

TERMS OF REFERENCE POLICY

Working Groups / Working Party / Lead Councillors / Committees / Other Group(s)

1. Introduction

With the introduction of the new Council operational structure in November 2013, all standing committees at that time were disbanded with the exception of Planning. As such UPC Policy & Procedure No 1, Committee Terms of Reference, has been placed in abeyance pending possible reference/re-use in the future.

This new policy has been prepared to ensure that fundamental minimum criteria for agreeing Terms of Reference is in place for all working groups, working parties, lead councillor roles, other groups or new standing committees now and/or should these be established in the future.

2. Criteria for Establishing Groups / Individual Roles and Terms of Reference

- (a) All working groups / working parties / lead councillor roles / committees / other groups must have the prior approval of the full Council.
- (b) Terms of reference must be determined and agreed by full Council for each working group / working party / lead councillor(s) / committees / other groups prior to implementation. This should include as a minimum in each case:
 - Membership
 - Responsibilities - specific requirements and objectives
 - Reporting and proposal recommendation requirements
 - Parameters of Authority
 - Start and end dates (where appropriate)
 - Any constraints
 - Whether a formal record is required of any meeting / decision process / consultation
- (c) Any proposal or consultation mechanism should be examined to establish whether or not it might be perceived as having policy or procedural implications for the Parish Council as a whole; or as being controversial, either for councillors or in the wider community. Where this is the case, approval should be sought from the full Council prior to implementation.
- (d) A working group / working party / lead councillor(s) / committee / other group should consider obtaining an 'in principle' decision from the full Council before undertaking a detailed evaluation of a proposal. This might save unnecessary work should the Parish Council not agree with the proposal. An 'in principle' decision should determine what actions might be undertaken to progress the proposal.
- (e) All individuals /groups are required to work within the current policies, procedures and budgetary constraints determined by the full Council.

3. Approved Terms of Reference

Approved Terms of Reference for all current working group(s) / working party(s) / lead councillor(s) / committees / other groups will be published on the website www.urchfont-pc.gov.uk under Urchfont Parish Council>Policies & Procedures>TOR.