

WORKING GROUPS – PROCEDURES

Below are by recommended procedures for the operation of working groups. These are not public meeting but for transparency, after the meeting, and provided a standard format of notes for all groups is agreed, the notes could be published.

Set up	<ul style="list-style-type: none">• Set up working group - agreed and minuted in a Full Council meeting.
Members	<ul style="list-style-type: none">• Agree the members of the working group. Ideally at least three members.
Terms of reference	<ul style="list-style-type: none">• Agree terms of reference - which should be agreed by the working group but formally agreed at a Full Council meeting.
Responsibilities	<ul style="list-style-type: none">• Members of the working group need to appoint Chair and agree secretarial / note taking responsibilities.
Working group meeting	<ul style="list-style-type: none">• Produce an (informal) agenda• Discuss issues• During the meeting take notes
Agreement of notes	<ul style="list-style-type: none">• Notes should be circulated to the group members, who should agree the accuracy.
Source quotations	<ul style="list-style-type: none">• Work with the Clerk / RFO who will costings quotations or costings.• The Clerk to check the costings against the budget.

Verify credentials

- Has supplier application form been completed?
- Does the contractor have public liability insurance
- Has the contractor demonstrated a commitment towards addressing Climate Change?

Recommendations

- Once costings have been reviewed. Recommendations along with the notes to be forwarded to the Clerk at least 10 days before a Full Council meeting.

Information to full Council

- Agenda to show details on what decision is required.
- Back up information, along with notes from the working group (if available) to be distributed with supporting documents

Council resolution

- If the Council agreed with the working group recommendations the Clerk will liaise with the contractors / relevant organisation

Verification of works

- Working group to access whether the works have been completed to a satisfaction and report back to the Clerk

Clerk to update monthly Clerks report and payment approval listing

- Unless the expenditure is under the Clerks delegated authority the invoice is to be included in the payment listing for full Council approval at the next Council meeting.

Committees, with the exception of the staffing committee, are governed by legislation. Public agendas and minutes are required. The agendas should be publicised on a conspicuous noticeboard within three clear days of a meeting. Agreement of the minutes should be passed by resolution.

The staffing committee should still retain minutes, a summary of the recommendations are published with the main minutes. Agreement of the full minutes should be passed by resolution by those present in the committee meetings.

Delegation of committee members etc. are reviewed at the Annual Meeting of the Council. See Bickleigh Parish Council standing order 5j.