



## **CAM PARISH COUNCIL**

### **WORKING PARTIES TERMS OF REFERENCE**

**Approved by Full Council – May 2024, minute reference: FC.24.10**

Working Parties will be formed to assist Full Council and committees to oversee a project or champion an initiative with a smaller membership of specialised or interested members. They may be formed or disbanded at any time dependent upon the lifespan of any given project. Projects and activities will be progressed through one of the following Working Parties dependant on it's role and function. They may be held on-line or hybrid on request.

#### **Working Parties agreed at Full Council May 2024**

- **Neighbourhood and Strategic Cil**

To report directly to Full Council

- **Events and Community Development**

To report to Recreation & Leisure Committee

- **Biodiversity and Environment**

To report to Recreation & Leisure Committee

- **Jubilee and Playground Development**

To report to Recreation & Leisure Committee

#### **The Role of a Working Party**

- Examine a matter in detail, read reports and related materials, examine options, and get advice
- Act as experts and/or liaise with experts or third-party organisations
- Work in partnership with residents to determine issues, seek solutions and source funding with the Officers of the council.
- Request and review data from contractors, businesses, and principal authorities
- Gather evidence and compile recommendations to Full Council or relevant committees
- Explain the recommendations, reasons and options and provide a brief written summary
- Answer questions from the Council
- Promote the solutions to the community once actions and outcomes are resolved by Full Council or committee.

#### **Operations of a Working Party**

- Working Parties do not have a budget and Councillors do not have voting rights on any financial matters.
- They cannot make any decisions – only recommendations
- There is no elected Chair. If a Chair is required, this will be on a meeting-by-meeting basis
- Administrative support will be provided by the Clerk or appointed officer.
- Full Council retains overall responsibility:
- Regular progress reports will be submitted to Full Council or a relevant committee.
- They do not have authority to agree or sign any contracts or deeds.
- They do not have delegated financial authority; however, the Clerk or appointed officer may liaise with members on financial matters which fall under the Clerk's delegated authority.

- Attendees are not formally summoned to a meeting however if a Councillor or non-Councillor has committed to join a Working Party, then their attendance is expected.
- Apologies in a timely manner should be notified to the Clerk or to the appointed officer providing administration support.

### **Membership**

- A minimum of three Councillors, any Cam Parish Councillor is entitled to be a member.
- Members will be selected at a Council or relevant committee meeting and confirmed in the minutes for the public record.
- The number of Councillors on a Working Party is decided at the time of formation
- Dependant on its purpose, non-councillors, i.e. members of the public or community representatives will be encouraged to attend.
- Quorum for meetings shall be at least three Councillors supported by the Clerk or appointed officer.

### **Code of conduct**

- Although more informal than a meeting of Full Council or Committee, the Council's meeting etiquette and the Councillors Code of Conduct still applies.
- All members of a Working Party must declare any interests where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.

### **Data Protection**

- Any Working Party work must comply with the Data Protection Act and members must have regard to CPC's Data Protection Policies.
- Documents will be subject to requests for public inspection in accordance with the Freedom of Information Regulations.