

Working Groups, Parties and Panels

- 1 The meetings of Working Groups, Parties and Panels are open to the public unless a Working Party, Panel or Group decides otherwise for a specific reason.
- 2 The definitions of a Working Group, Party or Panel will be as follows:
 - 2.1. where the appointed body is of an ongoing nature it will be called a working group
 - 2.2. where the appointed body has a definite start/finish date with "task and finish" terms of reference, it will be called a working party
 - 2.3. where the appointed body is established for a specific purpose, but meets only when required to consider and resolve specific issues on that agenda, it will be called a panel.
- 3 No Working Group, Party or Panel will have decision making powers.
- 4 All Working Groups, Parties and Panels will:
 - 4.1. have at least three (3) Members and no more than ten (10) Members, adhering to the principle of political balance where practicable
 - 4.2. have their membership agreed at the meeting where the body is established
 - 4.3. have their terms of reference agreed at the meeting where the body is established.
 - a) The terms of reference must fall under the remit of the parent body.
 - b) A Working Party's finish date must be agreed at the meeting where it is established and will be included in its terms of reference.
- 5 The membership and terms of reference of a Working Group, Party or Panel can only be changed by resolution of the parent body.
- 6 The identification, classification and terms of reference of current Working Groups, Parties and Panels are available from the Corporate and Governance Support section.