

**Middleton St George Parish Council**  
**Standards Committee (Policies and Procedures)**

**Terms of Reference**

The Standards Committee is responsible for ensuring that MSGPC continually review and update all required documentation (which shall include, but shall not be restricted to, the documents on the attached list), and also to assist the Parish Council, its Committees and Subcommittees, Members and Staff, to adhere to standards and procedures.

**1. Authority**

The Standards Committee is appointed by, and solely responsible to, Middleton St George Parish Council. The Committee's duties are defined and agreed by the Main Council, which may vote, at any time, to modify the Committee's powers.

**2. Membership**

The Committee will consist of no fewer than four elected parish Councillors, and at its first meeting will elect a Chairman to preside over future meetings– to be re-elected each year following Annual Parish Council meeting. It will also elect a Vice Chairman if thought appropriate, although any elected member can preside by agreement in the Chairman's absence. A quorum will be a minimum of three elected Members. Chairman & Vice Chairman of Full Council will have automatic membership and full voting rights. Up to 3 members who are not members of the Parish Council may be co-opted to provide expertise and guidance – non-voting.

**3. Public Participation**

Public participation in the work of the Standards Committee is welcomed and will be in accordance with Section 3d to l of the Parish Council's Standing Orders.

**4. Records of Proceedings**

The Committee will meet as required but at least annually to review the protocol, policies, procedures, and other documentation required by law, recommended by bodies such as NALC, CPALC, SLCC as well as in the interests of Best Practice. Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting. The Parish Clerk will be responsible for arranging the distribution of the agenda & minutes.

**5. Responsibilities**

The Committee is advisory, and is responsible for making recommendations with regard standards, specifically:

- to review, with the Parish Clerk, the protocol, policies, procedures, and other documentation required by law, recommended by bodies such as NALC, CPALC, SLCC as well as in the interests of Best Practice.
- to update, with the Parish Clerk, existing protocol, policies, procedures, and other documentation required by law, recommended by bodies such as NALC, CPALC, SLCC as well as in the interests of Best Practice, and recommend them for approval by the full Parish Council.

- where absent, to introduce, with the Parish Clerk, protocol, policies, procedures, and other documentation required by law, recommended by bodies such as NALC, CPALC, SLCC as well as in the interests of Best Practice, and recommend them for approval by the full Parish Council.
- to assist the Parish Council, its Committees and Subcommittees, Members and Staff, to adhere to standards and procedures, and to offer advice where appropriate, in conjunction with the Clerk.

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## **IMPORTANT DOCUMENTS LIST**

<b>Management</b>				
<b>Document</b>	<b>Date Approved by Parish Council</b>	<b>Status</b>	<b>Location</b>	<b>Next Review Date</b>
Code of Conduct	12th October 2016	Active	File/website	September 2017
Standing Orders	12th October 2016	Active	File/website	September 2017
Financial Regulations	12th October 2016	Active	File/website	January 2017.
Risk Assessment	16th January 2017	Active	File/website	June 2017
Asset Register	15th November 2016	Active	File/website	October 2017
3 yr Budget	13th March 2017	Active	File/website	March 2018
Insurance Policy	18th June 2016	Active	File	June 2017
Leases - DDMBC	13th March 2017	Active	File	March 2018
Leases - Middleton Fishery	13th March 2017	Active	File	March 2018

<b>Committee Terms of Reference</b>				
<b>Document</b>	<b>Date Approved by Parish Council</b>	<b>Status</b>	<b>Location</b>	<b>Next Review Date</b>
Finance	19th July, 2016	Active	File/Website	July 2017
Planning	13th June, 2016	Active	File/Website	June 2017
Community Liaison	12th September 2016	Active	File/Website	September 2017
Play Park	13th March 2017	Active	File/Website	March 2018
Standards	14th March 2017	Active	File/Website	March 2018
Water Park	13th March 2017	Active	File/Website	March 2018

<b>Information</b>				
<b>Document</b>	<b>Date of Issue</b>	<b>Status</b>	<b>Location</b>	<b>Next Review Date</b>
Councillors' contact details	June 2017	Active	Web	As required
Parish Map	June 2017	Active	Web	As required
Schedule of meetings	Monthly	Active	Web	Monthly
Agendas & Minutes	Monthly	Active	Web	Monthly
Parish population				
Avg Council Tax and Precept				
Details of Local Clubs/Orgs		Active	Web	As required

<b>Legal</b>				
<b>Procedures</b>	<b>Date Approved by Parish Council</b>	<b>Status</b>	<b>Location</b>	<b>Next Review Date</b>
Health & Safety				
Equal opportunities				
Freedom of Information				
Grievance & disciplinary				
Bullying & Harassment				
Employee Welfare				
Communication	13th March 2017	Active	File	March 2018
Complaints				