



Liss Parish Council

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

The Review Committee for Standing Orders, Procedures and Agreements with Third Parties ("Review Committee") was formed at a Full Council meeting of Liss Parish Council ("LPC") on 17th September 2012 (Minute reference: 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 Chair and Vice-Chair 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.

Chairship 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 Chair and the Committee may elect a Vice-Chair if necessary. Co-opted members to the Committee are not eligible to act as Chair.

Voting in Meetings

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

Co-opted members to the Committee 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.

Duties of the Committee

Responsibilities will include:

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 Staff Committee and certain financial which remain the responsibility of the Finance 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.

Powers of the Committee

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*) except:-
 - 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 for Full Council to note.

Other matters

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

Charity Trustee

LPC is the sole trustee for the following charities:

1. Liss Recreation Ground (working name: West Liss Recreation Ground) - charity number: 301871
2. Village Hall - charity number: 301872
3. Parish Allotments - charity number: 237190

Any decisions made as trustee on behalf of a charity shall be made:

1. in accordance with the charities' governing documents and the Charities Act, 2011;
2. for the sole benefit of that charity, rather than for the benefit of LPC as a whole.

To avoid conflict-of-interest, agenda items that relate to a charity that LPC is trustee shall be noted separately and the Chair shall remind committee members of their responsibilities as charity trustees.

Adopted by Liss Parish Council on 15th May 2023.

To be reviewed annually.