

# **RMBC and Parish and Town Councils Joint Working Group**

## **Terms of Reference**

### **Aim:**

- To encourage joint working and co-operation between the two tiers of local government through the framework provided by the Joint Working Charter.

### **Objectives:**

- To monitor the terms of the Joint Working Charter
- To review the Charter on an annual basis
- To provide an annual report on the progress of the Joint Working Charter and the Parish Network
- To support and direct arrangements for the Parish Network events
- To progress issues raised by Parish and Town councils
- To consider regional and national issues effecting Parish and Town councils

### **Membership:**

- The group will consist of 5 elected representatives from Parish and Town Councils and the Cabinet Member with responsibility for Parish and Town Councils and his advisors.
- Representation from Parish and Town Councils will consist of Parish Councillors supplemented by one or two clerks.
- Officers from the wider RMBC directorates will be invited to the group to offer advice on appropriate issues

### **Scope:**

- The group will meet every six weeks
- Minutes of the meeting will be distributed to all Parish and Town Councils

### **Roles and Responsibilities:**

- All members of the group can suggest agenda items for discussion
- Sub groups may be formed to look individually at items that may need further attention away from the main meeting.
- The group will be chaired by the Cabinet Member with responsibility for Parish and Town councils.
- The group will be supported by the RMBC Community Involvement Unit who will have responsibility for the Agenda, taking minutes, following up actions and distribution of relevant paperwork.