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**\*\*\*\*\*\*\*\*\*\* Working Group**

**TERMS OF REFERENCE**

1. **Purpose**

To support the Council in developing policies and PIDs

(identifying and producing outline programmes of activity to take to the relevant Committee or Full Council)

(Drafting the following documents – xxxxx)

(to identify the opportunities for the Council in xxxxxx)

1. **Function of the Group**

* To share and deploy expertise and experience; working together and with others, to identify and drive forward projects.
* To help identify and grow these projects within the Council promoting change and providing support.
* Share knowledge; enhance practices and to be a critical friend.
* To review, develop and contribute to ideas and opportunities including business cases.
* Constructively support and challenge projects or activities that come forward to the Group that are not sufficiently contributing to its purpose.
* To assist in the development of a strategic approach to this agenda.

1. **Decision making Powers**

The Group has no formal decision-making powers or functions and will have an advisory rather than an Executive role to the xxxx Committee/Full Council

1. **Core membership / roles:**

* Core membership of the Group is agreed by Full Council, but meetings can be attended and participated in by any Member of the council.
* The Group will consist of a minimum of four Councillors and relevant officers where required for the agenda or for note taking and registering the notes in the relevant intranet; reports will be submitted to the relevant committee
* The group should elect a chair and vice chair at its first meeting to coordinate the work of the group and maintain momentum between meetings where pertinent.
* All ongoing groups should be formally approved at the first meeting of the full council at the beginning of each financial year. Where a group has an ongoing role (not a task and finish group) the chair and vice chair should be required to stand for re-election on an annual basis at the first meeting in the new council year.
* Recommendations by the Group should be reached through consensus but dissensions should also be reported back to the relevant committee/Full Council.
* The working group may also present its report as a PID for inclusion in future work plans.
* ***A log of actions should be kept for each meeting. The group shall nominate one of its members to keep a log of agreed actions that is reviewed at each meeting. More formal notes may be kept if there is a reason to. Support may be available from officers.***

1. **Confidentiality**

Members of the working group and attendees will be required to preserve the confidentiality of information presented, discussed or considered by the group if necessary. GDPR should always be followed.

1. **Safeguarding Policy**

When inviting members of the public to a working group no one should work alone with any young people or vulnerable adults including giving them lifts in cars etc. GDPR should always be followed. The Council’s safeguarding policies apply

1. **Frequency of Meetings**

Meetings will generally take place on an ad hoc basis as required and notice will be given at least 2 weeks in advance of the meeting date where possible.

1. **Reporting**

The Working Group will submit a short, written update to the Democratic Officer at least one full week before each xxxx Committee or Full Council depending where responsibility lies.

1. **Completion**

The Working Group will continue to meet until xxxxxxxx is achieved/completed etc, or until dissolved by the xxxx Committee/Full Council