

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

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

<b>Meetings of the Working Group</b>	<p>First meeting held ~ 28<sup>th</sup> August 2007</p> <p>Second meeting held ~ 26<sup>th</sup> September 2007.</p> <p>Meeting to be arranged following the questionnaire outcome.</p>
<b>Costs</b> (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>
<b>Possible Barriers to the Study</b> (potential weaknesses)	<p>N/A</p>
<b>Projected Timescale</b> (Start and end times)	<p>Start ~ 12<sup>th</sup> June 2007</p> <p>Completion of Study expected March 2008</p>