



## **GREAT TORRINGTON TOWN COUNCIL**

### **TERMS OF REFERENCE**

### **GREAT TORRINGTON TOWN COUNCIL COMMITTEES**

### **WORKING GROUPS**

## **Terms of Reference – Great Torrington Town Council Working Groups**

**These terms of reference are supplemental to, and do not in any way override the Town Council's Standing Orders &/or Financial regulations.**

### **1. Working Groups**

- a Unless the Council determines otherwise, a committee may appoint a working group with a specific plan in mind, but whose terms of reference and membership arrangements shall be determined by that group and approved by Council.
- b The members of a working group may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c Each working group will determine their terms of reference which will include;
  - i. The purpose of the working group
  - ii. The aims of the working group
  - iii. Membership of the working group
  - iv. Governance arrangements
  - v. Meetings
  - vi. Quorum
  - vii. Appointment of a chairman
  - viii. Working Practice

#### **1.1 Purpose of Working Group**

This will set out the overarching reason why the working group has been created.

#### **1.2 Aims of the Group**

This will set out “how” the purpose will be achieved and the various actions that the group will adopt to help achieve this initial purpose.

#### **1.3 Membership of the Working Group**

This will set out who may be included as a member of the working group and any requirement in relation to proportion of councillors to non-councillor working group members. Membership details may set out the total number of working group members and will list individuals either by organisation if a statutory body/organisation or as individuals.

In addition to full time membership of the working group, the terms will set out any other means to include other people, for example, when specific issues need to be discussed.

## **1.4 Governance Arrangements**

The Town Council will oversee the functioning of a working group. The working group is not a decision making group on behalf of the Council and minutes from meetings must be made available to the Council via the Town Clerk.

If/when written minutes are kept of a meeting, the following should be included;

- The date of meeting
- Who is at the meeting
- Apologies
- Contents of discussions and outcomes

A member of the working group will be responsible for taking minutes of each meeting.

Councillors on a working group will give verbal updates and reports to the Town Council as appropriate.

Any recommended actions/activities with environmental and/or financial implications will need to be considered by the Environment/Policy and Resource Committee and subsequently by Full Council Meeting.

## **1.5 Meetings**

This will set out the frequency of meetings and any specific conditions of meetings.

## **1.6 Quorum**

Each working group will set out the level of attendance of members needed to make a meeting quorate.

## **1.7 Appointment of Chairman**

The meeting will appoint a Chair who may be a Councillor or non-councillor.

## **1.8 Working Practices**

The working group will set their own working practices which will set out the themes of the project and expectation on how the group's members will work together and go about with reference to any specific requirements. For example, consider buying local as and when possible.

## **2. Longevity of Working Group**

The lifespan of a working group could be relatively short, for example, a particular "task and finish project", or could be an ongoing working group over a longer period of time. When Members instigate a working group the time

span of each group should be considered and appropriate timescale arrangements made and communicated accordingly. These timescales can be reviewed periodically, revised if necessary and recorded accordingly.