

# City of Edinburgh Council

10.05am, Thursday, 27 June 2024

## Appointments to Working Groups

Executive/routine  
Wards

Executive

### 1. Recommendations

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- 1.1 To agree to re-establish and appoint members, including a Chair, to the following Working Groups:
- Royal Burgh 900th Anniversary – and to agree to rename this group to “Edinburgh 900 Working Group” to reflect the name of the programme.
  - Edinburgh Waterfront All Party Oversight Group
  - Equalities Working Group
  - Festival and Events All Party Oversight Group
  - Short Term Lets Working Group
  - Sustainability & Climate Emergency All Party Oversight Group
  - Council Health & Safety Consultative Forum
  - Joint Consultative Group
  - Transport and Local Access Forum
  - City of Edinburgh Council Corporate Parenting Board
  - Gaelic Implementation Steering Group – and to agree to rename this group to “Edinburgh Gaelic Collaborative Forum”
  - Homelessness Task Force

**Dr Deborah Smart**

Executive Director of Corporate Services

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- Future Libraries APOG
  - Edinburgh as a Feminist City Working Group
- 1.2 To agree to close the following Working Groups:
- Forth Green Freeport Elected Member Sounding Board
  - West Edinburgh All Party Oversight Group
  - Economic Advisory Panel
  - Community Centres Strategy All Party Oversight Group
- 1.3 To agree the Working Group remits and membership structures, as set out at Appendix 1.
- 1.4 To approve the revised working group framework as set out at Appendix 2.
- 1.5 To agree that annual appointments to working groups would continue be submitted to Council.

## Appointments to Working Groups

### 2. Executive Summary

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- 2.1 The report provides a summary of the benefits and constraints of Working Groups and encourages careful consideration of whether any Working Group should be appointed, recognising the pressure that a large number of Working Groups can exert on elected member and officer time and resource.

### 3. Background

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- 3.1 In previous years, Working Group appointments have been made by each parent committee. In March 2023, following the delayed appointment of Working Groups after the Council election in May 2022 and the agreement of future political management arrangements in December 2022, appointments were made by Full Council to avoid unnecessary further delays. This was a more efficient approach as it allowed all working groups to progress immediately, eliminating the need to wait for a full committee cycle to complete. It is therefore proposed that this arrangement continues. Working Groups will still sit under a parent committee and report any outcomes to that committee. Appointments will usually be made up of members of the parent committee.
- 3.2 The Council approved a framework for the creation and operation of working groups on 23 October 2014. This was amended by the Policy and Sustainability Committee on 6 August 2019 and by Full Council on 16 March 2023.

### 4. Main report

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- 4.1 Working Groups provide a forum for elected members to develop policy and discuss operational matters with officers and stakeholders. Meetings are usually held in private and they do not have the procedural constraints and formalities of committee meetings, allowing flexibility in format, location, timing and membership. Proposals can be discussed and developed in private before being considered and agreed in public at a later stage.
- 4.2 Working Groups can, however, exert a significant amount of pressure on both elected members and officer time and resource. Despite a lack of decision-making powers, a proliferation of working groups can give the impression that business is

being conducted without scrutiny or due process. Working groups can also suffer from a lack of drive or 'mission drift', where they struggle to achieve established goals, co-opt new causes and continue in establishment for longer than was originally intended. Working groups cannot be delegated decision-making authority and this can lead to confusion about the status and authority of the body.

- 4.3 Council should consider the need for a working group and if a working group is the best way to achieve stated objectives.
- 4.4 It is recommended that Council should consider what it wishes to achieve and whether a working group is the best vehicle for doing this. The following serves as a guide as to what purposes a working group can serve:
  - 4.4.1 If the matter can be dealt with by a working group, consideration should be given to whether the benefits of flexibility, privacy, officer or stakeholder involvement are required.
  - 4.4.2 The Working Group Framework (Appendix 2) provides a guide for committees when creating working groups.
- 4.5 In instances where a working group is not appropriate, or the benefits are not required, there are two main options:
  - 4.5.1 Consider the matter at committee.
  - 4.5.2 Establish a sub-committee with delegated power.
- 4.6 While these options do not provide the benefits listed above, they do allow for debate and any decision to be taken in an open and transparent manner.
- 4.7 Council policy usually requires that Working Groups have a clearly defined remit, membership and timeline, and are reviewed annually. If a Working Group has not met for a year or more, officers will recommend via the annual re-appointment report that the working group be closed.
- 4.8 This report recommends the re-establishment of working groups whose remit is not yet complete. Four are recommended for closure:
  - Forth Green Freeport Elected Member Sounding Board – the remit of this group has completed, following completion of the Outline Business Case/Full Business Case.
  - West Edinburgh All Party Oversight Group – this group last met on 31 January 2022.
  - Economic Advisory Panel – this group last met on 2 March 2022.
  - Community Centres Strategy All Party Oversight Group – Culture and Communities Committee agreed in May 2024 to retain oversight of the strategy within the Committee, rather than through the Oversight Group.

