

Bramham cum Oglethorpe Parish Council (BPC)
Terms of Reference for SCC Redevelopment Working Group

Full Council may form or disband a Working Group who will carry out tasks as defined by Full Council. Specific Terms of Reference, including if necessary delegated powers, will be prepared by Bramham Parish Council and issued by the Clerk for ratification.

The Role of SCC Redevelopment Working Group for BPC

1. To supervise the redevelopment of the SCC.
2. To supervise all tasks associated with the redevelopment of the SCC
3. To supervise this project in detail, read reports and related materials, examine options, get advice for the Council.
4. To act as experts and/or liaise with experts.
5. To undertake consultation at appropriate
6. To make recommendations to Council.
7. To explain the recommendations, reasons, options to Full Council by way of a written report.
8. To answer questions from the Council.
9. No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement.
10. On completion of all tasks the group will be dissolved by the PC.

Working Group relationship

1. Full Council must direct the Working Group and set clear terms of reference for them regarding objectives, scope and outcome.
2. The role of Full Council is to question and challenge the recommendations, in order to be satisfied of the correct decision.
3. The Working Group must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendation.

Operations of the Working Party

1. A Working Group will not have a Budget.
2. The number of Councillors on a Working Group to be decided on at time of the Working Group appointment.
3. The leader of the Working Group to be appointed by the Full Council at the time of the Working Group appointment.
4. A Working Group must consist of at least 3 Councillors.
5. Quorate: Minimum of 2 Councillors at each meeting.
6. Work priorities and co-option of named experts to be approved by Full Council.
7. Prepare notes of meetings for Full Council to report on any activity and progress.
8. A Working Group does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
9. To examine options and make recommendations to Full Council.
10. All Members of Council are to be informed of any meetings of any Working Group; and are able to attend and ask for any relevant Working Group documentation.

Adopted 02 June 2021

Review June 2022