



# STONEHOUSE

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## TOWN COUNCIL

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### **STONEHOUSE TOWN COUNCIL POLICY ON THE ROLE OF WORKING GROUPS**

A working group is considered an extension to the Council's operating procedure and can tackle specific issues as directed by the Council or any of its committees. The Terms of Reference of a working group are determined by Council resolution. A Working group can only be dissolved by Council resolution. This policy should be read in conjunction with the Council Strategy Document.

#### **The tasks of a working group will include:**

- To examine an issue in detail, read reports and related materials, examine options, and obtain specialist advice, and make recommendations to Council or the Instructing Committee.
- Acquire specialist knowledge and/or liaise with specialist experts
- Provide specialist support to the Council or instructing Committee by explaining their recommendations in layman's terms
- 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 will 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
- Town Council has the power to provide a working group with a dedicated budget to fulfil a particular task

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

- The working group will nominate a Convenor who will be a Councillor and will be appointed by the Instructing Committee or Council.
- A working Group will comprise a minimum of 2 Councillors
- Work priorities and co-option of Working Group members who are not Councillors will be notified to the Instructing Committee and or Council.

- Organise themselves for meetings or alternative working arrangements
- Working Groups do not need to meet in public but where possible the meeting should be held in a Council building.
- Prepare approved notes of any meetings or alternative working arrangements and inform the Council/instructing Committee of activity and progress. Where working groups make recommendations, the wording should be clear and precise. These notes will include a list of the individuals involved.
- Councillors can attend any meetings of Working Groups even if they are not members of the Working Group

**Last Reviewed: September 2023 (minute TC3108)**

**Next Review: September 2024**