## **5. Next Steps**

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- 5.1 Lead officers, including Committee Services, will liaise with Conveners to set up meetings.
- 5.2 Working Groups will be reviewed and reappointed, where appropriate, annually by Full Council or the relevant Executive Committees.

## **6. Financial impact**

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- 6.1 There are no financial implications as a result of this report.

## **7. Equality and Poverty Impact**

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- 7.1 There are no equality and poverty implications as a result of this report.

## **8. Climate and Nature Emergency Implications**

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- 8.1 There are no climate or nature emergency implications as a result of this report.

## **9. Risk, policy, compliance, governance and community impact**

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- 9.1 Member/officer working groups provide a key vehicle for policy development and discussion with stakeholders, informing the decision-making and governance of the Council as a whole.
- 9.2 The proposals in this report are in line with the Council's governance arrangements, as set out in the main report.

## **10. Background reading/external references**

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- 10.1 [Appointments to Working Groups](#) – City of Edinburgh Council – 16 March 2023
- 10.2 [Working Groups](#) – Policy and Sustainability Committee – 6 August 2019

## **11. Appendices**

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- 11.1 Appendix 1 – Working Groups
- 11.2 Appendix 2 – Amended Working Group Framework

**APPENDIX 1 – CITY OF EDINBURGH COUNCIL – WORKING GROUPS**

	<b>Working Group</b>	<b>Remit</b>	<b>Convener / Membership</b>	<b>Notes</b>
<b>Council</b>	<p>Royal Burgh 900th Anniversary (short life)</p> <ul style="list-style-type: none"> <li>- Proposed new name “<i>Edinburgh 900 Working Group</i>”</li> </ul>	<ul style="list-style-type: none"> <li>• To discuss whether there is appetite for a celebration to mark the 900th anniversary of Edinburgh becoming a burgh.</li> <li>• To consider how represented stakeholders can work together to mark the occasion.</li> <li>• To investigate opportunities for commercial and heritage funding.</li> <li>• To develop proposals to be presented to City of Edinburgh Council for approval.</li> </ul>	<p>Lord Provost (Chair), Group Leaders, Master of the Royal Company of Merchants, and a representative from each of the following: Festivals Edinburgh; Edinburgh Military Tattoo; Marketing Edinburgh; The University Sector; Edinburgh World Heritage; Additional business stakeholder and external members or officers as required as proposals develop (to be determined by the Chair). This currently includes: Austrian Consulate Edinburgh, St Giles 900, Edinburgh Castle, Royal Society of Edinburgh, Chair of the Edinburgh Slavery and Colonialism Legacy Review Implementation Group.</p> <p>Current Council members: Lord Provost (Chair), Cllrs</p>	<p>Last met: 7 March 2024</p> <p>Recommendation: re-establish</p>

			Day, Lang, Mumford, Nols-McVey and Whyte.	
<b>Policy &amp; Sustainability</b>	Edinburgh Waterfront All Party Oversight Group (short life)	<ol style="list-style-type: none"> <li>1. To provide a forum for cross-party political leadership of the Waterfront regeneration programme.</li> <li>2. To discuss significant issues and projects arising from the development of the Waterfront.</li> <li>3. To provide advice and guidance to officers on the implementation of decisions.</li> <li>4. To monitor progress.</li> </ol>	<p>9 members – Council Leader (Chair), Convener of Housing, Homelessness and Fair Work, Convener of Transport and Environment, Convener of Culture and Communities, Convener of Planning, Convener of Education, Children and Families; a representative from the SNP, Liberal Democrat, Green and Conservative Groups (if not included in the representation outlined above).</p> <p>Current Council members: Cllrs Day (Chair), Arthur, Dalglish, Dijkstra-Downie, Griffiths, Meagher, Mowat, O'Neill and Walker.</p>	<p>Last met: 24 May 2024</p> <p>Recommendation: re-establish</p>
	Equalities Working Group (short life)	<ol style="list-style-type: none"> <li>1. To share progress on the implementation of the current Equalities</li> </ol>	<p>5 members (1 from each group)</p> <p>Current Council members: Cllrs Cameron (Chair),</p>	<p>Last met: 2 May 2024</p> <p><a href="#">Terms of Reference</a> approved by P&amp;S on</p>

