



Terms of Reference

Strategic Project Working Party

WP Terms of Reference

The functions of the WP will include the following:

- Prioritising strategic projects to be delivered across Farnsfield using appropriate funds
- Developing, monitoring and controlling the Council's capital investment appraisal system to support priorities and the overall budget and planning processes.
- Supporting the successful delivery of individual projects and the wider objectives of the programme through visible leadership and commitment
- Report to the Full Parish Council on a monthly basis, on matters relating to individual projects and quarterly on the overall achievement of the Capital Programme.
- Ensuring effective consultation with Farnsfield residents

WP Membership

The WP will be chaired by Councillor Westbury

The WP will comprise of standing members of the council.

Additional working party members may be co-opted in line with the FPC standing orders.

WP Meetings

The WP will meet monthly on the third Tuesday at 7pm.

All working party members must take active responsibility for the resolution of working party actions
Working party meetings can be called with a minimum of three days notice to all working party
Working party agendas should provide a structure for discussion but can be added to as discussions evolve.

Formal minutes are not required but the minimum meeting documentation that should be kept includes:

- Current action list including description, person responsible and timeframe
- Reports used as the basis for generating recommendations should be stored in project file.

Reporting

Status reports will be issued monthly and posted on to the FPC Website and Facebook page.

The WP will only be permitted to make recommendations. Any such recommendation must be brought before full council for discussion and approval by resolution.