

# **HALLOW NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP TERMS OF REFERENCE**

## **Name**

The name of the organisation shall be the Hallow Neighbourhood Development Plan Steering Group (HNDPSG).

## **Purpose**

The purpose of the Steering Group (SG) shall be to support the parish council to carry out the following tasks:

- Investigate and identify support for the Neighbourhood Development Plan (NDP).
  - Identify sources of funding.
  - Take responsibility for planning, budgeting and monitoring expenditure on the Plan and report back to the parish council on these matters, and seek authorisation from the PC for expenditure prior to commitment.
  - Liaise with relevant authorities and organisations to make the Plan as effective as possible.
  - Identify ways of involving the whole community and gather the views and opinions of as many groups, residents, stakeholders, and organisations in the community as possible.
  - Determine the types of survey and information gathering to be used in conjunction with any appointed consultants.
  - Be responsible for the analysis of the survey, the production and distribution of the final report in conjunction with any appointed consultants.
  - Identify priorities and timescale for actions and tasks in progressing the NDP.
- Report monthly to the parish council (via the NDP SG Chair) on NDP progress, issues and outcomes.

## **Membership**

- The Steering Group will be made up from a cross-section of the community, including parish councillors nominated by the parish council, and including those with specific expertise and experience. \_ (subject to HPC Minutes May 2017 357d)
- Additional or alternative members to the Steering Group to be made via the Parish Council.

## **Roles**

- The positions of Chair and Vice Chair will be held by Parish Councillors.
  - Secretarial and minute taking duties will be fulfilled by one of the Parish Councillors or as designated by the Chair
- Other members of the Steering Group will be composed from those leading identified work groups and those with relevant identified skills or experience.

## **Roles & Relationships**

- Parish Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but steering group officers need to ensure that terms of the insurance are not breached.
- Parish councillors who are also members of the Steering Group will act as liaison between the NDP SG and Hallow Parish Council
- The Steering Group, either via an appointed officer or via its parish council members will provide a regular report to the parish council, for endorsement.
- The parish council will provide the opportunity for the endorsement of regular reports via its meeting agenda.
- Working Groups will carry out duties specified by the full Steering Group, which may include:-

\* Data Gathering

\* Identification of issues for the NDP SG to consider

- The progress, make-up and purpose of working groups will be regularly reviewed by the full Steering Group.
- It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

## **Meetings**

- The Steering Group shall normally meet monthly (but every two months as a minimum), or as may be required.
- At least three clear days notice of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member.
- Whenever possible, notices of meetings should detail the matters to be discussed.
- The secretary shall keep a record of meetings, and circulate notes to Steering Group members and the Parish Council in a timely fashion. The latter will publicise the notes via their usual methods.
- It is recommended that an annual rolling schedule of meetings is set in place, preferably at the first meeting of the Steering Group and made available to the public via notice boards/websites.
- All meetings should be open to the public and held in venues accessible to the public.

## **Working groups**

- The Steering Group may establish such working groups as it considers necessary to carry out the functions specified by the Steering Group.
- Each working group should have a lead person.

## **Finance**

- All grants and funding will be applied for and held by the parish council, who will ring-fence the funds for Neighbourhood Development Plan purposes only.
- Notification of all planned expenditure will be given to the parish council before actual costs are incurred via the SG Chair
- The Parish Council will regularly review and update the budget with the parish clerk.
- The Chair will report back to the Steering Group and the parish council on planned and actual expenditure for the project.
- Invoices will be made out in the name of the parish council who will consider them at their next scheduled parish council meeting.

## **• Dissolving the Steering Group**

- At the conclusion of the Neighbourhood Development Plan project the parish council and Steering Group should discuss the future working of the Steering Group. If there is no agreed further role for the Steering Group the SG may dissolve the group upon notification of the Parish Council.

*[ToR adopted from Herefordshire County Council model 0413 with thanks]*