****

**Hornsea Town Council - Working Groups**

 **Terms of Reference**

Full Council and/or the Parks and Cemeteries Committee may form or disband a Working Group at any time. The Working Group will carry out tasks as defined by Full Council and/or the parks and Cemeteries Committee.

Any necessary specific terms of reference, including, if required, delegated powers, will be prepared by the Town Clerk.

**The Role of Working Groups to Hornsea Town Council will be:-**

• To tackle issues as directed by the Council

• To be task specific

 • To examine an issue in detail, read reports and related materials, examine options, obtain advice on behalf of the Council if necessary

 • To liaise with experts if/when necessary

 • To make recommendations to Council

 • To explain the recommendations, reasons, options to Full Council and/or Parks and Cemeteries Committee by way of a written report

 • To answer questions from the Council

 • No funding or monies to be spent or committed without delegated authority or prior Full Council and/or Parks and Cemeteries Committee endorsement

**Working Groups relationship**

• Full Council and/or the Parks and Cemeteries Committee must direct the Working Group and set clear terms of reference for them regarding objectives, scope and outcome

 • The role of Full Council and or Parks and Cemeteries Committee is to question and challenge the recommendations in order to be satisfied of the correct decision

 • The Working Group must facilitate the Full Council and/or Parks and Cemeteries Committee with as much information as it requires to ensure it can make a properly informed decision on its recommendation

 **Operations of the Working Group**

• A Working Group will have not have a budget

 • The number of Councillors on a Working Group to be decided on at time of the Working Group appointment

 • The leader of the Working Group to be appointed by the Full Council and/or Parks and Cemeteries Committee at the time of the Working Group appointment

 • A Working Group must consist of at least 3 Councillors

 • Quorum: Minimum of 2 Councillors at each meeting

 • Co-option of named experts/non councillors to be approved by Full Council and/or Parks and Cemeteries Committee

 • Written and/or verbal reports of Working Group meetings to be prepared to Full Council and/or Parks and Cemeteries Committee to report on any activity and progress

 • Working Groups do not meet in public therefore Standing Orders are not applicable, the Code of Conduct still applies

To be reviewed annually