

## **Terms of Reference**

### **Projects Working Group**

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

Working Groups serve the Council by:-

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

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

The Projects Working Group will work to ensure that the infrastructure and amenity projects undertaken by the Council offer good value, are achievable, desirable and will impact positively on the lives of residents. The Group will focus on refining and identifying viable projects, costing them, planning their execution and shepherding them through to completion.

#### **Specific Tasks**

1. Suggest projects which may be of interest to the Council.
2. Scrutinise and evaluate projects suggested by others.
3. Work with the Engagement Group to gain project suggestions from residents and to test suggestions with residents.
4. Work with suppliers and stakeholders to define project briefs.
5. Scrutinise costings and quotes ensuring fully inclusive and realistic budget estimates.
6. Ensure best value and compliance by scrutinising and supporting the procurement process.
7. Provide the Council with clear evaluations of the strengths and weaknesses of various project suggestions, weighing one against another.
8. Work with the Clerk to devise, refine and implement programmes of work.
9. Work with the Clerk to provide the Council with regular updates on all ongoing projects, including costs, progress, difficulties and changes.
10. Work with the Clerk to devise and document policies and working practices which flow from the work of the group.
11. Work with the Clerk and the Chair of the Council to ensure that projects do not impose unreasonable demands on the Clerk's time.
12. Examine options and make recommendations to the Council on all of the above.

## **Working Group Meetings**

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

1. Meetings can be in person or online according to the wishes of the group and the nature of the tasks at hand.
2. 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.
3. The Working Group does not need to meet in public, therefore Standing Orders are not applicable, however the Code of Conduct still applies.
4. The group will elect a convener who will coordinate the work of the group.
5. Informal notes of the meeting should be kept which will be the basis of a monthly oral report to the Council.
6. Working groups will have at least 3 members. A quorum will be at least 2 members.
7. 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.
8. 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.
9. The Working Group must provide the Council with as much information as it requires to ensure it can make properly informed decisions.

## **General**

1. 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.
2. Residents with appropriate expertise may be co-opted onto the Working Group but only with the approval of the Council.
3. The membership and function of the Working Group will be reviewed at the Annual Parish Council Meeting.
4. The Council may decide to disband this Working Group at any time.