

# **South Brent Parish Council**

## **Beating the Bounds (BtB) Working Group Terms of Reference**

These Terms of Reference were adopted by Full Council at its Meeting held on .....

Full Council may form or disband a Working Group who will carry out tasks as defined by Full Council.

The Role of the BtB Working Group for South Brent Parish Council

- To tackle the event 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 act as experts and/or liaise with experts.
- To make recommendations to Council.
- To explain the recommendations, reasons, options to Full Council by way of a written report.
- To answer questions from the Council.
- No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement.

Working Group relationship

- Full Council must direct the Working Group and set clear terms of reference for them regarding objectives, scope, risks and outcome.
- The role of Full Council is to question and challenge the recommendations, in order to be satisfied of the correct decision.
- The Working Group must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendation.

Operations of the Working Group

- A Working Group will not have a Budget.
- The number of Councillors on a Working Group to be decided on at time of the Working Group appointment.
- The leader of the Working Group to be appointed by the Full Council at the time of the Working Group appointment.
- A Working Group must consist of at least three Councillors.
- Quorate: Minimum of two Councillors at each meeting.
- Work priorities and co-option of named experts to be approved by Full Council.
- Prepare notes of meetings for Full Council to report on any activity and progress.
- This Working Group does meet in public and therefore Standing Orders are applicable and the Code of Conduct still applies.
- To examine options and make recommendations to Full Council.
- All Members of Council are to be informed of any meetings of any Working Group, may attend and may ask for any relevant Working Group documentation.
- When making decisions consideration will be given to the Climate Change and Biodiversity Emergency declaration.