

WIGGINTON PC WORKING PARTY TERMS OF REFERENCE 2022

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

The Role of Working Party for Wigginton Parish Council

- To tackle issues as directed by the Council in the Council's best interest
- To be task specific and time limited
- To examine an issue in detail, read reports and related materials, examine options, get advice for the Council, obtain quotes and when necessary, carry out research
- To liaise with experts (when applicable)
- To examine/investigate and make recommendations to Council
- To explain the recommendations, reasons, options to Full Council by way of a written report
- To answer questions from the Council
- No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement

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

- The number of Councillors on a Working Party to be decided on at time of the Working Party appointment
- The leader of the Working Party to be appointed by the Full Council at the time of the Working Party appointment
- A Working Party must consist of at least 2 Councillors
- Quorate: Minimum of 2 Councillors at each meeting
- May consist of volunteers and the maximum number of people shall be 5 (including 2 Cllrs)
- Prepare notes of meetings for Full Council to report on any activity and progress by asking the Clerk to add the item to the agenda
- A Working Party do not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies

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- A Working party may meet in person or via online platform i.e Zoom, Microsoft Teams
- All Members of Council are to be informed of any meetings of any Working Party; and are able to attend and ask for any relevant Working Party documentation

Approved on the WPC meeting on 18th October 2022

Review 2024