



Council Meeting – 26 September 2019

Agenda Item – CC2040/19

Working Groups – Terms of Reference

Introduction

To produce Terms of Reference for all Council Working Groups.

Discussion

All Working Groups should draw up specific Terms of Reference which defines its operating parameters, how it relates to the Council, who is the named 'lead councillor' for the group and contain a list all current members of the working group.

Guidance on Working Groups is attached on page 2.

List of current CGPC Working Groups:

- Land Transfer / Renewal of Council Building
- Controlled Parking Zones
- New Year's Eve Fireworks Display

Recommendation

- That the Council's Working Groups draw up specific terms of reference for ratification by Council.

Ryan Bennett
Clerk to the Council
September 2019

Parish Council Working Group Guidance

A Working Group is exactly what the name suggests and it is a party of Councillors (minimum 2) and co-opted Members that will examine in detail a specific issue. Working Groups must have Terms of Reference which have been adopted by the Council. Co-opted Members of the Working Party who are not Parish Councillors will have to be agreed by the Council.

Working Groups are not required to be Clerked, to meet in public, nor to have their meetings minuted although it is good practice to do so. Accordingly Working Groups should prepare agreed notes from their meetings and pass a copy to The Clerk of the Council. A Working Party cannot make decisions or otherwise act formally on behalf of the Parish Council; but may gather facts and opinions and may bring reports and recommendations forward to a full meeting of the Parish Council.

Generic Terms of Reference:

- To examine an issue in detail, read reports and related materials
- Examine options, and obtain specialist advice for the Council
- To acquire specialist knowledge and/or liaise with specialist experts
- To make recommendations to the Council or the instructing Committee
- To provide specialist support to the Council or instructing committee by explaining their recommendations in layman's terms
- To answer questions from the Council or Committee in their delegated area of specialist knowledge
- Working Groups do not have any delegated powers to make decisions binding on the Parish Council
- Working Groups cannot make any decision to recommend to the Full Council without agreement of the Clerk

Other Considerations for Working Parties:

- Chairman/Leader of the Working Group must be a Councillor
- Can't make decisions or formally act on behalf of Council
- Standing Orders may apply
- Always observe the principles of Standing Orders.