



Wells City Council

WORKING GROUP POLICY Document No.4

Purpose	Guidance to both Councillors and Staff in the management of Council working groups
Additional Papers	This document should be read in conjunction with: Document 1 Standing Orders
Reviewed by	Finance
Adopted	February 2022
Review Date	February 2023

Wells City Council

Working Group Policy – January 2022

1. Working Groups may be established by the Full Council or any of the Standing Committees. The purpose of this policy is to ensure consistency and rigour in working practices.
2. Working Groups established by either Full Council or Standing Committee will :
 - a) be responsible to that establishing group
 - b) agree a remit with the establishing group
 - c) agree a completion date which may be extended
 - d) agree a facilitator whose responsibilities are:
 - i. scheduling the first meeting of the working group
 - ii. providing an agenda
 - iii. facilitating the first meeting
 - iv. organising selection of new facilitator if so desired by working group
 - e) keep an agreed accurate record of meetings
 - f) provide interim reports to the establishing group at agreed intervals
 - g) refer to the establishing group should there be any difficulties in proceeding with the remit as required
 - h) provide a concluding report agreed unanimously or by a majority of the working group
 - i) submit a minority report if there is disagreement as to the content of the concluding report
3. This policy will be reviewed every 4 years by the Finance and General Purposes Committee or as deemed necessary by the Full Council.