



FRAMLINGHAM TOWN COUNCIL

TERMS of REFERENCE

Infrastructure Plan – Working Groups

Purpose

Framlingham Town Council determined its intention to produce an Infrastructure Plan for the parish of Framlingham. It has established an Infrastructure Plan Committee to oversee the various elements of the plan and to further this process, carried a motion to establish working groups to assist in information gathering, analysis and investigation leading to recommendations of actions required to fulfil the infrastructure needs of the community.

These terms of reference should be read in conjunction with the following Standing Orders, which will apply to the appointment of working groups by its committees:

- Standing Orders - 3(t), 3(u), 3(v), 3(w);
- Standing Orders – 4(a), 4(d)(i), 4(d)(vii), 4(d)(viii), 4(d)(x), 4(d)(xi), 4(d)(xii).
(See *secretarial arrangements for list of committees*).

Process

The aim for each working group will be:

- **Inclusive** – offering the opportunity to participate to everyone who lives or works in Framlingham and the surrounding villages;
- **Comprehensive** – identifying all the necessary options that are available to the Town in resolving problems and recommending solutions;
- **Positive** – bringing forward proposals/ recommendations which will improve the quality of life in Framlingham.

Tasks

The working group primary tasks are:

- To understand the nature of the subject assigned and agree the process, purpose and limits of responsibility and authority;
- To investigate, collect, collate and interpret information and evidence to inform and support the development of a proposal / recommendation;
- Prepare proposals / recommendations and report on a monthly basis to the Infrastructure Plan Committee.

Membership and Quorum

- Membership of the working groups shall consist of no less than six members;
- Membership will consist of at least three town councillors;
- The working group will review its membership from time to time to meet the needs of its group;
- No business may be transacted at a meeting unless at least one-third of the whole number of members are present and in no case shall the quorum of a meeting be less than three, of whom at least two members are elected town councillors;
- Members will elect a leader (chair) and secretary from their number at the first meeting and if the chair or secretary is absent at subsequent meetings the members will elect a chair or secretary for that meeting;
- The leader (chair) of each working group will sit as a member of the Infrastructure Plan Committee.

From time to time attendance of additional persons (non-working group members) may be necessary at working group meetings. The format and the extent of participation of non-working group members will be put forward to the Infrastructure Plan Committee for consideration.

Secretarial Arrangements

The secretary, together with the leader (chair) will issue the agenda for each meeting. The secretary will take notes and once approved by the leader (chair), circulate those notes, to all members of the working group; the secretary will also send the notes to the Proper Officer (Town Clerk), to send to all Councillors for information.

Frequency and Timing

- The working group shall meet monthly, if possible, but not less than once per quarter;
- All meetings will be in the evenings at times to suit the majority of group members.

Code of Conduct and disclosable interests

Members of the working group (both councillors and non-councillors) shall observe the Code of Conduct adopted by the Town Council:

- Members of the working group will not disclose information provided in confidence by anyone or information acquired and discussed by the group which is considered confidential or sensitive information which for reasons expressed by the chair would not be in the public interest.
- Members of the working group will not attempt to use their position to improperly confer on or secure for themselves or any other person an advantage or disadvantage.
- Members of the working group will disclose/declare any interests of theirs, their spouse or civil partners or person they are living with as husband and wife or civil partner, in matters discussed.