

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Constitution Review Working Party

8 September 2011

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PROCEDURE FOR THE ESTABLISHMENT OF WORKING GROUPS

Purpose

1. To include in the Constitution a procedure for the establishment of working groups. This procedure will complement the existing procedures for the establishment of Advisory Groups (Constitution Part 4, Executive Procedure Rules) and of Scrutiny Task and Finish Groups (Constitution Part 4, Scrutiny and Overview Committee Procedure Rules).
2. This is not a key decision but will require a Council decision for inclusion within the Constitution. It was first published in the September 2011 Forward Plan.

Recommendations

3. That the Constitution Review Working Party recommend to Council that the Procedure for the Establishment of Working Groups be included at Part 5 of the Council's Constitution

Reasons for Recommendations

4. Formalising the process by which working groups are established will improve openness and transparency.

Background

5. The Constitution includes within it procedures for the appointment of Advisory Groups by Cabinet or by individual Portfolio Holders, and for Task and Finish Groups by the Scrutiny and Overview Committee, but does not set out any formal process through which other working groups are to be established.

Considerations

6. The proposed procedure, attached as **Appendix A**, sets out some of the general issues which must be considered before a new body is established, and requires consultation with Senior Management Team to consider the implications for the Council as a whole.

Options

7. Not to have a procedure for the establishment of working groups. Although working groups are not established often, the absence of a procedure could lead to an inconsistent approach or for groups to be established without sufficient consultation with Senior Management Team about the impact the remit of the group, and its administration, will have on the Council generally.

Implications

8.	Financial	None.
	Legal	None specific.
	Staffing	Any proposals to establish a working group must take staffing implications into account. Senior Management Team will be a consultee.
	Risk Management	Any proposals to establish a working group must take risk implications into account. Senior Management Team will be a consultee.
	Equality and Diversity	None specific.
	Equality Impact Assessment completed	No. Not relevant.
	Climate Change	None specific.

Consultations

9. None.

Consultation with Children and Young People

10. None.

Effect on Strategic Aims

11. A clear process for the establishment of working groups will demonstrate a commitment to transparency and openness.

Conclusions / Summary

12. Adoption of a formal procedure for establishing a working group will ensure a consistent process through which members, officers and the public are aware of the method followed.

Background Papers: the following background papers were used in the preparation of this report:

Local Government and Housing Act 1989
SCDC Constitution

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