



CRICKHOWELL TOWN COUNCIL COMMITTEE AND WORKING GROUP POLICY

(Adopted 15 March 2022)

The main legislation concerning Council, Committee and Sub-Committee meetings is set out in Schedule 12 to the Local Government Act 1972, the Public Bodies (Admission to Meetings) Act 1960, s.13 of the Local Government and Housing Act 1989 and the Localism Act 2011.

The meetings of a Committee are subject to some, but not all, of the statutory requirements that apply to a meeting of the Council.

In respect of the meetings of the Council, its Committees and Sub-Committees, it is recommended that a Council's Standing Orders:

- Confirm the numerous mandatory statutory provisions that apply and
- Establish other rules to regulate their proceedings.

If a Council has not adopted Standing Orders to confirm the quorum, venue and general proceedings of the meetings of its Committees or Sub-Committees, the Committees and Sub-Committees are free to determine their own Standing Orders.

Committee meetings

As with a Council meeting, a Committee meeting cannot be held in premises which are used for the supply of alcohol unless no other room is available free or at a reasonable cost.

There is no statutory quorum for a Committee meeting. In general, the number of persons on a Committee should be no less than three and the quorum of a Committee of three should also be three.

Committee meetings are formal and must meet the criteria for a Full Council meeting:

- Council and Committee meetings are open to the public and press;
- The public must have at least three clear days' notice of the time and place of a Committee meeting;

In relation to the minutes of Committee meetings, the signed minutes of Committee meetings must be kept in a minute book.

The Freedom of Information Act 2000 requires the Council to have a publication scheme for Full Council and committee reports explaining how certain types of Council information are made available.

Each Committee has its own Terms of Reference and will have delegated powers to make certain decisions, as laid out in the Terms of Reference and agreed by Full Council.

Committee meetings bring together a smaller number of councillors to concentrate on a particular, often specialised, function of the Council activities, to share the workload.

It will typically:



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- make formal periodic recommendations to the Council as to its future strategic objectives following consultation with partners and all individual members of the Council;
- where appropriate consider the need for receiving legal advice concerning the Council's activities, and respond to legal advice received, for example on employment law or financial regulations.

Working Groups

Working Groups are not as formal and not subject to the criteria of a Full Council meeting:

- Working Group meetings are not required to be open to the general public to attend ;
- Agenda and meeting dates are not posted for the public;
- Working Group meetings do not require formal minutes, but a memo or brief report of the outcomes of the meeting will be produced as appropriate. These are not normally "Public Domain" records
- They may be held in any convenient location, such as a local hotel or public house where there may be access to alcohol.
- They may have the Clerk present, if appropriate, and can be delegated to record the discussions
- Working Groups are more informal than Committees and can co-opt people from outside the Council.

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Working Parties

Working Parties are formed to look at particular problems or areas. They are made up of interested councillors and non-councillors.

They report to the Full Council at its monthly meetings to report information gained and make recommendations.

Working Parties do not have spending powers, and cannot make decisions on behalf of the council

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