting and at the first meeting immediately following each Annual Parish Council Meeting.

2.4 The Clerk and Proper Officer will be a non-voting attendee of the Committee - they may appear by a digital form with the agreement of the Chair of the Committee. The committee may decide in limited circumstances that it would be inappropriate for the Proper Officer to attend and thus may nominate a member of the Committee to take the minutes.

3. The Committee Functions

3.1 It will be constituted to review All governance functions including any annual governance reviews

3.2 It will review the policies of the Council and recommends any amendments as required

3.3. It will consider any new policies that it feels would be justified for the governance of the Council's operations

3.4 Monitors the normal day to day operational governance of the Council and make any recommendations on any amendments that are suitable for the Council or are deemed to meet any statutory changes

3.5 It will receive any confidential complaint from any 3rd parties received by the Council and look to review the complaint as per the complaints policy to then feed back to the Council when deemed appropriate or fully reviewed.

3.6 It will receive any statutory notifications on governance from any sources that the committee deem appropriate.

3.7. The committee will recognise that the Proper Officer is responsible for the proper administration of the Council's operational and statutory affairs and will normally be sought for advice on functions and statutory processes of normal council administration and procedures, and statute.

3.8 Will have a membership that is reviewed and voted on annually at the Annual Parish Council

4. Meeting of the Council.

4.1 The Committee will be quorate (3 members) and meetings will be held at least on a quarterly basis but may be held on a monthly basis if the Chair of the committee deem it appropriate

4.2 It will only allow members of the public to address the Committee meeting about items on the agenda unless the item is considered confidential when the agenda item will be discussed in a closed session with no public present.

4.3 Members of the public may speak for five minutes in accordance with the Council's function.

4.4 Members of the public may be excluded from part or most of the meeting if confidential business is to be transacted. A closed session motion will be brought by the Chair of the committee or any other committee member.

4.5 Where possible the agenda shall be circulated by email at least three clear days in advance as well as publishing these on the normal Council noticeboard and website

4.6 The committee will discuss items at the meetings that are limited to those that are included on the agenda for the meeting.

4.7 Will recognise that the Proper Officer is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above

4.8 Shall have these Terms of Reference reviewed annually by the Council.

5. Powers and responsibilities

5.1 To monitor the Council's policies on at least an annual basis but may be reviewed when deemed appropriate by the committee

5.2. To propose amendments to the Council's governance and policies when deemed appropriate

5.3. To review the Council's internal governance controls

5.4 To review any 3rd party complaints in conjunction with the Proper Officer unless the complaint is about the Proper Officer specifically - in this case the Committee may seek external consultations or advice

5.5 To consider what details of the investigations the committee has reviewed can be fully publicised to the Council and the community in conjunction with the ELDC Arrangements with *Dealings with Standards Allegations under the Localism Act 2011* (**Appendix A**)

5.5 To consider any formal requests for responses to statutory bodies

5.6 To review any practical arrangements for internal controls for issuing of documentation to the council or councillors

5.7. To review any governance risks to the Council and make any applicable and appropriate recommendations

5.8 To consider the decisions received by the Council from the Monitoring Officer in regard to any Code of Conduct breach. The Proper Officer will ensure that any receipt of decision from the Monitoring Officer that is about a member of the committee they will be asked to remove themselves from the committee meeting.

5.9. In consultation with the Proper Officer and RFO, the committee will consider any applications for inspections of any council documents including formal inspection or records as part of the end of year document production / process.

6. Appendices

6.1 ELDC Arrangements with *Dealings with Standards Allegations under the Localism Act 2011*
