Kingsbury Parish Council
Working for the local community in North Warwickshire

Doc: KPC-POL-06
Issue: Jan 2026
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Policies and Procedures Working Party Terms of Reference

This Working Party will follow the guidance in the General Terms of Reference document (KPC-POL-03).

This document adds further details which are specific to the Policies and Procedures Working Party.

1. The Role of the Policies and Procedures Working Party for Kingsbury Parish Council

- To review the Council's policies and procedures documents as they become due for renewal, or legislation dictates changes are to be made.
- To ensure any additional policies/procedures are raised to ensure the Council complies with all requirements.
- To explain the recommendations, reasons, options to the Full Council by way of a written report and/or verbally at a Full Council meeting.

2. Operations of the Working Party

- This Working Party will not have a Budget.
- The number of Councillors on the Working Party will be a maximum of four (minimum of three), and the working party will run from 17 March 2021, when it was formed, until an election year. (Minute reference 716). The Working Party will then be voted on for renewal of membership, or at any time whereby a Councillor resigns from the Working Party.
- The Chair of the Working Party, as appointed by the Full Council at the meeting on 24th January 2024 is Councillor I Thomas.
- The other Working Party members are Councillors M Moss, J Given and A Jenns.
- To hold meetings as required to examine updates and requirements and make recommendations to Full Council.
- Report to Full Council with any activity, updates and progress.

Adopted at the Parish Council Meeting on 21st January 2026

Revision Control

Revision	Details of Change
Jun 23	New
Feb 24	Re-written and re-formatted on new template. Committee membership details updated.
Jun 24	Committee membership details updated.
Jan 26	Reviewed at Parish Council Meeting 21st January 2026 minute No 613