

Protocol 2 – Working Groups and Task Groups

1.1 Definition

- 1.1.1 A Working Group is an informal meeting of Members authorised by a Committee or Sub-Committee to which the political balance requirements do not apply and to which no authority is delegated.
- 1.1.2 A Task Group is a Working Group of limited duration.
- 1.1.3 Panels may be either Working or Task Groups.

1.2 Appointment

- 1.2.1 A Committee or Sub-Committee may appoint Working Groups or Task Groups to consider and make recommendations on areas of its work.

1.3 Terms of Reference

- 1.3.1 The Terms of Reference shall be determined by the appointing Committee or Sub-Committee.

1.4 Membership

- 1.4.1 There is no requirement to meet the statutory requirements for political balance but membership should generally reflect the membership of the Council and may include co-opted non-members of the Council to attend some or all of its meetings.

1.5 Conduct of meetings

- 1.5.1 The conduct of Working Group meetings shall be a matter for the Chairman.

1.6 Meetings

Dates

- 1.6.1 Meetings will be held on dates and at times agreed by the Chairman. The first meeting in the Municipal Year will be held on a date agreed with the Chairman of the appointing Committee or Sub-Committee.

Change of Date or Time of Meetings

- 1.6.2 The Chairman may change the date and/or time or cancel a meeting of a Working Group.

1.7 Quorum

- 1.7.1 The quorum of a Working Group meeting shall be not less than three Members.

1.8 Chairman

1.8.1 A Chairman shall be elected at the first meeting of each Working Group in the Municipal Year.

1.9 Absence of chairman and vice-chairman

1.9.1 In the absence of the Chairman a Chairman for the meeting shall be elected.

1.10 Voting

1.10.1 Voting at a Working Group shall be by show of hands.

1.10.2 In the case of an equality of votes the Chairman shall have a second or casting vote. The casting vote may be used whether or not the Chairman has already voted.

1.11 Decisions

1.11.1 All decisions shall be by way of recommendation to the appointing Committee or Sub-Committee.

1.12 Minutes

1.12.1 Minutes shall be in a form sufficient to identify decisions and actions required. These may be submitted to the appointing Committee or Sub-Committee or form the basis of an Officer report.

1.13 Attendance by non-Members

1.13.1 All Members have the right to attend but may only speak with the agreement of the Chairman.

1.14 Notice and Agenda of meetings

1.14.1 All Members will be given Notice of Meetings and have access to Agenda.

1.15 Exclusion of press and public

1.15.1 Meetings will generally be held in private but the Group may allow the press and public to attend.

(NOTE: These protocols do not apply to consultation meetings convened by an Executive Member but will form the basis of guidance for the conduct of such meetings)