

Process and Procedure for Setting Up Working/Task and Finish Groups for Cowbridge with Llanblethian Town Council

Step 1: Proposal for a Working/Task and Finish Group

1.1 Identification of Need

Identify a specific task or issue requiring focussed attention. This could be a short or long-term project or a particular problem to address.

1.2 Proposal Submission

Draft a proposal outlining the purpose, scope, and anticipated duration of the working/task and finish group. Include a brief explanation of why the group is needed.

1.3 Full Council Approval

Submit the proposal to the full council for approval. The proposal must be discussed and formally approved during a full council meeting.

Step 2: Establishment of the Task and Finish Group

2.1 Appointment of Lead Member

Upon approval, the full council appoints a lead member to coordinate the group. This person will be responsible for scheduling meetings, communicating with members, and ensuring the group stays on task.

2.2 Identification of Group Members

The lead member, in consultation with the full council, identifies members for the group. Membership can include councillors, officers, and members of the public. All participants must be treated equally, regardless of their role.

Step 3: Initial Meeting and Terms of Reference

3.1 Scheduling the First Meeting

The lead member schedules the first meeting, ensuring all members are notified with adequate notice.

3.2 Discussion of Terms of Reference

During the first meeting, the group discusses and agrees upon a terms of reference document. This document should outline the group's purpose, scope, key deliverables, expected timeline, and any specific processes to follow.

3.3 Full Council Approval of Terms of Reference

Once agreed, the terms of reference must be submitted to the full council for formal approval. The group cannot proceed with its work until the full council has approved the terms of reference.

Step 4: Working/Task and Finish Group Operations

4.1 Meetings

The group holds meetings as necessary, coordinated by the lead member. Meetings should be structured, with clear agendas and minutes. All members of the group should have equal opportunities to contribute.

4.2 Recording Decisions and Recommendations

The group must keep accurate records of discussions and decisions. The lead member is responsible for ensuring minutes are taken at each meeting.

4.3 Making Recommendations to the Full Council

Any recommendations made by the group must be submitted to the full council for approval. Recommendations should be presented formally, with supporting documentation and a clear rationale.

Step 5: Disbanding the Task and Finish Group

5.1 Completion of Task

Once the task or project is completed, the group should prepare a final report outlining its findings and recommendations.

5.2 Full Council Review and Disbandment

The final report is submitted to the full council for review and approval. Once the full council has approved the report, the working/task and finish group can be formally disbanded.

This process ensures that working/task and finish groups are established with a clear purpose and approved by the full council, promoting accountability and transparency. By treating all members as equals, regardless of their roles, the groups foster a collaborative environment where everyone can contribute to the work.