



## **Terms of reference for Millom Without Parish Council Sub-committees**

*Adopted 4<sup>th</sup> Jan 2021*

### **1. Name**

The names of the Millom Without Parish Council (MWPC) subcommittees to which this term of reference applies are given below.

Planning  
People and Skills  
Land and Asset management  
Emergency Plan  
Policies and procedures  
Road safety  
Communications  
GDF Working Group

### **2. Aim**

To operate efficiently MWPC seeks to conduct some of its work in sub-committees. This document gives an overview of the scope and objectives of each sub-committee.

The business covered by some sub-committees may lead to more detailed or different models for how the subcommittee will operate (excluding sub-committee membership). Where that is the case this information should be presented to a full MWPC meeting and taken into account at the next review of this document.

### **3: Objectives:**

The objectives of each sub-committee are given below.

<b>Sub-committee</b>	<b>Objectives</b>
Planning	To lead the review of planning applications To make recommendations to the full MWPC meeting To submit comments and recommendations to the local planning authority where deadlines require To refer controversial planning issues to the full MWPC meeting
People and Skills	To ensure the skills of the Council are maintained To lead Council appointments To ensure Council employer responsibilities are undertaken
Land and Asset management	To lead on the development and maintenance of MWPC land and assets
Emergency Plan	To develop and maintain the community emergency plan
Policies and procedures	To ensure the MWPC policies and procedures governance framework is monitored and updated accordingly

Road Safety	To lead and advocate transport developments and improvements for all user groups – including motorists, pedestrians, cyclists – on public highways and right of ways. To liaise with relevant Council departments on transport issues as appropriate
Communications	To communicate with residents by various media – including electronic and paper publications and also social media – on behalf of MWPC To provide information to residents by various media on issues that are received by MWPC through local government and organisations or related to MWPC business To take account of feedback from residents on communications and report back to MWPC councillors
GDF Working Group	To ensure the Parish Council voice is represented within the GDF process of engagement and consultation To engage with the community to ensure views of residents are fairly represented by the Parish Council ongoing engagement with RWM (GDF) To take an active role in leading and supporting the wider network of groups who will be involved in the GDF consultation arrangements

#### **4. Membership**

- a. Membership of sub-committees is reviewed during full MWPC meetings on an annual basis
- b. Membership of sub-committees can be changed at a MWPC meeting or by other agreement with MWPC councillors.
- c. Membership will be recorded in MWPC meeting minutes separately from this document.
- d. Membership of sub-committees can include individuals who are not serving MWPC councillors, as determined at MWPC meetings.

#### **5. Meetings and management**

- a. Sub-committees shall meet as MWPC business requires.
- b. Sub-committees are expected to report back to the Parish Council meetings on issues, decisions and actions taken.
- c. Sub-committees are expected to gain the agreement of the Parish Council before proceeding with significant decisions or actions.

#### **6. Review**

- a. This document is subject to annual review at a MWPC meeting.
- b. The document can be updated at more frequent intervals if required by significant changes in MWPC business.

4<sup>th</sup> January 2021