

<b>FULL COUNCIL</b>	<b>3 DECEMBER 2020</b>	<b>AGENDA ITEM: 15(2)</b>
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Report prepared by Angie Price – Town Clerk

**REQUEST FOR CLARIFICATION ON REPORT MECHANISMS FOR WORKING PARTIES**

**Purpose of Report**

The purpose of this report is to provide clarification on the reporting mechanisms for the Council's Working Parties.

**Detailed Information**

As Members are aware there are a number of Working Parties established from the Council's Standing Committees and I have been asked to clarify which Working Party reports to which Standing Committee and what should happen when there is a cross over from the Working Parties.

Below is a list of the Working Parties set up by each Standing Committee;

<b>Standing Committee</b>	<b>Working Party</b>
<b>Economic Development &amp; Planning</b>	Neighbourhood Development Plan
	Traffic Management
	Charter Market, Town Marketing, Tourism and Market House Development
	Progressing Partnership Working
<b>Environment &amp; Leisure</b>	October Fair
	Christmas Lights
	Remembrance Day
	Town Events
	Council Events
	Climate Change
<b>Finance, Policy &amp; General Purposes</b>	ICT
	GDPR
	Grants Consideration
	Budget Monitoring

Generally, it would be expected that each Working Party would report back to its parent committee, however it is possible that on occasion there may be a need to refer an item to one or more of the Standing Committees. On such occasions there should be a recommendation from the Working Party to its parent committee that they consider making a recommendation to one or more of the other Standing Committees.

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In such instances best practice would be for the Chairs and Vice-Chairs of the relevant Standing Committees to discuss whether they consider this to be an appropriate course of action.

**Recommendation**

That Members receive and note the above information, and employ the process as outlined when considering reports backs from Working Parties.