



**Working Group Policy**

**Policy Approved by Finance Committee 16 December 2025**

**Minute Number FGPC 08/12/25**

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**Policy Review – January 2028**



The Full Council may form or disband a Working Group who will carry out research as defined by Full Council. The aim of these groups is to allow the Council to make fully informed decisions.

Specific Terms of Reference will be prepared by the Clerk for ratification at the next Full Council Meeting following the Working Group being established.

### **The Role of a Working Group for North Wingfield Parish Council:**

- To carry out research as directed by the Council.
- To be task specific and time limited.
- To examine an issue in detail, read reports and related materials, examine options, get advice for the Council.
- To act as experts and/or liaise with experts.
- To make recommendations to Council.
- To explain the recommendations, reasons, options to Full Council by way of a written report.
- To answer questions from the Council.
- No funding or monies to be spent or committed without prior Full Council



endorsement.

## **Working Group relationship**

- The Full Council must direct the Working Group and set clear terms of reference for them regarding objectives, scope and outcome.
- The role of Full Council is to question and challenge the recommendations, in order to be satisfied of the correct decision
- The Working Group must facilitate the Full Council with as much information as it requires ensuring it can make a properly informed decision on its recommendation.

## **Operations of the Working Group**

- A Working Group will not have a Budget.
- The number of Councillors on a Working Group to be decided on at time of the Working Group appointment but will be no less than three.
- The leader of the Working Group to be appointed by the Full Council at the time of the Working Group appointment.
- Quorate: Minimum of 2 Councillors at each meeting.
- Work priorities and co-option of named experts to be approved by Full Council.



- Prepare notes of meetings for Full Council to report on any activity and progress.
- A Working Party does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.
- To examine options and make recommendations to Full Council.
- All Members of Council are to be informed of any meetings of any Working Party; and are able to attend and ask for any relevant Working Party documentation