



# Hartlebury Parish Council

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**Council phone number - 07341-372139**

## **Working Party Terms of Reference**

**Advisory Groups are groups of Councillors who provide investigation and suggestions for certain areas of Council matters.**

They have no power to make decisions or otherwise conduct business on behalf of the Parish Council. Their purpose is to make recommendations to the Council which the Council may choose not to accept.

### **The Role of the Advisory Groups in Hartlebury Parish Council**

- To tackle areas as directed by the Council.
- To examine issues in detail, read reports and related materials, examine options and to get information for the Council.
- To make recommendations to the Council.
- To explain the recommendations, reasons, and options to Full Council by way of a written or verbal report.
- To answer questions from the Council regarding any suggestions they make.
- No funding or monies to be spent or committed without prior Full Council endorsement.

### **Advisory Group Relationship**

- The role of the Full Council is to question and challenge the recommendations, prior to Full Council decision.
- The Advisory Group must give the Full Council as much information as it requires to ensure it can make a properly informed decision on its recommendation.

### **Operations of the Advisory Group**

- The leader of the Working Party to be appointed by the Full Council at the time of the Advisory Group appointment.
- Quorate: minimum of 2 councillors at each meeting.
- Prepare notes of meetings for Full Council to report on any activity and progress.

- An advisory group do not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
- To examine options and make recommendations to Full Council.
- All Members of Council are to be informed of any meetings of any Advisory Group; and can attend and ask for any relevant Advisory Group documentation.

### **Advisory Groups within Hartlebury Parish Council**

- Planning Advisory Group – To discuss current planning applications and make recommendations to the Full Council for decision.
- Allotments Advisory Group – To provide the information and feedback to the Council that is necessary to enable day to day efficient running of the Allotments.
- Recreation, Events and Amenities Advisory Group – to formulate and organise events for the Parish Council. To discuss and present to the Council items that need attention regarding amenities and recreational activities, including maintenance of the public facilities.
- Staffing advisory group. To be responsible for the staff of the Parish Council.
- Crime, Speeding traffic and road safety advisory group. To discuss and provide suggestions regarding the safety of the Parish.
- Digital Communication and Data Protection Advisory Group. To discuss and provide suggestions to improve the digital communication and data protection within Hartlebury Parish Council.
- Financial Advisory Group. To have financial oversight of all financial matters of the Council and provide feedback to the full Council on all related matters.
- Audit review Financial Affairs advisory body. This is a group to check matters regarding the audit of the Parish Council.