

# Henfield Parish Council

## Procedure for the formation and operation of Working Groups

***Henfield Parish Council and any of its standing Committees can set up working groups to carry out tasks as defined by the Council or the Committee.***

1. The purpose of Working Groups is to meet to discuss issues, explore options and develop plans and then report back (with interim report for more complex mandates) to the relevant Committee with recommendations.
2. Working Groups have no decision making powers but simply present the relevant Committee with their findings. A Working Group cannot make a decision on behalf of the Council.
3. Communication outside of the Council should be copied to the Parish Office unless otherwise agreed
4. When setting up a Working Group, the Council or Committee must set clear terms of reference for it regarding objectives, scope and outcome(s). These will be approved by the Committee/Council before the Working Group is formed. The Terms of Reference will include, the name of the Committee to which the Working Group reports and agreed by all members of the Working Group
5. Once their work has been completed, the Working Group will be disbanded...
6. The Terms of Reference and membership will be published on the Council's website. Notes will be taken at all Working Group meetings, circulated to all Councillors and published on the Committee page on the website
7. The number of Councillors able to join a Working Group will be decided at the time of its formation but it must consist of no fewer than two councillors and a member of the Parish Office. Members of the public may also be invited to join Working Groups.
8. The role of the sponsoring Committee is to consider and question the recommendations put to it by the Working Group before a decision is taken and to be satisfied with them before making any recommendations to the full Council.
9. A Working Group will not have a budget. The budget will remain with the Council or sponsoring Committee. Any Working Group recommendations which would be outside the sponsoring Committee current budget limits will report the recommendations to Finance Risk & Change Committee before full Council.
10. The Working Group must provide the Council or Committee with as much information as possible to ensure it can make an informed decision on its recommendation(s).
11. All Working Groups will follow all relevant Council policies including but not limited to the:
  - the Code of Conduct
  - Information and Data Protection Policy
  - Dignity at Work Policy

All documents and records produced and emails shared by working groups will be retained for in accordance with the Council's Data Retention Policy

## Current Working Groups (as of July 2023)

Working Group – Community Bus

Working Group -Biodiversity

Working Group – Safe Routes

Working Group – Community Highways Scheme

Working Group – Remembrance

Working Group – Playing Fields Strategy

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