



The Role of the Working Group for Wendover Parish Council

The Role of the Working Group

- To tackle issues as directed by the Council or Committee
- To examine an issue in detail, read reports and related materials, examine options, get advice for the Council
- To act as experts, liaison with experts
- To make recommendations to Council or Committee based on expertise To explain the recommendations, reasons, options to the Council or Committee
- To answer questions from the Council or Committee
- Committee : Working Group relationship
 - o The Committee must direct the Working Group and set clear terms of reference for them regarding objectives, scope and outcome
 - o The role of the Council or Committee is to question and challenge the recommendations, in order to be satisfied of the correct decision
 - o The Working Group must rely on the Committee to ensure it is not just a 'rubber stamp' and demand clarity and justification of recommendations

Operations of the Working Groups

- Leader appointed by the Council or Committee
- Minimum of 2 Councillors at each meeting
- Work priorities and co-option of experts is agreed by the Council or Committee
- Organise themselves for meetings
 - o Prepare notes of meetings and inform the Committee of activity and progress
 - o Working Group-s do not meet in public, therefore Standing Orders are not applicable
- Examine options and made recommendations
- **No Budgets, No Decisions**

Document History		
Status	Date	Version
Approved	01/02/2009	1
Reviewed by Clerk	01/11/2017	1
Reviewed by Parish Council	05/11/2019	1