

Baughurst Parish Council

Best Practice Working Group – Terms of Reference

INTRODUCTION BY BAUGHURST PARISH COUNCIL

Baughurst Parish Council in line with many other parish/town councils will appoint working groups (or advisory groups) to assist them in their work and these can be very helpful in doing the background work to enable a council or committee to decide on a particular project/idea.

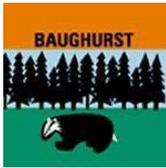
Working groups are not committees or sub committees and are not empowered to make decisions on behalf of the council. They are 'task and finish' groups so they are appointed to carry out a particular task and, once that task is complete, they should be disbanded. The working group is an informal advisory group and any decisions made by the group cannot bind the council. The council will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council.

Often a council or committee will need to carry out some investigative work prior to making a decision. A working group could be appointed at a meeting with the specific task of doing the investigative work and reporting back to council with their recommendations by a specified date.

This Terms of Reference for the Best Practice Working group was adopted by the Baughurst Parish Council at its meeting held on 15th June 2023.

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1. Purpose of the Best Practice Working Group

Baughurst Parish Council has requested the Best Practice Working Group to understand how other councils function and carry out their responsibilities together with bringing forward guidance made by council associations, on best practice, and bring these findings to council and make recommendations on how the council may wish to benefit by adapting its practices accordingly.

2. Membership of the Best Practice Working Group

The members of the Best Practice Working Group will be Russ Clark, Richard Cockle, Natalie Fletcher and Colin Cooper as agreed at the council meeting on 11 May 2023.

The Best Practice Working Group may invite members of the public to join the efforts of the group and to attend meetings in an advisory capacity.

Colin Cooper has been appointed as Lead Member who will ensure all members of the Best Practice Working Group are kept involved and informed and act as the primary contact to the full council.

3. Remit of the Best Practice Working Group

In line with the purpose set by the full council the remit of the Best Practice Working Group is to:

- Learn about the structure, operation and effectiveness of at least 5 other local councils and recommendations from council associations and, as a result alongside ideas from the Best Practice Working Group, make recommendations to the council that could improve impact, efficiency and effectiveness;
- Consider documentation produced by other councils, details of the services provided including examples of community engagement and, as a result, make recommendations that could enhance the services provided by and community engagement of the council;
- Understand how other councils manage relationships with other organisations and consider the relationships that the council has with other councils and organisations, and recommend how these relationships might be further leveraged to best advantage – in terms of benefits, role, effort, reporting and sharing of information, such as on good and bad experiences with contractors;



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- Consider the initiation and management of projects within the council and recommend how these projects may be best directed, managed, financed, reported, and communicated to the community.

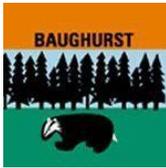
The working group does not have any delegated powers to make decisions for or on behalf of the council and must not exceed its purpose or remit without the council's permission.

The working group reports to the council and should provide reports on progress and recommendations during 2023 as appropriate in order for the council/committee to make decisions on adoption of Best Practices.

Meetings of the working group are informal and therefore do not need to be held in public and may be held remotely.

Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the council. A written report should be presented to the council at each meeting with a final report on progress, recommendations, achievements and issues outstanding to be made to the November 2023 meeting of council.

Once this final report has been accepted by council the Best Practice Working Group will be disbanded.



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APPENDIX 1 AMENDMENT HISTORY

These are the amendments to the version two of the Best Practice Working Group Terms of Reference.

Reference	Amendment
Version 2.4	Wording updates to improve focus. Membership as council meeting of 11 May 2023.
Version 2.3	Minor typographical changes
Version 2.2	Updated following discussion at the first Best Practice Working Group meeting on 14 April 2023
Version 2.1	The remit section updated from comments to include own ideas and sharing information with other organisations and councils.
Version 2	The remit section has been restructured within the same purpose, based on our early investigations.
Version 1	The first version