

BIDDENDEN PARISH COUNCIL

WORKING GROUPS POLICY

Adopted 10 May 2011

The Role of Working Groups for Biddenden Parish Council

The Role of the Working Group is to tackle specific issues as directed by the Council or any of its Committees. This will include:

- To examine an issue in detail, read reports and related materials, examine options, and obtain specialist advice for the Council
- To acquire specialist knowledge and/or liaise with specialist experts
- To make recommendations to the Council or the instructing Committee
- To provide specialist support to the Council or instructing committee by explaining their recommendations in layman's terms
- To answer questions from the Council or Committee in their delegated area of specialist knowledge
- **Working Groups do not have any delegated powers to make decisions binding on the Parish Council.**

Council/instructing Committee : Working Group relationship:

- The Council/instructing Committee must direct the Working Group and set clear terms of reference for them regarding objectives, scope and outcome
- The role of the Council or instructing Committee is to question and challenge the recommendations of the Working Group, in order to be satisfied of the correct decision

Operations of the Working Groups:

- Leader appointed by the Council or Committee
- Minimum of 2 Councillors
- Work priorities and co-option of Working Group members who are not parish councillors will be agreed by the Council or the instructing Committee
- Organise themselves for meetings or alternative working arrangements. Working Groups do not need meet in public.
- Prepare approved notes of any meetings or alternative working arrangements and inform the Council/instructing Committee of activity and Progress. These notes will include a list of the individuals involved.
- The Chair and Vice-Chair of the Council are ex-officio members of all Working Groups.
- Councillors can attend any meetings of Working Groups on request even if they are not members of the Working Group.

Parish Council Standing Order 1 will not apply to Working Groups.