

FRADLEY PARISH COUNCIL

Terms of Reference for Fradley Parish Council's Working Group

The Working Group was formed as a temporary measure to complete work previously undertaken by the suspended Community Engagement, Environment and Project groups. It will also consider taking on new work as and when the opportunity to do so arises.

The Planning Advisory Group, Budget Advisory Group and Human Resources Committees, all formed in 2023, will continue to function with their original structure and terms of reference.

The Group's initial aim will be to identify those parts of the existing Council work load it considers to be important and achievable, taking into consideration the Council's reduced numbers. When considering issues to work on, the Group will identify their urgency and importance and respond accordingly. The Group should always be ready to consider new issues.

The Group's aim with community engagement will be to work to ensure that residents and community groups are informed of Council activities and are given opportunities to influence the Council's decision making and strategic direction.

The Group's aim with environmental issues will be to work to ensure residents can enjoy a high quality and safe physical environment in the public realm.

The Group's aim with projects will be to work to ensure that the infrastructure and amenity projects undertaken by the Council are achievable and desirable, offer good value 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.

From November 2024 the Working Group will serve the Council as the previous groups did by -

Tackling issues or taking forward projects as directed by the Council.

Examining issues in 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.

The Group may invite individual members to investigate issues and members taking on such work will be expected to report their findings to the Group at the earliest opportunity.

The Group meetings, which should not last longer than two hours, shall be held monthly, between full Council meetings. Such meetings will be quorate with three members present.

The Group will not make final decisions on matters they discuss. It will take recommendations to full Council. The delegated authorities previously granted to individual Councillors to facilitate project progression remain in effect.

The Group may be dissolved by full Council when members believe their numbers have increased to the point where a different working group structure should be introduced.

Reviewed: January 2026

Next Review: January 2029