		<ol style="list-style-type: none"> <li>2. Framework, action plan and pay gap reporting</li> <li>3. To discuss and agree our strategic direction for our future.</li> <li>4. Equalities Framework 2025 to 2029</li> <li>5. To share and agree our high-level priority actions and discuss and agree priorities, and</li> <li>6. To share and discuss Officer responses to Council motions.</li> </ol>	Bennett, Kumar, Jones and O'Neill.	12 March 2024. Recommendation: re-establish
	Festival and Events All Party Oversight Group	<ol style="list-style-type: none"> <li>1. To provide scrutiny and oversight of the delivery and impacts of major festivals and events in Edinburgh.</li> <li>2. To facilitate and engage with key stakeholders including representatives from local communities.</li> <li>3. To ensure a co-ordinated Council-</li> </ol>	<p>Council Leader as the Convener, Convener of Culture and Communities Committee and all City Centre Ward Councillors, Group Leaders and Culture Spokespeople</p> <p>Current Council members: Cllrs Day (Chair), Glasgow, Graham, Heap, McFarlane, McNeese-Mechan, Miller, Mitchell, Mowat, Osler,</p>	<p>Last met: 18 June 2024</p> <p>Recommendation: re-establish</p>



		wide approach to festivals and events.	Staniforth, Thornley, Walker and Watt	
	Forth Green Freeport Elected Member Sounding Board	Ongoing liaison during preparation of the Outline Business Case (OBC) and Full Business Case (FBC), which will include formal arrangements for the Council's role in the Forth Green Freeport governance structure, and to ensure that the priorities passed by Council in December 2022 - around fair work, unionisation, community benefits, job and employability opportunities, affordable local housing allocation, and health & safety and environmental protection - are reflected in all discussions about the freeport.	Cross-party (one from each group)  Current Council members:	Last met: February 2024  Recommendation: close (the remit of this group has completed, following completion of the Outline Business Case/Full Business Case)
	Short Term Lets Working Group (short life)	1. To explore and understand the issues arising from the short term letting of properties which will	11 members (3 SNP, 2 Labour, 2 Liberal Democrat, 2 Green, 2 Conservative)  Current Council members: Cllrs Dalglish (Chair), Beal,	Last met: 7 June 2024  Recommendation: re-establish

		<p>inform policy and operational responses.</p> <ol style="list-style-type: none"> <li>2. To lobby for and discuss national regulations which would support the management of short term lets in the city.</li> <li>3. To discuss the implementation of new licensing and planning powers.</li> </ol>	Booth, Campbell, Fullerton, Gardiner, Graham, Mowat, Rae, Ross and Rust.	
	Sustainability & Climate & Natures Emergencies All Party Oversight Group (short life)	<ol style="list-style-type: none"> <li>1. To champion the prioritisation of sustainability action within the Council and across the city.</li> <li>2. To support and drive a co-ordinated approach throughout the Council to embed sustainability outcomes in the delivery of Council services.</li> <li>3. To play a key role in providing additional scrutiny and oversight</li> </ol>	<p>5 members – Convener of the Policy and Sustainability Committee, 1 SNP, 1 SLD, 1 Green and 1 Conservative</p> <p>Current Council members: Cllrs Day (Chair), Dijkstra-Downie, Macinnes, Parker and Whyte.</p>	<p>Last met: 13 May 2024</p> <p>Recommendation: re-establish</p>

