

WICKHAM MARKET PARISH COUNCIL

WORKING GROUPS POLICY



1. ROLE OF A WORKING GROUP

- 1.1. The role of a working group is to consider specific matters as agreed with the Parish Council including:
 - 1.1.1. To examine a subject area in detail, read reports and related materials, consider all options and obtain specialist advice on behalf of the Parish Council.
 - 1.1.2. To co-opt, where necessary, other councillors and non council members to provide such specialist advice.
 - 1.1.3. To make full and detailed written recommendations to the Parish Council.
 - 1.1.4. To maintain notes of all meetings and formulation of recommendations.
 - 1.1.5. To answer questions from the Parish Council in their delegated area.
- 1.2. Working Groups do not have any delegated powers to make decisions binding upon the Parish Council.
- 1.3. Working groups may be short term “task and finish” groups to advise on specific projects or they may be long term groups tasked with advising the council regarding ongoing aspects of its work.¹

2. PARISH COUNCIL AND WORKING GROUP RELATIONSHIP

- 2.1. The Parish Council must ensure that the Working Group has clear terms of reference regarding objectives and scope.
- 2.2. The role of the Parish Council is to examine and test, where necessary, the recommendations of the Working Group, in order to openly display that all suitable considerations have been taken into account.
- 2.3. The debate and decision will be at a full Parish Council meeting to ensure full transparency in the eyes of the electorate.
- 2.4. The Parish Council will review the policy each April for approval at the Annual Parish Meeting.

3. WORKING GROUPS TERMS OF REFERENCE

- 3.1. A quorum for a Working Group meeting will be a minimum of three Working Group Members
- 3.2. Working Group meetings will be arranged, as required for task and finish groups and regularly timetabled for ongoing groups.
- 3.3. Details of future meetings will be published.
- 3.4. A nominated Councillor for each working group will be appointed by the Parish Council.
- 3.5. Any Councillor can attend any meetings of a Working Group.
- 3.6. Work priorities will be agreed in consultation with the Parish Council.
- 3.7. All Working Group members have voting rights regarding Working Group recommendations to the full Council,
- 3.8. Where possible the distribution of documents and information will be via email.
- 3.9. Recommendations will be presented by the nominated Councillor of the Working Group to the next available Parish Council meeting, taking into account the legal status of agenda compilation and notification. Questions may be asked of the Working Group members to ensure thorough consideration of each issue before the Parish Council can pass a resolution on the subject.
- 3.10. The supporting information for recommendations or proposals should contain the following:
 - 3.10.1. **Heading:** Date of meeting, agenda item, action recommended (which is the proposal on the face of the agenda) and Author
 - 3.10.2. **Background:** Why action is recommended. Brief description of the situation that is behind the proposal.
 - 3.10.3. **Requirement Definition:** What action is recommended. Brief description of the requirements to address the situation.
 - 3.10.4. **Options:** Are there different solutions? Brief description of possible solutions.
 - 3.10.5. **Suppliers and Costs:** If this is for the purchase of goods or services, provide details at least three suppliers with costs supported by quotes or internet pricing as appropriate.
 - 3.10.6. **Recommendation:** Include here the rationale behind the recommended action. If this is not the least cost option, provide an explanation why.

¹ Advice from Suffolk Association of Local Councils