



## CRADLEY AND STORRIDGE PARISH COUNCIL

### Working Groups Operational Guidance

1. The Membership of Working Groups will be appointed at the Annual meeting of Full Council in May. If any councillor resigns from a working group, then the working group can fill the place with another councillor or a newly elected councillor.
2. The Lead of the Working Groups will be appointed at the Annual meeting of Full Council in May.
3. Working Groups should ideally consist of 3 councillors, but should as a minimum be **not** less than 2 councillors and as a maximum **not** exceed 50% minus one of the total number of Councillors on Council.
4. **No** councillor should be on more than 50% of the total number of Working Groups.
5. Lay Members **must** be approved by Full Council before serving on a Working Group.
6. Lay Members have **no** voting rights on the Working Group.
7. Working Groups **must** submit all reports and requests to Full Council for Consideration and discussion within a week prior to Full Council.
8. Working Groups have **no** authority to offer any Grants or any financial assistance.
9. The Lead of the Working Group will have the casting vote if necessary.
10. All working groups to review and update the group's individual risks.
11. **No** working group as the authority to appoint or approve contracts or contractors.