

AVON DASSETT PARISH COUNCIL

Terms of Reference

Projects Working Group

Update Schedule

Action	Date
Adopted by Avon Dassett Parish Council	11 April 2022
Adopted by Avon Dassett Parish Council	3 rd July 2023

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Avon Dassett Parish Council, “the Parish Council as the parent body can form a working group to carry out specific detailed tasks on any matter that falls within its powers.

1. Membership

Members of the Projects Working Group will be appointed by the Parish Council and will consist of at least one member of the council but may also co-opt up members of the public (*Lay members*) who have specific knowledge/expertise on the subject to assist the Working Group.

The term of membership for the Working Group will be for a period of one year or until the next annual meeting of the Full Council whichever is earlier. The Annual Meeting of the Council will confirm the Working Group’s membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.

2. Leader

A leader will be appointed by the Parish Council. The leader will be the main point of contact for the Clerk to the Council, Council members and members of the public, and must be a member of the Council unless otherwise agreed by the Full Council.

3. Powers

Working Groups cannot make decisions or spend any money on behalf of the Parish Council; any recommendations made by the Working Group will be subject to approval by the Full Council.

4. Responsibilities and Areas of Operation

The Full Council will agree the Terms of Reference for the Working Group.

The Working Group will report formally to the Full Council at each meeting. The Working Group can make recommendations to the Full Council to adopt a proposal or to take a certain course of action.

The Working Group will arrange its own meetings and schedule of work. The leader of the Working Group, if unable to attend a meeting of the Full Council, will nominate another member of the Group to attend and deliver the progress report.

5. Meetings of the Projects Working Group

Meetings of the Projects Working Group are informal meetings and as such do not fall within the statutory requirements of formal Parish Council meetings.

The following do **NOT** apply to meetings of the Projects Working Group:

- A right of the public to attend,
- Notice to be given,
- Agendas to be published ahead of meetings,
- A quorum to be present,
- Minutes to be taken,
- Restrictions on where meetings can be held,

The working group is expected to be time limited. The continuing need for a working group will be reviewed by the Full Council on an annual basis.

6. Procedures Relating to Projects

The Projects Group has developed a standard format for Business Cases which requires completion before consideration to be given to any project proposal. This ensure that all projects receive the same level of scrutiny and consideration and are submitted with all of the information required on which to base any recommendations.

A copy of a blank business case is attached in Appendix A. Approved business cases are available on the Parish Council's website and these can be used as a guide when completing a new business case.

Following a thorough review, and where necessary seeking appropriate clarifications, the business case will be submitted to a full Council meeting for approval. Projects cannot be submitted direct to a full meeting of the Parish Council without review and the appropriate recommendation of this group.

If any resident has a project which they wish to either lead or have considered for further development by the Projects Group then the first point of contact should be the Clerk who will advise on the appropriate actions required.

These terms of reference have been drawn up based on the requirements of a Working Group as set out in Good Practice Note 504 Meetings Requirements table available from WALC.

Appendix A

Avon Dassett Parish Council

Project Business Case. << Insert Project Name>>

Updated: <<Insert the date>>

Management Summary	
Reason why	
Options	
Results/ benefits	
Timescale	
Estimated costs	
Risks	
Overall appraisal	