

WTC Working Group Terms of Reference Template

[Name of Working Group]

Background	<ul style="list-style-type: none">• Briefly describe why setting up a WG is necessary, what the key issues are, and any previous attempts to address them
Outcome	<ul style="list-style-type: none">• Describe the ultimate, desired outcome of the Working Group's activity• Must relate to a topic where the Town Council is the lead local authority, or where the TC has agreed to make a supplementary contribution to that of a principal local authority (district or county)
Timeline	<ul style="list-style-type: none">• By when will the outcome be achieved?• Needs to be in the reasonably near future as working groups are intended to be short-term, task-and-finish groups
Deliverables/outputs	<ul style="list-style-type: none">• If applicable, briefly list the tangible outputs of the WG, e.g. planning application, a survey, a plan• Working groups cannot make decisions themselves and bring instead recommendations
Members (councillors)	<ul style="list-style-type: none">• As appointed by the Full Council• Must be an odd number, e.g. 3, 5 or 7

Members (non-councillors)	<ul style="list-style-type: none"> • To be agreed by the Full Council, unless a specific delegation has been granted body (Council or committee) • GDPR forms must be signed by non-councillor members
Stakeholders	<ul style="list-style-type: none"> • Briefly list people/organisations whose views need to be taken into consideration because they will be impacted in some way
Reporting	<ul style="list-style-type: none"> • To whom does the Working Group report (Full Council or named committee), as determined by the Full Council? • With what frequency will the WG report? • How will be the WG report?
Methodology	<ul style="list-style-type: none"> • Briefly describe how the Working Group will carry out its task
Convenor	<ul style="list-style-type: none"> • Name of Town Councillor who is leading the group or convening its discussions or acting as the contact person • Agendas and notes must be created for each meeting and the convenor needs to ensure that these are stored by the Town Council Office team