



Headbourne Worthy Parish Council

Terms of Reference for Working Groups

Introduction

Headbourne Worthy Parish Council as the parent body can form a Working Group to carry out specific detailed tasks on any matter that falls within its powers.

A Working Group can consist of councillors and members of the public.

Specific terms of reference, if necessary, will be prepared by the Clerk, following the Working Group being established.

1 The role of a Working Group

- i. HWPC will establish the role of a Working Group and its full terms of reference, and the resolution will be recorded in the minutes.
- ii. A Working Group will be formed to investigate fully an issue and assess it impartially before making their recommendations to the Parish Council. These may not necessarily be singular options, but if multiple options, the recommendation of the Working Group should be made clear.
- iii. A Working Group should explain their recommendations, reasons and options by way of a written report or a feasibility study for HWPC's consideration and be prepared to answer questions from the Councillors.

2 Types of Working Group

Working Groups can be formal or informal.

- i. Formal Working groups will include the Clerk. The Clerk's role will be to arrange the agenda, take the minutes and undertake any tasks the Working Group need to be dealt with.
- ii. The minutes of the Working Group will be circulated to HWPC before the next Council meeting.
- iii. HWPC will be asked to accept the minutes of the meeting of the Working Group. Any questions that the Council may have regarding the actions of and the decisions taken by the Working Group will need to be raised at the Council Meeting in which the Minutes of the Formal Working Group are accepted.
- iv. The minutes of the Formal Working Group should be published on the Council's website at the earliest opportunity.
- v. Informal Working Groups will not be minuted by the Clerk. The Chair of the Working Group will be expected to provide an update to the Council at the next meeting following the Working Group Meeting.

3 Membership

- i. A Working Group may consist of councillors and members of the public.
- ii. A Working Group will be limited to 8 members, two of which must be elected councillors.

- iii. The Chair and Vice Chair of a Working Group must be elected members of the Parish Council, unless otherwise agreed by resolution of HWPC. The Chair (or Vice Chair in the absence of the Chair) will be the main point of contact for the Clerk, councillors and members of the public.
- iv. Membership of a Working Group should be agreed by HWPC and the resolution recorded in the minutes.
- v. Every councillor has the right to attend a Working Group meeting should they wish to by giving advance notice of their intention to attend to the Chair (or Vice Chair in the absence of the Chair), but they should not be allowed to participate unless agreed by the Chair.

4 Authority

- i. A Formal Working Group will be delegated to work in a specific area. The Clerk will have delegated authority from the Council to act for the Council under the direction of the Working Group.
- ii. An Informal Working Group will act in an advisory capacity to HWPC, making recommendations that will be considered by the Parish Council and a decision taken by Full Council.
- iii. A Formal Working Group may only make any decisions in matters that have been specified in their terms of reference as resolved by the HWPC. In this respect they may make meetings with third parties.
- iv. An informal working group may not undertake meetings with third parties without the prior knowledge and approval of HWPC.
- v. All reports and recommendations are to be sent to the Clerk up to 4 days before the next parish meeting. This is to allow time for the reports to be circulated and added as an agenda item.
- vi. All reports, recommendations and connected correspondence must include the heading **Subject to approval by Headbourne Worthy Parish Council.**
- vii. Neither form of Working Group will be able to undertake long term liabilities on behalf of the Council. All such decisions will need to be taken by the full Council.
- viii. Formal Working Groups may hold a budget agreed by the HWPC. This budget may not be exceeded without formal agreement of HWPC. The Working Group will adhere to HWPC's Financial Regulations.
- ix. Formal Working Groups, which are budget holders, must account for spending at each Working Group meeting. This is to be reported in the minutes and in the Full Council minutes.

5 Meeting Arrangements

- i. Meetings will be held at a frequency decided by the Chair of the Working Group, once the membership of the group has been fully confirmed.
- ii. The meeting will be chaired by either the Chair, or the Vice Chair (in the absence of the Chair). If no members of the Parish Council are available to attend a meeting, quorum will not be met and the meeting will need to be rescheduled or cancelled.
- iii. For Formal Working Groups the Clerk will be responsible for the agenda. The agenda should be sent to the members at least 4 days before the meeting and should be published on the Council's website. For Informal Working Groups the Chair (or Vice Chair in the absence of the Chair) will be responsible for the agenda and it should be circulated to members 4 days before the meeting.
- iv. The agenda must include all the names of those invited to include members of the Working Group and any outside bodies (providing 3.iii has been met).
- v. Declarations of pecuniary and other interests will be required at each Working Group meeting.
- vi. Meetings should be conducted in accordance with HWPC's standing orders.