



## **WESTGATE-ON-SEA TOWN COUNCIL**

### **WORKING PARTY POLICY**

**ADOPTED: 14.01.2026**

**REVIEW DUE 01.2027**

Full Council may form or disband a Working Party who will conduct tasks as defined by Full Council.

There is no legal definition of a Working Party, they consist of a small group of members of the Town Council and can include members of the public. (Town Council Officers can be in attendance to provide legal and operational support and advice).

A Working Party conducts its business on a less formal basis than that of a committee. It:

- Does not have any decision-making powers.
- Does not hold any money and has no authorisation to spend.
- Does not need to meet in public.
- Can hold remote or face-to-face meetings.
- Must report back to the Town Council with recommendations.

#### **Membership**

Members of the Working Party are to be approved by Full Council and will consist of a minimum of two Town Council members. With the authority of the Full Council the Working Party can co-opt members of the public (lay members) who have specific knowledge/expertise on the subject to assist the Working Party. The term of membership on a Working Party will be for one year, to the next Annual meeting of the Council in May, or if shorter, for however long is deemed appropriate. The Annual meeting of the Council re-confirms the Working Party membership and remit and can appoint other members to serve for the civic year. A Working Party does not meet in public, therefore standing orders are not applicable, although the Code of Conduct still applies.

#### **The role of Working Parties for Westgate-on-Sea Town Council**

- To tackle issues as directed by the Council
- To be task specific and time limited.
- To examine an issue in detail, read reports and related materials, examine options, get advice for the Council.
- To function as experts and/or consult with experts.
- To make recommendations to Council.
- To answer questions from the Council.

### **Location of Meetings**

- For face-to-face meetings, a meeting room must be booked with the Town Clerk.
- Working parties can meet remotely.

### **First meeting of the Working Party**

- Appoint a lead member (Town Council member only).
- Establish a remit and action plan for work
- Establish a meeting schedule.

### **Role of Lead Member**

- The leader will be the main point of contact for the Clerk to the Council, Council members and members of the public, and must be a member of the council.
- To arrange date, time and place of next meeting, in consultation with the Town Clerk.
- Take notes of the meeting, ensuring that all recommendations are recorded correctly, and submit these to the Town Clerk in good time to meet the agenda.

### **Formulation of Recommendations**

- The recommendation must be recorded at the end of the notes taken and submitted to the Town Clerk.
- The Town Clerk will determine that the recommendation given is legal and enough information has been presented for Full Council to decide. The Clerk will also ascertain funding (whether the council has a budget), Risk and Resources.
- Full Council must direct the Working Party and set clear terms of reference for them regarding objectives, scope and outcome.
- The Role of Full Council is to question, challenge the recommendations, to be satisfied of the correct decision.
- The Working Party must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendations.