LILBOURNE PARISH COUNCIL WORKING PARTY POLICY

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 Lilbourne Parish Council

To tackle issues as directed by the Council.
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.
To act as experts and/or liaise with experts.
To 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

- A Working Party will have not have a Budget.
- 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 3 Councillors.
- Quorate: Minimum of 2 Councillors at each meeting.

• Work priorities and co-option of named experts to be approved by Full Council.
• Prepare notes of meetings for Full Council to report on any activity and progress.
• A Working Party do not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
• To examine options and make recommendations to Full Council.
• 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.

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