

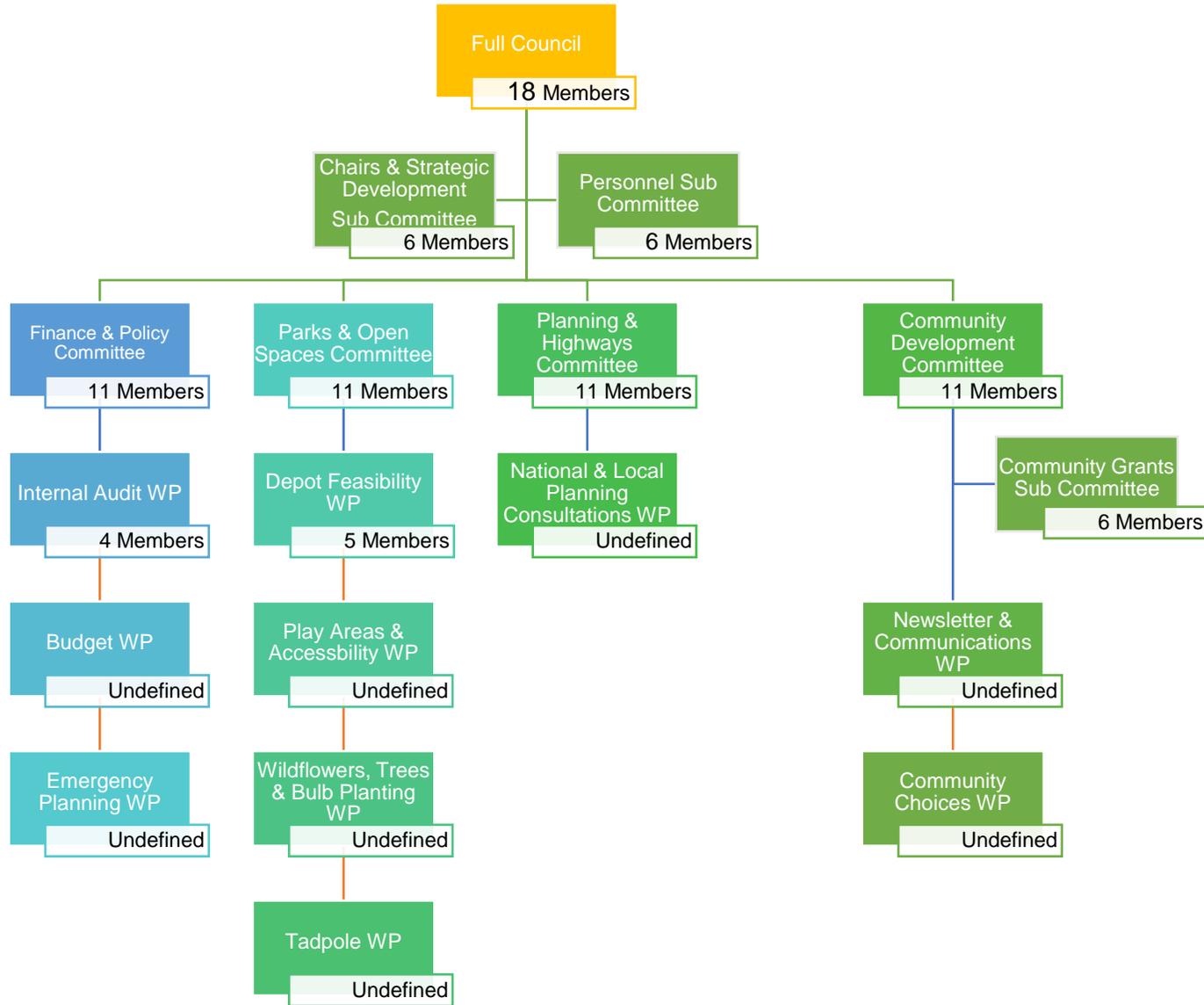


Committees, Sub Committees & Working Parties Structure 2021

1. Background

- 1.1 The Council has appointed several Standing Committees to carry out some of its functions.
- 1.2 Committees and Full Council have the power to appoint Sub Committees, Working Parties or Advisory Groups for specific purposes who report back to the Committee.
- 1.3 Each Committee and Sub Committee has its own Terms of Reference. They can take decisions within the limits given to it. Anything falling beyond those limited must be referred to Full Council.
- 1.4 In general, Committees and Sub Committees are responsible for advising on, monitoring and reviewing their areas of responsibility, and working up proposals for the future.
- 1.5 The Clerk or the Deputy Clerk will attend all meetings and will be able to advise Councillors generally, including on whether a decision can be taken in that meeting or whether it needs to be referred to Full Council.
- 1.6 For each Committee or Sub Committee to satisfy itself of the continuing relevance it must review its Terms of Reference annually and re-adopt their respective Terms of Reference.
- 1.7 All Committee and Sub Committee Terms of Reference will consider the priorities of the Council's Strategy.
- 1.8 As per Standing Orders [4(b) & 4(c)] memberships will include non-Councillors with or without voting rights and be determined in their respective Terms of Reference.
- 1.9 Working Parties are formed for smaller specialised groups to champion ongoing projects such as Wildflowers & Biodiversity or to progress start/stop one off projects such as the Depot Feasibility.
- 1.10 A generic set of Terms of Reference is attached.

Committees, Sub Committees & Working Parties Hierarchy 2021



Meeting Frequency – Calendar Meeting Table (attached)

Monthly

- Parks & Open Spaces Committee – Second Tuesday
- Planning & Highways Committee – Third Tuesday before F & P
- Finance & Policy Committee – Third Tuesday
- Full Council – Fourth Tuesday

Bi-monthly

- Community Development Committee – At least six meetings per year to be held on the First Tuesday every other month (May, July, September, November, January, March)

Ad-hoc

- Community Grants Scheme Sub Committee – three per year
- Personnel Sub Committee – at least one per year
- Chairs & Strategic Development Sub Committee – at least one per year
- Working Parties:
 - Internal Audit - quarterly
 - Budget – November onwards
 - Emergency Plan – at least once per year
 - Depot Feasibility – at least bi-monthly or more as required
 - Play Areas & Accessibility – bi-monthly
 - Wildflowers, Trees & Bulb Planting – at least once per year
 - Tadpole – to be reconvened in 2021
 - Planning Consultations – as required
 - Newsletter & Comms – at least three per year
