

West Winch Parish Council

Terms of Reference : Consultation Working Group

The Consultation Working Group is an appointed group of the West Winch Parish Council. Terms of Reference in regard to the formation and procedural aspects of this working group is detailed in the West Winch Parish Council Standing Orders.

Additional Terms of Reference for Consultation Working Group members.

1. All documentation for consideration by the members of the said working group shall in the first instance be directed to the Chairman of the Consultation Working Group by the Parish Clerk.
2. The Chairman in conjunction with the Parish Clerk shall determine an acceptable timescale for the consultation document to be processed by all members of its working group.
3. Each member of the Consultation Working Group, after perusal and consideration of the document in question, shall file a written report listing all their comments, suggestions and recommendations to the Chairman of the Consultation Working Group.
4. The Chairman is then to collate all members' reports, and produce a written summation of their remarks. This summary is then to be presented to the Parish Council at the next full meeting of the Council for their appraisal and recommendations.
5. The Chairman is to progress chase late submissions from working group members, thus to ensue timescales and deadlines are achieved.
6. In the event of the Chairman being indisposed, the appointed deputy shall fulfil the Chairman's duties.
7. The Chairman and Vice Chairman of the Parish Council are ex-officio members of all Working Groups and are entitled to vote.