TERMS OF REFERENCE FOR THE CONSULTATIONS WORKING GROUP

Purpose and Areas of Responsibility

The Consultations Working Group ("the Working Group") is an advisory body of and to Tenby Town Council ("the Council"). Its purpose is to identify, consider the implications of- and potential responses to consultations by any external bodies which it deems may be of relevance to the Council, Tenby or both.

The Working Group shall seek to expediently produce recommendations for decision at either Full Council or a duly delegated Committee for that area of activity.

Accountability

The Consultations Working Group is accountable to Council via the recommendations it makes either to Full Council or a duly designated Committee and shall operate in accordance with the Council Standing Orders.

Constitution

All members of the Council shall be members of the Working Group. The Working Group may, at its discretion, invite the participation of non-members of the Council for the purpose of assisting in the consideration of responses on a voluntary basis.

The Working Group may, at its discretion, elect a member of the Council or non-member of the Council to chair any of its meetings respectively. The Working Group may, at its discretion, request administrative support from the Council's officers in consultation with the Town Clerk & RFO in the discharge of its functions.

Authority, Powers and Duties

The Working Group shall only be conferred the power to make recommendations to Full Council or a duly delegated Committee in accordance with section 102 (3) of the Local Government Act 1972. It shall not be conferred any autonomous decision making or spending powers on behalf of the Council.

Any three Councillors may call for a meeting of the Working Group by contacting the Town Clerk & RFO for such a meeting. When any such meeting is sought- or expected to be called, all members of the Council shall be informed.

Review

Terms of Reference for the Consultations Working Group shall be reviewed annually at the Council's Annual Meeting.

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