



## **Generic Working Party Terms of Reference**

### **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 Chief Officer/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

### **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 Chief Officer/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, meeting notes may be published on the Council's website.

### **Version Control**

|                                                      |                                                        |                                                                |                               |
|------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------------|-------------------------------|
| <b>HWPC Generic Working Party Terms of Reference</b> | Georgina Morgan-Denn<br>Chief Officer/Clerk to Council | Reviewed & Adopted 27 <sup>th</sup> April 2021.                | <b>Review:<br/>April 2022</b> |
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