		<p>of the implementation of the Programme Plan.</p> <ol style="list-style-type: none"> <li>4. To provide a vehicle for the development, implementation and oversight of the 2030 Climate Strategy and different strands of the Infrastructure and Investment Programme Board, to support discussion and reporting of these at Policy &amp; Sustainability Committee.</li> <li>5. To provide a means to facilitate and engage with partners and the community on the developing strategy and the wider sustainability agenda throughout the City.</li> <li>6. To link in with other working groups within the Council which are progressing elements included in the</li> </ol>		
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		Sustainability Programme or 2030 Strategy.		
	West Edinburgh All Party Oversight Group	To oversee the development of the strategic vision for West Edinburgh and to advise on major policy issues like inclusive growth, development mix, transport infrastructure, schools provision and wider social, economic and spatial issues.	8 members - Council Leader (Chair), Convener of Housing, Homelessness and Fair Work, Convener of Transport and Environment, Convener of Planning, Convener of Education, Children and Families, and a representative from the SNP, Liberal Democrat, Green and Conservative, and Green Groups (if not included in the representation outlined above).  Current Council members: Cllrs Arthur, Dalgleish, Griffiths, Heap, Hyslop, Meagher, Mitchell and Younie.	Last met: 31 January 2022  Recommendation: close (inactive).
<b>Finance and Resources</b>	Council Health & Safety Consultative Forum (standing)	<ul style="list-style-type: none"> <li>To promote a low tolerance approach to health and safety risks.</li> </ul>	1 member – Convener of the Finance and Resources Committee, Representatives from each recognised Trade Union (accredited Trade Union Health and Safety	Last met: 21 May 2024  Recommendation: re-establish.

		<ul style="list-style-type: none"> <li>• To consider, review and make recommendations to the Corporate Health and Safety Manager and/or Council Health and Safety Group on the following areas: <ul style="list-style-type: none"> <li>– Health and safety performance;</li> <li>– Accident investigations and action taken;</li> <li>– Health and safety matters referred from the Council Health and Safety Group;</li> <li>– Reports from the Health and Safety Executive, where appropriate;</li> <li>– Reports submitted by the</li> </ul> </li> </ul>	Representatives) Head of Health and Safety Representative from Human Resources Representatives from each service area Current Council members: Cllr Watt (Chair)	
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		<p>Corporate Health and Safety Team;</p> <ul style="list-style-type: none"><li>- Requirements for health and safety training;</li><li>- Health and safety communication in the workplace;</li><li>- Health and safety reports that have been submitted by Safety Representatives and that have not been resolved at a local level.</li></ul> <ul style="list-style-type: none"><li>• To assist in the development of Council policy, procedures and guidance on matters relating to health and safety at work.</li></ul>		
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		<ul style="list-style-type: none"> <li>To raise awareness of Council Health and Safety initiatives.</li> </ul>		
	Joint Consultative Group (standing)	<p>The Joint Consultative Group has representation from cross party elected members and the recognised trade unions covering all employee groups within the City of Edinburgh Council.</p> <p>The JCG provides a means of regular consultation between the City of Edinburgh Council and its employees through:</p> <ul style="list-style-type: none"> <li>Informing employee representatives on the activities, economic situation and development of the Council and consulting on the structure and development of employment within the Council.</li> </ul>	Current Council members: Councillors Walker (Convener), Doggart, Griffiths, Macinnes, Nols-McVey, Miller, Pogson and Younie	<p>Last met: 18 June 2024</p> <p>Recommendation: re-establish</p>

