

INTRODUCTION

There is no legal definition of a Working Party. Generally, however, a Working Party consists of a small group of Members (but with the Clerk in attendance at meetings to provide support and advice) with the remit to consider specific matters. They have a particular role in relation to projects which need to be completed within a specified time period.

A Working Party conducts its business on a less formal basis than that of a Committee.

It does not have any decision-making powers or spending powers, and can only make recommendations to the body from which it was formed.

The term "Working Parties" refers to all informal bodies appointed by the Council. The purpose of this Protocol is to give guidance in relation to the operation of Working Parties

APPOINTMENT OF WORKING PARTIES

The Council may establish a Working Party or amend the Terms of Reference or membership of existing Working Parties.

In establishing Working Parties, the appointing body will determine the precise Terms of Reference of the Working Party, the initial membership and (if appropriate) duration of the Working Party.

In exercising its powers, the Council shall seek to ensure that Officer time and the financial resources of the Council are used in such way as it considers to be in the best interest of the Council and local people.

At its first meeting every Working Party shall consider whether it shall invite external representatives e.g. stakeholders and/or members of the public to assist with its work. The Working Party may, at any time, review its decision to invite external representatives to assist with its work and may add or remove external representatives as appropriate. The role of such representatives would be to act as advisors to the Working Party using their particular expertise/experience. External representatives attending consultative Working Parties do so in a voluntary capacity.

Any external representation must be approved by Council, before attendance at a meeting.

AGENDAS, REPORTS AND MINUTES AND METHODS OF WORKING

The Working Party will be expected to conduct its business in accordance with a detailed project plan, prepared and agreed by the Working Party, in order to ensure that business is concluded in an efficient and effective manner.

Reports should be prepared and circulated with an agenda at least 3 working days before a meeting

The Clerk will be responsible for arranging for notes of Working Party meetings to be produced and circulated to members of the Working Party and to Council.

Working Party updates will be provided to Council for every Council meeting on the progress of the Working Party.

LOCATION OF MEETINGS

Meetings of Working Parties will take place at the Jubilee Club House, Lydiard Millicent or via virtual meetings.