



## *BRIZE NORTON PARISH COUNCIL*

### *Working Parties Generic Terms of Reference*

This **Working Parties Terms of Reference** will be adopted by the Council at its Meeting on 1st July 2019.  
Next review May 2020.

#### **Purpose of the Working Party**

The Brize Norton Parish Council Working Parties are formed to help implement and oversee the various projects and business on behalf of the Brize Norton Parish Council in line with BNPC standing orders and must comply with government legislation and rules for Parish Councils. All members of these working parties must comply with the Code of Conduct and rules that Parish Councillors are governed by.

#### **Role of the Working Party**

The role of the Working Party is to discuss ideas relevant to a particular project, business area or function of the council and bring suggested proposals and solutions to the full BNPC meetings for discussion and guidance.

The working party is expected to develop ideas and policies that need complex discussion and investigation and ultimately bring firm proposals to the full BNPC meetings to be voted on.

The working party does not manage a budget or make decisions on behalf of the Parish Council.

#### **Membership of the Working Party**

Membership of the working party should include at least two councillors and may include the Clerk of the council and residents of Brize Norton. The Brize Norton Parish Council will agree the structure of each Working Party based on its role. As an example, the Personnel working party should only include members of the BNPC, however the Working Party responsible for estates and the maintenance of amenity areas could include non-council members.

Subject to the above the Working Party may also co-opt additional members or advisors to assist with particular issues as required. Advisors or professional members such as solicitors or accountants do not necessarily need to be residents of Brize Norton Parish.

### **Conflicts of Interest**

Working Party members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the discussions or recommendations of the group.

### **Types of Working Party Meetings**

Meetings may be formal or informal depending on the importance of the topic under discussion. For guidance any meeting convened with the purpose of bringing a proposal to the full BNPC for voting on should be properly minuted to ensure the council is provided with a documented record of the meeting.

### **Data Protection Policy**

Any personal information collected by the Working Group will be stored in compliance with the Brize Norton Parish Council Data Protection Policy, a copy of which is detailed on their web-site.