



LISS PARISH COUNCIL

Review Committee for Standing Orders, Procedures and Agreements with Third Parties Membership and Terms of Reference

The Review Group was formed at a Full Council meeting of Liss Parish Council (“LPC”) on 17th September 2012 (Ref. Minute no. 132/12).

Membership

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

The Chairman and Vice Chairman of LPC will automatically be ex-officio members. LPC may co-opt such other members that are not members of the Review Committee to it in an advisory capacity as required.

Quorum For Meetings

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

In the event of an uneven number of appointed voting members, the quorum shall be one half of the voting members rounded down.

Chairman of the Committee

At the first meeting of the Committee following the Statutory Annual Meeting the first item of business will be to elect a Chairman and the Committee may elect a Vice-Chairman if necessary. Co-opted members are not eligible to act as Chairman.

Voting in Meetings

Each member will have one vote; the Chairman of the Committee will have a second and casting vote in the event of an equality of votes.

Co-opted members will have no voting rights.

Voting will normally be on a show of hands. At the request of a Committee member the voting shall be recorded so as to show whether each Councillor present and entitled to vote gave their vote for or against that question or abstained from the vote.

Rules of Debate

The rules of debate as set out in LPC’s Standing Orders will apply to the Committee.

Objectives

The objectives of the Review Group will be to:

1. Review Standing Orders to ensure that they reflect statutory requirements and best practice.
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 Trust covering the responsibilities of both parties for the maintenance and upkeep of the Newman Collard Playing Fields.

Powers

1. The Review Committee after seeking input from all LPC Councillors has full power to remove, create, update and adopt new policies and procedures (Ref. Min. 172/16 – that adopts the amended terms of reference for the Review Committee for Standing Orders, Procedures and Agreements with Third Parties) save that:-
 - 1.1. Amendments to Standing Orders are to be adopted by LPC at a Full Council meeting;
 - 1.2. Amended and new policies and procedures relating to financial matters are to be approved by the Finance Committee and adopted by LPC at a Full Council meeting; and
 - 1.3. Amended and new Terms of Reference for any of LPC's committees must be approved by the relevant committee and adopted by LPC at a Full Council meeting.
2. The Review Committee will report back to Full Council on policies adopted that Full Council will note.

Other matters

The Review Committee will take advice from LPC officers where required.

Review

This policy will be reviewed three years after it has been adopted by LPC.

These Terms of Reference were approved by Council on 15th October 2018.