**Preshute Parish Council Working Groups Guidelines**

**The Role of Working Groups for Preshute Parish Council**

The Role of any Working Group is to tackle specific issues as directed by the Parish Council. This will usually include:

* To examine an issue in detail, read reports and related materials, examine options, and obtain specialist advice for the Parish Council.
* To acquire specialist knowledge and/or liaise with specialist experts.
* To make recommendations to the Parish Council.
* To provide specialist support to the Parish Council by explaining their recommendations in layman’s terms.
* To answer questions from the Parish Council in their delegated area of specialist knowledge.
* Working Groups do not have any delegated powers to make decisions binding on the Parish Council.

The Role of the Parish Council in setting up Working Groups:

* The Parish Council must direct the Working Group and set clear terms of reference for them regarding objectives, scope and outcome.
* The Parish Council should question and challenge the recommendations of the Working Group, in order to be satisfied of the correct decision.

Operations of the Working Groups:

* There should be a minimum of 2 Councillors on each Working Group.
* A Leader/Chairman should be appointed at the first meeting of the Working Group and a notetaker to keep an accurate record of the meeting. This can be the Leader/Chairman or another member of the Working Group.
* Notes from the meeting should be produced and presented for approval/comments as appropriate to the next Parish Council meeting following the Working Group. This will keep the Parish Council up to date on activity and progress. The notes will include a list of individuals involved.
* Work priorities and co-option of Working Group members who are not Parish Councillors will be agreed by the full Parish Council.
* Working Groups will organize themselves for meetings or alternative working arrangements.
* Working Groups do not need meet in public.
* Councillors can attend any meetings of Working Groups on request even if they are not members of the Working Group.
* Parish Council Standing Order 1 will not apply to Working Groups.
* Working Groups must not carry out any significant pieces of work such as public consultations without the full approval of the Parish Council.