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Northchurch Parish Council

Working Party Standing Orders

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| Version | V24.0 |
| Date approved by Finance & General Purposes Committee | N/A |
| Date approved by Annual Meeting of Full Council | 13-05-2024 |

Reasons for appointing a working party

Committees and the Full Council make decisions based on careful consideration of all the facts. Unlike a District or County Council, NPC does not have paid officers to carry out research and make recommendations. Therefore, NPC may decide to set up a working party to find out the information it needs to make an informed decision.

How to form a working party

The Full Committee may vote to set up a working party to research an issue, answer questions and make written recommendations. The Full Council will decide the number of Councillors on the working party and appoint a leader. At the next meeting, the Full Council will set clear terms of reference including the objectives, scope and outcome. Working party responsibilities will be reviewed at each Annual Meeting

A Working Party:

- does not have delegated authorities or voting rights so may not make any decisions on behalf of the parish council and does not have to be open to the public;
- must be chaired by a councillor;
- must consist of at least 3 councillors;
- must have at least 2 councillors present at each meeting; may only include other individuals who have been approved by at least 3 councillors;
- must not have a budget;
- must not spend money without Full Council endorsement;
- must submit a summary of each meeting in writing to the Full Council;
- must submit findings, options and recommendations in writing to the clerk for review prior to submission to the council. This is to enable the clerk to comment on best practice, good governance and legality prior to submission to the Full Council.