

Worth Parish Council Working Party (WPC WP)

Terms of Reference

The WPC WP is formed under the guidance of the Worth Parish Council Working Party General Terms of Reference, and reports to the Council.

PURPOSE

The purpose of the WPC PC is to provide cohesive input to both the strategic objectives as currently defined by the Council, as well as considering recommendations to Council regarding matters such as delivery challenges, risks and issues, overruns, governance and resourcing. Its main functions are:

- To monitor how objectives are being delivered against plans. It will work with the Chief Officer to prioritise plan content.
- To enable discussions on cross-village issues and to improve communication between the village working parties.
- To consider any 'task and finish' issues as requested by Council.

It is not a decision-making body but will provide recommendations to Full Council or relevant Committees based upon full and current information-based data. The intent is to continuously manage efficiency and effectiveness including the culture of the Council concentrating scarce resources on delivery of services and alignment to the strategic direction as confirmed by the Council.

MEMBERSHIP

- All Members of the Council are members of this working party.
- The Leader of the WPC WP shall be decided at the start of each meeting.
- An Officer will attend meetings.

QUORUM

- A quorum will be 3 Councillors.

MEETINGS

- The WPC WP will meet:
 - When either or the chair of the Council and/or the Chief Officer considers it to be necessary; or
 - At 3 monthly intervals; or
 - When directed by the Council
- Meetings shall be held in a venue in a suitable location and of a suitable size, and may be held online.
- Meetings are not open to the general public, although stakeholders may occasionally be invited to attend to provide information.
- Notes of the meeting will be taken by the Officer present; these to be circulated to all councillors as soon as possible.

ACTIVITIES

The role of the WPC WP is to provide advice, recommendations, and proposals to the Council's committees in relation to the following activities. It is **not a decision-making authority** and has no authority to spend money or incur liabilities.

- To develop the implementation of strategies as defined by Council, and to monitor the progress of such strategies.
- To monitor the progress of ongoing projects.
- To provide updates to Councillors.

- To enable discussions and fact-finding on cross-village issues.
- Working with the Chief Officer, identify reasons behind lack of progress, perceived or otherwise, and if applicable, explore changes in council and/or staffing structure to overcome difficulties that prevent progress.
- To ensure that the overall Council and/or staffing structure is fit for purpose in meeting the needs of the Council.
- To ensure that processes within the Council, such as internal reporting structure, officer/councillor relations, delegating authority to staff are aligned to capacity and capability resources.
- The Chief Officer will obtain authority from the Council or relevant Committee prior to acting on any action requested.