

# WESTON ON THE GREEN PARISH COUNCIL

## TERMS OF REFERENCE: GOVERNANCE LEAD



### SUMMARY OF ROLE

The role of the Governance Lead is to assist the smooth running of the Parish Council by putting in place appropriate structure and processes to allow Councilors to conduct the work of the Council.

### ROLE: IN SCOPE

- To put in place and manage a set of Terms of Reference for each Group that operates under the auspices of the Council.
- To bring best practice project management skills to bear in Parish Council activities.
- To provide governance support to the Council during the annual audit / AGAR process.

### ROLE: OUT OF SCOPE

- To carry out any formal reports of Council business.

### STAKEHOLDERS

- To work closely with the Parish Clerk and Chair and all Parish Council members.

### REPORTING

- To provide an annual update on sub-group Terms of Reference.

### COMMUNICATIONS

- No direct communication to the village anticipated. Any communications would be via the Chair's Report or the Parish Clerk's report.