

## **ALREWAS PARISH COUNCIL**

### **OPERATIONAL PROCEDURES FOR PARISH COUNCIL WORKING GROUPS**

#### **1 Introduction**

The Parish Council has a range of working groups to address specific issues. Revised operational procedures have been approved to help groups work effectively. In any case of dispute, Parish Council Standing Orders take precedence over these guidelines.

#### **2 The operating procedures**

1. Working groups can only be created by the full Parish Council
2. The Chair of the working group will be appointed by the Chair of the Parish Council
3. As in all aspects of work undertaken as cllrs, cllrs who are members of working groups should adhere to the standards expected of all in public life as set out in the Code of Conduct and Standing Orders
4. Membership can be drawn from the Parish Council and from residents or others with relevant experience and knowledge who can assist the Council in its work
5. Working groups will have an agreed rationale and focus for their work and should not move away from this focus without the agreement of the Parish Council
6. Working groups may be time limited, depending on the nature of the issues being addressed, or may be an ongoing group
7. Working groups can decide to undertake a scoping exercise as part of their consideration of an issue prior to bringing a proposal to a full council meeting for a decision but any costs involved must be approved in advance by a full Parish Council meeting
8. Reports from working groups will be a Standing Order on the agenda for each Parish Council meeting. The Chair of the working group or nominee is responsible for providing a verbal or written report
9. Normally there will be no officer support for working groups but guidance on policies, procedures and other matters can be obtained from the Clerk
10. Working groups will not have delegated powers to make major policy decisions unless exceptionally and explicitly granted by the full Parish Council. They will be able to make operational decisions to support their work
11. Any expenditure by working groups can only take place after it is authorised at a Parish Council meeting. Any agreed spending should be supported by receipts and sent to the Clerk for authorisation at the next Parish Council meeting
12. Any recommendations for action must be made in writing to a Parish Council, via the Clerk, with a clear rationale for the recommendation, including how it supports the Council's Strategic Plan. Any recommendations requiring funding should include quotations so that expenditure can be identified and agreed before spending takes place
13. Any updates which the working group wish to publish on the Parish Council's website must be agreed by the group. They must be sent to the Clerk for publication
14. Working groups will operate with collective responsibility. Once a recommendation has been agreed for consideration by the Parish Council, individual members will not seek to reopen the discussion at a Parish Council meeting. They can ask the Chair of the working group to report that the recommendation was not unanimously supported by all members of the working group.