

Working Party Terms of Reference Policy

A Working Party will carry out tasks as defined by Full Council. Full Council may form or disband a Working Party. Specific Terms of Reference for each Working Party will be prepared by the Clerk for ratification at the next Full Council Meeting following the Working Party being established.

The Role of the Working Party for Loddon Town Council

- To consider an issue in detail as directed by the Council giving regard to tasks and time limitations.
- To liaise with experts if required.
- To make and explain the options and recommendations to Full Council by way of a written report.
- To answer questions from the Council.

Working Party Relationship

- Full Council must direct the Working Party and set clear terms of reference for them regarding objectives, scope and outcome.
- The role of Full Council is to question and challenge the recommendations, in order to be satisfied of the correct decision.
- The Working Party 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

- A Working Party does not have the power to spend.
- A Working Party is unable to make decisions, but can examine options make recommendations to Full Council
- A Working Party must consist of at least 1 Councillor.
- Members of the public can join a Working Party.
- A Working Party must prepare written updates for Full Council meetings.
- A Working Party does not meet in public although the Code of Conduct still applies.
- LTC Staff should be informed of any meetings of any Working Party; can attend if required and view any relevant Working Party documentation if required.

This 'Working Party Terms of Reference' policy was reviewed by Loddon Town Council's Finance and Governance Committee on the 23 July 2025 and will be reviewed in three years.

Signed:

Dated:

Review date: July 2028