

Agenda item no:	
Report to:	Burwash Parish Council
Subject:	Draft Workstream ToR
Meeting date:	9 th July 2019
Author:	Councillor Betty McBride

Draft Terms of Reference – Workstreams

Introduction

The workstreams are vehicles for Councillors to work on delivering agreed Burwash Parish Council (BPC) objectives.

There are four workstreams:

Community and Communications

Environment and Maintenance

Traffic and Transport

Finance and Administration

Workstreams need approval from Full Council before committing BPC to any actions. The workstreams have no power to spend money – decisions on expenditure have to be taken by Full Council. Reports from the four workstreams will be Standing Items on Council agendas, with the co-ordinators providing a brief written update and, where necessary, reports with recommendations and budget estimates for planned projects. The workstreams should identify which budgetary line proposed expenditure should come from, or state if funding is being sought elsewhere.

Terms of Reference

1. Each workstream will elect a councillor to co-ordinate activity and report into full Council
2. The workstreams will produce a topline description and draft project plan (with timelines where appropriate) for each of their projects, to be put to full Council for approval. This is a four-year plan and Council will look to scope and prioritise aims and activities accordingly.
3. At the start of each financial year workstreams will review plans and timelines for their projects.
4. Workstreams will produce brief written reports for full Council, with recommendations. The deadline for reports is close of play the Tuesday before Council meets to enable to Clerk to compile the agenda and add resolutions.
5. Action minutes (i.e a record of decisions) should be taken at workstream and individual project meetings, and copied in to the Clerk and Council Chair.

6. Workstreams are encouraged to work with residents and local groups on their projects – to involve the community, improve consultation and communications and share the workload.
7. Some project areas (particularly in Communications & Community and Finance & Admin) provide a service to help workstreams meet their objectives. Councillors should liaise if they need:
 - i. Funding or sponsorship
 - ii. Publicity
 - iii. Partnerships
8. The clerk is available to give advice, however workstreams should be aware that the clerk's discretionary workload is determined by full Council resolution.