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 discuss issues, explore options and develop plans and then report back (with an interim report for more complex mandates) to the Sponsoring Committee with recommendations. Working Groups cannot make decisions on behalf of the Council.
2. The membership of a Working Group will be decided at the time of its formation but should consist of no fewer than two councillors. It is recommended that a member of the Parish Office staff be asked to attend. Members of the public may also be invited to join Working Groups.
3. When setting up a Working Group, the Council or Sponsoring Committee must approve clear terms of reference (TOR) for it, regarding objectives, scope and outcome(s). The TOR will include the name of the Sponsoring Committee and will be agreed by all members of the Working Group. The TOR and membership of a Working Group will be published in the minutes of the Sponsoring Committee.
4. Notes will be taken at all Working Group meetings and these will be circulated to all Councillors, who will maintain confidentiality as required. Interim reports and final recommendations will be included in the minutes of the Sponsoring Committee.
5. There should be no communication outside of the Council unless authorised by the Sponsoring Committee. Such communication should be via, or copied to, the Parish Office.
6. A Working Group will not have a budget. The budget will remain with the Council or Sponsoring Committee.
7. A Working Group must provide the Council or Sponsoring Committee with as much information as possible to ensure that it can make an informed decision on any recommendations. The Council/Committee will consider and question the recommendations of the Working Group before a decision is taken as to further action.
8. Once their work has been completed, the Working Group will be disbanded.
9. Working Groups will follow all relevant Council policies including, but not limited to, 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 in accordance with the Council’s Data Retention Policy.