

ROYDON PARISH COUNCIL

Working Party

Terms of Reference

Adopted at the Full Council Meeting: 16th February 2022

Reviewed: March 2025

Next Review: March 2026

Full Council may form or disband a Working Party, which will carry out tasks as defined by Full Council. A Working Party cannot make decisions on behalf of the Council, but can explore options and present these to the council for a decision. These Terms of Reference (ToR) apply to all working parties set up and agreed by the Council at a Full Council Meeting.

The Role of the Working Party:

- 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 the 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 the 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 recommendations.

Operations of the Working Party:

- A Working Party will not have a budget.
- The number of councillors on a Working Party to be decided on at the time of formation of each Working Party.
- A Working Party is not subject to the strict rules that apply to formal Council meetings, does not meet in public therefore Standing Orders are not applicable, although the Code of Conduct still applies.
- The leader of a Working Party must be a Councillor, appointed by the Full Council.
- A Working Party must adhere to the Council's policies in regards to Risk Assessment and Health and Safety at all times.
- Work priorities and co-option of named experts to be approved by Full Council.
- Prepare notes of meetings, for a report to Full Council, on any activity and progress.
- To examine options and make recommendations to Full Council.
- All members of Council are to be informed of any meeting of any working party; and are able to attend and ask for any relevant Working Party documentation.