		<ul style="list-style-type: none"><li>• Informing and consulting employee representatives on any proposals made by the City of Edinburgh Council involving substantial changes in the organisation of work and their effects on employment relations.</li><li>• Considering any matter relating to the employment of Council employees which may be referred to the JCG by the City of Edinburgh Council or by any of the Trade Unions, including matters referred for consideration by Departmental Joint Consultative Committees.</li></ul>		
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<p><b>Transport &amp; Environment</b></p>	<p>Transport and Local Access Forum (standing)</p>	<p>1. Local Access Forums are advisory bodies established under the Land Reform (Scotland) Act 2003. Every access authority (local authority / National Park authority) has one or more forums for their area.</p> <p>2. The functions of the local access forums include:</p> <ul style="list-style-type: none"> <li>• Providing the access authority with advice and assistance in the discharge of their duties and functions under the Act</li> <li>• Offering advice and providing assistance in cases of dispute, for example, concerning the exercise of access rights</li> </ul>	<p>5 Members (1 from each group)</p> <p>Current Council members: Cllrs Arthur, Aston, Bandel, Lang and Munro</p>	<p>Council agreed in March 2023 to combine the Transport Forum, Local Access Forum and Active Travel Forum. The new group has not yet met but officers are currently liaising with external stakeholders on their membership and to confirm their involvement.</p> <p>Recommendation: re-establish</p>
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		<ol style="list-style-type: none"><li>3. To provide a city wide Active Travel Forum of experts and citizens to consider the positive and collective roles of walking and cycling in our future transport system and lifestyle needs.</li><li>4. To effectively scrutinise, influence and enhance the city's strategies and services relating to transport, place making and leisure and to promote increased levels of walking and cycling.</li><li>5. The Forum is a consultative body to inform the strategic direction of medium to long term plans, budgets and integration, and review the delivery of current policy to</li></ol>		
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		<p>promote its positive results and maintain the case for active travel.</p> <p>6. To provide a city-wide Forum of experts and citizens to consider our future transport needs.</p>		
<b>Education Children and Families</b>	City of Edinburgh Council Corporate Parenting Board (standing)	Replaced the Corporate Parenting Member Officer Group in November 2022. Remit to be set.	<p>5 members (Convener of Education, Children and Families Committee and one from each group)</p> <p>Current Council members: Cllrs Griffiths (Chair), Burgess and Kumar</p>	<p>Last meeting: 30 April 2024</p> <p>Recommendation: re-establish</p>
	<p>Gaelic Implementation Steering Group (standing)</p> <p>- Proposed new name “<i>Edinburgh Gaelic Collaborative Forum</i>”</p>	<p><b>New remit to be agreed</b> (considered by the working group on 2 May 2024):</p> <p>1. This is a collaborative forum whose role is to support the effective implementation of the Council’s activity to meet the requirements of the</p>	<p>7 Members</p> <p>Current Council members: Cllrs Day (Chair), Arthur, Booth, Hyslop, Jones, Macinnes and Young.</p>	<p>Last met: 2 May 2024</p> <p>At the 2 May meeting, the Working Group considered a revised remit and new name (Edinburgh Gaelic Collaborative</p>

		<p>Gaelic Language Act and ensure that Gaelic continues to thrive.</p> <p>2. Represent the views of key stakeholders and undertake to engage stakeholder groups to provide feedback from them across the aims of the GLP</p> <p>3. Supporting the implementation of the Gaelic Language Plan by:</p> <ul style="list-style-type: none"> <li>- contributing to discussions on progress through their engagement with key stakeholder groups</li> <li>- providing input and feedback on the development of annual progress reports</li> </ul> <p>Previous remit:</p> <p>1. To support the implementation of Edinburgh's current Gaelic Language</p>		<p>Forum).</p> <p>Recommendation: re-establish and approve the new name and remit.</p>
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		<p>Plan (2018-22) by:</p> <ul style="list-style-type: none"> <li>• overseeing and providing constructive support and challenge to progress</li> <li>• contributing to discussions on the prioritisation of next steps</li> </ul> <ol style="list-style-type: none"> <li>2. To support the production of annual progress reports.</li> <li>3. To support the development of future Gaelic Language Plans.</li> </ol>		
<b>Housing, Homelessness and Fair Work</b>	Economic Advisory Panel	<ul style="list-style-type: none"> <li>• Build on existing joint working with key economic partners.</li> <li>• Support business engagement in the delivery of the Edinburgh Economy Strategy.</li> <li>• Work with the Council to advise</li> </ul>	1 Member (Convener of the Housing, Homelessness and Fair Work Committee)	<p>Last met: 2 March 2022</p> <p>Recommendation: close (inactive)</p>

		and collaborate on actions to make sure that Edinburgh's economic growth is sustainable and benefits all citizens.		
	Homelessness Task Force (standing)	<ul style="list-style-type: none"> <li>• Build on existing prevention work which further reduces homelessness presentations.</li> <li>• Reduce the number of people rough sleeping, accessing temporary accommodation and living in insecure accommodation.</li> <li>• Increase the supply of quality council led temporary accommodation provision, reducing the reliance on bed and breakfast.</li> <li>• Ensure that appropriate support</li> </ul>	<p>5 members (one from each group)</p> <p>Current Council members: Cllrs Meagher (Chair), Flannery, Key, Rae and Whyte</p>	<p>Last met: 13 June 2024</p> <p>Recommendation: re-establish</p>

