

PROTOCOL FOR WORKING GROUPS

1 SUMMARY

- 1.1 This report suggests some changes to the protocol for Working Groups.

2 BACKGROUND

- 2.1 Council establishes and operates its Working Groups in accordance with a set protocol which was adopted by in July 2000. Now that the protocol has been in place for some twelve months, it is apparent that some minor changes could facilitate Working Group operation.

3 CHANGES TO MEMBERSHIP

- 3.1 The protocol provides that any request for a change of membership of a Group during a municipal year must be notified to the Chief Executive who will place the request before the Group's parent body for determination.
- 3.2 In practice, this arrangement means that it can be a few weeks before any requested changes can be agreed (a period during which the Working Group may need to have convened on a number of occasions).
- 3.3 To address this problem it is suggested that the protocol be adjusted to accord with arrangements for Committees/Sub-Committees whereby, where an appointment can be made or terminated in accordance with the wishes of a political group to whom a seat has been allocated, the Proper Officer (Chief Executive) can make or terminate the appointment.

4 QUORUM

- 4.1 The protocol provides that the quorum for a Working Group meeting will be a minimum of three District Members.
- 4.2 Given that a number of Working Groups have a relatively low membership (Best Value Groups comprise four Members and the Windmill Working Group three) there can be difficulty in achieving a quorum.
- 4.3 To address this problem it is suggested that the protocol be revised to accord with arrangements for Committees/Sub-Committees whereby at least two voting Members need to be present.

5 RESOURCE IMPLICATIONS

5.1 None.

6 RECOMMENDATION

6.1 It is proposed that the Committee **RECOMMENDS**

- (1) That the second paragraph of Working Group protocol 3 be removed and replaced with 'any request for a change of membership of a Group during a municipal year must be made to the Chief Executive by the political group to whom the seat has been allocated. The Chief Executive will change the appointment accordingly'.
- (2) That Working Group protocol 12 be changed to read 'the quorum for a meeting of a Working Group will be a minimum of two District Members'. (HAMS)

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Background Papers:

Working Group protocol.

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