



ALCESTER TOWN COUNCIL

PROTOCOL FOR WORKING GROUPS

NOVEMBER 2022

This Protocol is supplemental to and does not in any way override the Town Council's Standing Orders &/or Financial Regulations.

1. A Working Group may be created by Full Council or by a Lead Councillor at any time.
2. A Working Group should be set up to deal with a specific issue, topic or area of interest and should be titled accordingly.
3. The Lead Councillor will be the Chair of the Working Group unless there is no lead councillor for the particular issue/topic/area of interest.
4. Any Councillor may join any Working Group.
5. The Working Group may invite others to join as appropriate – this may include non councillors.
6. Working Group meetings are not public meetings, but members of the public may be invited to attend by specific invitation.
7. Each Working Group shall determine its terms of reference which will include:
 - a. The purpose of the Working Group
 - b. The aims of the Working Group
 - c. Membership of the Working Group
 - d. Meeting arrangements
8. Working Groups shall report direct to Full Council.
9. Working Groups are not a decision-making group.
10. Written notes should be kept of all Working Group meetings and should include agreed actions.
11. A member of the Working Group should be assigned to take notes at each meeting.
12. When agreed, the notes should be forwarded to the Deputy Town Clerk for uploading to the website.
13. The Chair of the Working Group will give updates to Full Council as appropriate.
14. The lifespan of a Working Group could be relatively short, for example, a “task and finish” group or could be an ongoing Working Group over a longer period of time.
15. The Town Clerk will keep an up-to-date list of Working Groups and their meeting dates (as advised by the Chair).