



**FRAMLINGHAM TOWN COUNCIL**  
**TERMS of REFERENCE**  
**WORKING GROUPS**

**Purpose**

Framlingham Town Council determined its intention to produce a long term Plan for the parish of Framlingham. Working Groups will be established by Committees to assist in research, analysis and investigation and will report to the appointing Committee.

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).

**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 for 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, analyse and interpret information and evidence to inform and support the development of a proposal / recommendation to the Appointing Committee
- Prepare proposals / recommendations and report on a monthly basis to the appropriate appointing Committee.

## **Membership and Quorum**

- Membership of the working groups should, if possible, consist of not more than twelve members plus the Town Clerk/RFO if required to attend.
- Membership will consist of at least two town councillors;
- 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;
- A Councillor will be elected Chair or joint Chair of each working group

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 decided by the appointing Committee

Working Groups have no delegated powers.

Working Group meetings are not open to the public

## **Minutes/Notes of meetings:**

The appointing Committee will decide whether or not minutes/notes will be taken, if the decision is to take minutes then they will be taken by the Town Clerk or their deputy and published.

(Note: There is no legal requirement for the public to attend, public notice or minutes)

The appointing Committee will decide if the Town Clerk's attendance is required. If not the Chairman of the Working Group will take notes and make a report to the next meeting of the appointing Committee.

## **Frequency and Timing**

- The working group shall meet monthly, if possible, but not less than once per quarter;
- All meetings will be 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 Suffolk Local 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
- Any requests for information by a working group member to a statutory body should be directed in the first instance through the Town Clerk.

**Working Group:**

Environmental

Events

Cycle Group

FNPR

**Appointing Committee:**

PAE

CEP

Highways, RoFW & Parking

FNPR