

# STONEHOUSE TOWN COUNCIL

## THE ROLE OF WORKING GROUPS

**Adopted 18 March 2013**

**Reviewed 22 May 2017 (minute TC1866/4)**

**To be reviewed May 2018**

**Adopted 16<sup>th</sup> November 2020**

The Role of the Working Group is to tackle specific issues as directed by the Council or any of its Committees. This will include:

- To examine an issue in detail, read reports and related materials, examine options, and obtain specialist advice for the Council
- To acquire specialist knowledge and/or liaise with specialist experts
- To make recommendations to the Council or the instructing Committee
- To provide specialist support to the Council or instructing Committee by explaining their recommendations in layman's terms
- To answer questions from the Council or Committee in their delegated area of specialist knowledge

Working Groups do not have any delegated powers to make decisions binding on the Council.

### **Council/instructing Committee: Working Group relationship:**

- The Council/instructing Committee must direct the Working Group and set clear terms of reference for them regarding objectives, scope and outcome
- The role of the Council or instructing Committee is to question and challenge the recommendations of the Working Group, in order to be satisfied of the correct decision

### **Operations of the Working Groups:**

- Chair appointed by the Council or Committee
- Minimum of 3 Councillors
- Work priorities and co-option of Working Group members who are not Councillors will be agreed by the Council or the instructing Committee
- Organise themselves for meetings or alternative working arrangements
- Working Groups do not need to meet in public.
- Prepare approved notes of any meetings or alternative working arrangements and inform the Council/instructing Committee of activity and Progress.
- These notes will include a list of the individuals involved.
- Councillors can attend any meetings of Working Groups on request even if they are not members of the Working Group.