

DRAFT

Terms of Reference

Maidstone Borough Council and Maidstone Parish Council Partnership Task and Finish Group

Purpose of the Group

The purpose of the group is to bring together key stakeholders to enable effective dialogue and efficient working practices between:

- Maidstone Borough Council (Executive, Heads of Service, Members and Officers)
- Kent Association for Local Councils (Maidstone Committee)
- Parish Councils

Core Business and Responsibilities

The Task and Finish Group will:

- Review the consultation responses relating to operational issues as part of the recently refresh Maidstone Parish Charter.
- Develop an understanding of organisational roles and statutory responsibilities.
- Identify improvements to procedures, processes and working practices in key service areas.
- Refer issues of local concern to the relevant organisation / partnerships, in order for them to enable the resolution of issues.
- Provide expectation management.

The Task and Finish Group will not have any direct decision making powers

Membership of the Group

Representatives of:

- Paul Taylor, Mid Kent Services Director (Chair)
- Sarah Robson, Housing and Community Manager, Maidstone Borough Council
- Cllr Geraldine Brown, Chairman, Kent Association for Local Councils (Maidstone Committee)
- Cllr John Perry, Parish Champion, Maidstone Borough Council
- Plus x2 Parish Council representatives (to be nominated by KALC)

The group may co-opt members onto the group as it deems fit for any particular purpose.

Meeting Arrangements

- Meetings will be chaired by the Borough Council's Mid Kent Services Director
- Meetings will take place every two months for a period of 12 months (to be reviewed)
- All discussions at the meeting will take place through the Chair.
- An action plan will be updated and shared with members of the Task and Finish group.
- Members of the group are welcome to add to the agenda and are asked to notify the Chair at least two weeks in advance should they wish to do so.