



Neighbourhood Plan Working Group Terms of Reference and Governance

1. **Name and Status:** The name of the Working Group will be the Desford Neighbourhood Plan Working Group (DNPWG)
2. **Role:** The role of the DNPWG is to advise Desford Parish Council (DPC) on the following matters:
 - 2.1 Preparation of the DNP for the designated area of the Parish of Desford
 - 2.2 Securing external funding for all or part of the NP process, and planning, budgeting and monitoring expenditure from funding from all sources, providing regular feedback to DPC meetings for scrutiny and ratification
 - 2.3 Liaising with relevant authorities, organisations and identified stakeholders to ensure the DNP is comprehensive and inclusive
 - 2.4 Identification and implementation of a wide variety of ways to engage the whole community throughout the process
 - 2.5 Appointing Focus Groups as necessary to undertake specific areas of work on behalf of the DNPWG, involving additional persons with specific expertise as required
 - 2.6 Analysis of data and evidence arising during the DNP process and the production and distribution of the final report
 - 2.7 Ensuring the DNP is in general conformity with HBBC's adopted Local Plan; and meets the requirements of the Neighbourhood Planning (General) Regulations 2012, the Localism Act 2011 and other relevant legislation, including European obligations
 - 2.8 Working closely with Hinckley and Bosworth Borough Council (HBBC) throughout the process
 - 2.9 Submission of a draft plan to DPC for approval; consultation with local residents, stakeholders and HBBC
 - 2.10 Preparation of a final version for approval by DPC and onward transmission to HBBC and preparation of DPC's responses during consultations, the referendum and the examination in public
 - 2.11 Consideration of the Examiner's report and preparation of responses, including suggesting changes, in response to the report

2.12 To advise DPC on the campaign to secure a YES vote in the referendum

3. Membership:

- 3.1 The DNPWG shall have a minimum of six members, including at least two councillors and may co-opt additional members at its discretion.
- 3.2 The membership and appointments are to be approved by DPC and membership information included on the DPC and Desford Vision websites.
- 3.3 The Chairman will be elected at the first meeting following the Annual Parish Council Meeting.

4. Meetings:

- 4.1 The DNPWG shall hold a full meeting when required and a report of the meeting shall be given to the next available meeting of the Planning Committee and full Council, in writing or orally as appropriate
- 4.2 Meetings shall be held when required. The agenda shall be passed to all members, with so far as practicable, the details of all supporting documentation, at least 3 clear days prior to each meeting
- 4.3 Declarations of Interest for Agenda items shall be a standard agenda item at the beginning of each meeting
- 4.4 The notes of the meeting shall be produced and circulated to all members within a reasonable timescale.
- 4.5 Resolutions shall be decided by a majority of votes, with the Chair having a casting vote if required.
- 4.6 A quorum of members for the transaction of business is 3 including the Chair and at least one councillor.

5. Focus Groups: The DNPWG may appoint specific Focus Groups to carry out agreed work on its behalf, with a nominated Convenor for each Focus Group

- 5.1 Each Focus Group will comprise at least 2 members of the DNPWG
- 5.2 Each Focus Group may co-opt additional members to further its work subject to approval by DNPWG
- 5.3 The Focus Groups may make recommendations but decisions will be taken by the DNPWG, as recommendations to DPC

6. Finance:

6.1 The DNPWG will request an annual budget allocation from DPC

6.2 All expenditure shall be authorised by DPC and paid by the Clerk and any monies accruing to DNPWG shall be paid into the DPC bank account as directed by the Clerk

6.3 The RFO shall maintain a record of all income and expenditure and follow financial procedures which accord with DPC practice

6.4 A current financial statement will be available as necessary, and a financial report will be available for a DPC meeting as required.

7. General Conduct of DNPWG Members:

7.1 Members are expected to conduct themselves when working on the DNPWG in a manner consistent with the standards of conduct required for those in public life, i.e. selflessness, integrity, objectivity, accountability, openness, honesty and leadership

7.2 A copy of the current DPC Code of Conduct shall be supplied to all non-DPC members of DNPWG and Focus Groups. Non-DPC Members are not required to disclose and register any interests but all members, including co-opted members, should declare an interest at the beginning of a meeting if they have a disclosable pecuniary or non-pecuniary interest relating to an agenda item to be discussed

Adopted: 20th September 2023