 - Community Choices – monthly for maximum of 4 months in 2021

Generic Terms of Reference for HWPC Working Parties

The Role of a Working Party

Working Parties are formed to assist the Full Council and Standing Committees to oversee a 'task and finish' project or to champion an initiative with a smaller membership of specialised or interested members. They may be formed or disbanded at any time dependent upon the lifespan of any given project. They will:

- Examine a matter in detail, read reports and related materials, examine options, get advice for the Council
- Act as experts and/or liaise with experts
- Make recommendations to a council meetings
- Explain the recommendations, reasons and options and provide a brief written summary
- Answer questions from the Council
- Ensure no funding or monies are spent or committed without prior endorsement at Full Council or Committee.

Operations of a Working Party

- They do not have a budget and they cannot make any decisions
- The number of Councillors on a Working Party is decided at the time of formation
- There is no elected Chair of a Working Party and chosen on a meeting-by-meeting basis
- Administrative support will be provided by the Clerk or Appointed Officer
- The Chair of a meeting will provide a verbal or written update, if time permits, at the next Full Council or Committee meeting
- Depending upon the nature of the meeting, all notes from a meeting will be published on the Council's website

Membership

Members will be selected at a Council meeting and confirmed in the minutes for the public record. The number of members will be defined and will be dependent upon the project. Depending on the purpose membership from non-Councillors will be actively encouraged.

Powers

Working parties cannot make decisions on behalf of the Parish Council, but they can explore options and present recommendations to a Council meeting for a decision.

Attendance & Apologies

Attendees are not formally summoned to a meeting however if a Councillor or non-Councillor has committed to join a Working Party, then their attendance is expected. Apologies in a timely manner should be notified to the Clerk or to the Appointed Officer providing administration support.

Quorate

A minimum of three attendees comprising of at least two Councillors is required before proceeding with a meeting.

Declarations of Interests

All members of a Working Party must declare any interests if anything comes up in the discussions.

Meeting Etiquette

Although more informal than a meeting of Full Council or Committee meetings, the Council's meeting etiquette and the Councillors Code of Conduct, Member/Officer protocol still applies.

Transparency

Depending upon the commercial or confidential nature of a Working Party, all meeting notes will be published on the Council's website.