

Terms of Reference

Management Committee

1.0 Purpose

- 1.1 The aim and goals of the Association are to take all such steps as may be necessary or desirable in the interests of Town and/or Parish Councils including but not limited to;
- 1.2 Protecting and promoting the interests, rights, functions, and privileges of members.
- 1.3 Assisting members in the performance of their duties and developing the social, cultural, recreational and environmental life of towns and villages in Lincolnshire.
- 1.4 Promoting widespread and well-informed interest in local government.
- 1.5 Supporting partnership working in the interests of Town and Parish Councils.
- 1.6 The general duty of the members of the management committee individually, is to act with a view to promoting the success of the Association to maximise the benefits for the members.

2.0 Main duties

2.1 General responsibilities

- 2.1.1 The general responsibilities of the management committee are:
- 2.1.2 Protecting and promoting the interests, rights, functions, and privileges of members.
- 2.1.3 To work in partnership with member councils, local health organisations, local government authorities and others to effective and well governed advice and services.
- 2.1.4 To ensure that the Association meets its obligations to the members, its stakeholders and its staff in a way that is consistent with public sector values and probity; and

2.1.5 To exercise collective responsibility for adding value to the Association by promoting its success through direction and supervision of its affairs in a cost-effective manner.

2.2 Leadership

2.2.1 The management committee supplies active leadership to the Association by:

2.2.2 ensuring there is a clear vision and strategy for the Association that people know about and that is being implemented, within a framework of prudent and effective controls which enable risk to be assessed and managed;

2.2.3 ensuring the Association is an excellent employer by the development of a workforce strategy and its proper implementation and operation.

2.3 Strategy

2.3.1 The management committee sets and keeps the Associations strategic vision, aims and goals ensuring the necessary financial, physical, and human resources are in place for it to meet its goals;

2.3.2 Monitors and reviews management performance to ensure the Associations goals are met;

2.3.3 Oversees the delivery of planned services and the achievement of goals, monitoring performance to ensure corrective action is taken when needed;

2.3.4 Develops and keeps an annual business plan and ensures its delivery as a means of taking forward the strategy of the Association to meet the expectations and requirements of members and wider stakeholders.

2.3.5 Ensures that national policies and strategies are effectively addressed and shared and where appropriate implemented.

2.4 Culture

2.4.1 The management committee is responsible for setting values, ensuring they are widely communicated and that the behaviour of the management committee and the Associations work is entirely consistent with those values.

2.5 Governance

2.5.1 The management committee ensures that the Association has comprehensive governance arrangements in place that guarantee that the resources vested in the Association are appropriately managed and deployed, that key risks are identified and effectively managed and that the Association fulfils its accountability requirements.

- 2.5.2 Ensures that the Association follows its governance and assurance obligations.
- 2.5.3 Ensures compliance with the principles of corporate governance and with appropriate codes of conduct, accountability, and openness applicable to local sector organisations.
- 2.5.4 Formulates, implements and reviews Standing Orders/Constitution and Standing Financial Instructions as a means of regulating the conduct and transactions of Associations business;
- 2.5.5 Ensures that the statutory duties of the Association are effectively discharged;

2.6 Risk Management

- 2.6.1 The management committee ensures an effective system of integrated governance, risk management and internal control across the whole of the Associations activities.
- 2.6.2 Ensures that there are sound processes and mechanisms in place to ensure effective user involvement about training, education, and development.
- 2.6.3 Ensures there are appropriately constituted appointment arrangements for honorary, elected and employed members of the management committee.

2.7 Ethics and Integrity

- 2.7.1 The management committee ensures that high standards of corporate governance and personal integrity are maintained in the conduct of Associations business;
- 2.7.2 Establishes panels as required by employment policies, particularly to address appeals against dismissal and final stage grievance hearings.

2.8 Committees

- 2.8.1 The management committee is responsible for maintaining sub-committees of the management committee with delegated powers under any terms of reference. The management committee keeps legal responsibility for the full range of its duties.

