

Appendix 1

PETERBOROUGH PARISH LIAISON COMMITTEE

Terms of Reference

1. Purpose

To provide a forum at which strategic issues and opportunities relating to parish councils and parish matters can be discussed openly and honestly, and where mutually beneficial projects and actions can be taken forward.

[To act as the Council's main forum for consulting on matters related to rural affairs.](#)

2. Aims and Objectives

The Peterborough Parish Liaison Committee brings together representatives from parish councils and Peterborough City Council, in order to:

- Discuss strategic and policy matters of relevance
- Ensure effective, meaningful and fully joined-up partnership working between parishes and the city council
- Consult, both formally and informally, on relevant policies and plans
- [Make recommendations to the Council's Scrutiny Committees and other decision making bodies of the Council on rural issues](#)
- Ensure that the council considers parish perspectives in its service design and delivery, and vice versa
- [To nominate Parish Councillors from rural areas and substitute members to sit as non-voting co-opted member on any of the Council's four scrutiny committees to represent rural affairs.](#)

3. Procedures

The Peterborough Parish Liaison Committee will:

- Focus its discussions and debates on strategic, non-parish specific matters unless such matters are of relevance to a number of different parishes
- Promote open and honest communication between parish councils and all parts of the council, its contractors and its partners
- Be a full consultative body both formally and informally on relevant policies and strategies for the City Council and its partners [and to make recommendations to the Council's scrutiny committees and other decision making bodies of the Council on rural issues](#)
- Develop relevant policies and strategies that support the furtherance of parish councils and their role in local government across the city
- Identify and deliver ways of engaging with and involving residents of parished communities
- Act as a conduit for communication and engagement with local communities
- Carry out its role in a non-political and inclusive manner
- Give parishes a greater voice to influence policy and decision making

- Encourage active citizenship and volunteering within the parish and the city
- In May of each year the Committee shall nominate at least one Parish Councillor from a rural area and one substitute member to sit on each of the Council's four scrutiny committees as a non-voting co-opted member.
- Maintain a forward agenda plan which is available for all parishes to view and add to

4. Structure

The Peterborough Parish Liaison Committee will meet at least four times per year.

Membership of the Peterborough Parish Liaison Committee is open to all parish councils and to PALC.

The Chair of the Peterborough Parish Liaison Committee will be the Cabinet Member with responsibility for communities, supported by relevant senior officers of the council.

The Peterborough Parish Liaison Committee may be supported by sub-groups and time limited project groups that may be developed from time to time that will oversee specific areas of strategy, development and delivery.

The structure, terms of reference, membership and activity of any sub-groups or project groups will be agreed in advance.

An informal agenda setting sub-group, comprising representatives from parish councils, the city council and PALC, will be established to plan for and agree forthcoming agenda items.

Agendas and working documents will be issued at least one working week in advance of the meetings, and published on the council's web site.

Minutes will be produced and circulated within ten working days of each meeting, and will also be made available on the council's web site.