

Terms of Reference - Working Parties

These Terms of Reference were adopted by Swafield and Bradfield Parish Council at its meeting held on 12 November 2019

Council may form or disband a Working Party which will carry out tasks as it shall define.

Specific Terms of Reference, including if necessary, delegated powers, will be prepared by the Clerk for ratification at the next Council meeting following the Working Party being established.

The Role of any Working Party for Swafield and Bradfield Parish Council is to:

1. To tackle issues as directed by the Council.
2. To be task specific and time limited.
3. To work with and liaise with experts and external support.
4. To provide regular reports to Council.
5. To explain the recommendations, reasons, options to Council by way of a written report.
6. To answer questions from the Council.

No funding or monies are to be spent or committed without delegated authority or prior Council endorsement.

Working Party relationship

1. Full Council must direct the Working Party and set clear terms of reference for them regarding objectives, scope, budget and outcome.
2. The Clerk, working with the Parish Council Chairman, who may or may not be a member of the Working Party, has delegated executive authority to act on the Working Party's decisions if within allocated budget.

Operations of the Working Party

The budget for each Working Party task will be agreed by the full Council and spent via Delegated Authority to the Clerk; not all Working Parties will require a budget.

A Working Party must, where possible, consist of at least 2 Councillors who may co-opt associate members with specific knowledge or ability from outside the parish council to assist in specified role.

The number of Councillors on a Working Party shall be decided on at time of the Working Party appointment.

The leader of the Working Party shall be appointed by the Full Council at the time of the Working Party appointment.

The quorum of the Working Party shall be 5 Members.

The Chair and Vice Chair are automatically “ex-officio” members of the Working Party.

Work priorities and co-option of named experts to be approved by Full Council.

Prepare notes of meetings for Full Council to report on any activity and progress.

Even though the Working Party does not meet in public the Members’ the Code of Conduct will continue to apply but Standing Orders may not apply in full.

To complete the task as required by Full Council, which may be to examine options and make recommendations to Full Council or to manage an Event on behalf of Full Council.

All Members of Council are to be informed of any meetings of any Working Party; and are able to attend those meetings and ask for any relevant Working Party documentation

Dated 12 November 2019

Date of next Review November 2020

Draft

Terms of Reference for the Swafield and Bradfield Highways Working Group

The Highways Working Group is a working group of the Parish Council. Its role is:

1. To meet as required and to report in writing to Full Council after each meeting
2. To identify, quantify and list the Highways management problems (parking, speeding, access etc.) that affect the parish
3. To identify and evaluate feasible options for improving the traffic problems in the parish
4. To consult with residents and businesses in the village to gain an understanding of their issues and needs.
5. In liaison with the relevant bodies in Norfolk County Council and North Norfolk District Council, Norfolk Constabulary and other stakeholders, produce a plan for Swafield and Bradfield which will contain a range of measures that will best address the road issues experienced in the villages.
6. To deliver the Highways Plan to the Parish Council and seek its approval for its implementation.
7. The Working Group should consist of up to 5 residents of the village of which a minimum of 2 should be Parish Councillors.
8. The Working Group should seek sources of grant funding where significant expense is needed.
9. The Working Group should seek to complete any Management Plan within 18 months of its inception.
10. The Plan should contain a timetable for its implementation and suggestions for funding.