

Setting up a committee, working group or steering group

Section 102 of the Local Government Act 1972 empowers parish and town councils to establish committees or subcommittees to facilitate their functions and responsibilities. Here's how setting up **committee, working group or steering group** typically works for parish and town councils:

- **Decision to establish** — The parish or town council typically establishes a committee, working group or steering group during a council meeting. The council may identify a specific need or project that requires focused attention and expertise, prompting the creation of a dedicated group to address it.
- **Terms of reference** — Once the decision to establish a committee, working group or steering group is made, the council will define its terms of reference. This document outlines the group's purpose, objectives, scope, membership, and responsibilities and clarifies the group's role and authority within the parish or town council's overall governance structure.
- **Membership** — The parish or town council appoints members to the committee, working group or steering group, typically drawn from among the councillors and sometimes including external stakeholders or experts with relevant skills or experience. The size and composition of the group may vary depending on the nature and scope of the project or task it is assigned.
- **Chairperson**—The committee, working group or steering group selects a chairperson from among its members to lead meetings, facilitate discussions, and coordinate activities. The chairperson is responsible for ensuring that the group operates effectively and achieves its objectives in accordance with the terms of reference.
- **Meetings and work** — The committee, working group or steering group holds regular meetings to discuss progress, make decisions, and take action in pursuit of its objectives. Members collaborate on tasks, share information and expertise, and work towards achieving the goals in the terms of reference.
- **Reporting and accountability** — The committee, working group or steering group regularly reports to the parish or town council, providing updates on its activities, progress towards objectives, and any recommendations or decisions. This ensures transparency and accountability in the governance process.
- **Disbandment or continuation**: Once the committee, working group or steering group has fulfilled its purpose or achieved its objectives, the parish or town

council may disband it. Alternatively, if ongoing support or oversight is required, the group may be continued or reconstituted to address new challenges or priorities.

COUNCILLOR ROLES AND RESPONSIBILITIES (DRAFT)

Role	Responsibilities
Chair Cllr K White	2 nd Bank Account Signatory, Representative of Parish Council, Liaison with Althorp Estate Liaison with the Parish Clerk HR Matters
Vice Chair Cllr N Tompkins	Notice Board Updating, Play Area & Outdoor Gym Issues Sub Committee Member Events Liaison with the Parish Clerk HR Matters
Cllr S Beeusaert	Parish Council IT Lead
Cllr R Gardner	Play Area & Outdoor Gym Issues Sub Committee / Working Group Member Remembrance Day Activities Sub Committee / Working Group Member Sundry small landscape issues (clearing logs, Signs etc.)
Cllr M Roach	Reading Room Lead – Reading Room Sub Committee / Working Group Member. Sundry small landscape issues, (Dog Bins, Signs) Kimbell's Field Pavilion Electricity Meter
Cllr J James	3 rd Bank Account Signatory Reading Room Sub Committee / Working Group Member
Cllr W Welsford	Northamptonshire Police Lead Road Safety Issues Lead Remembrance Day Activities Sub Committee / Working Group Member
Cllr D Kennedy	Community Issues Lead Remembrance Day Activities Sub Committee / Working Group Member Reading Room Sub Committee / Working Group Member



DRAFT TERMS OF REFERENCE FOR SUB- COMMITTEES, STEERING GROUPS AND WORKING GROUPS

ADOPTED XX XXXXXXXXXXXX 2025

- **1, OBJECTIVES**

The XXXXXXXXXXXX XXXXXXXXXXXX Sub Committee/ Steering Group / Working Group is constituted to consider the Parish Council, Community Groups and Residents matters with reference to XXXXXXXXXXXXXXXX and the following:

group's purpose, objectives, scope and responsibilities.

- **2. MEMBERSHIP**

Membership shall consist of XXXXXX members of the full council who were elected to serve on the Sub Committee/ Steering Group / Working Group at the Annual Parish meeting of Bringtons Parish Council.

The quorum shall be 3 members, where less than 3 members attend, any other Councillor may substitute.

- **3 AREAS OF RESPONSIBILITY .**

The Sub Committee/ Steering Group / Working Group has no delegated authority. The Committee / Working Group may meet with Community Groups and Residents to consider matters relating to its objectives.

- **4. MEETINGS**

Meetings will be held in public time and assigned for the public to make representations.

Meetings should not start before 6pm to enable all to participate..

The Sub Committee/ Steering Group / Working Group shall determine the number of meetings and the dates and times.

The time set aside for representations from Community Groups and Members of the Public shall be 3 minutes in order that all can be heard.

- **5.REPORTING**

Updates from the Committee / Steering Group/ Working Group shall be included on a regular basis on Council Agenda with Notes available to Full Council.

- **7. REVIEW**

The election of Sub Committee/ Steering Group / Working Group and their terms of reference are to be reviewed annually at the Annual Parish Council meeting of Bringtons Parish Council.