2.9 Communication

- 2.9.1 The management committee ensures an effective communication channel exists between the Association, its staff, members, and other stakeholders.
- 2.9.2 Ensures the effective dissemination of information on organisational strategies and plans and supplies a mechanism for feedback.

- 2.9.3 Ensures that those committee proceedings and outcomes that are not confidential are communicated to members primarily via the Associations website and at the annual general meeting.
- 2.9.4 Publishes an annual report and accounts, to be presented at the annual general meeting.
- 2.10 Financial and Quality success
- 2.10.1 The management committee ensures that the Association operates effectively, efficiently, and economically.
- 2.10.2 Ensures the continuing financial viability of the Association.
- 2.10.3 Ensures the proper management of resources and that financial and quality of service responsibilities are achieved.
- 2.10.4 Ensures that the Association achieves the targets and requirements of stakeholders within the available resources.
- 2.10.5 Reviews performance, identifying opportunities for improvement and ensuring those opportunities are taken.

3.0 Membership

- 3.1 The management committee shall be formed of (appendix 1);
- President
 - Vice President
 - Chair
 - Vice Chair
 - Treasurer
 - Chief Executive
 - Deputy/Assistant Chief Executive
 - X2 Clerks
 - X2 Councillors
- 3.2 All members must attend at least 75% of Committee meetings.
- 3.3 Members holding more than one role on the committee are entitled to a single vote per motion.

4.0 Attendance

- 4.1 The management committee reserves to right to invite subject matter experts or corresponding members as needed to conduct its business.

5.0 Quorum

5.1 The quoracy shall consist as follows:

- Chair or Vice Chair
- Chief Executive or Deputy/Assistant Chief Executive
- X2 other committee members

5.2 A duly convened meeting of the management committee, at which a quorum is present, shall be competent to exercise all or any of the authorities, powers and discretions vested in, or exercisable by, the Committee.

6.0 Frequency

6.1 The management committee shall meet every 3 months unless otherwise agreed.

7.0 Reporting

7.1 The minutes of management committee meetings shall be formally recorded by the Association. All minutes shall be made available to all members. The Chief Executive and or nominated deputy shall attend all management committee meetings to record the minutes of the meeting and handle the safe custody of the minutes.

7.2 To supply assurance on the responsibilities of the management committee, the Chief Executive and Treasurer shall make available a report at least 4 times a year, summarising performance and highlighting any issues that require escalation or disclosure at the AGM.

8.0 Delegation

8.1 The management committee shall agree delegation of duties to sub-committees, by way of terms of reference.

8.2 Detailed duties of any sub committees shall be included in the appendices to these terms of reference.

9.0 Review

9.1 The management committee shall undertake a self-assessment on an annual basis to consider its effectiveness in discharging its responsibilities as set out in these terms of reference.

9.2 Any sub committees shall undertake a self-assessment at least once a year (including level of attendance (quoracy), regularity of meetings, reporting arrangements and consider their effectiveness in discharging their

responsibilities as set out in the terms of reference and report back to the management committee on an annual basis.

- 9.3 The management committee shall review its terms of reference at least once a year to ensure it is running at maximum effectiveness. Any proposed changes shall be given to the management committee for approval. Where there is an impact to the constitution, representation to the members must be made as per the constitutional clause.

Management Committee Membership

Name	Management Committee Role	Designation
Gary Ellis	President	Elected Honorary Officer
Mike Passfield (single vote)	Vice President	Elected Honorary Officer
Mike Passfield (single vote)	Treasurer	Elected Honorary Officer
Cllr. Tony Howard	Chair / Councillor Representative	Elected Officer & Councillor
Cllr. Reece Harrington	Vice Chair / Councillor Representative	Elected Officer & Councillor
Cllr. Vacancy	Councillor Representative	Elected Officer & Councillor
Cllr. Vacancy	Councillor Representative	Elected Officer & Councillor
Vacancy	Clerk Representative	Elected Officer & Clerk
Vacancy	Clerk Representative	Elected Officer & Clerk
Katrina Evans	Chief Executive	Employee
Andrew Everard	Assistant Chief Executive	Employee