

**Parish Consultation Meetings**

**Terms of Reference**

***Purpose***

1. The Parish Consultation meetings will provide an opportunity to:
   * Promote effective working partnerships between the Borough and Parish Councils
   * Update Parish Councils on strategic issues of district-wide interest
   * Deliver short items of training / briefing
   * Allow Parish Councils to ask questions of the Borough Council on issues common to a significant number of Parish Councils
2. Items discussed to have an impact on all, or a significant number of, Parish Councils.
3. Items of local interest will be referred to the relevant Harrogate Borough Council officers for a response and Cabinet Members informed of the issue and response.

***Membership***

1. Parish Councils: All parish councils within the Harrogate Borough Council area. Each parish council will be entitled to send two representatives to meetings, including councillors and / or the clerk.
2. Harrogate Borough Council:
   * Elected Members representing rural wards
   * The Leader
   * Cabinet Members
   * The Chief Executive
   * Directors / officers as required

***Format of Meetings***

1. Meetings to take place two times per year, in spring and autumn. Meetings to take place in locations outside of Harrogate. Previous groupings to be abolished, all parishes to be entitled to attend every meeting.
2. Meetings will be Chaired by the Leader of Harrogate Borough Council.
3. Parish Councils can request items to be added to the agenda. Harrogate Borough Council will write to Councils two months before the meeting giving the date by which agenda items can be requested. Items should be notified two weeks before the meeting.
4. Harrogate Borough Council Members and officers will also have the opportunity to add items to the agenda where there are specific issues they wish to bring to the attention of Parish Councils.
5. The agenda will be agreed by the Chair. If it is not possible for all items requested to be considered at a meeting, priority will be given to items of greatest impact, usefulness or timeliness. Items can also stand over to the next meeting. If a requested item does not fall within the remit of the Consultation meeting the Parish Council will be advised accordingly.
6. Items which would be considered suitable for inclusion on an agenda can include:
   * Issues of district-wide interest
   * Changes to national policy relevant to local government
   * Short items of training / briefing
7. NYCC Highways items will no longer be included on the agenda.
8. Yorkshire Local Councils Association to be invited to send a representative and add items to the agenda.
9. The agenda to be sent to Parish Councils one week before the meeting.
10. The meeting will conclude with an informal question and answer session.
11. Notes will be taken of the meeting summarising presentations, updates, training and responses to questions. These notes will be circulated to all Parish Councils following the meeting.