

SETTING UP A NEW MEMBER WORKING GROUP

Date:						
Member Contact:						
Lead Officer:						
Why is a working group needed?						
Who is proposing that a working group should be set up: (tick one of the following)						
Council:	Cabinet:	Cabinet Member:	O&S:	Officer:	Other:	
What is the main function?						
New policy development Policy review Scrutiny Corporate Governance Support commissioning exercise Support to a major project Funding bid evaluation Build up a group of members with expertise in a particular area Other						
How will members be selected?.						
Eg via groups Open invite to all members Target members with specific skills or expertise						
Does the remit of the group contribute to the Corporate Objectives or delivery of an action on the Business plan?						
What are the timescales for the group?						
Who will provide steer to the group?						

Who is accountable for its successful delivery?				
What role would the Cabinet Member like to play in the group i.e active or happy to let the group go away and come up with some recommendations				
Is it a one-off working group or will it have an ongoing role?				
Where will the group report its final recommendations?				
Any other comments:				
Recommendation for a working group and reasons:				
Member working group	Cabinet Member Working Group	Scrutiny task group	Commissioning working group	Corporate Governance group