

REIGATE^[CMM4] & BANSTEAD BOROUGH COUNCIL

PROTOCOLS^[CMM5] FOR WORKING GROUPS

1. DEFINITION

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.

2. APPOINTMENT

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

3. TERMS OF REFERENCE

The Terms of Reference of a Working Group shall be determined by the appointing Committee or Sub-Committee.

4. MEMBERSHIP

4.1 There is no requirement for Working Groups to meet the statutory requirements for political balance but they should generally reflect the membership of the Council.

4.2 A Working Group shall not normally comprise more than seven Members.

5. CONDUCT OF MEETINGS

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

6. MEETINGS

6.1 Dates

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

6.2 Time

Working Group meetings shall start at 6.00 p.m. unless otherwise agreed by the Working Group or the Chairman.

6.3 Change of Date or Time of Meetings

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

7. **QUORUM**

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

8. **CHAIRMAN**

A Chairman and, if appropriate, a Vice-Chairman shall be elected at the first meeting of each Working Group in the Municipal Year.

9. **ABSENCE OF CHAIRMAN AND VICE-CHAIRMAN**

In the absence of the Chairman, the Vice-Chairman shall take the Chair. In the absence of the Chairman and Vice-Chairman, a Chairman for the meeting shall be elected.

10. **VOTING**

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

10.2 A Member's vote for or against (or abstention) shall be recorded in the Minutes provided a request to do so is made by the Member immediately after the vote is taken.

10.3 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.

11. **DECISIONS**

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

12. **MINUTES**

12.1 The Minutes of every meeting shall be circulated with the Agenda for the next meeting for confirmation. Where this is impractical, owing to the short time between meetings, the Minutes may be presented to the next following meeting.

12.2 The Minutes shall be submitted to the next meeting of the appointing Committee or Sub-Committee for consideration of the Recommendations of the Working Group.

13. **ATTENDANCE BY NON-MEMBERS**

13.1 All Members have the right to attend a meeting of a Working Group.

13.2 Non-Members may only speak with the agreement of the Chairman.

14. **NOTICE AND AGENDA OF MEETINGS**

14.1 The Chief Executive shall arrange for all Members to have Notice of Meetings of Working Groups.

14.2 All Members are entitled to receive Agenda of Working Groups.

15. **EXCLUSION OF PRESS AND PUBLIC**

All Working Group meetings shall generally be held in private but a Working Group may allow the press and public to attend.

16. **ADMINISTRATIVE SUPPORT**

Meetings of Working Groups shall be serviced by the Democratic Services Section.

REIGATE^[CMM6] AND BANSTEAD BOROUGH COUNCIL

PROTOCOLS FOR TASK GROUPS

1. DEFINITION

A Task Group is a Working Group of limited duration comprising Members and Non-Members authorised by a Committee/Sub-Committee to consider and make recommendations upon a specific issue.

2. APPOINTMENT

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

3. TERMS OF REFERENCE

The Terms of Reference of a Task Group shall be determined by the appointing Committee or Sub-Committee.

4. MEMBERSHIP

4.1 There is no requirement for Task Groups to meet the statutory requirements for political balance but the Councillors appointed should generally reflect the membership of the Council.

4.2 A Task Group may co-opt non-Members of the Council to attend some or all of its meetings.

5. CONDUCT OF MEETINGS

The conduct of Task Group meetings shall be a matter for the Chairman.

6. MEETINGS

6.1 Dates

Meetings will be held on dates agreed by the Chairman or the Task Group. The first meeting will be held on a date agreed with the Chairman of the appointing Committee or Sub-Committee.

6.2. Time

Task Group meetings shall start at 6.00 p.m. unless otherwise agreed by the Task Group or the Chairman.

6.3 Change of Date or Time of Meetings

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

7. **QUORUM**

The quorum of a Task Group meeting shall not be less than three at least two of whom shall be Members of the Council.

8. **CHAIRMAN**

A Chairman, and if appropriate, a Vice-Chairman shall be elected by a Task Group in the Municipal Year. The Chairman shall be a Councillor.

9. **ABSENCE OF CHAIRMAN AND VICE-CHAIRMAN**

In the absence of the Chairman, the Vice-Chairman (if applicable) shall take the Chair. In the absence of the Chairman and Vice-Chairman, a Chairman for the meeting shall be elected from amongst the Councillors present.

10. **VOTING**

Voting at a Task Group shall be by show of hands.

11. **DECISIONS**

The recommendations of a Task Group shall be incorporated in an Officer report to the appointing Committee or Sub-Committee.

12. **MINUTES**

Minutes of a Task Group shall be in note form sufficient to identify decisions and actions required. These notes are not submitted to the appointing Committee or Sub-Committee but are sufficient to form the basis of an Officer report.

13. **ATTENDANCE BY NON-MEMBERS**

Non-Members may attend meetings with the agreement of the Task Group and speak with the agreement of the Chairman.

14. **NOTICE AND AGENDA OF MEETINGS**

All Members may receive notice and Agenda of Task Group meetings on request to the Chief Executive and with the consent of the Chairman.

15. **EXCLUSION OF PRESS AND PUBLIC**

Task Group meetings (including those with co-opted Members) shall generally be held in private, but a Task Group may allow the press and public to attend.

16. **ADMINISTRATIVE SUPPORT**

Meetings of the Task Groups shall be serviced by the Lead Directorate/Service Unit.