

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Parish Charter Working Group
Appointing Panel	Overview and Scrutiny (Service Support) Panel
Members Assigned (including date Working Group appointed)	Councillors J W Davies, P J Downes and R G Tuplin. Appointed by Panel on 12 th June 2007.
Possible Co-Options to the Group	N/A
Interests Declared	None received,
Rapporteur	Councillor P J Downes
Officer Support	Mr Roy Reeves – Head of Administration, HDC Mrs Karen Pauley – Support Services Assistant, HDC Miss Natalie Giles – Trainee Democratic Services, HDC
Purpose of Study / Objective (specify exactly what the study should achieve)	To review the draft parish Charter for the Council's relationship with town and parish councils in the District and to make recommendations to Cabinet.
Rationale (key issues and/or reason for conducting a study)	As identified above.
Terms of Reference	Government Quality Parish Council Initiative Establishment of more formalised arrangements with Town and Parishes in Huntingdonshire.
Links to Council Policies/Strategies	Yes ~ to achieve the Council aim identified in the Corporate Plan "to improve our systems and practices".

ACTION BY WORKING GROUP	
Methodology / Approach (what types of enquiries will be used to gather evidence)	Consultation with County and other District Councils in Cambridgeshire.
External/Specialist Support	N/A
Existing Documentation	Existing draft charter Government Quality Parish Council initiative Impending legislation change
Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)	<ul style="list-style-type: none"> • Research cost of services that could potentially be devolved • Progress made by Cambridgeshire County Council and other District councils towards Charter implementation • Consultation with CALC • Consultation with parish councils
Reference Sites	None
Investigations	With the Town and Parish Councils.
Witnesses	Town and Parish Clerks.
Site Visits (if necessary) (where and when)	N/A

Meetings of the Working Group	<p>First meeting held ~ 28th August 2007</p> <p>Second meeting held ~ 26th September 2007.</p> <p>Meeting to be arranged following the questionnaire outcome.</p>
Costs (resource requirements, additional expenditure, time)	<p>Officer time – both to conduct research and provide support.</p> <p>No other external costs identified to date.</p>
Possible Barriers to the Study (potential weaknesses)	<p>N/A</p>
Projected Timescale (Start and end times)	<p>Start ~ 12th June 2007</p> <p>Completion of Study expected March 2008</p>