Protocol for the Formation and Operation of Sub-Committees

Adopted 09.01.2025 Minute 24/257

1. The Parish Council can set up Sub-Committees to carry out tasks as defined by the Council. The opportunity for residents to join such groups will be made through social media or on the Council's noticeboard and website.

2. The purpose of Sub-Committees formed from both councillors and members of the public is to meet to discuss issues, explore options and develop plans and then report back to the Council with recommendations. Subsequently, Sub-Committees may be tasked to deliver their plans. They have no decision-making powers but simply present the Council or Committee with their findings. However, their ability to give particular topics that much more time outside agenda-driven meetings has proved to be invaluable.

3. When setting up a Sub-Committee, the Council must set clear terms of reference for it regarding objectives, scope and outcome(s). These will be approved by the Council before the Sub-Committee is formed. Once their work has been completed, the Sub-Committee will be disbanded.

4. The Terms of Reference will include this protocol, and all members of the Sub-Committee will sign it to confirm acceptance.

5. The Terms of Reference and membership will be published on the Council's website.

6. The number of Councillors and members of the public able to join a Sub-Committee will be decided at the time of its formation but it must consist of no fewer than two councillors.

7. The Sub- Committee will notify the Council of the name of the Chair once they are appointed after the first meeting.

8. A quorum for any meeting of a Working Group will be three members.

9. The role of the Council is to consider and question the recommendations put to it by the Sub-Committee before a decision is taken.

10. The Sub-Committee must provide the Council with as much information as possible to ensure it can make an informed decision on its recommendation(s).

11. A Working Group will not have a budget. The budget will remain with the Council. However, when researching any costings, the Sub-Committee will adhere to the Council's Financial Regulations.

12. Sub-Committee meetings will be held in public and as such, will follow the Council's Standing Orders and the Code of Conduct. Declarations of pecuniary and other interests will be required at each meeting.

13. All Working Groups will follow all relevant Council policies including but not limited to the:

- Information and Data Protection Policy
- Communications Policy & Procedure
- Freedom of Information Act Procedure
- Dignity at Work Policy

14. The Clerk will ensure that a shared email is set up for all Working Groups. The Chair of the Sub-Committee will ensure that the importance of its use is communicated to all members. All documents and records produced, and emails shared by working groups will be retained for 7 years in accordance with the Council's Freedom of Information Act Procedure.