

JOINT PRACTITIONERS' ADVISORY GROUP

TERMS OF REFERENCE

- 1.1 The Joint Practitioners' Advisory Group ('JPAG') is established jointly by the National Association of Local Councils ('NALC'), the Society of Local Council Clerks ('SLCC') and the Association of Drainage Authorities ('ADA') for the purpose of preparing, maintaining, developing and issuing from time to time a Practitioners' Guide to proper practices to assist smaller authorities in England to prepare accounting and governance statements in the form of an annual return as set out in legislation.
 - 1.2 JPAG's terms of reference are:
 - (i) To support NALC, SLCC and ADA in preparing, maintaining and publishing the Practitioners' Guide.
 - (ii) To keep under review and to advise on the need for changes or updates to the Practitioners' Guide.
 - (iii) To consult on and, following due process, approve changes or updates to the Practitioners' Guide.
 - 1.3 The preparation maintenance and development of the Practitioners' Guide will focus in the main on the requirement for small bodies to meet statutory accounting and reporting requirements laid out in statute. In meeting its terms of reference in 1.2, JPAG will have regard to relevant UK Generally Accepted Accounting Practices ('UKGAAP') as adapted for public sector circumstances.
- 2 DUE PROCESS FOR THE PREPARATION AND MAINTENANCE OF THE PRACTITIONERS' GUIDE
- 2.1 JPAG shall keep under review the Practitioners' Guide. In particular it shall consider at least annually:
 - Any implications for the Practitioners' Guide brought to its attention by any of the Board members.
 - Any developments in the public sector that suggest further guidance on accounting and related governance matters at smaller authorities is desirable.JPAG shall advise NALC, SLCC and ADA as soon as practicable of proposals to update the Practitioners' Guide and a planned timetable.
 - 2.2 Drafting of the Practitioners' Guide, or any changes to the Practitioners' Guide, is overseen and approved by JPAG. The process should ensure the participation of representatives of each of the JPAG members, external auditors of smaller authorities, relevant government departments and independent outsiders on behalf of the wider public interest as required.
 - 2.3 JPAG may, as circumstances require, establish sub-groups to consider individual issues or tasks. These sub-groups shall conduct their meetings in accordance with terms of reference set by JPAG. The sub-groups may, where necessary, invite appropriately qualified experts to join their sub-group subject to the terms of reference for the sub-group.

2.4 JPAG shall conduct its proceedings in a transparent way and follow due process. Before publishing any Practitioners' Guide, or any changes to the Practitioners' Guide, JPAG shall invite comment by means of a published exposure draft and invitation to comment explaining the proposals. The period for responses shall be at least six weeks. NALC, SLCC and ADA shall issue the exposure draft and invitation to comment, which may include publication on a relevant website or websites, and publicise the consultation among their practitioners. In addition, JPAG shall also inform external auditors of smaller authorities and relevant government departments about the consultation.

2.5 The invitation to comment included with exposure drafts shall state that comments will be regarded as capable of being placed on the public record, unless confidentiality is requested, so that NALC, SLCC and the ADA can publish comments or summaries of comments.

2.6 The Practitioners' Guide is recognised by relevant government departments as the authoritative source for smaller authorities in England on proper practices for accounting and governance in preparing an annual return. It is intended to be written as a complete single-source document that does not require further interpretation. JPAG is therefore not responsible for reviewing or approving any further guidance or application notes issued by any other body, individual or organisation.

3 COMPOSITION

3.1 The members of JPAG are:

- the Chair (see section 4 below)
- 1 nomination each from NALC, SLCC and ADA;
- 1 nomination each from DCLG, Defra, the NAO and CIPFA; and
- 1 additional nomination as a representative of external auditors for smaller authorities.

3.2 One member of the Board shall be elected as vice chair.

3.3 JPAG may elect to co-opt up to two further independent non-voting members; such co-options to be agreed by the members of the Board listed at 3.1 by a simple majority vote.

4 CHAIR

4.1 The Chair is elected by JPAG by simple majority from nominations from NALC, SLCC and ADA.

4.2 The appointment is for a fixed term renewable of 3 years with a maximum term of 6 years.

4.3 The Chair and membership of JPAG are not offices of profit and carry no remuneration.

5 ADMINISTRATIVE AND SECRETARIAL SUPPORT

- 5.1 Administrative support for the Board is provided by [PSAA / SAAA] ('the Secretariat') which will provide the secretary to JPAG.
- 5.2 Other members of the Secretariat may be involved in supporting the work of JPAG and attend as required.

6 JPAG APPOINTMENTS

- 6.1 Appointments to JPAG are made by nomination from:
- NALC for the NALC nominee
 - SLCC for the SLCC nominee
 - ADA for the ADA nominee
 - NAO for the NAO nominee
 - external audit firms for the nominee to represent an external auditors' view
 - CIPFA for the CIPFA nominee
 - DCLG for a technical smaller authorities accounting nominee
 - Defra for a technical smaller authorities/IDBs accounting nominee
- and are subject to the governance arrangements of those bodies. All nominations are personal to the individuals concerned – substitutions for particular meetings may only be made with the consent of the Chair which shall not be unreasonably withheld.
- 6.2 Appointments are made for a fixed term renewable of up to 3 years. Non-attendance at three consecutive meetings will trigger an early review of an appointment.
- 6.3 JPAG may invite other persons to attend on an ad-hoc (non-voting) basis to advise on specific issues or projects, or on an observer basis.

7 CONDUCT OF MEETINGS

- 7.1 As noted in paragraph 2.4, JPAG shall conduct its proceedings in a transparent way and follow due process. JPAG meetings will aim to reach all decisions by consensus. In case of a failure to reach a consensus view, a majority vote which must include NALC, SLCC and ADA will prevail.
- 7.2 Members and observers must not use their position for personal gain in either business, political or social relationships. Therefore a member or observer who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest and withdraw from all discussions relating to it. In addition, members should take no part in any vote on such a matter.
- 7.3 Each meeting of JPAG shall allow its members and observers the opportunity to declare any interest that is relevant to the issues discussed at the meeting.
- 7.4 The minutes of the JPAG meeting shall be agreed by the members as soon as possible after the meeting, and may be published by agreement of JPAG.

8 MEETING FREQUENCY AND AGENDAS

- 8.1 JPAG will meet as required but as a minimum twice per year. Meetings are scheduled in advance but may be changed by agreement. Additional meetings may be held by agreement. Meetings may be arranged to be held virtually by consensus.

8.2 Work between meetings is progressed through electronic communication, meetings of groups progressing specific items, and by the Secretariat in consultation with the Chair.

9 QUORUM

9.1 A quorum for meetings is five members and must include at least two members from NALC, SLCC and/or ADA. A quorum may include members attending by telephone or video conference.

9.2 Non-quorate meetings may discuss and formally note matters for future report to the next meeting of JPAG, but have no executive authority. Urgent decisions, at the Chair's discretion, should be dealt with by correspondence with members.

10 PERFORMANCE REVIEW

10.1 JPAG will review its activities and shall hold an annual discussion at a meeting to evaluate its performance for the preceding 12 months.

11 REVIEW OF THE TERMS OF REFERENCE

11.1 JPAG may review and update these terms of reference from time to time as it deems necessary.