



## VALLEY COMMUNITY COUNCIL

### Working Group Terms of Reference

Reviewed	Approved	Adopted
20/05/2026	20/05/2026 Minute ref: 16/2627	20/05/2026

*These Terms of Reference set out the remit, membership, delegated authority, working arrangements and reporting route for the Working Group established by Valley Community Council.*

#### Establishment and Status

- 1.1 The Council establishes an Informal Resolution & Ideas Working Group (“the Working Group”).
- 1.2 The Working Group is advisory only and has no delegated powers, except where limited authority is expressly provided under section 8 in relation to planning applications requiring a response before the next ordinary meeting of Full Council.
- 1.3 Any recommendations shall be referred to Full Council or the relevant committee for decision.

#### Purpose

- 2.1 To provide an informal forum to hear and, where practicable, resolve minor concerns prior to escalation.
- 2.2 To act as a sounding board for proposals and ideas from members, clerk, residents or stakeholders.
- 2.3 To signpost matters that are formal, safeguarding-related, employment-related, or outside the Council’s remit.
- 2.4 To review and analyse the Council’s aims and objectives, consider evidence of progress, and identify gaps or risks to delivery.
- 2.5 To formulate and submit recommendations to the relevant standing committee(s) and/or Full Council to support delivery of those aims and objectives.
- 2.6 To undertake proportionate, time-limited informal enquiries to help resolve issues requiring more time for investigation than Full Council can reasonably allocate during meetings, and to report findings and options to the relevant committee or Full Council.

#### Membership

- 3.1 Core membership shall comprise the Chairs of all standing committees, together with the Chair and Vice-Chair of the Council (ex officio).
- 3.2 The Chair or Vice-Chair may invite additional councillors to participate for specific items and may co-opt non-councillor advisers for expertise (non-voting).

3.3 Meetings shall be chaired by the Chair of the Council; or the Vice-Chair; or, where appropriate to the subject matter, by the Chair of the relevant standing committee (as determined by the Chair/Vice-Chair).

#### **Convening and Procedure**

4.1 The Working Group may be convened by the Chair, the Vice-Chair, or the Clerk (on their own initiative where proportionate or at the request of the Chair/Vice-Chair) as required, including for urgent matters; meetings may be in person or remote.

4.2 A minimum of three members shall participate before advice or recommendations are recorded.

4.3 Declarations of interest shall be made and recorded; conflicted members shall withdraw for that item. The Code of Conduct and the Nolan Principles apply.

#### **Records and Data**

5.1 The Proper Officer/Clerk shall keep brief action notes of advice given, actions agreed, referrals and signposting.

5.2 Any personal data shall be processed and retained in accordance with the Council's Privacy and Records policies.

#### **Scope (Non-Exhaustive)**

6.1 Suitable: minor service concerns, communication issues, early-stage ideas and suggestions, and informal review of progress against aims and objectives.

6.2 Not suitable: member conduct complaints (Monitoring Officer route), employee grievance/discipline, safeguarding, data breaches, or matters already in the formal complaints process.

#### **Reporting and Review**

7.1 The Working Group shall provide summary reports and recommendations to the next convenient meeting of the relevant standing committee or Full Council.

7.2 These Terms of Reference shall be reviewed by Full Council at least annually and may be amended by resolution of Full Council.

#### **8. Planning Applications**

8.1 Where a planning application requires a Council response before the next ordinary meeting of Full Council, the Working Group may be convened to consider and agree the response, under this limited delegated authority.

8.2 The Clerk shall circulate the planning application to councillors and publish details of the meeting on the Council's website, so that members of the public have the opportunity to attend and make representations in accordance with the Council's usual public participation arrangements.

8.3 Councillors who wish to express a view on the application may attend and contribute to the discussion.

8.4 Following consideration by the Working Group, any agreed response shall be submitted by the Clerk to the County Council on behalf of the Council.

8.5 The response submitted shall be reported to the next ordinary meeting of Full Council.

8.6 The Working Group shall only exercise this delegated authority where:

- a. the matter is time-critical;
- b. at least three members participate (to include one of the following, the Chair, Vice-Chair or Committee Chair); and
- c. the arrangements comply with the Council's Standing Orders and legal requirements for meetings and public access.