

# WORKING PARTIES

## General

### 1 Membership

- 1.1 Membership of the Working Party is to be decided at creation of the group when the need is identified for such an action.
- 1.2 Three members shall constitute a quorum.
- 1.3 No non-council members may make up the entirety of the Working Party. Members may be drawn from volunteers or specialist areas i.e. HR specialist, technical specialist (for example to advise on IT upgrade).

### 2 Meetings

- 2.1 Meetings shall be held in any location deemed appropriate for the purpose of the Working Party.
- 2.2 Meetings of working parties are not subject to press and public publication and attendance regulations and may, therefore, meet without giving notice.

### 3 Objectives and delegated functions

A working party must follow the course for which it was convened and **there is to be no transfer of delegated powers from the committee from which it was formed otherwise the Council acts unlawfully. (LGA 1972 s.101).**

- 3.1 The Working Party shall not issue instructions to any officer if, in the opinion of the officer, it is likely to incur expenses or use excessive time without prior authority of the committee.
- 3.2 to be convened to suit the purpose of the parent committee or full council for the specific task of undertaking a project or detailed study as defined by that committee or full council.
- 3.3 The Chairman of a working party will be appointed by the members of the working party at its first meeting.
- 3.4 The working party shall be convened by the Parish Clerk, or the officer acting as secretary, and notes shall be recorded of that meeting.
- 3.5 The notes of the Working Party shall be received, as required, by the Council or committee at its next meeting following the meeting of the Working Party.
- 3.6 The Working Party shall advise and make recommendations to either the Council or committee from which it was formed.