

## TERMS OF REFERENCE – WORKING PARTY

### xx Working Parties Terms of Reference

1. The Working Party will consist of xx councillors. The make-up will be determined by the xx committee / council, which will also determine if it is necessary for a staff member to be appointed to assist with the legality of its recommendations. Membership to be reconfirmed / changed by the establishing body at its first meeting at start of a new Civic year. The working party may invite members of the public to attend meetings in an advisory capacity on an ad-hoc usually temporary basis.
2. At its first meeting (or first in a new Civic year) the working party members shall:
  - a. Review these terms of reference / complete the skeleton Terms of Reference for approval as appropriate.
  - b. Appoint an elected member as Lead Member who should ensure all the working group's members are kept informed and involved with progress and act as the primary reporting channel back to the establishing body.
3. In line with the task set by the Council / committee, the purpose and remit of the working party is to :
  - a. xx
  - b. xx
  - c. xx
4. The group does **not** have delegated powers to make decisions on behalf of the xx committee or the Town Council nor should exceed its purpose and remit (above) without the establishing body's sanction to a change to this Terms of Reference
5. The group reports to the xx Committee / Council
  - a. The group shall provide timely reports to the establishing body in the following manner:
    - i. The Lead Members will ensure the Town Clerk is kept informed of each meeting and will provide notes of all meetings within 2 weeks of the meeting taking place.
    - ii. Recommendations will be provided in writing including detailed reasons at least 10 days in advance of the establishing body's next scheduled meeting to ensure they are listed appropriately and timely on the relevant meeting agenda.
6. Meetings of the working group are not usually but may be public meetings.

<b>Responsible Officer</b>	Town Clerk	<b>Date effective from</b>	2014	<b>Review date</b>	March 2017
<b>Author</b>	Town Clerk	<b>Date last amended</b>	May 2016		

