

Sellack Parish Council

Working Groups Protocol

Adoption Date: 14 September 2021

Review Date: 13 January 2026

Next Review Date: January 2028

Operation of Working Groups

1. The Parish Council can set up working groups to carry out tasks as defined by the Council.
2. The purpose of working groups formed by councillors and members of the public is to meet to discuss issues, explore options and develop plans and then report back to the council with recommendations. Subsequently, working groups may be tasked to deliver their plans. They have no decision-making powers but simply present the council with their findings. However, their ability to give particular topics that much more time outside agenda-driven meetings can be invaluable.
3. When setting up a working group, the council must set clear terms of reference for it regarding objectives, scope and outcome(s) – template attached in Appendix 1. These will be approved by the council before the working group is formed. Once their work has been completed, the working group will be disbanded.
4. The Terms of Reference will include this protocol and that the working group will report to the parish council. All members of the working group will sign it to confirm acceptance.
5. The Terms of Reference and membership will be published on the council's website.
6. The number of councillors able to join a working group will be decided at the time of its formation but it must consist of no fewer than two councillors.
7. The working group will notify the council or committee of the name of the chair once they are appointed after the first meeting.
8. A quorum for any meeting of a working group will be three members, at least one of whom must be a councillor.
9. The role of the council is to consider and question the recommendations put to it by the working group before a decision is taken.
10. Working groups will be accountable to the parish council.
11. Working groups must provide the council with as much information as possible to ensure it can make an informed decision on its recommendation(s).
12. Working groups will not have a budget. The budget will remain with the council.
13. Working groups do not meet in public therefore the council's Standing Orders are not applicable. However, the Code of Conduct still applies, and declarations of pecuniary and other interests will be required at each meeting.
14. All working groups will follow all relevant council policies.
15. All documents and records produced and emails shared by working groups will be retained for a period of time, in accordance with the council's Retention and Disposal Policy.

Appendix 1:

Working Group Terms of Reference template

Purpose:

The purpose of the working group is to { }

To advise and make recommendations to Council about { }

Membership and Quorum:

The Working Group's composition shall comprise of:

Councillors:

Other:

Parish Clerk

A quorum for any meeting of the Working Group will be three members, to include at least one councillor.

Chairman:

The Chairman and Vice Chairman will be elected by the working group at their first meeting.

Declarations of Interest:

Members of the Working Group must declare any personal interest that may be perceived as being relevant to any recommendations made by the Working Group to Council.

Objectives, Scope and Outcomes

The objectives, scopes and outcomes of the Working Group shall be approved by Council. These shall include but not be limited to the following initiatives:

- { }

Responsibility of the Working Group

The working group will be accountable to Full Council and will provide recommendations with as much information as possible to allow the Council to make informed decisions. The Working Group will not have a budget.

Responsibility of Full Council

The Working Group will submit their recommendation to Full Council for consideration and approval.

Signatures *(signed and dated by each member of the working group)*