



## 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
  - The Committee must direct the Working Group and set clear terms of reference for them regarding objectives, scope and outcome
  - The role of the Council or Committee is to question and challenge the recommendations, in order to be satisfied of the correct decision
  - 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
  - Prepare notes of meetings and inform the Committee of activity and progress
  - 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		
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