TERMS OF REFERENCE FOR DYMOCK PARISH COUNCIL WORKING GROUPS

The Parish Council may form or disband a Working Group to carry out specific tasks on any matter that falls within its powers as defined by Full Council.

There is no legal definition of a working group, they consist of a small group of members of the parish council and can include members of the public. (Parish Council Officers (the Clerk/RFO) can be in attendance to provide legal and operational support and advice).

A working group conducts its business on a less formal basis than that of a committee. It:

- Does not have any decision-making powers.
- Does not hold any money and has no authorisation to spend.
- Does not need to meet in public.
- Can hold remote or face-to-face meetings.
- Must report back to the parish council with recommendations.

Any recommendations are subject to approval by Full Council.

Membership:

- Members (Councillors) of a working group are to be appointed by Full Council and will consist of at least **two** members of the parish council.
- With the authority of the Full Council the working group can co-opt volunteers from the public (lay members) who have specific knowledge/expertise on the subject to assist the working group.
- The term of membership on a working group will be for one year, or to the next Annual meeting of the Council in May.
- The Annual meeting of the Council re-confirms the working group's membership and remit and can appoint other councillors to serve for the civic year.
- A working party does not meet in public, therefore standing orders are not applicable.
- The Code of Conduct applies.

Location of Meetings:

- For face-to-face meetings, a meeting room must be booked with the Parish Clerk.
- Working groups can meet remotely if needed.
  First meeting of the Working Group:
- Appoint a lead member (Parish Council member only).
- Establish a remit and action plan for work.
- Establish a meeting schedule.

Role of Lead Member:

- The leader will be the main point of contact for the Clerk to the Council, Council Members, outside agencies and members of the public and, must be a member of the council.
- To arrange date, time, and place of next meeting, in consultation with the Parish Clerk.
- Take notes of the meeting, ensuring that all recommendations are recorded correctly, and submit these to the Parish Clerk in good time to meet the agenda.

- The leader of the working group, if unable to attend a meeting of the Full Council, will nominate another member (Councillor) of the working party to attend and deliver the progress report.

Formulation of Recommendations:

- The recommendation must be recorded at the end of the notes taken and submitted to the Parish Clerk.
- The Parish Clerk will determine that the recommendation given is legal and enough information has been presented for Full Council to decide. The Clerk will also ascertain funding (whether the council has a budget), risk and resources.
- Full Council must direct the Working Group 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 to be satisfied of the correct decision.
- The Working Group must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendations.

A working group is expected to be time limited. The continuing need for a working group will be reviewed by the Full Council on an annual basis.

Adopted: 9th September 2025
To be reviewed annually.