

## **Terms of Reference**

### **Engagement Working Group**

#### **The purpose of Fradley Parish Council's Working Groups**

Working Groups serve the Council by:-

- Tackling issues or taking forward projects as directed by the Council.
- Examining an issue in full detail, reading reports and related materials, examining options and obtaining advice for the Council.
- Acting as experts and/or liaising with experts.
- Making recommendations to the Council for approval.
- Explaining the recommendations, reasons and options to the Council verbally or by way of a written report if the issues are complex.
- Answering questions from the Council.

#### **Purpose of this group**

The aim of the Engagement Group is to work to ensure residents and community groups are fully informed of Council activities and that they have an opportunity to influence the Council's decision making and strategic direction.

#### **Specific Tasks**

The Engagement Group will focus on refining the means through which the Council can engage with residents and how residents can engage with the Council.

- Examine the ways through which the Council can communicate with residents and take an active role in refining those methods to boost effectiveness.
- Devise and implement strategies which work to gather views and opinions.
- Work with local community groups to identify ways in which the Council might support their activities.
- Scrutinise the Council's public communications to ensure quality and effectiveness.
- Take a leading role in developing the content of any newsletters, advertising or media campaigns.
- Work with the Clerk to devise and document policies and working practices which flow from the work of the group.
- Investigate the cost of any action recommended by the group.
- Examine options and make recommendations to the Council on all of the above.
- Implement actions agreed with or by the Council working with the Clerk as appropriate.

#### **Working Group Meetings**

The Working Group will meet according to a calendar agreed at the Annual Parish Council Meeting.

- Meetings can be in person or online according to the wishes of the group and the nature of the tasks at hand.
- The items to be discussed will be decided by the group but will be driven by the strategic priorities of the full Council and any specific direction or instructions given. This will ensure that work is tackled in a timely and systematic fashion.
- The Working Group does not need to meet in public, therefore Standing Orders are not applicable, however the Code of Conduct still applies.
- The group will elect a convener who will coordinate the work of the group.

- Informal notes of the meeting should be kept which will be the basis of a monthly oral report to the Council.
- Working groups will have at least 3 members. A quorum will be at least 2 members.
- The group has no budget and cannot commit to any expenditure unless specific and tightly defined delegated authority has been given by the Council to members of the group. Only the Clerk can place orders for goods or services.
- All Members of the Council are to be informed of any meetings of the Working Group and can attend, input and ask for any relevant Working Group documentation.
- The Working Group must provide the Council with as much information as it requires to ensure it can make properly informed decisions.

## **General**

- The convener of the group should keep the Clerk apprised of any aspects of their report which are likely to generate extended discussion; the potential need for unallocated expenditure to be incurred; or additional resolutions to be passed.
- Residents with appropriate expertise may be co-opted onto the Working Group but only with the approval of the Council.
- The membership and function of the Working Group will be reviewed at the Annual Parish Council Meeting.
- The Council may decide to disband this Working Group at any time.