

Memorandum of Understanding for Parish Liaison Group

The administrative and management support to the Parish Liaison Group ['the Group'] should enable joint decision making by the Group themselves on all matters relevant to the running of the Group, actions and activities carried out by the Group or their agreed representatives.

- As voted for by the Group on 2 Feb 2022, Good Neighbours Rural Peterborough [GNRP] will provide administrative resource to the Group. This arrangement will be reviewed every 12 months in February each year and the review will be completed within one month or until such time as a majority of the Group agree that the arrangement is no longer in their best interests, whichever is sooner.
- If the Group wish to bring about changes to these arrangements then GNRP will work with them to secure an alternative preferred option.
- PCC will not be financially responsible for the Group and will, therefore, not fund this role nor pay for any costs incurred to maintain this role or the Group.
- The Peterborough City Council Think Communities representative will attend all Group meetings with a commitment to co-ordinate appropriate responses to questions and suggestions in relation to PCC services raised at the meetings. The officer will be responsible for promoting the value of the Group within PCC services and the value of working in collaboration with the Group.
- Should the Group decide to have face-to-face meetings in a central PCC building instead of, for example, rotating around Parish premises, then PCC will provide that meeting space, when available, at no charge.
- GNRP will be responsible for providing the Agenda (set by the Group), Minutes of meetings and forward meeting dates which PCC Democratic services will publish on the PCC website along with meeting dates in the PCC meetings calendar. GNRP will also share minutes of the meetings by email with the Clerk, Chair and Vice-Chair (minimum) of all parish councils (and any other members of the Group) within 7 working days of the meeting or as soon after as practicable.
- Where the Agenda proposes to include a PCC Service agenda item, PCC will endeavour to find the best representative of the service to attend
- GNRP, on behalf of the Group, will strongly recommend each Parish Council to nominate a representative (councillor or clerk) to attend Liaison meetings on their behalf and to report back to their Parish Council as a standard agenda item at each meeting.
- The Annual Parish Conference will be developed in collaboration with PCC and a sub-working group with representatives agreed by the Group. PCC will not contribute funding to the annual conference but may offer assistance in kind as available (e.g. Free use of venues, officer support etc)
- If mandated by PCC and the Group to do so, GNRP will collaborate with Group members and PCC to refresh the Parish Charter and the Rural Vision or to draft alternative terms of reference as required.
- The terms of reference, remit and membership of any sub-working Group(s) will be agreed by the Group. This might include delegated authority for planning the annual conference, for developing and coordinating an annual action plan or for setting forward Agendas.

- Where a Ward is not Parished then the Group must agree by majority as to whether the membership of the Group should include other local representative bodies (for example a Neighbourhood Council or other community group), recognising that this would mean that the PCLG would no longer be a dedicated Parish Council Liaison Group. Decisions would need to be taken on the basis of a group's status – does it have a constitution - and standing within its community.

29/3/2022