

LISS PARISH COUNCIL

Review Committee for Standing Orders, Procedures & Agreements with third parties.

Membership & Terms of Reference

The Review Group was formed at Full Council meeting on 17th September 2012 – ref. Minute no. 132/12

Membership

The Committee is a standing committee and its Membership will be appointed at the Statutory Annual Meeting of the Council in May each year.

The Chairman and Vice Chairman of the Council will automatically be ex-officio members

The quorum of the Review Committee will be one half of the voting members.

Objectives

The objectives of the Review Committee will be to:

1. Review Standing Orders to ensure that they reflect statutory requirements and best practice. This will include the definitions & terms of reference for all LPC committees, sub-committees & working groups.
2. To review LPC policies/procedures (excluding staffing and personnel matters – which remain the responsibility of the staffing committee) to ensure that they comply with current legislation and best practice.
3. In particular the committee will consider any recommendations for change in policy/procedure from internal or external auditors or other professional bodies who may comment and make recommendations on policy/procedure (for example the Information Commissioner)
4. To identify and produce any additional policies/procedures that should be put in place.
5. To review any agreements with third parties (jointly with other committees, as appropriate), particularly:
 - The agreement between East Hants. District Council & LPC covering management issues on the Riverside Railway Walk & the relationship with Liss Conservation rangers.
 - The Service Level Agreement with the Newman Collard Playing Fields & pavilion Trust covering the responsibilities of both parties for the maintenance & upkeep of the Newman Collard Playing Fields.

Powers

1. Council delegates to the Review Committee full powers to remove, create, update and adopt new policies and procedures.
2. The Review Committee will report back to Full Council on policies adopted.

Other matters

The Review Committee will take advice from Liss Parish Council Officers where required.