		is available for all homeless people who require it.		
<b>Culture and Communities</b>	Community Centres Strategy All Party Oversight Group (short life)	To oversee the strategic review and development of a community centre strategy for the City.  This APOG shall receive and consider update reports from the service developing the strategy and shall advise on the final recommendations resulting from this workstream.	Convener of Culture and Communities and Group spokespersons  Current Council members: Cllr Walker (Chair), McNeese-Mechan, Mitchell, Staniforth and Thornley	Last met: 18 April 2024  Recommendation: close (decision by C&C in May 2024 to retain oversight of the strategy within the C&C Committee)
	Future Libraries APOG	To oversee the development of the libraries strategy and vision.  This APOG shall receive and consider update reports from the service developing the strategy and shall advise, support and inform the work and recommendations as it progresses.	Convener of Culture and Communities and one member per group.  Current Council members: Cllr Walker (Chair), McNeese-Mechan, Mitchell/Munro, Osler and Staniforth.	Last met: 19 April 2024  Recommendation: re-establish
<b>Planning</b>	Edinburgh as a Feminist City Working Group (short life)	The working group will consider how ongoing and	5 members (one from each group)	Last met: 19 April 2024

		<p>planned strands of work relevant to the promotion of safety of women in public spaces, can support the production of a report to be presented to Planning Committee summarising key outcomes to meet the motion aims.</p> <p>Where there are outcomes relevant to other Committees these will be reported to accordingly. Officers will link to Council service areas as appropriate to ensure a coordinated cross Council approach is maintained throughout. As appropriate, the Working Group will engage with other groups and strands of work (including Accessible Streets and the Women's Safety in Public Places Community Improvement Partnership) as well as other Councils.</p>	<p>Current Council members: Cllrs Cameron, Glasgow, Mowat, O'Neill and Osler.</p>	<p>Recommendation: re-establish</p>
<b>Regulatory</b>	Street Trading Short Life Working Group	To further examine appropriate city areas for	5 members (one from each group)	<b>No decision required</b>



		street trading which could be managed directly by the Council.	Current Council members: Cllrs Ross, Graham, Mattos Coelho, Mowat & Rae.	Appointed by Regulatory Committee on 5 February 2024 – the working group has not yet met.
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**Note** – no decision required for the following Working Groups, which have already been appointed:

- Street Trading Short Life Working Group - appointed by Regulatory Committee on 5 February 2024

## Appendix 2 – City of Edinburgh Council – Working Group Framework

- The chair of a working group will be agreed by the parent committee (or Full Council).
- Membership of Working Groups will be open to all members of the parent committee (and substitutes), or as agreed by the parent committee (or Full Council); with officers and outside representatives being involved, as required. Membership will usually be either proportionate to the make-up of the Council, or one per political group.
- The chair will be able to add to the membership of a working group but not remove members who must be changed by the parent committee.
- Working Groups should have a defined written remit, and a timeframe for delivery of that remit; all to be agreed by the relevant parent committee (or Full Council).
- Working Groups will usually be supported by Committee Services. Action Notes, rather than detailed minutes, will be produced after the meeting, and submitted for approval at the next meeting of the Working Group.
- Working Groups will agree flexible meeting arrangements, to recognise individual workloads and circumstances, wherever appropriate, including whether the Working Group should meet in person or virtually. In-person meetings will always be hybrid, allowing attendees to join remotely if they are unable to attend in person.
- Parent committees to consider annual re-appointment reports confirming the lifespan and necessity for a working group. Committees should confirm that working groups have clear objectives and give consideration as to whether a working group is the correct vehicle to take these forward.
- If a Working Group has not met for a year or more, officers will recommend via the annual re-appointment report that the working group be closed.

Can be dealt with by working group	Not appropriate for working group
To develop policy or proposals for approval by parent committee	To take a decision or incur expenditure on any matter
To scrutinise policy or proposals in detail before presenting findings to parent committee	To discuss a matter where the Council/responsible committee has no authority

To scrutinise or develop implementation details before presenting for approval by parent committee	To consider any matter without reporting back to the parent committee
To allow roundtable consultation with key stakeholders on matters within the parent committee's remit	
To provide more regular and in-depth oversight of a major project or initiative	