

## **TERMS OF REFERENCE FOR HURSLEY PARISH COUNCIL / CONSERVATION ADVISORY GROUP WORKING PARTY**

### **INTRODUCTION:**

Full Council may form or disband a Working party who will conduct tasks as defined by Full Council.

There is no legal definition of a working party, they consist of a small group of members of the parish council and can include members of the public. (Parish Council Officers can be in attendance to provide legal and operational support and advice).

The Conservation Advisory Group working party (from here on referred to as CAG) is a working party that conducts its business on a less formal basis than that of a committee.

It:

- does not have any decision-making powers.
- does not hold any money and has no authorisation to spend.
- Does not need to meet in public.
- Can hold remote or face-to-face meetings.
- When the Council request advise they can meet and must report back to the parish council with recommendations.

### **Membership**

Members of the working party are to be appointed by Full Council and will consist of a minimum of two parish council members.

With the authority of the Full Council the working group can co-opt members of the public (lay members) who have specific knowledge/expertise on the subject to assist the working group. Advice can be called in from outside bodies such as CPRE, RSPB etc

The term of membership on a working group will be for one year, or to the next Annual meeting of the Council in May.

The Annual meeting of the Council re-confirms working group's membership and remit and can appoint other members to serve for the civic year.

A working party does not meet in public, therefore standing orders are not applicable, although the Code of Conduct still applies.

The role of Working Parties for Hursley Parish Council.

- 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 function as experts and/or consult with experts.
- To make recommendations to Council. To answer questions from the Council.

#### Location of Meetings

- For face-to-face meetings, a meeting room must be booked with the Parish Clerk.
- Working parties can meet remotely.

#### First meeting of the Working Party

- There is no formal need for a Chair but a lead member is advisable – see below
- Establish a remit and action plan for work
- Establish when CAG would meet – suggested would be when HPC request advice on a matter.

#### Role of Lead Member

- The leader will be the main point of contact for the Clerk to the Council, Council members and members of the public, and must be a member of the council.
- To arrange date, time, and place of next meeting, in consultation with the Parish Clerk.
- Take notes of the meeting, ensuring that all recommendations are recorded correctly, and submit these to the Parish Clerk in good time to meet the agenda.

#### Formulation of Recommendations

- The recommendation must be recorded at the end of the notes taken and submitted to the Parish Clerk.
- The Parish Clerk will determine that the recommendation given is legal and enough information has been presented for Full Council to decide. The Clerk will also ascertain funding (whether the council has a budget), Risk and Resources.
- Full Council must direct the Working Party and set clear terms of reference for them regarding objectives, scope, and outcome.
- The Role of Full Council is to question, challenge the recommendations, 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.