

Working Group Guidance

1. Purpose

The parish council may establish working groups to support its functions by carrying out research, developing ideas, and preparing recommendations on specific matters. Working groups exist to assist the council; they do not replace its decision-making responsibilities.

2. Status

A working group is an informal advisory body. It is not a committee and therefore:

- has no delegated authority to make decisions
- cannot approve expenditure
- cannot act on behalf of the council
- is not required to meet in public or publish agendas/minutes, though transparency is encouraged where appropriate

All decisions remain the responsibility of the full council (or a properly constituted committee with delegated powers).

3. Duties

Working groups are responsible for:

- Gathering information relevant to the topic assigned by the council
- Exploring options, risks, costs, and implications
- Developing proposals or recommendations for the council to consider
- Drafting documents such as reports, specifications, consultation materials, or policy suggestions
- Reporting progress to the council at agreed intervals
- Seeking guidance from the Clerk where governance, legal, or financial issues arise

4. Membership

- Membership may include councillors, staff, and non-councillors where appropriate.
- The council will appoint members and may remove or replace them at any time.
- The Clerk may attend meetings in an advisory capacity.

5. Meetings and Conduct

- Working groups may meet as often as required to fulfil their remit.

- Notes may be kept for internal use but are not formal minutes.
- Members must adhere to the council's Code of Conduct and relevant policies.

6. Reporting and Accountability

- Working groups must report findings and recommendations to the full council.
- Any proposed actions, expenditure, or commitments must be approved by the council before implementation.
- The working group is dissolved once its task is complete or by resolution of the council.