



## **Wilmington Parish Council**

### **Working Group Guidelines**

#### **1. ROLE OF A WORKING GROUP**

The role of a working group is to consider specific issues as directed by the Parish Council

To examine an issue in detail, read reports and related materials, consider all options and obtain specialist advice on behalf of the Parish Council.

To make full and detailed recommendations to the Parish Council.

To maintain notes of all meetings and formulation of recommendations.

To answer questions from the Parish Council in their delegated area.

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

#### **2. PARISH COUNCIL AND WORKING GROUP RELATIONSHIP**

The Parish Council must direct the Working Group and set clear objectives, scope and outcome.

The role of the Parish Council is to question and challenge, where necessary, the recommendations of the Working Group, in order to openly display that all suitable considerations have been taken into account.

Enquiries and challenges will be made at Parish Council meetings to ensure full transparency to the electorate.

#### **3. WORKING GROUPS TERMS OF REFERENCE**

A quorum for a Working Group meeting will be three Parish Councillors.

Working Group meetings will be arranged, as and when required.

Details of future meetings will be circulated to all Councillors.

A Lead Councillor for the group will be appointed by the Parish Council.

Any Councillor can attend any meetings of a Working Group.

Work priorities will be agreed at the direction of the Parish Council.

The Parish Clerk will be responsible for the administration and evaluation of the workload of the group.

Where possible the distribution of documents and information will be via email.

Recommendations will be presented by the Lead Councillor of the Working Group to the next available Parish Council meeting, taking into account the legal status of agenda compilation and notification; where questions may be asked of the Working Group members to ensure thorough consideration of each issue before the Parish Council can pass a resolution on the subject.