

Working Party Terms of Reference Policy

Full Council may form or disband a Working Party who will carry out tasks as defined by Full Council. Specific Terms of Reference will be prepared by the Clerk for ratification at the next Full Council Meeting following the Working Party being established.

The Role of the Working Party for Loddon Parish Council

- To consider issues as directed by the Council giving regard to tasks and time limitations.
- To examine an issue in detail, read reports and related materials, examine options, get advice for the Council.
- To liaise with experts if required.
- To make and explain the recommendations, reasons, options to Full Council by way of a written report.
- To answer questions from the Council.

Working Party Relationship

- Full Council must direct the Working Party and set clear terms of reference for them regarding objectives, scope and outcome.
- The role of Full Council is to question and challenge the recommendations, in order to be satisfied of the correct decision.
- The Working Party must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendation.

Operations of the Working Party

- A Working Party will not have a Budget.
- The number of Councillors on a Working Party to be decided on at time of the Working Party appointment.
- Working Party to be appoint a leader.
- A Working Party must consist of at least 3 Councillors.
- If an expert it to be co-opted to the Working Party, it must be communicated to the Full Council.
- Prepare written reports to update the Full Council at meetings.
- To examine options and make recommendations to Full Council.
- A Working Party does not meet in public although the Code of Conduct still applies.
- The Clerk to be informed of any meetings of any Working Party; and can attend if necessary. and ask for any relevant Working Party documentation.

This 'Working Party Terms of Reference' policy was formally agreed by Loddon Parish Council and is to be formally noted in the next Parish Council Minutes.

This policy was adopted by Loddon Parish Council at its meeting held on 11 June 2020.

Signed:

Dated:

Date for next review: **June 2023** (reviewed every three years)