

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

1) Name

- a) The name of the Committee shall be the Swinford 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 a n NP for the designated area of the Parish of Swinford
 - 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 Harborough District Council throughout the process.
 - viii) To submit the draft NP for consultation with the Parish Council, local residents and Harborough District Council
 - ix) To secure the endorsement of the Parish Council for the final NP document.
 - x) To prepare the NP for submission to Harborough District Council
 - xi) To ensure the NP is in general conformity with Harborough District Council's adopted Core Strategy and takes into account the emerging Local Plan, scheduled to be adopted in March 2017.
 - 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 4 members, including a minimum of 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.
- 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 at least 10 days following the meeting, for approval at the following meeting.
- f) Resolutions shall be decided by a majority of votes, with the Chairman having a casting vote if required.
- g) A minimum quorum of members for the transaction of business is 4 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 PC Advisory Group 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) The Leader shall report on progress to the full meeting 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 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.

Swinford NP Committee

January 2016

Appendix 1.

Data Protection Policy for the Swinford Neighbourhood Plan Advisory Committee

Information provided by individuals as part of the NP process is to be treated as personal; both in the general sense that it represents personal opinions and in the technical sense of falling within the definition in the Data Protection Act. The guidelines below are intended to minimise the risk of inappropriate use or disclosure of personal information.

- Questionnaire forms completed on paper shall be stored in a secure filing cabinet by the NP Secretary. Prior to placing in the secure container, the forms shall be kept securely by those tasked to handle them.
- Forms shall be withdrawn from storage only for the purpose of analysis and shall be returned to storage as soon as is practicable.
- On-line forms and personal information shall be kept on a secure computer and passwords will only be given to selected individuals.
- Research findings shall be presented in a manner which prevents identification of any participant.
- Questionnaires and other data shall be securely retained for two years after the NP has been completed, after which all information shall be securely destroyed.
- Everyone involved in the NP process shall be made aware of this policy and guidelines and agree to observe the restrictions on use and disclosure.
- The Parish Council and NP Advisory Committee shall be registered with the Information Commissioners Office (ICO).