

South Brent Parish Council

Media Working Group Terms of Reference

These Terms of Reference were adopted by Full Council at its Meeting held on 27th June 2022.

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

The Role of Working Group for South Brent 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 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 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.