



Terms of Reference for Parish Council Working Groups

The Parish Council as the parent body can form a Working Group to carry out specific detailed tasks on any matter that falls within its powers.

The Full Council or a Committee may form or disband a Working Group. Such a Working Group will carry out tasks as defined by the Full Council or Committee.

Specific Terms of Reference for a Working Group shall be drafted by the Full Council or Committee including, if necessary, delegated powers. This then will be prepared by the Clerk for submission to the Advisory & Scrutiny Committee, with ratification at the next Full Council Meeting.

1. Membership

Initial members of the Working Group will be appointed by the Parish Council and will consist of a minimum of 1 elected member of the Council unless otherwise specified. A register of such appointees will be held by the Council and publicised on the website.

The Working Group can co-opt members of the public who have specific knowledge and/or expertise on the subject to assist the Working Group.

The Term of Membership for a Working Group will be for a period of one year or to the next Annual Meeting of the Parish Council.

The Annual Meeting of the Parish Council can re-confirm the Working Group's membership and Terms of Reference, or appoint other elected members to serve for the forthcoming civic year.

2. Leader

A leader will be appointed for the Working Group by the Parish Council and must be an elected member of the Council unless otherwise agreed by the Full Council.

The leader will be the main point of contact for the Clerk to the Council, Council members, and members of the public.

3. Powers

Working Groups cannot make decisions on behalf of the Parish Council, and any recommendations made by Working Groups will be subject to approval by the Full Council or relevant Committee.

4. Responsibilities and Areas of Operation

The Full Council or relevant Committee will establish the role of the Working Group and its full Terms of Reference. This may include:

- To tackle issues as directed by the Full Council or Committee
- To be task specific and time limited

- To examine an issue in detail, read reports and related materials, examine options, and obtain advice for the Full Council or Committee
- To act as experts, if suitably qualified, and/or liaise with experts
- To make recommendations to the Full Council or Committee
- To explain the recommendations, reasons, and options to Full Council or Committee by way of a written report
- To answer questions from the Full Council or Committee
- No funding or monies can be spent or committed without delegated authority or prior Full Council or relevant Committee endorsement

The Working Group will arrange its own meetings and schedule of work at its inaugural meeting.

The leader of the Working Group, if unable to attend a meeting of the Full Council or relevant Committee, will nominate another member of the Working Group to attend and deliver the progress report.

5. Meetings of Working Groups

A Working Group does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any Councillor who is a member of the Working Group.

Formal agendas and minutes are not required.

The Clerk to the Council will be notified of any meeting with at least 3 working days notice.

The quorum of the group shall be 1 elected members and 2 co-opted members.

The Working Group shall report formally to each meeting of the Full Council or relevant Committee with informal updates to Council members following each meeting.

The Working Group will report formally to the Full Council at its Annual Meeting if required.

The frequency of meetings will be as required.

The Working Group is expected to be time limited.