

STRETTON PARISH COUNCIL
TERMS OF REFERENCE
Highways Focus Group

1. Purpose

The Highways Focus Group is defined as a 'non-committee' structure. It is an advisory group enabling gathering of information, exploring options and proposing potential strategies for predefined subject areas.

2. Prohibition

The group must not make any decision which obligates Stretton Parish Council to any policy, expenditure or action, without a proposal to full Council.

3. Making purpose clear in dealings with third parties

In all their dealings with other persons the group must make it clear what their role is and its limitations.

4. Membership

- The group will require a Lead and all group members must commit time and effort.
- Membership is restricted to 3 Parish Councillors or less. (This is to prevent the group having a majority voting position on the full council).
- Additionally, members of the public may be co-opted onto the group.

5. Reporting

- Individual group members are accountable for reporting back their activities to other group members.
- The group will provide regular updates via the Highways Focus Group Table and where appropriate a separate report submitted as meeting papers at the next Parish Council meeting.

6. Meetings

- The group will meet as and when required to review the relevance and value of its work.
- The group should keep notes of the key points of their meetings. Day to day secretary duties will be carried out by group members and not by the Parish Council Clerk.

7. Sharing of information

- All communication with the public is to be agreed at a Parish Council meeting and conveyed through the minutes as a decision of that meeting.
- Any form of report, presentation or recommendation made by the group will be made on the understanding that the Parish Council (and only the Parish Council) will ratify and take forward any action as agreed by them.

8. Confidentiality

Members shall not disclose information given in confidence or which they believe or ought to be aware is of a confidential nature without the approval of the Parish Council.