

WORKING PARTY POLICY AND TERMS OF REFERENCE

Adopted by Durrington Town Council at its Meeting held on 30th April 2024:
Review Date: April 2025

1. ROLE OF A WORKING PARTY

1.1 The role of a Working Party is to consider specific issues as directed by the Town Council.

1.2 The Working Party will examine an issue in detail, read reports and related materials, consider all options and obtain specialist advice on behalf of the Town Council.

1.3 The Working Party may co-opt, where necessary, other councillors and non-council members to provide any such specialist advice.

1.4 The Working Party will make full and detailed recommendations to the Town Council.

1.5 The Working Party will maintain notes of all meetings and formulation of recommendations (this can be managed by the Working Party and does not necessarily require the Clerk).

1.6 The Working Party will answer questions from the Town Council.

1.2. The Working Party does not have any delegated powers to make decisions.

2. TOWN COUNCIL AND WORKING PARTY RELATIONSHIP

2.1 The Town Council will set up a Working Party Policy which includes the Terms of Reference.

2.2 The Working Party will use a SMART format and set up a Smart Action Plan setting out the aims of the Working Party. This will be shared with the Town Council.

2.3 The role of the Town Council is to, where necessary, question and challenge the recommendations of the Working Party, in order to openly display that all suitable considerations have been taken into account.

2.4 The questioning and challenging will be at a full Town Council meeting to ensure full transparency.

2.5 The Town Council will review the Working Party Policy annually each April.

3. WORKING PARTY TERMS OF REFERENCE

3.1 A quorum for a Working Party meeting will be a minimum of three Town Councillors.

3.2 Working Party meetings will be arranged, as and when required.

3.3 Details of future meetings will be circulated to all Councillors.

3.4 A Lead Councillor for each Working Party will be appointed by the Working Party at their first meeting.

3.5 Any Councillor can attend any meetings of a Working Party.

3.6 Work priorities will be agreed at the direction of the Town Council.

3.7 Co-opted non-members of the Town Council do not have any voting rights, and are in attendance solely for the purpose of the provision of advice and information.

3.8 The Lead Councillor will be responsible for the administration and evaluation of the workload of the Party.

3.9 Where possible the distribution of documents and information will be via email to all members of the Working Party.

3.10 Records of meetings will be sent by the Lead Councillor to the Town Clerk for consideration of the Town Council at their meetings

3.10 Final Recommendations will be presented by the Lead Councillor of the Working Party to the Town Council meeting, taking into account the legal status of agenda compilation and notification; where questions may be asked of the Working Party members to ensure thorough consideration of each issue before the Town Council can pass a resolution on the subject.