

## Operational policy for the Botley Neighbourhood Plan Committee (BNPC)

Use in conjunction with:

- the December 2018 Terms of Reference (ToR) for the BNPC (heading number in Operational Policy refers to ToR section), and;
- the BNPC Operational Chart

Any variation in this Operational Policy requested by the BNPC must be approved by the Policy & Resources Committee

5	Decision making
i	The Committee has delegated authority from the Parish Council to prepare a Submission Draft Neighbourhood Plan, consisting of the Plan and Topic Papers, which form the supporting evidence base;
ii	The Committee shall agree the final draft of each Project Paper and this shall be submitted to the Parish Council, as a Topic Paper, for comment and any required revision before final approval by the Parish Council, when the Topic Paper can be made available to the public on the Parish Council website. The Committee does not have the authority to do this;
iii	The Parish Council shall approve the final Draft Submission Neighbourhood Plan prior to publication for consultation and independent examination. The Committee does not have the authority to do this;
iv	There shall be 12 (twelve) voting members on the Committee;
v	Decisions made by the Committee should normally be by consensus at meetings. A minimum of 7 (seven) voting members shall be present where matters are presented for a decision to be made by vote, when a simple majority shall be required to support any motion. The Chairman shall have one casting vote but is not required to use this if in his/her opinion the matter should be decided by the Parish Council;
vi	If at the commencement of the meeting the Committee is not quorate the Chairman will, with the support of the voting members present, agree to an appropriate number of non-voting members having voting rights for the duration of the meeting (see section 6iv);
vii	Any decision made by vote where the Chairman used his/her casting vote or in the opinion of the Chairman the decision is likely to be over-turned by the Parish Council shall be referred to the Council for guidance;
viii	Decisions made by the Committee can only be over-ruled by the Parish Council;
ix	Recommendations made by a Working Group can only be by consensus. Any important matters where consensus cannot be reached must be referred to the Committee for a decision;
x	Recommendations made by a Working Group can be over-ruled by the Committee or the Parish Council.

<b>6</b>	<b>Committee meetings</b>
i	The Committee meetings will occur at the Botley Centre unless there are exceptional circumstances;
ii	The Chairman or the Project Coordinator or the Minutes Secretary shall circulate electronic versions of Agendas and Minutes to all Committee members and the Parish Clerk at least 3 working days before the meeting;
iii	Guidance relating to signed Declarations of Disclosable Pecuniary Interests or personal declaration at the meeting any interest that may be perceived as being relevant to the decisions or recommendations being made are covered in the Terms of Reference for the Committee. Attendance at up to 3 meetings with a personal declaration at start of each meeting of any interest that may be perceived as being relevant to the decisions or recommendations being made is permitted before a signed Declaration of Disclosable Pecuniary Interests was required;
iv	The Chairman can nominate a substitute member as a temporary voting member for a single meeting in order to make a meeting quorate (7 voting members) following the guidance in Council Standing Order 4(c) v. A substitute member will be appointed by a vote called by the Chairman at start of the meeting;
v	The signed paper copy of the Minutes will be sent to the Parish Clerk for retention;
vi	Key documents including drafts relating to the Committee shall be posted on the restricted area of the Neighbourhood Plan section of the Parish Council website, where they shall be available to all Parish Councillors, all Committee members and the Parish Clerk;
vii	Key documents including drafts relating to Working Groups shall be posted on the restricted area of the Neighbourhood Plan section of the Parish Council website, where they shall be available to all Parish Councillors, all Committee members, the Parish Clerk and to all Working Group members;
viii	No Committee documents except the Agendas and Minutes can be posted on the public area of the Neighbourhood Plan section of the Parish Council website without the agreement of the Parish Council
ix	All documents in the Restricted Area of the Neighbourhood Plan section of the Botley website are confidential and cannot be made public without the agreement of the Parish Council. All non-Councillors must sign a confirmation of confidentiality before being granted access to the Restricted Area.
x	Committee output relating to matters that may form part of the Neighbourhood Plan shall be designated Project Papers with identification of the subject matter and version number (see Operational Chart);
xi	When the final version of a Neighbourhood Plan Project Paper is presented to the Parish Council it shall be designated as a Topic Paper with identification of the subject matter (see Operational Chart).

7	<b>Working Groups</b>	
i		The Committee may establish Working Groups to aid in any Neighbourhood Plan related work and the Committee shall decide the membership of all Working Groups;
ii		Working Groups shall usually consist of four or more members and two of these shall usually be Councillors, although these Councillors do not need to be voting members of the Committee;
iii		Each Working Group shall have a Lead appointed by the Committee and this Lead shall usually be a Councillor;
iv		Unless agreed by the Committee individual Councillors shall not be part of more than two Working Groups;
v		Guidance relating to signed Declarations of Disclosable Pecuniary Interests or personal declaration at the meeting of any interest that may be perceived as being relevant to the decisions or recommendations being made are covered in the Terms of Reference for the Committee. Attendance at up to 3 meetings with a personal declaration at the start of each meeting of any interest that may be perceived as being relevant to the decisions or recommendations being made is permitted before a signed Declaration of Disclosable Pecuniary Interests was required;
vi		Working Group non-Committee members shall have the right to attend Committee meetings when matters relating to their Working Group are being discussed but the guidance relating to declarations of interest must be followed (see section 7v) and they shall have no voting rights at the Committee.
vii		All documents in the Restricted Area of the Neighbourhood Plan section of the Botley website are confidential and cannot be made public without the agreement of the Parish Council. All non-Councillors must sign a confirmation of confidentiality before being granted access to the Restricted Area.
viii		Working Groups with large workloads may request the Committee to appoint additional members, who might be Councillor or non-Councillor members of the Committee or non-Committee members;
ix		The Chairman and/or the Neighbourhood Plan Coordinator can attend any Working Group meeting;
x		Working Groups can meet in any location that is deemed suitable by the members of the Group;
xi		Brief notes of each Working Group meeting shall be created by the Group. The draft notes shall be revised if required and accepted at the next Group meeting. Draft and accepted notes shall be sent to the Neighbourhood Project Coordinator, who shall post them on the restricted area of the Neighbourhood Plan section of the Parish Council website;
xii		Key documents relating to the Working Group shall be posted on the restricted area of the Neighbourhood Plan section of the Parish Council website, where they shall be available to all Parish Councillors, all

		Committee members, the Parish Clerk and to members of the originating Working Group;
	xiii	Each Working Group will inform the Neighbourhood Plan Project Coordinator of the dates and locations of any planned meetings;
	xiv	Working Group output relating to matters that may form part of the Neighbourhood Plan shall be designated Working Papers with identification of the subject matter and version number (see Operational Chart);
	xv	When the final version of a Working Group Paper is presented to the Committee it shall be designated as a Project Paper with identification of the subject matter (see Operational Chart).

Author     David Weeden  
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