



# Terms of Reference: Steerings committee

## Introduction:

The Steerings Committee has been created by a resolution of full council on 27<sup>th</sup> October 2022

## Membership:

The membership of the committee will be decided by full council at the first available meeting in each council year. Vacancies will be dealt with ideally by delegation from full council but may be dealt with by co-option of the committee to enable business to be transacted. Any co-options will need to be ratified at the next available council meeting.

Non-members of the council may act as members of the committee subject to the approval of full council.

Membership of the committee shall not number less than 3 and not number more than 9. The council may allocate empty seats to the membership to allow for co-option as part of any wider succession planning or engagement plans.

## Quoracy:

Quorum to hold a meeting with any decision making shall be 50% of the committee seats but no less than 3.

## Meetings:

Rules for the calling and operations of meetings shall be done in accordance with standing orders.

The first meeting of the committee in any year will commence with the membership of the committee electing a chair.

## Delegated authority:

The committee and its membership shall have authority to enter into negotiations and discussions with external parties and bodies as appropriate to allow it to fulfil its functions. Those exercising this authority should be mindful of councils policies and procedures including, but not limited to, communications policy and code of conduct.

## Role and remit:

The committee's role will be to consider items referred to it by full council. This consideration will include matters relating to policy, procedures, governance and, where relevant, wider community engagement.

The steerings committee will report its findings and make recommendations, including full policies, for consideration and potential approval of full council.



Recommendations will be accompanied by minutes of the committee which detail the vote and discussions behind the recommendations.

### Review:

These terms of reference will be reviewed ahead of the annual parish meeting each year.

### Date of acceptance:

### Delegated matters for steering ctte.

1. The formation of a steering committee. This would review all existing publically listed policies and undertake a review. I would suggest that existing policies are compared and contrasted to standard WALC / NALC terms and then should be considered to ensure that our policies meet with best practice and strive for continuous improvement.  
This committee can then forward findings and recommendations to full council.
2. A parish survey to be developed and undertaken. This could have many purposes. Increasing engagement. To find out the priorities within the village. To inform budgetary priorities. To help build a mailing list to allow for effective outward communication.
3. Review of email protocols. The Communications policy relates that each councillor should have a council email address. I believe that the risk / reward of this ahead of the potential wholesale changes to the council in May next year is limited. However it should be put into place to enable incoming councillors to act in a proper governance framework. This also relates to the clerk's email as there are potential questions over the ownership of webmail based accounts which again is a governance vulnerability.