

Harting Parish Council
Aims and Objectives Advisory Committee
Remit and Terms of Reference

1. The Aims and Objectives Advisory Committee ("AOAC") is established to manage the strategic plan for Harting Parish Council (HPC) and includes:
 - a. Vision and Values Statement
 - b. Business Plan
 - c. Engagement Plan
 - d. Crisis Plan
2. As an advisory committee, the AOAC has no decision-making powers. It advises HPC as outlined in this Remit and its management role is defined annually when HPC agrees the plan for the AOAC as outlined in 12 below.
3. Being an advisory committee, meetings of the AOAC are not held in public, but minutes will be posted on the Council's website.
4. The AOAC will advise HPC on how to establish and maintain positive engagement for the benefit of the parishioners of Harting.
5. The AOAC will consist of a Chairman appointed by HPC, who unless HPC resolves otherwise, be a member of HPC. The quorum is a minimum of four with three members appointed from HPC. The Chairman and the Vice-Chairman of HPC are ex-officio members. Non-councillor members of Harting parish can be appointed by a meeting of the AOAC. The maximum membership will be seven.
6. The AOAC will meet at least four times per year.
7. The AOAC may establish a sub-committee in order to accommodate particular interest groups or skills on a short- or longer-term basis without reference to HPC. Members of a subcommittee will not have voting rights on the AOAC. The AOAC will define clear and precise terms of reference for any sub-committee it forms.
8. Notwithstanding 6 above, members of a sub-committee will be required to inform the Chairman of the AOAC if they have a personal or pecuniary interest (as defined in HPC's Code of Conduct) in any relevant AOAC matter.
9. *The AOAC will advise the Council on Health & Safety and Risk Management:*
 - a. *To review the H&S Policy and the Risk Management Strategy annually in advance of the Council's annual meeting and make recommendations to that meeting accordingly*
 - b. *To ensure individual risk assessments have been reviewed, and if necessary revised, by the responsible committee/person at least every six months; to*

discuss all assessments, whether revised or not, at scheduled meetings, and to report the findings to the next Council meeting, getting the Council's approval for revisions as necessary

10. The AOAC will advise HPC on relevant budgetary matters. To this end it will include recommendations in its September report to HPC (see 12 below) regarding expenditure to achieve the aims set out above and will submit a detailed and costed report of the funding needed for the forthcoming year to the Finance Committee by the end of September each year. In any given financial year, no expenditure may be committed until agreed by HPC.
11. The AOAC may not apply for or receive additional funds or grants from bodies without HPC's prior permission.
12. The AOAC will not operate its own banking or accounting arrangements outside those provided by HPC.
13. The AOAC will prepare a rolling five-year plan for positive engagement with the parishioners of Harting for HPC approval. To this end the AOAC may enlist such expert help as necessary subject to 8 above if professional fees are to be paid.
14. The AOAC will produce a written report for HPC in March and September each year on its operational progress and at other times as necessary or at the request of HPC. In its September report each year, it will also seek approval for plans for the forthcoming year and for any changes to longer term plans and will make recommendations regarding expenditure as set out in 8 above.
15. The AOAC will operate in accordance with the relevant data protection and other legislation and will ensure that in the conduct of its affairs all relevant statutory rules and regulations are followed and obeyed.
16. In all the above matters, and in others that may arise as the consequence of its operation, the AOAC will be governed by all relevant HPC Standing Orders. All members of the AOAC are subject to HPC's Code of Conduct.

AOAC Standing Orders

Adopted by Harting Parish Council on 19 September 2019

Reviewed 21 July 2022

Next review due May 2023