

Guestling Parish Council - Protocol for the Formation and Operation of Working Groups

1. The Parish Council and any of its standing Committees can set up Working Groups to carry out tasks as defined by the Council or the Committee.
2. The purpose of Working Groups is to meet to discuss issues, explore options and develop plans and then report back to the Parish Council or Committee with recommendations. Subsequently, Working Groups may be tasked to deliver their plans. They have no decision making powers but simply present the Parish Council or Committee with their findings. However, their ability to give particular topics that much more time outside agenda-driven meetings is invaluable.
3. When setting up a Working Group, the Parish Council or Committee must set clear terms of reference for it regarding objectives and scope. These will be approved by the Council before the Working Group is formed.
4. The Terms of Reference will include this protocol and who the Working Group reports to and all members of the Working Group will sign it to confirm acceptance.
5. The Terms of Reference and membership will be published on the Parish 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 three councillors.
7. The Working Group will notify the Parish 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.
9. The role of the Parish Council or sponsoring Committee is to consider and question the recommendations put to it by the Working Group before a decision is taken and, in the case of a Committee, to be satisfied with them before making any recommendations to the full Council.
10. A Working Group will be accountable for recommendations to be made directly to the Parish Council;
11. The Working Group must provide the Parish Council or Committee with as much information as possible to ensure it can make an informed decision on its recommendation(s).

Adopted 28 September 2023

Proper Officer:  Bryony Young

Chair:  Marion Roberts