



**Approved: 13/05/2024**  
**Minute Ref: 24/18a**

## **Appendix C**

### **WORKING GROUPS**

The Clerk is to keep this list of groups and terms of reference up to date for review at each Council meeting if there are any changes.

All working groups will draft their terms of reference at their first meeting which subsequently be approved by Council.

1. The decision to set up a working group will be made by the council when a detailed or complicated matter arises which could not be easily debated by full council.
2. A working group will consist of a minimum of two councillors, - one being selected as Lead and can include additional councillors and advisors from local groups or relevant specialists.
3. All working groups will have one or more specific purposes and remits which will be identified when the group is set up.
4. Notes of these meetings (not minutes) will be kept as a record and so that progress can be reported back to council at its monthly meetings.
5. Working groups do not have the authority to make decisions on behalf of the council, and so will report their findings back to council at monthly meetings for a final decision to be made.
6. It is important that working groups keep to the topics within their remit and do not get side-tracked to discussing irrelevant matters.
7. All working groups will be reviewed at the at the Annual Statutory Meeting in May to decide whether or not there remains a need for them to continue.
8. Meetings of working groups are not usually, but sometimes may be held in public.