

| <b>AREA OF REVIEW</b>  | <b>DETAILS/COMMENTS</b>  |
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| <b>Title of Study</b><br>(name of Working Group)                                       | Parish Charter Working Group   |
| <b>Appointing Panel</b>  | Overview and Scrutiny (Service Support) Panel  |
| <b>Members Assigned</b><br>(including date Working Group appointed)                    | Councillors J W Davies, P J Downes and R G Tuplin.<br>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<br>Mrs Karen Pauley – Support Services Assistant, HDC<br>Miss Natalie Giles – Trainee Democratic Services, HDC |
| <b>Purpose of Study / Objective</b><br>(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><br>(key issues and/or reason for conducting a study)                  | As identified above.   |
| <b>Terms of Reference</b>  | Government Quality Parish Council Initiative<br>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>  |  |
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| <b>Methodology / Approach</b><br>(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 Parish Charter<br>Government Quality Parish Council initiative<br>Impending legislation change  |
| <b>Evidence to be Obtained</b><br>(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><br>(where and when)   | N/A  |

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| <b>Meetings of the Working Group</b>                                  | First meeting held ~ 28 <sup>th</sup> August 2007<br><br>Second meeting held ~ 26 <sup>th</sup> September 2007.<br><br>Third meeting held – 2 <sup>nd</sup> June 2008 |
| <b>Costs</b><br>(resource requirements, additional expenditure, time) | Officer time – both to conduct research and provide support.<br><br>No other external costs identified to date.   |
| <b>Possible Barriers to the Study</b><br>(potential weaknesses)       | N/A   |
| <b>Projected Timescale</b><br>(Start and end times)                   | Start ~ 12 <sup>th</sup> June 2007<br><br>Completion of Study expected July 2008  |