



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
Telephone: 01296 623056 Fax: 0871 236 1550
Email: clerk@wendover-pc.gov.uk

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

The Committee and 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 Groups do not meet in public, therefore Standing Orders are not applicable, however general code of conduct principles must be followed.
- Examine options and make recommendations
- **No Budgets, No Decisions**



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